Holton Parish Council

*NOTICE OF MEETING*

I hereby give you a notice that a meeting of the Parish Council will be held in Holton and Blyford Village Hall on Wednesday 10th January 2018 at 7.30pm when your attendance is required and requested.

Elaine Day Clerk to Parish council

 edayhpc@gmail.com

**AGENDA**

1. **Chair’s welcome and note of any apologies submitted.**
2. **Public Forum** – Residents are welcome to give their views and ask questions about issues on this agenda or raise items for consideration at a future parish council meeting.
3. **To receive members’ declaration of interest.**
4. **Members’ requests for dispensation to vote.**
5. **Minutes of previous meetings.**
To approve as a true and accurate record of the minutes of the meetings dated

1st November 2017

13th November 2017

4th December 2017

18th December 2017

1. **Reports**
(i) County Councillor Tony Goldson
(ii) District Councillor Alison Cackett
(iii) Clerk Elaine Day
(iv) Holton & Blyford Village Hall
2. **Items carried forward from previous meetings.**
3. Bus shelter repair/replacement.
4. Good neighbour scheme. (Cllr. Cackett)
5. Pot hole Mill Road. (Cllr. Cackett)
6. **Planning decisions/applications**
To note (i) DC/17/4572/FUL Refusal of Planning Permission. Re Render outside of cottage and outbuilding, Primrose Cottage, The Street, Holton. (ii) Correspondence received post agenda production and pre-meeting.
7. **Adoption of Standing Orders 2017/18**
8. **Adoption of Financial Regulations 2017/18**
9. **Adoption of Code of Conduct 2017/18**

1. **Correspondence**
(i) Read at meeting.

(ii) To note correspondence and circulars provided to members.

1. **RFO Report and Bank reconciliation. Allocation of reserves.**
To authorise the following payments.

 Amount VAT element

 Clerk’s Salary:

 Elaine Day (Nov) £116.00

 Elaine Day (Dec) £231.60

 Elaine Day (Jan) £448.80

 Dawn Henry (Dec/Jan) £340.04

 HMRC £212.20

 Stationery items Dawn Henry £19.21

 Expenses/mileage Dawn Henry £16.65

 Waveney Norse Dog Bin Holton £424.19 £70.70

 Holton Village Hall Hire £37.50

 SALC Payroll services to 30/09/2017 £21.60 £3.60

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 £1,867.79 £74.30

1. **To set 2018/2019 expenditure budget and Parish Council precept request.**
2. **Date of next meeting**

Wednesday 14th March 2018, Holton and Blyford Village Hall, 7.30pm.

**Date of future meetings**

09/05/2018, 30/05/2018 (Annual meeting and AGM), 11/07/2018, 12/09/2018 and 14/11/2018.