

Harmston Parish Council

Chairman: Cllr Paul Wallace

**You are hereby summoned to attend a Meeting of the Council,
on Tuesday 19th March 2024**

to be held at The Memorial Hall, Harmston

The business to be dealt with at the meeting is listed in the agenda

There will be a 15-minute public forum between 7.30 and 7.45 when members of the public may ask questions or make short statements to the Council, and your attendance is also requested during this period.

A G E N D A

1 APOLOGIES FOR ABSENCE

and acceptance of reasons given

2 DECLARATIONS OF INTEREST under the Localism Act 2011

Members of the Parish Council are required to declare any personal or prejudicial interests they may have in any matter which is to be considered at this meeting. In addition, any private or personal non-pecuniary interest in a matter to be considered at this meeting should also be declared (unless it is insignificant or one which is shared with other members of the public generally as a Council Tax payer or an inhabitant of the area).

3 REPORTS TO THE REPRESENTATIVES

To receive reports from the following:

- a) Local Police (PC 1293 Matt Roberts)
- b) *County Councillor*
- c) *District Councillors (Emailed)*

4 CO-OPT

- a) To discuss new applicants and vote
- b) Newly elected Councillors to complete mandatory forms

5 TO APPROVE THE NOTES OF THE LAST MEETING

held on 20th February 2024 and the Chairman to sign the official minutes

6 CLERKS REPORT

To consider the clerks report (emailed)

7 FINANCIAL MATTERS

- a) *To consider the Financial Overview for 2023-2024 to date (emailed)*
- b) *VAT Report*
- c) *To consider the Financial Report for February 2024*
- d) *Monies to be paid*
- e) *HPC Accounts file to monitored and log signed*

8 PLANNING APPLICATIONS

The following planning applications need to be noted:

- a. **TREE WORKS**
24/0204/TCA Hill Top Farm, Blacksmiths Lane
- b. **PLANNING**

9 CLERK TRAINING

- a) *CiLCA update*
- b) *Training commitments – agree hours for qualification*
- c) *Agree and approve resources*

10 POLICIES & STANDARD DOCUMENTS

- a) *Clerk to explain ongoing review and new monitoring document*
- b) *Review & approve Freedom of Information Request document*
- c) *Review & approve GDPR Security Compliance Checklist*
- d) *Review & approve Subject Access Request Procedure*
- e) *Review & approve Data Breach Policy*
- f) *Review & approve Data Protection Policy*
- g) *Review & approve Records Retention Policy*
- h) *Read & approve Health & Safety Policy*

11 DATA PROTECTION

- a) *To approve training for Clerk (recommendation from CiLCA course)*
- b) *To discuss and agree email addresses in accordance with data protection (Subject Access Request Procedure)*
- c) *Privacy note on emails*
- d) *GDPR Compliance checklist – to review & complete*

12 COMMEMORATIONS

- a) *Clerk to share responses from local groups regarding D-Day commemorations in June 2024*
- b) *Clerk to share update on King Charles commemorative photograph*

13 DEFIBRILATOR

- a) *Agree actions regarding battery*

14 DOG FOULING

Share information from resident and discuss and agree next steps

15 DATE OF NEXT MEETING

Next Parish Council Meeting, is the Annual Meeting of the Parish Council: Tuesday 21st May 2024, to be held at The Memorial Hall, Harmston, immediately following the Annual Parish Meeting at 7.00pm.