DATCHWORTH PARISH COUNCIL

 *Parish Clerk: Mrs Tina Hassan*

 5 Bragbury Close, Bragbury End, Stevenage,

 Hertfordshire, SG2 8UL

 Tel: 07956-889933

 Email: clerk.dpc@datchworth.com

To Councillors: Jane Dodson, Tracy Chapman, Charlie Groves, Emma Norman

 Viv Marshall, Tony Stowe, Frank Pearman, Jackie Boakes,

You are summoned to attend the following meeting:

Datchworth Parish Council Meeting

to be held at All Saints Church Hall

 Tuesday 26th November 2019 at 7.00pm

*Members of the public & press are invited to attend this meeting. The agenda may be split into 2 parts. Part 1 will deal most of the business which is open to the press & public. Part 2 (if applicable) includes items which may be discussed in the absence of the press & public due to the personal/sensitive nature of the information. The press & public will be asked to leave the meeting before Part 2 items are discussed.*

## AGENDA

1. **To receive and accept apologies for absence** (3 minutes)
2. **Public Speaking** – Any Public (including Press) to ask questions of Council on matters relating to this agenda (15 mins)
* **Feed back from Planning Sub-Committee with regard revised drawing of Sports Club new Car Park presented to the Chair of Planning Councillor Dodson at the last PC meeting.**
* **Q&A at the end of the Agenda – *see point 19*** (for any Agenda item)(5 mins)
1. **To verify the Minutes** **of the last Full Council** meeting held on **22nd October**. (3 mins)
2. **Vacancies/Election update** (Clerk) (3 mins)
3. **Adoption of Grants Policy & Application Form**  (Cllr. Chapman) (5mins) *(prev. circulated)*
4. **School Signage** - (Cllr. Dodson) (5 mins)
5. **Risk Assessments** – Timetable & Completion (5 mins) (Cllr.Dodson)
6. **Reminder of Bullying & Harassment Policy & LGA Guidelines on Harassment of Elected Officers** (Cllr. Dodson) (5 mins)
7. **Planning – Part A** (5 minutes)

Report of new applications, refusals & approvals since last meeting – (report previously emailed)

 **Planning – Part B – Parish Land Matters & Lease Renewals** (8 minutes)

* **Turkey Farm Lease - update**  (3mins) (Clerk)
* **Registration of Bulls Green** (5mins) (Cllr. Boakes)
1. **Plough Car Park -** (10mins) (Cllr. Chapman)
* **Legal quotes re advice on VAT** (previously circulated)
* **Questions to be agreed to send to legal firm** (previously circulated)
1. **Cherry Tree Hall – update** (Chair) (7 mins**)**
2. **Clerk’s Report & Other Correspondence** (5 mins)

**12.1 Christmas Lighting Event on the Green** - update

**12.2 Bus Stop Bench replacement – quotes (**Cllr. Groves)

**12.3 Date of APM to be set** – 14th or 16th April 2020 in the VH

1. **Finance** *(Full income & expenditure report emailed previously) (Clerk) (5mins)*
	1. **Agree Expenditure for November**

**13.2 Agreement to Budget 2020/2021 & Precept Request** (Clerk)

1. **Councillors’ Reports** (please email brief report for the minutes & circulation by Friday)

**14.1 Access Road update** (Chair) (3 mins)

**14.2 Christmas Tree Festival Banner** (Chair) (2 mins)

**14.3 Parish Paths Report** (Chair) (3 mins) (previously circulated)

**14.4 Community Group** (15 mins) (Cllr.Chapman) \***Declaration of Interests if any**

 **a)** Datchworth.com website

 **b)** New website update & new Councillor e-mails

**14.5 Parks Update** (Cllr. Chapman) (5 mins)

**14.6 Swings Tenders Update (**10mins)(Cllr. Chapman) (10mins)

**14.7 Trees update** (Cllr.Pearman) (5 mins) (previously circulated)

**14.8 Burnham Green** (Cllr. Chapman) (3mins)

**15.** **District Councillor’s Report** (Cllr. Stowe)

**16. Q & A Session by members of the public** (5 mins)

**Agenda Points for consideration for the January meeting**

Datchworth Sports Club Access Road, Primary School Nepal Project,Skills Audit (delayed until Feb), APM date to be sent (mtg in April)

**Signed: (Clerk)**

 **Date: 18th November 2019 -** \***NB (time slots are an approximate guideline only)**

**Documents to be forwarded before the meeting :-**

\* Finance Meeting Notes – 12th November 2019

\* Budget sheets – 19/20 – Year end & estimated figures 2020/2021

\* Grants Policy & Application Form

\* Quotes for legal firms re Plough Car Park VAT situation

\* Plough Car Park Questions

\* Bullying & Harassment Policy & LGA Guidelines Dealing with Harassment

\* DSC revised car park drawings (awaiting from DSC)

\* Parish Paths Report

\* Tree Report