

FRANSHAM PARISH COUNCIL

Next Meeting will be on Tuesday 16th January 2018 at 7.00pm in the Village Hall.

Fransham Parish Council welcomes the public and press to its meetings. The public and press are able to address the Council during the Public Participation session. The law does not permit members of the public and press to take part in the debates.

Sheryl Irving
Clerk to the Council
franshamparishcouncil@gmail.com
11th January 2018

AGENDA

1. Welcome and apologies for absence.
2. To declare any declarations of interest.
3. To approve the minutes of the meeting held on Tuesday 21st November 2017.
4. To discuss any matters from the November minutes (not on the agenda).
5. County/District Councillor reports.
6. Open Forum for Public Participation.
7. To report any progress regarding the seventh parish councillor vacancy.
8. To receive a Crime & Policing report.
9. Planning Issues.
 - 9.1 Current Applications:
 - 3/PL/2017/1376/O – Kirkhams Meadow, residential development – nine dwellings.
 - 3PL/2017/1518/F – Church Barn, Station Road – conversion of barn to create residential.
 - 9.2 Decisions Due:
 - 3PL/2017/1200/F – Old Hall, Main Road – Change of Use.
 - 9.3 To consider establishing a Planning Committee.
10. Highway Matters.
 - 10.1 To receive a report on the proposed trod on Station Road.
 - 10.2 To receive updates in respect of issues previously reported:
 - Hedge at Lyndhurst Cottage.
 - Station Road Hedge (owner unknown).
 - A47 – from East into village – uneven road surface.
 - Crown Road flooding.
 - Logs in ditch near Chapel on Station Road.
 - 10.3 To receive reports of any new highway issues.
11. To receive a report on the Bus Shelter Project.

12. To receive a report in respect of the Village Hall Defibrillator.
 13. To receive a report in respect of Data Protection Regulations.
 14. To note the external and internal auditors reports for the year ended 31st March 2017 & associated recommendations.
 15. Financial Matters.
 - 15.1 To confirm the appointment of Internal Auditor for the year ending 31st March 2018.
 - 15.2 To receive an update in respect of the budget/accounts for the current financial year.
 - 15.3 To consider part-funding Clerk's CiLCA qualification (£39.65).
 - 15.4 To approve cheques for payment.

• Clerk – Salary/Allowance – Nov & Dec 17	£167.73
• HMRC	£33.20
• ICO Membership (data protection)	£35.00
• Max Bergin (internal audit)	£25.00
• Mazars (external audit)	£660.00
• SLCC (Governance Guide publication)	£24.80
 16. To discuss and adopt the following documents:
 - Standing Orders.
 - Financial Regulations
 - Risk Assessment & Management Policy
 - Asset Register
 17. To consider a report in respect of the Parish Website.
 18. To confirm Councillors responsibilities for publication on the website.
 19. To note meeting dates for 2018:
 - Tuesday 20th March
 - Tuesday 15th May
 - Tuesday 17th July
 - Tuesday 18th September
 - Tuesday 20th November
 20. Correspondence for circulation.
 21. To receive any items for the next meeting.
 22. To confirm the date of the next meeting of Fransham Parish Council will be held on Tuesday 20th March 2018 at 7.00pm in the Village Hall.
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