

PARISH OF GROBY

NOTICE OF PARISH COUNCIL MEETING

I hereby give notice that the **MONTHLY COUNCIL MEETING** of the **Parish Council** of the above named Parish will be held at the **Council Office, Groby Village Hall** on **Monday 5<sup>th</sup> March 2018 at 7.00pm.**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the Meeting as set out hereunder.

Mrs Alixe Taylor  
Clerk to the Council

27<sup>th</sup> February 2018

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**AGENDA**

1. **To receive apologies for absence**
2. **To receive Declarations of Interest / Requests for dispensations from members on matters in which they have a disclosable pecuniary interest**
3. **Minutes**  
To approve the minutes and closed session minutes of the Parish Council meeting held on Monday 5<sup>th</sup> February
4. **Matters Arising**  
An update on matters arising from the minutes or matters previously discussed by the Parish Council
5. **Parish Councillor reports**
  - Informal meeting with Groby Junior FC
  - Meeting with the stonemason and a resident
6. **Public Participation**  
*To allow members of the public to ask questions in respect of the reports provided by representatives of outside bodies or to ask any questions on items listed on this agenda.*
7. **County Councillors' reports**  
To note the report from Cllr. O'Shea
8. **Borough Councillors' reports**  
To note the reports from Cllrs. Cartwright and Hollick
9. **Planning and Development Committee**
  - To note the minutes from the meeting held on 7<sup>th</sup> February 2018
  - Planning Application: 18/00140/HOU - 23 Jacqueline Road, Field Head, Markfield.
10. **Parks & Cemetery Committee meeting**  
To agree the recommendations from the meeting held on 13<sup>th</sup> February 2018
11. **Finance & General Purposes Committee meeting**  
To agree the recommendations from the meeting held on 28<sup>th</sup> February 2018 to include:
  - I. Parish Council Bank Account
  - II. Telephone contract
  - III. To review the following:
    - Insurance
    - Financial Risk Assessment
    - Asset Register
    - The effectiveness of internal controls
    - Business Continuity Plan
    - Financial Regulations

**12. To approve payment of accounts and to receive income**

A full list is included in members' packs for the meeting

**13. Financial Reports**

To receive budget report and bank reconciliation

**14. Document Retention Archive and Destruction Policy**

To consider adoption

**15. Clerk's Report**

- Resident query regarding fencing
- Neighbourhood Plan
- A community shared warden
- General Data Protection Regulations (GDPR) -update
- Allotment Wall update
- Employee handbook – update
- Scouts Boundary
- Klondyke Update

**16. Correspondence**

A full list is included in members' packs for the meeting, including:

155	Neighbourhood watch	News	Council to note
156	Zurich Insurance	Potential claim	Council to note
157	LCC	Grass Cutting	Council to discuss
158	Local Resident	Trees at rear of property	Council to discuss

**17. Groby Housing Allocation**

To consider setting up a working party to look at sites for future housing allocation

**18. Staff Matters including**

- Deputy Clerk vacancy - to agree the appointment of a Deputy Clerk
- Staff matters – update
- To agree a staff Grievance Committee and Appeal Panel

**19. Date of next meeting**

The discuss date of next meeting

**Members of the public and press are welcome to attend**