Monthly meeting of Sharlston Parish Council to be held on Monday 7th September 2020 at 6.30 pm

Please note that due to the continuing social distancing measures in place as a result of the Covid-19 virus, this meeting will be taking place **virtually**. We will retain the public part of the meeting between 6.30 and 7.00 pm and any member of the public wishing to address the Council can join the meeting using this link;
https://us02web.zoom.us/j/85715474666?pwd=REp0OHI2R2QwSXhGMC9Ec2NJRmlTQT09
Meeting ID: 857 1547 4666
Passcode: 461943
Alternatively, questions may be submitted to the Clerk up until **12 noon on Monday, 7th September** for consideration at the meeting.

The quorum of this meeting is the lesser of 1/3 of members entitled to vote or 3 members

AGENDA

1	**Apologies for Absence**	• To receive apologies and approve reasons for absence
2	**Declarations of Personal Interests**	• To receive any declarations of interest not already declared under the Council's code of conduct or members Register of Disclosable Pecuniary Interests • To receive, consider and decide upon any applications for dispensation
3	**Casual Vacancy**	• To note a casual vacancy on Sharlston Parish Council and next steps • To consider management of the Parish Council's website • To consider co-option to the Parish Council's committees • To receive an update on welcome / induction materials for new councillors
4	**Minutes of the Previous Meeting**	• To confirm the minutes of the Meeting held on Monday 6th July and the Extraordinary Meeting held on 10th August 2020 as true and correct records
5	**Progress Report**	• To receive reports on items in the minutes of the previous meeting (Note: for information only)
6	**Ongoing Projects**	• To note updates and agree next steps on the following projects; - Rugby Club Lease & Car-Park Extension - Community Centre / Church Lease
7	**Reports from Committees**	• Allotments – To receive a draft Allotments Policy and consider this for approval • Highways – To receive a verbal report from a Highways Walk which took place on 14th August and consider approval of related actions • Finance / Personnel – To receive a verbal report from the Finance / Personnel Committee which took place on 14th July • To agree dates for forthcoming committee meetings
8	**Training Update**	• To receive a report on training completed since the last meeting / note forthcoming opportunities
9	**Items Requested by Councillors / Annual Schedule**	• To consider approval of a draft Complaints Policy for Sharlston Parish Council • To consider approval of draft inspection checklists for all Parish Council property and assets and agree dates for inspections to take place • To consider approval of an Accessibility Statement for the Parish Council's website • To consider and agree arrangements for bunding of The Green / new byelaw signage • To consider a request by local volunteer group to place a bench / plaque outside Sharlston Community Centre • To consider and agree a rearranged event in place of the VE Day Hog Roast • To consider and agree arrangements for Great British September Clean / Litter Pick • To note and approve arrangements for annual bulb planting in October 2020 • To consider arrangements for the marking of Remembrance Day 2020 / Royal British Legion Support • To note an update on arrangements for Christmas 2020 and agree any further action necessary • To consider a request by the Clerk to order the new version of 'Local Council Administration' • To consider a request by the Clerk to commence CiLCA training
10	**Planning Applications**	• To consider and decide upon planning applications as detailed in **Appendix A** • To consider an alleged breach of planning permission – Grime Lane
11	**Planning Decisions**	• To receive Decision Notices as listed in **Appendix B**
12	**Correspondence**	• To consider correspondence received since the last meeting and decide action where necessary
13	**Attendance at Meetings**	• To consider any forthcoming meetings and agree attendance
14	**Future Agenda Items**	• To notify the Clerk of matters for inclusion on the agenda of the next meeting (please note that any motions for consideration are to be received 7 days in advance of the agenda being circulated)
15	**Financial Matters**	• To approve the accounts listed in **Appendix C** for payment and / or note payments previously authorised • To receive and note monthly finance report • To consider and note new pay scales for 2020 – 2021 to be implemented from 1 April 2019 and approve a backdated payment to 1 April 2020
16	**Date & Time of next meeting**	• To confirm the date & location of the next meeting.

Signed by: Emma King

Clerk to the Council

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