

MEDBOURNE PARISH COUNCIL
Notice of Meeting

Dear Councillor,

You are summoned to attend the annual council meeting of Medbourne Parish Council to be held in the Village Hall, Medbourne on **Monday 8 May 2017 at 8:15 p.m.** (or at the completion of the Annual Parish Meeting, whichever is earlier). Members of the Public & Press are invited to attend.

Members of the public are welcome to attend but are not permitted to participate except under Item 12 when invited to do so by the Chair.



Graham Thomson, Clerk to the Council
27 Sycamore Drive, Desborough, NN14 2YH

1 May 2017

AGENDA

1. Election of Chairman (followed by Chairman's Acceptance Of Office)
2. Appointment of Vice Chairman (followed by Vice Chairman's Acceptance Of Office)
3. To accept, or otherwise, apologies for absence received.
4. Review of items required by Standing Orders:-
 - 4.1. standing orders and financial regulations and to recommend any changes considered appropriate.
 - 4.2. terms of reference for the Neighbourhood Planning Committee.
 - 4.3. delegation arrangements to committees and staff.
 - 4.4. arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
 - 4.5. representation on or work with external bodies and arrangements for reporting back.
 - 4.6. inventory of land and assets including buildings and office equipment.
 - 4.7. arrangements for insurance cover in respect of all insured risks.
 - 4.8. subscriptions to other bodies.
 - 4.9. complaints procedure.
 - 4.10. procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
 - 4.11. policy for dealing with the press/media.
5. Appointment of the Neighbourhood Planning Committee.
6. Appointment of Chair of the Neighbourhood Planning Committee (acceptance of office to be signed before the next Parish Council meeting).
7. Appointment of any other committees deemed necessary and to determine their terms of reference.
8. Appointment of Trustees and Representatives
 - Information Resource Advisor
 - Internal Auditor
 - Keeper of the Hollow
 - Keeper of the Village Benches
 - Legal Advisor
 - LRALC representative
 - Medbourne Charities representative
 - MEFT representative
 - Parish Maintenance
 - Planning representative
 - Sports Club representative
 - Street Lighting Warden
 - Tree & Brook Warden
 - Village Hall representative
 - War Memorial Warden
9. To note the inspection of Trust Deeds and Instruments

10. To receive any declarations of interest from Councillors.
11. To note any requests for dispensation granted by the Clerk.
12. Public Representations (Note: no decisions will be made in response to this item.)
13. Confirmation of the accuracy of the minutes of the meeting held on 10 April 2017
14. To receive factual updates of matters arising from those minutes not elsewhere on the agenda.
15. To receive verbal reports on the following matters:-
 - 15.1. Broadband / Website
 - 15.2. Lighting
 - 15.3. Sports Club
 - 15.4. Village Hall
 - 15.5. Medbourne Educational Foundation Trust (MEFT)
 - 15.6. The Hollow
16. Medbourne Neighbourhood Plan Advisory Committee (MNPAC)
 - 16.1. To adopt the minutes of the meeting of the MNPAC held on 19 April 2017
17. To consider and make comment on Planning Matters
Details of the application is available at www.harborough.gov.uk/planning (click the link on your screen to be taken to the application)
 - 17.1. [17/00487/CLU](#) Certificate of lawfulness for the existing use of land for the siting of 20 leisure lodges at Innarla Caravan Park, Hallaton Road, Medbourne
18. To receive any update on the proposed s278 Highways Act Agreement, Nevill Holt
19. To note significant correspondence received
20. Questions to the Chair
21. To note any items of repairs and maintenance in the Parish in need of attention
22. Council Training and Resources
23. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
24. To consider and approve payments (list to be circulated)
25. Staffing Matters