

DRAUGHTON PARISH COUNCIL

NOTICE OF THE ANNUAL MEETING OF THE COUNCIL TO BE HELD ON THURSDAY 17 MAY 2018 IN THE VILLAGE HALL AT 7.30PM FOLLOWING THE ANNUAL PARISH MEETING AT 7PM

(Note: the start time may be delayed if the Annual Parish Meeting is still in progress)

A G E N D A

1. **Election of Chairman** – to elect the Chairman of the Council and receive the Chairman’s Declaration of Acceptance of Office
2. **Apologies** – to receive apologies and consider reasons for absence
3. **Election of Vice-Chairman** – to elect the Vice-Chairman of the Council
4. **Register of Interests** – to confirm interests held in the Register maintained by the Monitoring Officer
(Note: all councillors may check copies of their current registration forms available on the website – www.draughton.org)
5. **Disclosure of interests** – to receive any declarations of interests not already recorded in the Members’ Register of Interests, to note any interests relevant to the business of the meeting (whether previously registered or not), and, if so required, to receive and consider applications (if any) for dispensation pursuant to the Council’s Code of Conduct for members with an interest to take part in the discussion and vote on the business in question
6. **Annual Parish Meeting** – to consider any comments and proposals referred from the Annual Parish Meeting concerning the following matters (as proposed for discussion at the village meeting by the Parish Council):
 - (i) Housing development in the village
 - (ii) Traffic concerns and safety matters*(Note: any other matters referred from the Annual Parish Meeting may be proposed for inclusion on the agenda of the next meeting.)*
7. **Minutes** – to confirm the Minutes of the Meeting held on 19 April 2018 as a true and correct record *(attached)*
8. **Matters arising** – to receive the Clerk’s report for information and to decide further action where necessary on the following ongoing issues:
 - (i) Flooding at top of village – to receive an update
 - (ii) GDPR training and update on Data Protection Officer – to note a likely exemption for local councils from the requirement to appoint a DPO
 - (iii) Audit 2018/19 – to receive an update
 - (iv) Visit by Skipton History Society – 21 June – to receive a further report from Cllr Billing
9. **Policies and Procedures of the Council** - to review and confirm the existing policies and procedural documents of the Council *(copies of documents available on website)*, and to consider a revised Data Protection Policy and Privacy Notices *(copies of draft documents attached)*

*Clerk to the Parish Council: Mrs Jane Markham
The Pines, Draughton, Skipton, BD23 6DU*

Tel: 01756 711305

Email: parishclerk@draughton.org

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10. **Delegation to Committees and Officers** –
To review the delegation arrangements of the Council
(Note: no authority currently delegated to committees or other local authorities; an explanation of authority currently delegated to the Clerk available on website)
11. **Planning** – to note planning decisions and to decide action as necessary:
 - (i) Application 2018/19231/TCA – tree works 3 The Croft
 - (ii) Any other planning applications received after publication of the agenda but at least 3 clear days before the meeting (any applications received to follow)
12. **Draughton Vergers** – to receive the report of Cllr Neale, and to decide action as necessary on the following matters:
 - (i) Purchase of strimmer equipment (using grant funding)
 - (ii) Updated Risk Assessments and Operating Instructions/Safe Methods of Working
 - (iii) Winter gritting proposals
 - (iv) Cutting of village green to date
13. **Financial Matters** – to note payments made (as authorised) in the month, and to approve the month's accounts for payment:

(v) Clerk's expenses – stamps + petrol	£6.96
(iii) RAY subscription	£35.00
(iv) E&M – Village Green grass cutting	£80.00
(v) NYCC – Footway lights	£192.91
(vi) Renewal of insurances	£206.09
(ii) SELRAP subscription	£15.00

(Copy of payments schedule circulated to Members)
14. **Consultations and Correspondence** – to note e-newsletters circulated for information, and to consider correspondence received, including information on Le Petit Depart on 3 June, and decide action where necessary on the following matters:
 - (i) North Yorkshire Archives Service – consultation on future provision
 - (ii) NALC – Govt consultation on Unauthorised Developments and Encampments
15. **National Salary Award for Local Council Clerks** – to approve the revised salary scales, as recommended by NALC, to take effect from 1 April 2018.
16. **Meeting Schedule 2018/19** – to confirm the dates of meetings in 2018/19
(Copy of draft schedule attached)
17. **Date of Next Meeting** – to confirm the date: 14 June 2018

Members of the Council are hereby summoned to attend the meeting. The Press and Public are invited to attend, but the Public are reminded that they are permitted to take part in any discussions only at the discretion of the Chairman of the Meeting.

Councillors and Local Electors wishing to have any issues raised at the meeting are asked to notify the Clerk (preferably in writing) one week before the meeting. At the discretion of the Chairman of the Meeting, any such issues will be included on the Agenda.

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