

Copies of **Neasham Parish Council** minutes and agendas are available on the website at:

<http://www.parish-council.com/neasham>

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You are hereby summoned to a meeting of **Neasham Parish Council on Monday 6<sup>th</sup> March 2017 at 6:30 pm** in Neasham Reading Room to transact the business listed in the agenda below.

#### **AGENDA**

1. Chair's welcome and apologies for absence
2. Declarations of interest in items on the agenda
3. Minutes of the last meeting
  - To approve the minutes of the meeting held on 6<sup>th</sup> February 2017 – previously circulated.
4. Matters arising from previous meeting / Progress Reports
  - 1683** Councillor Vacancy
  - 1688** Vehicle activated speed signs costs and potential locations
  - 1689** JW and GC meeting with EA – EA meeting notes attached with agenda
  - 1696** New Lane dog bin.
5. PACT Report
6. Roads and footpaths
  - Dog fouling signs – to consider parish wide locations for 12 signs delivered by DBC – photo attached with agenda.
7. Village green
  - Bye-laws - following the questionnaire responses, the proposed model byelaws are summarised in the table attached for approval in principle. The 8 highlighted comments need discussion and decision.
8. Planning
  - 16/01236/CU - Change of use to storage - Spa Wells
  - To consider 17/00070/FUL application for 5 residential pitches at Hurworth Moor. Hurworth Parish Council are the consulting parish. To note letter to DBC from Sir Mark Wrightson attached with agenda.
9. Model publication scheme
  - To note this document has been created for the new Clerk – attached with agenda:
    - a) Information for Clerk
  - To note these documents have been created and are available for inspection if requested:
    - b) Grants Register
    - c) Contracts Register.
  - To note these documents have been created and are published on the website – attached with agenda:
    - d) Role of a Parish Council
    - e) Councillor information & Induction
    - f) FOI Disclosure Register
    - g) Gifts and Hospitality Register.
    - h) Planning Register.

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- To approve the following policies and procedures to conclude statutory requirements – attached with agenda:
  - i) Model Publication Scheme and Schedule of Charges
  - j) Equality, Diversity and Equal Opportunities Policy
  - k) Disciplinary and Grievance Policy & Procedure
  - l) Complaints Procedure
  - m) Records Management Policy – to follow, copy to be circulated before meeting
  - n) Data Protection Policy – requirement to register with ICO
  - o) Risk Management Policy
  - p) Annual all-risks check list
  
- To note these documents have been created – attached with agenda:
  - q) Quarterly Inspection Report
  - r) Quarterly Risk Management Report – to be published on website

10. Appointment of new Clerk

- Approve appointment of John Walker and sign contract of employment.

11. Finance

- To approve principle of transfer of funds from Barclays to NS&I investment account
- Requirement to appoint an Internal Auditor.

12. Annual Parish Assembly

- To consider arrangements and format.

13. Correspondence

14. Other village matters

- Email address for NPC – NeashamPC@gmail.com
- Consider obtaining a quote for Insurance of Pump House at next review
- Tees River Trust Litter Pick.
- Consider adoption of Bt Phonebox

15. Date of next meeting – Monday 3<sup>rd</sup> April 2017.

Tina Murray

Acting Clerk to Neasham Parish Council

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Please note that members of the public wishing to speak on any matter during the meeting must give written notice to the Clerk or Chair at least 2 days prior to the meeting giving brief details. Members of the public may speak only at the invitation of the Chair.