

25th May, 2018

To all Members of the Council

You are hereby summoned to attend the **Parish Council** meeting of **Trunch Parish Council** to be held in the Methodist Church Rooms on **Wednesday 13th June, 2018** at **7.30 pm** for the purposes of transacting the following business.

Julie Chance

Clerk to Trunch Parish Council

AGENDA

1. APOLOGIES FOR ABSENCE

1.1 To receive resignation from Ashley Hale and agree action.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

3. MINUTES OF THE MEETING HELD ON WEDNESDAY 2nd MAY, 2018

3.1 To agree the Minutes of the meeting held on Wednesday 2nd May, 2018

4. COUNTY AND DISTRICT COUNCILLORS' REPORTS

4.1 County Councillor's Report.

4.2 District Councillor's Report.

5. PUBLIC PARTICIPATION

6. POLICE

6.1 To receive Police newsletter/SNAP update.

6.2 To receive information concerning Speed Watch and agree action.

6.3 To consider any other Police matters and agree action.

7. HIGHWAYS

7.1 To receive update concerning School Bus and agree action.

7.2 To receive update concerning verges and road surface– Cornish Avenue and agree action.

7.3 To receive update concerning potholes and agree action.

7.4 To consider any highway matters and agree action.

8. PLAYING FIELD

- 8.1 To receive an update concerning Playing Field Project Group and agree action.
- 8.2 To receive update concerning gym equipment and agree action.
- 8.3 To receive update concerning the concrete pad and agree action.
- 8.4 To receive update concerning condition of car park and agree action.
- 8.5 To receive update concerning skate park area and agree action.
- 8.6 To receive update concerning rubbish bins and agree action.
- 8.7 To consider any other playing field matters and agree action.

9. FOOTPATHS

- 9.1 To receive update concerning broken footpath sign and agree action.
- 9.2 To receive information concerning modification order for Footpath No.11 and No. 12 agree action.
- 9.3 To consider any footpath matters and agree action.

10. PLANNING

- 10.1 To consider Planning Application No. LA/18/0498 – Works to derelict outbuildings including part demolition of gable wall, reconstruction of walls and installation of restraints to strengthen walls – Trunch Hall, Bradfield Road, Trunch and agree action.
- 10.2 To receive information concerning Planning Application No. PF/15/0953 and agree action.
- 10.3 To consider any other planning matters and agree action.

11. FINANCE

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| 11.1 | To consider payment of the following cheques:- | £ |
| | J I Chance – Salary and Office Allowance | 361.62 |
| | HM Revenue and Customs – Tax | 83.60 |
| | Norse – Grass Maintenance – Playing Field – Six Months | 511.40 |
| | Norfolk ALC – Annual Subscription | 194.99 |
| | ICO – Data Protection | 35.00 |
- 11.2 To receive monthly figures for the months of April and May and agree action.
 - 11.3 To receive update concerning purchase of new fibre glass grit bins and agree action.
 - 11.4 To receive update concerning maintenance of assets and agree action.
 - 11.5 To receive information concerning grass maintenance and agree action.
 - 11.6 To consider any other financial matters and agree action.

12. GENERAL DATA PROTECTION REGULATION

- 12.1 To agree Data Protection Policy based on SLCC template.
- 12.2 To agree Information and Data Protection Policy based on SLCC template.
- 12.3 To agree Retention and Disposal Policy based on SLCC template.
- 12.4 To agree Social Media and Electronic Policy.
- 12.5 To agree Privacy Notice for Contractor (Sole Trader).
- 12.6 To agree Privacy Notice for Employee.
- 12.7 To agree Privacy Notice for Email Contact.

- 12.8 To agree Privacy Notice for Councillor.
- 12.9 To agree General Privacy Notice.
- 12.10 To agree Subject Access Request Form.
- 12.11 To agree The Management of Transferable Data Policy.
- 12.12 To agree Data Security Breach Reporting Form.
- 12.13 To agree Consent Forms.
- 12.14 Documents to be agreed at next meeting:-
 - New Standing Orders.
 - New Risk Assessment.
 - List of Documents for retention or disposal
 - Information Audit
 - Consent Form for Grants

13. ALLOTMENTS

- 13.1 To receive update concerning Hedge and agree action.
- 13.2 To receive any other allotment matters and agree action.

14. CORRESPONDENCE

- 14.1 Thank you letters – Grants.

15. DATE OF NEXT MEETING

Wednesday 4th July, 2018 at 7.30 pm in the Methodist Church Rooms.