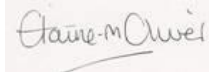


# MIDDLETON PARISH COUNCIL

Clerk to the Council: Mrs Elaine Oliver  
Bracken Edge, 35 Brow of the Hill, Leziate, King's Lynn PE32

## NOTICE OF ANNUAL MEETING – 2<sup>nd</sup> MAY 2018

Notice is hereby given that the annual meeting of Middleton Parish Council will be held on **Wednesday 2<sup>nd</sup> May 2018. ALL PARISHIONERS AND PRESS WELCOME TO ATTEND**



### AGENDA

1. Election of Chairman
2. Election of Vice-Chairman
3. Appointment of Members to Serve on the following Committees
  - 3.1 Trustees of the Common Land
  - 3.2 Tree Warden
  - 3.3 Footpaths and Rights of Way Warden
- 4 Apologies for absence
- 5 Declaration of interest or dispensation requests – Councillors will declare any interest in any item on the agenda and request dispensation on any item the Council may consider.
- 6 15 Minute Open Forum for Parishioners – comments will be accepted on items on the agenda only
- 7 Report from County/Borough Councillors.
- 8 Minutes of Council meeting held on 4<sup>th</sup> April 2018 for approval.
- 9 To consider quotations for tree work at allotments
- 10 To consider quotations for bus shelters
- 11 To Consider GDPR regulations and the following
  - 11.1 Approve GDPR policy
  - 11.2 Approve Retention of documents Policy
  - 11.3 Appoint a Data Protection Officer
- 12 To receive the following reports
  - 12.1 Police Liaison Meeting - Cllr V Ward
  - 12.2 Highways Event - Cllr J Tolley
- 13 To Consider email regarding the watercourse in The Alley
- 14 Confirmation of date and location of Council meetings up to and including the Annual Parish Meeting in June 2019
- 15 Playing field – the Council will consider:
  - Any general issues
- 16 Highways – the Council will report any highways issues
- 17 Correspondence received since last meeting (see attached schedule)
  - 17.1 Savills Church Commissioners Land
  - 17.2 N C C Parish Council event
  - 17.3 NALC Newsletter
  - 17.4 H & S Risk assessments
  - 17.5 Police Newsletter
  - 17.6 RAF Marham Matters
- 18 Planning
  - 18.1 Any applications to consider  
18.00636/F New 3 bay garage and boundary wall to front at 26 Hall Orchards
  - 18.2 Any decisions from BCKLWN/NCC
  - 18.3 Any applications received after 28<sup>th</sup> April 2017
19. Finance
  - 19.1 Propose and second Audit form consisting of Annual Governance & Accounting Statements 2017/18
  - 19.2 The following payments as attached will be considered for approval.
20. To Consider new Bank mandate and new Clerk as signatory
21. To appoint new Internal Auditor
22. To Review Insurance for 2018/19
23. Items to report or Future Agenda Only
24. Date of Next Meeting 4 June 2018

**FOLLOWING TO BE CONSIDERED FOR PAYMENT –**

Elaine Oliver	1 Months Salary	£379.88
Scribe	Accounting Software	£ 26.00+VAT
Middleton Village Hall	Room Hire	£ 66.00
NALC	Subs	£267.71
J Tolley	High visibility Jackets	£35.32
KVT BusindssCare Ltf	Hand over work	£90.00+VAT