



Stanton under Bardon Parish Council

All Members of Stanton under Bardon Parish Council are hereby summoned to attend the Parish Council meeting to be held on **Wednesday 5th April 2023** starting at 7:00pm in the Meeting Room, Stanton under Bardon Village Hall, 2 St John Cole Crescent, Stanton under Bardon, LE67 9AE for the purpose of transacting the business shown below:

1. PUBLIC PARTICIPATION

- a. To receive questions and comments from the public

2. APOLOGIES

- a. To receive apologies for absence and to consider whether to approve reasons given

3. DECLARATIONS OF INTEREST PECUNIARY AND NON-PECUNIARY

- a. To receive declarations of pecuniary and non-pecuniary interests and requests for dispensations in respect of items on the agenda

4. PREVIOUS MINUTES

- a. To approve the adoption of draft minutes from the Parish Council Meeting held on 1st March 2023 - **Appendix 1**

5. BOROUGH AND COUNTY COUNCILLOR REPORTS

- a. To note report from Borough Councillors Matthew Lay and Andy Furlong
- b. To note report from County Councillor Peter Bedford

6. RESIGNATION OF CLLR MARY BRIGGS

- a. To note resignation letter from Cllr Briggs **Appendix 2**

7. CLERKS REPORT

- a. To receive updates from the Clerk relevant to the Parish Council activities – **Appendix 3**

8. PAYROLL SERVICES

- a. To discuss and consider outsourcing payroll services for Stanton under Bardon Parish Council **Appendix 4**

9. REPAIR OF FIRE DOOR

- a. To discuss and consider quotes to fix or repair the fire door at Stanton under Bardon Village Hall **Appendix 5**

10. GROUNDS MAINTENANCE REPAIR WORKS

- a. To discuss and consider the request for quotations to undertake various grounds maintenance work across the Parish (**Appendix 6**)

11. MOBILE PHONE CONTRACT

- a. To discuss and consider purchasing a mobile phone contract for the Parish Clerk

12. REGISTRATION TO THE INFORMATION COMMISSIONERS OFFICE

- a. To consider registering Stanton under Bardon Parish Council with the Information Commissioners Office

13. ADOPTION OF COUNCIL POLICIES

- a. To consider adopting the draft health and safety policy (**Appendix 7**)
- b. To consider the draft data protection policy (**Appendix 8**)
- c. To consider the draft data breach policy (**Appendix 9**)
- d. To consider the draft privacy note for the general public and residents (**Appendix 10**)
- e. To consider the draft privacy notice for staff and Councillors (**Appendix 11**)
- f. To consider adopting the draft model publication scheme (**Appendix 12**)
- g. To consider adopting the draft subject access request policy and associated request form (**Appendix 13**)
- h. To consider adopting the draft dispensation procedure and request form (**Appendix 14**)
- i. To consider adopting the draft terms of reference for the internal audit (**Appendix 15**)

14. FINANCE

- a. To consider adopting the bank statements for February – March 2023 - **Appendix 16**
- b. To consider adopting bank reconciliations for financial year 2022-2023 – **Appendix 17**
- c. To consider approving the draft payment list for April 2023– **Appendix 18**

2. PLANNING

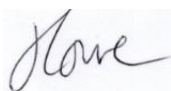
- a. **23/00197/FUL** - Single storey rear extension (following demolition of existing garage), change of use of part of the ground floor from residential to retail and alterations to shop front to include signage, shutter and materials. | 162 Main Street Stanton Under Bardon Markfield Leicestershire LE67 9TP
- b. **23/00227/HOU** - Single storey rear extension | 128 Main Street Stanton Under Bardon Markfield Leicestershire LE67 9TP
- c. To consider any planning application presented following the publication of the agenda

3. ANY OTHER BUSINESS

- a. To note any other business (this item should only be used to register future agenda items or items that are solely for information only. No issues requiring a decision or with a financial implication can be raised.)

Members of the Public are welcome to attend the meeting, to ask questions and to comment on items within this agenda with the consent of the Chairman. In accordance with The Openness of Local Government Bodies Regulations 2014, photographs, audio and video recordings of the meeting and of those attending may be taken at the meeting by the press and others. You are invited to contact the Clerk of the Council if you have any questions or matters of concern that you would like the Council to address, allowing 5 clear days of the meeting date.

Signed:



Dated: 30th March 2023

Stanton under Bardon Parish Clerk, Stanton under Bardon Village Hall, 2 St John Cole Crescent, Stanton under Bardon, LE67 9AE