

Appendices to Agenda 1 September 2016: The following form part of that agenda.		
Agenda No:	Topic	Action
5	Appendix 1: Matters For Report: - Letter to the prison regarding the wrongful use of Station road. - Email/Letter to respond to the email from Mr Mackie regarding the S5 Bus Route and to draft a letter to Stagecoach. - Letter to write to the Environment Agency/Blackthorn Brook. - Letter to write to Smiths Concrete regarding the Lorry/HGV Trailer Park.	Clerk
6	Appendix 2: Project Reports: 6.4: Allotments: - Plot D - Mr & Mrs Mack: Outstanding Rent. - Plot Z – Allotment holders terminated 18 June 2015; Advertised as vacant (have interested party); established being worked by Mr & Mrs Mack: 6.6: Play Area: Parking Area: Allocation of spaces to play area: 'The Deed of Rectification' states that the Parish Council is responsible for providing six parking spaces: It is proposed to: - Include disabled parking; - Consider if the play area parking can be separated from residents parking by the use of a barrier; - Clearly define play area parking with white lines; - Advise residents once a decision has been taken. Nuisance/Rubbish Issues: Parking and use of BBQ's and rubbish. Fence post to gate is loose: Parish Council to investigate. Annual Inspection Report: 'Cracking': Update on advice from Trevor Stewart.	
8	Appendix 3: Finance: 8.1: Invoices Paid Prior to the Meeting: - None. Payments: - Clerk's Pay/Exp July 2016 and Review of any overtime due for 2015/16. P. Morrissey – September 2016 - £10.00. - Website: To consider/approve annual costs be transferred for payment through the PC by either 'Standing Order' or 'Direct Debit': M. R. Cross – No invoices received at time of printing. Receipts: - None.	
9	Appendix 4: Planning Matters: 9.1: New Applications: 9.2: Decision Notices: - None. 9.3: Withdrawal Notices: - None at time of printing. 9.4: Planning Issues:	
10	Appendix 5: Correspondence: 10.1: Email – Mr Mackie – S5 Stagecoach – proposed bus route. 10.3: Email – Post/Box – Hedge Wear: Update on response letter.	
11	Appendix 6: Effectiveness of Internal Audit: 'No: 5 'Be Forward Looking': Need to develop a monitoring process to ensure that correspondence is being responded to – Clerk to submit proposals by 30 June 2016.	Clerk/RFO
13	Appendix 7: Clerk: - Auto-enrolment Pension Scheme: In accordance with checklist:- - Choose a pension scheme (or check your existing one) - Assess and enrol your staff - Enrol your staff into the pension scheme(s) you're providing for them. - Write to your staff (You must write to your staff to let them know how automatic enrolment applies to them within six weeks of your staging date). - Your ongoing automatic enrolment duties - Pay regular contributions, keep records of your automatic enrolment activities and monitor the ages and earnings of your staff (including new starters) and enrol them if they become eligible. - Complete your declaration of compliance - Let us know how you've met your automatic enrolment duties by completing your declaration of compliance. Even if you haven't had to automatically enrol anyone, you must still complete your declaration.	

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