

## HOPTON-CUM-KNETTISHALL PARISH COUNCIL

Members of the Council are hereby summoned to attend a meeting of the Council to undertake the business below.

*Nicholas Spring, Clerk to the Council (clerk@hoptoncumknettishall-pc.gov.uk}*

Date: Monday 12<sup>th</sup> May 2025  
Time: Not earlier than 7.15pm  
Venue: Hopton Village Hall

### AGENDA

1. Election of Chair and Vice Chair
  - a) Council to elect a Chair
  - b) Council to elect a Vice Chair
  - c) Declarations of Office to be signed
2. Apologies for absence
3. Members' declarations of interests & requests for dispensations if any
4. Reports from the County and/or District Councillor
5. To consider any matters relating to highways, pavements, footpaths and trees not already considered
6. Public participation session
7. To approve as accurate the minutes of the meeting held on 14<sup>th</sup> April 2025
8. Policies and Procedures

To review and re-adopt the following policies and procedures:

- a) Standing Orders
- b) Financial Regulations
- c) Risk Assessment
- d) Grant Awarding Policy
- e) Data Protection Policy
- f) Privacy Notice
- g) Document and Electronic Data Retention Policy
- h) Freedom of Information Policy
- i) Freedom of Information Publication Scheme
- j) Complaints Procedure

9. Planning
  - a. To consider the Parish Council's responses to any planning consultations received since the last meeting
  - b. Sarsons Meadow development update, if any
10. Finances
  - a. To receive the monthly Budget Report
  - b. To approve the Payments Schedule
11. Information updates from Councillors
12. To review any action points raised at previous meetings and not already considered.
13. To confirm the date of the next meeting: Monday 9<sup>th</sup> June 2025

*The public and press are invited to attend. If you plan to photograph, film or record the meeting, please notify the Chair or Clerk in advance.*