

Utterby Parish Council

Minutes of the Annual Meeting of Utterby Parish Council held Wednesday 3rd May 2017 at 7.00pm in the Village Hall

	Action
<p>17/05-1 Election of Chairman- and signing of Declaration of Acceptance of Office Cllr Garrett proposed Cllr Frobisher, seconded by Cllr Anderson. Cllr Frobisher accepted the nomination and signed the Declaration of Acceptance. Cllr Frobisher in the Chair.</p>	
<p>17/05-2 Election of Vice Chairman – and signing of Declaration of Acceptance Cllr Frobisher proposed Cllr Garrett, seconded by Cllr Anderson. Cllr Garrett accepted the nomination and signed the Declaration of Acceptance.</p>	
<p>17/05-3 To appoint an Acting Clerk for this meeting Cllr Dalton was proposed by Cllr Frobisher and seconded by Cllr Garrett. Cllr Dalton minuted the proceedings.</p>	
<p>17/05-4 Record of Members Present and Apologies Members present:Cllr R Must (Retiring Chairman) Cllr B Frobisher (Chairman), Cllr J Garrett (Vice Chairman), Cllr J Anderson, Cllr T Buckley, Cllr G Dalton (Acting Clerk). No apologies received.</p>	
<p>17/05-5 To receive any Declarations of Interest on any item on the agenda – in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests. No members stated any declaration of interest in any item on the agenda.</p>	
<p>17/05-6 Minutes from 5th April 2017 – to approve as a correct record the notes of the meeting and authorise the Chairman to sign the official minutes. It was proposed, seconded and resolved to agree the minutes of the last meeting as an accurate record and they were duly signed by the newly elected Chairman.</p>	
<p>17/05-7 Public session – to discuss any items raised by members of the public. Nine members of the public were present. The issues raised were: a) The grant application from St. Andrew's Church. b) The reduction in grass cutting with the hope that the Council could re-allocate financial resources to compensate for the proposed reductions. c) The arrangements for the setting of the Parish Precept. (Minutes from the meeting held on 3rd May 2017)</p>	

17/05-7 Public session (continued)	Action
<ul style="list-style-type: none"> d) Street lighting and the upgrading of lights to LED. e) Cllr Buckley handed in a letter from Mr Nick Wilkinson regarding parking issues in Grange Lane. The contents of letter were noted and it was proposed to discuss the letter at the next ordinary council meeting (7th June) . The receipt of letter to be acknowledged. f) Cllr R Must left after the public session 	Cllr Dalton
17/05-8 Reports from Outside Bodies	
<ul style="list-style-type: none"> a) ELDC Ward member None received. b) LCC Ward Member None received. c) Rural Policing No update received. 	
17/05-9 Council Matters	
a) Chairman's remarks No updates received	
b) Annual Parish Meeting	
<ul style="list-style-type: none"> i) agenda to be decided ii) invitations to: Utterby School, St Andrew's Church, Village Hall, Rural policing, LCC ward member, 	Cllr Dalton
<ul style="list-style-type: none"> iii) printing of flyers and delivery (one week's required notice) number of households to be determined. 	Cllr Dalton
c) Standing Orders	
Councillors reviewed and agreed the current Standing Orders	
d) Financial Regulations	
Agreement of current Financial Regulations was proposed by Cllr Garrett, seconded by Cllr Anderson and vote carried.	
e) Risk Management Strategy and Risk Register	
Agreement of current Risk Management Strategy and Register was proposed by Cllr Garrett, seconded by Cllr Buckley and vote carried.	
f) Personnel Panel	
Cllr Frobisher, Cllr Garrett and Cllr Dalton appointed to Personnel Panel.	
g) Communications	
i) LALC Young Volunteers – e-mail received and noted	
ii) Came and Co – Spring Council Matters Newsletter e-mail received and noted.	
iii) LALC Tesco Bags of Help – Community Grant Funding Opportunity – e-mail received and noted.	
iv) LALC Safeguarding Conference 17 th May 2017 – noted.	
17/05-10 Finance and Budgets	
a) Parish Council Insurance	
Cllr Garrett proposed, seconded by Cllr Anderson that the quote from Came and Co be accepted. Agreed.	
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	Action
<p>17/05-10 Finance and Budgets (continued)</p> <p>b) Asset Register Asset Register reviewed. Cllr Garrett queried amount allocated to Kissing Gate as being inadequate. Agreed to leave current figure of £1000 on the register. Cllr Anderson queried the inclusion of the telephone box on the register. Current asset register agreed.</p> <p>c) 2016/2017 Annual Audit of Accounts Governance Statement reviewed and agreed.</p> <p>d) 2016/2017 Annual Audit of Accounts Accounting statements reviewed and agreed. Cllr Dalton (Acting Clerk) signed as Responsible Financial Officer.</p> <p>e) Payments Payments received and agreed:</p> <ul style="list-style-type: none"> i) Tudor Grounds Maintenance £72.00 ii) Came and Co Insurance cover £280.00 iii) Mr D W Gibbs bus shelter cleaning £20.00 iv) No urgent payments received <p>f) Grant application Grant application by St Andrew's District Church Council considered. Agreed to grant £100.</p>	
<p>17/05-11 Planning matters</p> <p>a) N/192/00367/17 Porterfield House, Church Lane, Utterby, Louth, LN11 0TH Planning permission approved for Non-material amendments to that previously approved under Planning Permission ref no. N/192/1598/16. Noted.</p>	
<p>17/05-12 Parish Council Amenities (bus shelters, village green etc)</p> <p>a) Welcome Pack One welcome pack delivered to Ashlea, Grange Lane on 20th April. Possible new resident at Chapel Cottage.</p> <p>b) Village Green Cllr Anderson concerned about the condition of trees around the village green. Agreed to contact Brookdale Tree Services (Healing) to conduct a tree survey.</p>	<p>Cllr Dalton</p> <p>Cllr Dalton</p>
<p>17/05-13 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc)</p> <p>a) LCC Highway Grass Cutting 2017 Reduction of services noted. Councillors to be circulated with current budget details to investigate possible re-allocation of financial resources.</p>	<p>Cllr Dalton</p>
<p>(Minutes of the meeting held on 3rd May 2017)</p>	<p>(Page 3 of 4)</p>

EXEMPT INFORMATION

To consider excluding the public and press for the following item and if appropriate the Chairman to move:

That under Section 100(a) (4) of the Local Government Act 1972, the press and public be excluded from the Meeting for the following items on the grounds that, if they were present, there could be disclosed to them exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act (as amended)

17/05-14 Parish Clerk Recruitment – to consider and discuss applications received.

No members of the public present.

Councillors to consider four applications. Decide on suitable candidates for interview and e-mail Chairman with their choices. Chairman to consider and select candidates for interview. Referees to be contacted. Interview date to be determined.

Cllr Frobisher
Cllr Dalton

END OF EXEMPT INFORMATION

17/05-15 Date and time of Next Meeting

- a) **Annual Parish Meeting on Wednesday 17th May 2017
7.00pm**
(This is the annual meeting of residents of the village)
- b) **Utterby Partish Council Meeting on Wednesday 7th June
2017 7.00pm**

Meeting closed at 9.05 pm

Signed:

Date:

