

Utterby Parish Council



26th April 2017

NOTICE IS HEREBY GIVEN that the Annual Meeting of **Utterby Parish Council** is to be held on **Wednesday, 3rd May 2017 at 7.00pm in Utterby Village Hall. Councillors are hereby summoned to attend.**



Cllr Rod Must, Chairman

The Georgian House, Church Lane, Utterby LN11 0TH, 01472 840591, clerkupc@gmail.com

PUBLIC FORUM

Members of the public are welcome to attend the whole Parish Council meeting. The meeting will commence with a maximum of 15 minutes public forum for members of the public to raise any issues.

AGENDA

17/05-1 Election of Chairman – and signing of Declaration of Acceptance of Office

17/05-2 Election of Vice-Chairman – and signing of Declaration of Acceptance of Office

17/05-3 To appoint an Acting Clerk for this meeting – to consider any volunteers to minute the proceedings

17/05-4 Record of Members Present and Apologies

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

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.

17/05-7 Public Session – to discuss any items raised by members of the public

17/05-8 Report from Outside Bodies – to receive reports from

a) **ELDC Ward Member**

b) **LCC Ward Member**

c) **Rural Policing – to receive any update from the Neighbourhood Policing Team**

17/05-9 Council Matters

a) **Chairman's Remarks – to receive any update**

b) **Annual Parish Meeting – to decide (i) agenda, (ii) invitations to relevant organisations to provide annual report and (iii) printing off flyers to be distributed to all residents (one week required notice)**

c) **Standing Orders – annual review**

d) **Financial Regulations – annual review**

e) **Risk Management Strategy and Risk Register – annual review**

f) **Personnel Panel – to appoint new members to the panel**

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g) **Communications**

- i. **LALC Young Volunteers available to help your council this summer**
– email sent
- ii. **Came and Co** – Spring Council Matters Newsletter – email circulated
- iii. **LALC - Tesco Bags of Help - Community Grant Funding Opportunity** – email sent
- iv. **LALC - Safeguarding Conference 17th May 2017** – to note

17/05-10 Finance and Budgets

- a) **Parish Council Insurance** – to accept insurance cover from Came & Co as part of the long term agreement which ends in May 2018
- b) **Asset Register** – to consider and agree asset register
- c) **2016/2017 Annual Audit of Accounts** – to review and approve the Governance Statement
- d) **2016/2017 Annual Audit of Accounts** – to review and approve the accounting statements
- e) **Payments** - to receive and resolve to accept payments for May 2017
 - i. Tudor Grounds Maintenance Invoice 2263 - £72.00
 - ii. Came & Co Insurance Cover 2017/18 - £280.00
 - iii. Mr DW Gibbs – bus shelter cleaning May 2017 - £20.00
 - iv. Any other urgent payments
- f) **Grant application** – to consider St Andrew's District Church Council grant application which was deferred from April 2017 meeting

17/05-11 Planning Matters

- a) **N/192/00367/17 Porterfield House, Church Lane, Utterby, Louth, LN11 0TH.** To note planning permission approved for Non-material amendment/s to that previously approved under Planning Permission ref no. N/192/1598/16".

17/05-12 Parish Council Amenities (bus shelters, village green, etc)

- a) **Welcome Pack** – to receive update on any new residents

17/05-13 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc)

- a) **LCC Highway Grass Cutting 2017** – to note reduction of services

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.

END OF EXEMPT INFORMATION

17/05-15 Date and time of Next Meeting

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