

# Utterby Parish Council



**NOTICE IS HEREBY GIVEN** that the next meeting of **Utterby Parish Council** is to be held on **Wednesday, 5<sup>th</sup> April 2017 at 7.00pm** in **Utterby Village Hall**



Cllr Rod Must

The Georgian House, Church Lane, Utterby LN11 0TH, 01472 840591, [clerkupc@gmail.com](mailto: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.**

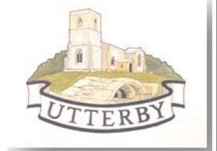
## **AGENDA**

- 17/04-1 To appoint a Chairman for this meeting** – As decreed by the Council's Standing Orders, a councillor as chosen by the councillors present at the meeting shall preside at the meeting in the absence of both the Chairman and the Vice-Chairman. The Chairman Cllr Rod Must has sent his apologies for this meeting.
- 17/04-2 To appoint an Acting Clerk for this meeting** – to consider any volunteers to minute the proceedings
- 17/04-3 Public Session** – to discuss any items raised by members of the public
- 17/04-4 Record of Members Present and Apologies**  
Cllr R Must is unable to attend.
- 17/04-5 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
- 17/04-6 Minutes from 22<sup>nd</sup> March 2017** – to approve as a correct record the notes of the meeting.
- 17/04-7 Report from Outside Bodies** – to receive reports from
- ELDC Ward Member**
  - LCC Ward Member**
  - Rural Policing**
- 17/04-8 Council Matters**
- Welcome to new Councillors and to receive the Declarations of Interest forms**
  - 2017-18 Meeting Calendar** – to note and agree meeting dates
  - Councillors Training** - to agree attendance of new Councillors at training event to be held at LALC Office, on Wednesday, 13<sup>th</sup> September 2017, 10am to 4pm. The 24<sup>th</sup> May event is fully booked.
  - 2017 Lincolnshire Best Kept Village Competition** – to consider putting an entry and to appoint a Coordinator
  - Communications**
    - ELDC letter confirming councillor vacancy for co-option** – to note
    - LCC election on 4<sup>th</sup> May 2017** – to note

## **EXEMPT INFORMATION**

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

## Utterby Parish Council



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)

**17/03-9 Parish Clerk Recruitment** – to consider and discuss applications received.

**END OF EXEMPT INFORMATION**

### **17/04-10 Finance and Budgets**

- a) **Payments** - to receive and resolve to accept payments for April 2017
  - i. LALC 2016/17 Annual Subscription - £136.97
  - ii. LALC Annual Training Scheme - £55.00
  - iii. Utterby Village Hall – invoice UPC42817 - £48.00
  - iv. Mr DW Gibbs – bus shelter cleaning April 2017 - £20.00
  - v. Any other urgent payments
- b) **Parish Council Cheque Signatories** – to agree new bank signatories for Council and complete HSBC bank mandate
- c) **Year-end Accounts** – to receive end of year review of income and expenditure
- d) **Annual Return for the year ended 31 March 2017**
  - i. to note receipt of external audit forms from Grant Thornton for completion,
  - ii. to appoint a Councillor to assume responsibility for the completion of the accounts and
  - iii. to appoint an internal auditor
- e) **Grant application** – to consider St Andrew's District Church Council grant application

### **17/04-11 Planning Matters**

- a) **N/192/00376/17 North Grange Farm, Chapel Lane, Utterby, LN11 0TR** – Planning Permission - Erection of a grain store on site of existing farm buildings which are to be demolished
- b) **N/192/00367/17 Porterfield House, Church Lane, Utterby, Louth, LN11 0TH** - 'Non-material amendment/s to that previously approved under Planning Permission ref no. N/192/1598/16
- c) **N/192/00289/17 Land Off Chapel Lane and Grange Lane, Utterby, Louth, LN11 0GJ** - Planning Permission - Erection of 4no. houses with detached double garages with first floor office over, 1no. house with a detached double garage with first floor office over and a detached garden room, 1no. house with an attached double garage and construction of a vehicular and a pedestrian access
- d) **N/192/02428/16 Land at The Old Crew Yard, Church Lane, Utterby** – to note planning permission granted - erection of a detached double garage

### **17/04-12 Parish Council Amenities (bus shelters, village green, etc)**

- a) **Utterby Voice** – to discuss publication of May 2017 edition and appoint an editor and publisher
- b) **Utterby Parish Council website** – to agree who will be responsible for administering the website
- c) **Welcome Pack** – to agree who will coordinate sending information pack to new residents
- d) **Southern Area Panel Policing Panel** – to consider any volunteers to attend the quarterly panel meetings organised by the Louth Rural Neighbourhood Policing Team

### **17/04-13 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc)**

- a) **Footway Lighting Timetable of LED upgrade** – circulated for noting
- b) **Village Trees for TPO application**– to note that the ELDC application has not progressed and the Arboricultural Officer position is currently vacant.

### **17/04-14 Date and time of Next Meeting**

- **Utterby Parish Council Annual Meeting on Wednesday, 3<sup>th</sup> May 2017, 7pm**  
(This is the annual election of Chairman and Vice Chairman.)
- **Annual Parish Meeting on Wednesday, 17<sup>th</sup> May 2017, 7 pm,**  
(This is the annual meeting of residents of the village.)