

Utterby Parish Council



NOTICE IS HEREBY GIVEN that the next meeting of **Utterby Parish Council** is to be held on **Wednesday, 6th April 2016 at 7.00pm** in the Parish Room. **Councillors are hereby summoned to attend.**

Nadine Must

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, with normally a period of 15 minutes set aside, if required from 7.00 to 7.15pm for questions or comments from the public prior to the start of the main agenda.

AGENDA

- 16/04-1 Public Session** – to discuss any items raised by members of the public
- 16/04-2 Apologies** - to resolve to accept apologies for absence
- 16/04-3 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
- 16/04-4 Minutes from 2nd March 2016** – to approve as a correct record the notes of the meeting and authorise the Chairman to sign the official minutes.
- 16/04-5 Development Proposal off Grange Lane/Chapel Lane** – to receive presentation WITHOUT PREJUDICE from Mr Simon Williams and Sian Kirwan of Masons Chartered Surveyors regarding Wilkinson's land
- 16/04-6 Council Matters**
- a) **Chairman's Remarks** – to receive any update
 - b) **2016-17 Meeting Calendar** – to note and agree meeting dates
 - c) **Code of Conduct and DPI Training** – to note additional training sessions for those Councillors who have not previously attended
 - d) **Asset Register** – to consider and agree register
- 16/04-7 Actions from Previous Meeting and Communications**
- a) **Clerk's Report** – to update on any matters arising from previous meetings
 - b) **Village Fete** – to note meeting scheduled Wednesday, 13th April at 7 pm
 - c) **So Festival 2016** – to note dates and volunteering opportunities
 - d) **Pea Hens issue** – update
 - e) **Anglian Water Pollution Watch** – to note campaign and invitation to take part
 - f) **Notice of Election for Police and Crime Commissioner 5 May 2016** – to note
 - g) **Grant Thornton Accounts for year ended 31 March 2016** – to note receipt of external audit forms for completion
- 16/04-8 Local Policing** - to receive any update from the Neighbourhood Policing Team
- 16/04-9 Report from Outside Bodies** – to receive reports from

Utterby Parish Council



- a) **ELDC Ward Member**
- b) **LCC Ward Member**
- c) **Area Forum North** – to update the Council on meeting held 4th April 2016

16/04-10 Planning Matters

- a) **Wind Farm Collaboration Group** – to receive update, if any
- b) **N/192/00039/16 Pear Tree Farm, Pear Tree Lane LN11 0XY** – to note planning permission granted.
- c) **N/192/00104/16 1 Jacobs Close, Utterby LN11 0GJ** – to note ELDC decision

16/04-11 Parish Council Amenities (bus shelters, village green, etc)

- a) **Bus shelters/timber structures** – to consider other quotes
- b) **Welcome Pack** – to receive update on any new residents

16/04-12 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc)

- a) **Footway Lighting** – update
- b) **Village Trees for TPO** – update
- c) **Funding of Town and Parish Elections** – to note that ELDC has confirmed recharging parish councils for any local elections held after 1st April 2016
- d) **A16 Refuge** – update, if any
- e) **Parking issues at The Post House** – update

16/04-13 Finance and Budgets

- a) **Payments** - to receive and resolve to accept payments for March 2016
 - i. Parish Clerk salary and expenses for March 2016– £156.57
 - ii. HMRC Tax on Clerk Salary - £34.80
 - iii. LALC 2016/17 Annual Subscription - £103.05
 - iv. LALC Annual Training Scheme - £50.00
 - v. Mr DW Gibbs – bus shelter cleaning April 2016 - £20.00
 - vi. Any other urgent payments
- b) **Year-end Accounts** – to receive end of year review of income and expenditure
- c) **Grant applications** – to consider grant allocation to Utterby Village Hall and St. Andrew's DCC

16/04-14 Date and time of Next Meeting

- **Utterby Parish Council Annual Meeting on Wednesday, 4th May 2016, 7pm**
(This is the annual election of Chairman and Vice Chairman.)
- **Annual Parish Meeting on Wednesday, 18th May 2016, 7 pm**
(This is the annual meeting of residents of the village.)

Utterby Parish Council



NOTICE IS HEREBY GIVEN that the next meeting of **Utterby Parish Council** is to be held on **Wednesday, 6th April 2016 at 7.00pm** in the Parish Room. **Councillors are hereby summoned to attend.**

Nadine Must

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, with normally a period of 15 minutes set aside, if required from 7.00 to 7.15pm for questions or comments from the public prior to the start of the main agenda.

AGENDA

- 16/04-1 Public Session** – to discuss any items raised by members of the public
- 16/04-2 Apologies** - to resolve to accept apologies for absence
- 16/04-3 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
- 16/04-4 Minutes from 2nd March 2016** – to approve as a correct record the notes of the meeting and authorise the Chairman to sign the official minutes.
- 16/04-5 Development Proposal off Grange Lane/Chapel Lane** – to receive presentation WITHOUT PREJUDICE from Mr Simon Williams and Sian Kirwan of Masons Chartered Surveyors regarding Wilkinson's land
- 16/04-6 Council Matters**
- a) **Chairman's Remarks** – to receive any update
 - b) **2016-17 Meeting Calendar** – to note and agree meeting dates
 - c) **Code of Conduct and DPI Training** – to note additional training sessions for those Councillors who have not previously attended
 - d) **Asset Register** – to consider and agree register
- 16/04-7 Actions from Previous Meeting and Communications**
- a) **Clerk's Report** – to update on any matters arising from previous meetings
 - b) **Village Fete** – to note meeting scheduled Wednesday, 13th April at 7 pm
 - c) **So Festival 2016** – to note dates and volunteering opportunities
 - d) **Pea Hens issue** – update
 - e) **Anglian Water Pollution Watch** – to note campaign and invitation to take part
 - f) **Notice of Election for Police and Crime Commissioner 5 May 2016** – to note
 - g) **Grant Thornton Accounts for year ended 31 March 2016** – to note receipt of external audit forms for completion
- 16/04-8 Local Policing** - to receive any update from the Neighbourhood Policing Team
- 16/04-9 Report from Outside Bodies** – to receive reports from

Utterby Parish Council



- a) **ELDC Ward Member**
- b) **LCC Ward Member**
- c) **Area Forum North** – to update the Council on meeting held 4th April 2016

16/04-10 Planning Matters

- a) **Wind Farm Collaboration Group** – to receive update, if any
- b) **N/192/00039/16 Pear Tree Farm, Pear Tree Lane LN11 0XY** – to note planning permission granted.
- c) **N/192/00104/16 1 Jacobs Close, Utterby LN11 0GJ** – to note ELDC decision

16/04-11 Parish Council Amenities (bus shelters, village green, etc)

- a) **Bus shelters/timber structures** – to consider other quotes
- b) **Welcome Pack** – to receive update on any new residents

16/04-12 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc)

- a) **Footway Lighting** – update
- b) **Village Trees for TPO** – update
- c) **Funding of Town and Parish Elections** – to note that ELDC has confirmed recharging parish councils for any local elections held after 1st April 2016
- d) **A16 Refuge** – update, if any
- e) **Parking issues at The Post House** – update

16/04-13 Finance and Budgets

- a) **Payments** - to receive and resolve to accept payments for March 2016
 - i. Parish Clerk salary and expenses for March 2016– £156.57
 - ii. HMRC Tax on Clerk Salary - £34.80
 - iii. LALC 2016/17 Annual Subscription - £103.05
 - iv. LALC Annual Training Scheme - £50.00
 - v. Mr DW Gibbs – bus shelter cleaning April 2016 - £20.00
 - vi. Any other urgent payments
- b) **Year-end Accounts** – to receive end of year review of income and expenditure
- c) **Grant applications** – to consider grant allocation to Utterby Village Hall and St. Andrew's DCC

16/04-14 Date and time of Next Meeting

- **Utterby Parish Council Annual Meeting on Wednesday, 4th May 2016, 7pm**
(This is the annual election of Chairman and Vice Chairman.)
- **Annual Parish Meeting on Wednesday, 18th May 2016, 7 pm**
(This is the annual meeting of residents of the village.)

Utterby Parish Council



NOTICE IS HEREBY GIVEN that the next meeting of **Utterby Parish Council** is to be held on **Wednesday, 6th April 2016 at 7.00pm** in the Parish Room. **Councillors are hereby summoned to attend.**

Nadine Must

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, with normally a period of 15 minutes set aside, if required from 7.00 to 7.15pm for questions or comments from the public prior to the start of the main agenda.

AGENDA

- 16/04-1 Public Session** – to discuss any items raised by members of the public
- 16/04-2 Apologies** - to resolve to accept apologies for absence
- 16/04-3 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
- 16/04-4 Minutes from 2nd March 2016** – to approve as a correct record the notes of the meeting and authorise the Chairman to sign the official minutes.
- 16/04-5 Development Proposal off Grange Lane/Chapel Lane** – to receive presentation WITHOUT PREJUDICE from Mr Simon Williams and Sian Kirwan of Masons Chartered Surveyors regarding Wilkinson's land
- 16/04-6 Council Matters**
 - a) **Chairman's Remarks** – to receive any update
 - b) **2016-17 Meeting Calendar** – to note and agree meeting dates
 - c) **Code of Conduct and DPI Training** – to note additional training sessions for those Councillors who have not previously attended
 - d) **Asset Register** – to consider and agree register
- 16/04-7 Actions from Previous Meeting and Communications**
 - a) **Clerk's Report** – to update on any matters arising from previous meetings
 - b) **Village Fete** – to note meeting scheduled Wednesday, 13th April at 7 pm
 - c) **So Festival 2016** – to note dates and volunteering opportunities
 - d) **Pea Hens issue** – update
 - e) **Anglian Water Pollution Watch** – to note campaign and invitation to take part
 - f) **Notice of Election for Police and Crime Commissioner 5 May 2016** – to note
 - g) **Grant Thornton Accounts for year ended 31 March 2016** – to note receipt of external audit forms for completion
- 16/04-8 Local Policing** - to receive any update from the Neighbourhood Policing Team
- 16/04-9 Report from Outside Bodies** – to receive reports from

Utterby Parish Council



- a) **ELDC Ward Member**
- b) **LCC Ward Member**
- c) **Area Forum North** – to update the Council on meeting held 4th April 2016

16/04-10 Planning Matters

- a) **Wind Farm Collaboration Group** – to receive update, if any
- b) **N/192/00039/16 Pear Tree Farm, Pear Tree Lane LN11 0XY** – to note planning permission granted.
- c) **N/192/00104/16 1 Jacobs Close, Utterby LN11 0GJ** – to note ELDC decision

16/04-11 Parish Council Amenities (bus shelters, village green, etc)

- a) **Bus shelters/timber structures** – to consider other quotes
- b) **Welcome Pack** – to receive update on any new residents

16/04-12 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc)

- a) **Footway Lighting** – update
- b) **Village Trees for TPO** – update
- c) **Funding of Town and Parish Elections** – to note that ELDC has confirmed recharging parish councils for any local elections held after 1st April 2016
- d) **A16 Refuge** – update, if any
- e) **Parking issues at The Post House** – update

16/04-13 Finance and Budgets

- a) **Payments** - to receive and resolve to accept payments for March 2016
 - i. Parish Clerk salary and expenses for March 2016– £156.57
 - ii. HMRC Tax on Clerk Salary - £34.80
 - iii. LALC 2016/17 Annual Subscription - £103.05
 - iv. LALC Annual Training Scheme - £50.00
 - v. Mr DW Gibbs – bus shelter cleaning April 2016 - £20.00
 - vi. Any other urgent payments
- b) **Year-end Accounts** – to receive end of year review of income and expenditure
- c) **Grant applications** – to consider grant allocation to Utterby Village Hall and St. Andrew's DCC

16/04-14 Date and time of Next Meeting

- **Utterby Parish Council Annual Meeting on Wednesday, 4th May 2016, 7pm**
(This is the annual election of Chairman and Vice Chairman.)
- **Annual Parish Meeting on Wednesday, 18th May 2016, 7 pm**
(This is the annual meeting of residents of the village.)

Utterby Parish Council



NOTICE IS HEREBY GIVEN that the next meeting of **Utterby Parish Council** is to be held on **Wednesday, 6th April 2016 at 7.00pm** in the Parish Room. **Councillors are hereby summoned to attend.**

Nadine Must

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, with normally a period of 15 minutes set aside, if required from 7.00 to 7.15pm for questions or comments from the public prior to the start of the main agenda.

AGENDA

16/04-1 Public Session – to discuss any items raised by members of the public

16/04-2 Apologies - to resolve to accept apologies for absence

16/04-3 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

16/04-4 Minutes from 2nd March 2016 – to approve as a correct record the notes of the meeting and authorise the Chairman to sign the official minutes.

16/04-5 Development Proposal off Grange Lane/Chapel Lane – to receive presentation WITHOUT PREJUDICE from Mr Simon Williams and Sian Kirwan of Masons Chartered Surveyors regarding Wilkinson's land

16/04-6 Council Matters

- a) **Chairman's Remarks** – to receive any update
- b) **2016-17 Meeting Calendar** – to note and agree meeting dates
- c) **Code of Conduct and DPI Training** – to note additional training sessions for those Councillors who have not previously attended
- d) **Asset Register** – to consider and agree register

16/04-7 Actions from Previous Meeting and Communications

- a) **Clerk's Report** – to update on any matters arising from previous meetings
- b) **Village Fete** – to note meeting scheduled Wednesday, 13th April at 7 pm
- c) **So Festival 2016** – to note dates and volunteering opportunities
- d) **Pea Hens issue** – update
- e) **Anglian Water Pollution Watch** – to note campaign and invitation to take part
- f) **Notice of Election for Police and Crime Commissioner 5 May 2016** – to note
- g) **Grant Thornton Accounts for year ended 31 March 2016** – to note receipt of external audit forms for completion

16/04-8 Local Policing - to receive any update from the Neighbourhood Policing Team

16/04-9 Report from Outside Bodies – to receive reports from

Utterby Parish Council



- a) **ELDC Ward Member**
- b) **LCC Ward Member**
- c) **Area Forum North** – to update the Council on meeting held 4th April 2016

16/04-10 Planning Matters

- a) **Wind Farm Collaboration Group** – to receive update, if any
- b) **N/192/00039/16 Pear Tree Farm, Pear Tree Lane LN11 0XY** – to note planning permission granted.
- c) **N/192/00104/16 1 Jacobs Close, Utterby LN11 0GJ** – to note ELDC decision

16/04-11 Parish Council Amenities (bus shelters, village green, etc)

- a) **Bus shelters/timber structures** – to consider other quotes
- b) **Welcome Pack** – to receive update on any new residents

16/04-12 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc)

- a) **Footway Lighting** – update
- b) **Village Trees for TPO** – update
- c) **Funding of Town and Parish Elections** – to note that ELDC has confirmed recharging parish councils for any local elections held after 1st April 2016
- d) **A16 Refuge** – update, if any
- e) **Parking issues at The Post House** – update

16/04-13 Finance and Budgets

- a) **Payments** - to receive and resolve to accept payments for March 2016
 - i. Parish Clerk salary and expenses for March 2016– £156.57
 - ii. HMRC Tax on Clerk Salary - £34.80
 - iii. LALC 2016/17 Annual Subscription - £103.05
 - iv. LALC Annual Training Scheme - £50.00
 - v. Mr DW Gibbs – bus shelter cleaning April 2016 - £20.00
 - vi. Any other urgent payments
- b) **Year-end Accounts** – to receive end of year review of income and expenditure
- c) **Grant applications** – to consider grant allocation to Utterby Village Hall and St. Andrew's DCC

16/04-14 Date and time of Next Meeting

- **Utterby Parish Council Annual Meeting on Wednesday, 4th May 2016, 7pm**
(This is the annual election of Chairman and Vice Chairman.)
- **Annual Parish Meeting on Wednesday, 18th May 2016, 7 pm**
(This is the annual meeting of residents of the village.)

Utterby Parish Council



NOTICE IS HEREBY GIVEN that the next meeting of **Utterby Parish Council** is to be held on **Wednesday, 6th April 2016 at 7.00pm** in the Parish Room. **Councillors are hereby summoned to attend.**

Nadine Must

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, with normally a period of 15 minutes set aside, if required from 7.00 to 7.15pm for questions or comments from the public prior to the start of the main agenda.

AGENDA

- 16/04-1 Public Session** – to discuss any items raised by members of the public
- 16/04-2 Apologies** - to resolve to accept apologies for absence
- 16/04-3 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
- 16/04-4 Minutes from 2nd March 2016** – to approve as a correct record the notes of the meeting and authorise the Chairman to sign the official minutes.
- 16/04-5 Development Proposal off Grange Lane/Chapel Lane** – to receive presentation WITHOUT PREJUDICE from Mr Simon Williams and Sian Kirwan of Masons Chartered Surveyors regarding Wilkinson's land
- 16/04-6 Council Matters**
- a) **Chairman's Remarks** – to receive any update
 - b) **2016-17 Meeting Calendar** – to note and agree meeting dates
 - c) **Code of Conduct and DPI Training** – to note additional training sessions for those Councillors who have not previously attended
 - d) **Asset Register** – to consider and agree register
- 16/04-7 Actions from Previous Meeting and Communications**
- a) **Clerk's Report** – to update on any matters arising from previous meetings
 - b) **Village Fete** – to note meeting scheduled Wednesday, 13th April at 7 pm
 - c) **So Festival 2016** – to note dates and volunteering opportunities
 - d) **Pea Hens issue** – update
 - e) **Anglian Water Pollution Watch** – to note campaign and invitation to take part
 - f) **Notice of Election for Police and Crime Commissioner 5 May 2016** – to note
 - g) **Grant Thornton Accounts for year ended 31 March 2016** – to note receipt of external audit forms for completion
- 16/04-8 Local Policing** - to receive any update from the Neighbourhood Policing Team
- 16/04-9 Report from Outside Bodies** – to receive reports from

Utterby Parish Council



- a) **ELDC Ward Member**
- b) **LCC Ward Member**
- c) **Area Forum North** – to update the Council on meeting held 4th April 2016

16/04-10 Planning Matters

- a) **Wind Farm Collaboration Group** – to receive update, if any
- b) **N/192/00039/16 Pear Tree Farm, Pear Tree Lane LN11 0XY** – to note planning permission granted.
- c) **N/192/00104/16 1 Jacobs Close, Utterby LN11 0GJ** – to note ELDC decision

16/04-11 Parish Council Amenities (bus shelters, village green, etc)

- a) **Bus shelters/timber structures** – to consider other quotes
- b) **Welcome Pack** – to receive update on any new residents

16/04-12 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc)

- a) **Footway Lighting** – update
- b) **Village Trees for TPO** – update
- c) **Funding of Town and Parish Elections** – to note that ELDC has confirmed recharging parish councils for any local elections held after 1st April 2016
- d) **A16 Refuge** – update, if any
- e) **Parking issues at The Post House** – update

16/04-13 Finance and Budgets

- a) **Payments** - to receive and resolve to accept payments for March 2016
 - i. Parish Clerk salary and expenses for March 2016– £156.57
 - ii. HMRC Tax on Clerk Salary - £34.80
 - iii. LALC 2016/17 Annual Subscription - £103.05
 - iv. LALC Annual Training Scheme - £50.00
 - v. Mr DW Gibbs – bus shelter cleaning April 2016 - £20.00
 - vi. Any other urgent payments
- b) **Year-end Accounts** – to receive end of year review of income and expenditure
- c) **Grant applications** – to consider grant allocation to Utterby Village Hall and St. Andrew's DCC

16/04-14 Date and time of Next Meeting

- **Utterby Parish Council Annual Meeting on Wednesday, 4th May 2016, 7pm**
(This is the annual election of Chairman and Vice Chairman.)
- **Annual Parish Meeting on Wednesday, 18th May 2016, 7 pm**
(This is the annual meeting of residents of the village.)