

Utterby Parish Council



28th April 2016

NOTICE IS HEREBY GIVEN that the Annual Meeting of **Utterby Parish Council** is to be held on **Wednesday, 4th May 2016 at 7.00pm in Utterby Village Hall. 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.

The public form will commence after Minutes of the previous meeting had been approved.

AGENDA

16/05-1 Election of Chairman – and signing of Declaration of Acceptance of Office

16/05-2 Election of Vice-Chairman – and signing of Declaration of Acceptance of Office

16/05-3 Record of Members Present and Apologies

16/05-4 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

16/05-5 Minutes from 6th April 2016 – to approve as correct records the notes of the meeting and authorise the Chairman to sign the official minutes.

16/05-6 Public Session – to discuss any items raised by members of the public

16/05-7 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**

16/05-8 Council Matters

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

b) **Review of Code of Conduct**

c) **Declarations of Interest - to review and amend as required, Councillors' forms in light of training received**

d) **Clerk Annual Appraisal – to note completion of appraisal and actions to be taken**

e) **2016/17 Insurance cover – to accept the renewal cover from Came and Co in line with the three-year agreement**

f) **Village Fete event – Cllr Frobisher to update**

Utterby Parish Council



16/05-9 Finance and Budgets

- a) **Payments** - to receive and resolve to accept payments for May 2016
 - i. Parish Clerk salary and expenses for April 2016– £161.24
 - ii. HMRC Tax on Clerk Salary - £35.80
 - iii. Came and Co Parish Council insurance 2016/17 - £273.75
 - iv. St Andrew's Church DCC - £75.00 grant as agreed at previous meeting
 - v. Utterby Village Hall Committee - £75.00 grant as agreed at previous meeting
 - vi. Tudor Grounds Maintenance – Invoice 2065 for village green maintenance - £72.00
 - vii. Mr DW Gibbs – bus shelter cleaning April 2016 - £20.00
 - viii. Any other urgent payments
- b) **2016 Annual Audit of Accounts** – to review and approve the Governance Statement
- c) **2016 Annual Audit of Accounts** – to review and approve the accounting statements

16/05-10 Actions from Previous Meeting and Communications

- a) **Clerk's Report** – to update on any matters arising from previous meetings
- b) **Letter from ELDC Leader** – to note letter regarding invitation to attend parish council meetings
- c) **Footpaths Claim** – Planning Inspector Enquiry and to note dates
- d) **Flood Forum Invitation from Victoria Atkins MP** – to address the issue of inland flooding.
This Forum will take place on **Friday, 20th May 2016 at 6pm** at The Pavilion, London Road, Louth LN11 9QP
- e) **Pea Hens issue** – update

16/05-11 Planning Matters

- a) **Wind Farm Collaboration Group** – to receive update, if any
- b) **N/192/00254/16 The Hollies** – to note planning permission granted.
- c) **Development proposal off Church Lane** – update
- d) **N/052/00620/16 Wideacres, Ings Lane, Fotherby** – change of use, conversion of existing kennels to form a holiday cottage (works already complete)

16/05-12 Parish Council Amenities (bus shelters, village green, etc)

- a) **Bus shelters maintenance work** – update from Interskills
- b) **Welcome Pack** – to receive update on any new residents

16/05-13 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc)

- a) **A16 Refuge** – update on beacon and metal railings
- b) **ELDC Footway Lighting** – update from collaboration group
- c) **Parking issues at The Post House** – update

16/05-14 Date and time of Next Meeting

- **Annual Parish Meeting on Wednesday, 18th May 2016, 7 pm**
(This is the annual meeting of residents of the village.)
- **Utterby Parish Council on Wednesday, 1st June 2016, 7pm**