

# Utterby Parish Council



7th May 2019

NOTICE IS HEREBY GIVEN that the next meeting, the Annual Meeting of Utterby Parish Council, is to be held on:

**Monday, 13th May 2019 at 7.00pm**

in Utterby Village Hall.

Councillors are hereby summoned to attend.

Maria Vincent

3 Church Walk, South Cockerington, Louth, Lincolnshire LN11 7EE - Tel:01507 328149, [clerkupc@gmail.com](mailto:clerkupc@gmail.com)

**Before the meeting begins all elected Councillors must sign their DECLARATION OF ACCEPTANCE OF OFFICE AS COUNCILLOR, and therefore it is requested that you arrive by 6:45am at the latest.**

Please note, in the case of emergency please exit the building using the main front doors and meet at the front of the car park by the bus shelter.

Members of the public are welcome to attend the whole Parish Council meeting.

**As this is the Annual Meeting of the Parish Council, the PUBLIC FORUM will take place after the election of the Chairman and Vice Chairman.** There will be 15 minutes for the public forum for members of the public to raise any issues. Questions will be dealt with in order of receipt. On completion of the 15 minute Public Forum, the public will not be able to take part in any of the remaining council meeting. This session may also include the reports from Outside Bodies: ELDC Ward Member and LCC Ward Member.

## AGENDA

### 1 Elections

- a) Election of Chairman – and signing of Declaration of Acceptance of Office
- b) Election of Vice-Chairman – and signing of Declaration of Acceptance of Office

### 2 Record of Members Present and Apologies

- 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.

### 4 Minutes:

- a) To approve as correct records the notes of the meetings and authorise the Chairman to sign the official minutes from 3rd April 2019 and 11th April 2019.
- b) To note the draft minutes from the Annual Parish Meeting on 20th March 2019.

### 5 Council Matters, Actions and Communications

- a) To resolve to elect members of the Personnel Committee
- b) Chairman's Remarks

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- c) Clerk's Report
- d) Annual Review Standing Orders
- e) Annual Review of Financial Regulations
- f) Annual Review of Code of Conduct
- g) Annual Review of Risk Management Document
- h) Annual Review of Council information document
- i) To adopt the updated Model Publication Scheme - FOI
- j) Annual review of policies:
  - i. Risk Management Strategy
  - ii. Safeguarding Vulnerable Persons Policy
  - iii. Equal Opportunities Policy
  - iv. Environmental Policy
  - v. Complaints Procedure
  - vi. Health & Safety Policy
- k) Consultations to consider: None to date
- l) Communications received: Community Speed Watch

## **6 Finance and Budgets**

- a) 2019/20 Budget - Updated budget overview sheet.
- b) Payments - to receive and resolve to accept payments including insurance premium due

## **7 Planning Matters**

- a) Planning Permission - Extension to existing dwelling to provide an en-larged garage. - AVONDALE, CHURCH LANE, UTTERBY, LOUTH, LN11 0TH (to date no documents online)
- b) Any urgent planning issues

## **8 Parish Council Amenities (bus shelters, village green, etc)**

- a) Welcome Pack – Councillor to be nominated to take over distributing the Welcome Pack
- b) Utterby Tidy Up Campaign, first two weeks of July - updates re litter-pick, planters and signs and to resolve a budget allocation
- c) Updates ref cutting of verges and Village Green
- d) Bus shelters graffiti
- e) Kissing gates
- f) Utterby Voice

## **9 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc)**

- a) Update of emptying of bins.
- b) Report from the Countryside Access Volunteer

## **10 Notifications**

- a) None to date

## **11 Date and time of Next Meeting**

Wednesday June 5th 2019 at 7pm