

Utterby Parish Council



2nd December 2016

NOTICE IS HEREBY GIVEN that the next meeting of **Utterby Parish Council** is to be held on **Wednesday, 7th December 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. The meeting will commence with a maximum of 15 minutes public forum for members of the public to raise any issues.

AGENDA

16/12-1 Public Forum – to discuss any items raised by members of the public

16/12-2 Record of Members Present and Apologies

16/12-3 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

16/12-4 Minutes from 2nd November 2016 – to approve as correct records the notes of the meeting and authorise the Chairman to sign the official minutes.

16/12-5 Report from Outside Bodies – to receive reports from

- a) **ELDC Ward Member**
- b) **LCC Ward Member**
- c) **Rural Policing**

16/12-6 Council Matters, Actions and Communications

- a) **Chairman's Remarks** – to receive any update
- b) **Clerk's Report** – to update on any matters arising from previous meetings
- c) **Parish Councillor Vacancy** - update
- d) **Christmas Tree Festival update**
- e) **Personnel Panel** – to agree the establishment of a Personnel Panel and its terms of reference, and the use of the Panel to recruit a new parish clerk
- f) **Transparency Fund for Smaller Authorities** – to discuss available funding for an all-in-one printer/copier/scanner for use by parish clerk
- g) **Consultations**
 - i. Proposal to remove the BT payphone located at Grange Lane – to discuss proposal
 - ii. ELDC Local Plan – second and final consultation before Government submission
 - iii. Lincolnshire Minerals and Waste Local Plan: Site Locations – Consultation
 - iv. Lincolnshire Police Crime Commissioner – Budget Consultation
- h) **Communications**
 - i. T.E.D. Times November 2016 newsletter – previously circulated by email

Utterby Parish Council



- ii. Letter from Victoria Atkins MP regarding Referendum proposals – to note
- iii. St Andrew's Church DCC completed grant application
- iv. East Lindsey Citizens Advice – 16 November 2016 letter asking for donation. No grant application form submitted.
- v. ELDC letter confirming agreement of Parish Council recommendation on polling district and polling places

16/12-7 Finance and Budgets

- a) **Payments** - to receive and resolve to accept payments for December 2016
 - i. Parish Clerk salary and expenses for November 2016– £218.62
 - ii. HMRC Tax on Clerk Salary - £36.20
 - iii. Utterby Voice December 2016 printing – reimbursement to N Must - £25.00
 - iv. D Buckley – village green hedge cutting - £80.00
 - v. Tudor Grounds Maintenance – village green cut - £36.00
 - vi. DW Gibbs for bus shelters cleaning - £20.00
 - vii. Information Commissioners Office – Data Protection renewal fee - £35.00
 - viii. Any other urgent payments
- b) **Budget for 2017/18** – to discuss budget options and agree precept requirement

16/12-8 Planning Matters

- a) **N/192/01824/16 Land Off Church Lane, Utterby** – to note withdrawal of planning application
- b) **N/192/02325/16 North Grange, Chapel Lane, Utterby** – Planning application for an extension to existing domestic garage to provide an annexe to be used by friends and family

16/12-9 Parish Council Amenities (bus shelters, village green, etc)

- a) **Village Green** – update
- b) **Utterby Voice** – December 2016 edition update
- c) **Welcome Pack** – to receive update on any new residents

16/12-10 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc)

- a) **East Lindsey District Council** – to note cessation of Print and Design Services for outside organisations
- b) **ELDC Footway Lighting** – to discuss and agree ELDC response

16/12-11 Date and time of Next Meeting

Utterby Parish Council on Wednesday, 1st February 2017, 7pm