Utterby Parish Council

Minutes of the extra-ordinary meeting of Utterby Parish Council held Wednesday 15th February 2017 at 7.00pm in the Village Hall

	Action
17/02-15-1 Public Forum Five members of the public were present. The only issue raised was the accumulation of silt and other materials blocking the flow of water at the Packhorse Bridge. The Clerk to report to ELDC Environmental Protection Officer to check.	Clerk
17/02-15-2 Record of Members Present and Apologies Members Present. Cllr R Must (Chairman), Cllr B Frobisher and Cllr G Dalton Also in attendance: Mrs N Must (Clerk) Apologies received. Cllr N Mackin, ELDC Ward Member Cllr D Buckley	
17/02-15-3 Declarations of Interest None declared.	
17/02-15-4 Minutes from 1st February 2017 It was proposed, seconded and resolved to agree the minutes of the last meeting as an accurate record and they were duly signed by the Chairman.	
17/02-15-5 Notice of Vacancy in Office of Councillor The Council noted the resignations of the Vice-Chairman Cllr A van Spall, Councillor J Woodward and Councillor A Woodward. A public notice was issued on 6th February to establish any request from registered electors to call for an election. The deadline for any request is 24th February 2017. Otherwise the Parish Council will fill the vacancies by co-option. The Council agreed to advertise co-option vacancy in the March issue of Utterby Voice with a deadline of 17th March 2017 to receive applications. The Chairman extended the Council's welcome to Cllr Graham Dalton, who is attending his first Council meeting. Cllr Dalton has signed his Declaration of Acceptance of Office and has completed and returned his Declaration of Interests. The Clerk will send copies to ELDC for notification. The Council also noted that Cllr Nicola Mackin has declared her intention to resign. However, she has yet to send a formal notice to the Chairman.	
17/02-15-6 Recruitment of Parish Clerk The Council re-considered the report of the Chairman with regards to the minutes of the Personnel Panel and accompanying background documents. The Council noted the advice from the ELDC Monitoring Officer. The employment contract required a few amendments but the overall terms and conditions agreed were compatible with the model employment contract issued by the National Association of Local Councils. The deadline for applications was set for 17th March and the advertisement will be sent to LALC, Universal Jobmatch and ELDC for publication.	Clerk
17/02-15-15-7 Date and time of Next Meeting The Council decided to hold another extra-ordinary meeting on Wednesday, 22nd March 2017, 7pm to consider applications for parish clerk and co-option of new parish councillors. The 1st March 2017 meeting is cancelled because the Parish Council will not be quorate. The meeting closed at 8:20pm. Signed: Date:	

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