

# Utterby Parish Council



26th June 2024

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

**Wednesday 3<sup>rd</sup> July 2024 at 7.00pm**

To be held at Utterby Village Hall, Main Road, Utterby. Councillors are hereby summoned to attend.

Maria Vincent

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There will be up to 15 minutes for the public forum for members of the public to raise any issues. Questions will be dealt with in order of receipt which must be received at least one hour before the meeting (please call or email the Clerk). On completion of the 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 Record of Members Present and Apologies

To receive and note apologies for absence which have been given to the Parish Clerk prior to the meeting.

### 2 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.

### 3 Minutes

- a) To approve as correct records the notes of the Parish Council meeting from 5<sup>th</sup> June 2024 and authorise the Chairman to sign the official minutes.

### 4 Council Matters, Actions and Communications

- a) Co-option of Councillors. Following the presentation by each candidate who wishes to stand for co-option, the Council may move into Closed Session to discuss the co-option candidates. To resolve to move into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters: Co-option of Utterby Parish Councillors. Following co-option, new councillors must sign their Declaration of Acceptance of Office.
- b) Chairman's Remarks.
- c) Clerk's Update.
- d) Clerk's Vacancy update.
- e) Consultations to consider: 1) LCC Rights of Way 2) Renewal of Public Space Protection Order
- f) Communications received:

### 5 Finance and Budgets

- a) Payments - to receive and Resolve to accept payments and to note that two Councillors authorising the payment must check all invoices prior to authorisation, and that the Chair of the meeting must sign the payment schedule.
- b) Payments for August – To Resolve that a schedule of payments and relating invoices due for August be emailed to all Councillors at the end of July for approval and that these be ratified at the September meeting.

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- c) Email manager software – To Resolve to ratify the decision agreed by email to pay a one off licence fee for 54.95 GBP less 30% discount for eM Client email manager software which the Clerk has been using as a free version for a year, but which now has to be paid for as a commercial account.
- d) Defibrillator purchase and installation - To Resolve that the following be approved and sent to Utterby Village Hall Committee (UVH) for the consideration: That Utterby Parish Council request to work in partnership with Utterby Village Hall on the following project. That Utterby Parish Council (UPC) be responsible for the purchase of a defibrillator with heated exterior cabinet (with code to unlock to be considered). That UPC in conjunction with UVH organise a contractor to install the unit. That UPC arrange and pay for Training, Service Agreement (with LIVES), registration with national scheme and signage. That UVH consider paying for the electricity each year (approx. estimate of £50pa), as per report. That UPC organise a flyer that all residents receive notification of the difib with the lock code (if a locked unit is purchased). Costs in the report are estimated general costs and not expected to exceed these. That when the life of the difib has ended (10 years estimated) UPC then have the unit removed or replaced.
- e) To note that notification had been received from the external auditors PKF Littlejohn LLP that they had received and logged the notification of exempt status for the year ended 31 March 2024.

## **6 Planning Matters**

- a) Any urgent planning applications to consider or updates.

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

- a) Verges and Village Green
- b) Bus shelters and Telephone Box
- c) Kissing Gates
- d) Village Projects
- e) Utterby Voice

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

- a) Any urgent issues or updates.

## **9 Notifications**

- a) Any notifications to date.

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

To note that the next meeting will be September 4<sup>th</sup> at 7pm in the Village Hall, Utterby.

**Please note that there is no scheduled meeting in August.**