

Utterby Parish Council



25th May 2024

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

Wednesday, 8th May 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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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 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 Elections

- a) Election of Chairman
 - i. Chairman to sign the Declaration of Acceptance of Office.
- b) Election of Vice-Chairman – and signing of Declaration of Acceptance of Office.
 - i. Vice Chairman to sign the Declaration of Acceptance of Office.

2 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.

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:

To approve as correct records the notes of the meetings and authorise the Chairman to sign the official minutes from 3rd April 2024.

5 Council Matters, Actions and Communications

- a) Chairman's Remarks.
- b) Clerk's Report.
- c) To consider and Resolve if agreed to create an Utterby Councillor/Clerk What's App group for internal notification information only.
- d) To review and approve the Asset Register.
- e) To consider to Resolve to sign up to the Civility and Respect Pledge (currently we have a statement).
- f) To review and approve the Standing Orders. (changes to contractual amounts).
- g) To review and approve Financial Regulations (changes to contractual amounts).
- h) To review and approve the Code of Conduct.
- i) To review and approve the Complaints Procedure. (change of email address)
- j) Consultations to consider:

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k) Communications received:

6 Finance and Budgets

- a) To appoint two councillors to check the quarterly monitoring 4 times per year.
- b) To approve the quarterly monitoring from Dec-end March 24.
- c) To consider the quotations for the Parish Council's Insurance policy (3 year term) and Resolve to accept the best value for money quotation.
- d) Payments - to receive the list and resolve to accept the payments including that for the insurance company who has been chosen to hold the parish council's insurance policy.
- e) To complete and resolve to approve the Annual Governance and Accountability Return and give permission to the Clerk to send it to the auditors, PKF Littlejohn LLP.
 - i. Certificate of Exemption
 - ii. Annual Governance Statement
 - iii. Accounting Statements
- f) To resolve to approve the bank reconciliation and explanation of variances.
- g) To resolve to approve the Notice of Public Rights and Publication of Annual Governance and Accountability Return.
- h) To note the contact information to be sent to PKF Littlejohn LLP.
- i) To note that the Internal Auditor's report was accepted at the April meeting.

7 Planning Matters

- a) Any urgent planning applications to consider.
- b) Drainage at the development between Grange Lane and Chapel Lane.
- c) Update on previous planning permission and any urgent planning issues.

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

- a) Utterby Village Projects 2024.
- b) Utterby wooden structures.
- c) Verges and Village Green.
- d) Planters.
- e) Bus shelters.
- f) Utterby Voice.

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

- a) Benson Court update.
- b) Benson Court wooden benches.
- c) Any urgent issues or updates.

10 Notifications

- a) None to date.

11 Date and time of Next Meeting - Wednesday June 5th 2024 at 7pm in the Village Hall, Utterby.