

# Utterby Parish Council



25th March 2024

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

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

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

Maria Vincent

3 Church Walk, South Cockerington, Louth, Lincolnshire LN11 7EE

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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 6<sup>th</sup> March 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 Report.
- d) Appraisal – to resolve to undertake an appraisal for the Clerk.
- e) Consultations to consider:
- f) Communications received: Regarding building bags; Speed limit outside of the academy.
- g) Council to note that the flyers for the **Annual Parish Meeting** have been printed and need to be circulated to residents.

### 5 Finance and Budgets

- a) To consider if the Council wishes to sign up to the LALC training scheme for the year due to new councillors.
- b) Payments - to receive and Resolve to accept payments.

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- c) Internal Audit - Council to Resolve to accept the report from the internal auditor.  
Council to Resolve to write to the Auditor to thank them for their work and report.
- d) To consider the close of the 2023/24 budget and those balances to carry forward. To resolve to approve the 2024/25 budget with 2023/24 balance carried forward.
- e) Councillors to consider and to Resolve on any projects for the 2024/25.
- f) Council to note that the application for new signatories is progressing.
- g) Asset Register - To consider the Asset Register, values and upkeep of street furniture.

## **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) Trees.
- c) Bus shelters.
- d) Telephone Box
- e) Kissing Gates – Update.

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

- a) LCC Parish Agreement (grass cutting) payments information.
- b) Any urgent issues or updates.

## **9 Notifications**

- a) Any notifications to date.

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

To note that the next meetings are:

The Annual Parish Meeting on Wednesday May 8<sup>th</sup> 2024 at 6pm.

The Annual Parish Council Meeting Wednesday May 8<sup>th</sup> 2024 at 7pm in the Village Hall, Utterby.

Please note that this is a week later than our usual meeting date due to the County Council elections.