

Utterby Parish Council



27th February 2024

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

Wednesday 6th March 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

Tel: 01507 328149, clerk@utterbyparishcouncil.gov.uk

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 7th February 2024 and authorise the Chairman to sign the official minutes.

4 Council Matters, Actions and Communications

- a) Chairman's Remarks.
- b) Election of Chairman. **Please note that this item may be moved to after item 8.**
 - i. Chairman to sign the Declaration of Acceptance of Office.
- c) Election of Vice-Chairman. **Please note that this item may be moved to after item 8.**
 - i. Vice Chairman to sign the Declaration of Acceptance of Office
- d) Clerk's Report.
- e) Appraisal – to resolve to undertake an appraisal for the Clerk.
- f) Consultations to consider:
- g) Communications received:

To Resolve to create a flyer for the **Annual Parish Meeting** - 6pm on Wednesday 8th May 2024 before the Annual Parish Council meeting to be hand delivered to residents.
- h) Annual policy and document reviews. To review/ note or to Resolve upon changes to:
 - i. Council information document.
 - ii. Freedom of Information Model Publication Scheme
 - iii. Risk Management Strategy.
 - iv. Risk Management Document.
 - v. Safeguarding Vulnerable Persons Policy.
 - vi. Equal Opportunities Policy.
 - vii. Environmental Policy.

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- viii. Health & Safety Policy.
- ix. Grievance and Discipline Procedure policy.
- x. Data Privacy Notice
- xi. GDPR Policy

5 Finance and Budgets

- a) Payments - to receive and Resolve to accept payments.
- b) Council to consider the items covered and the term for the next insurance quote (previously 3 years) as due for renewal this year.
- c) Council to Resolve to nominate new signatories for the Unity Banks account to replace Cllr AW and Cllr JW.
- d) Council to note that the document folders have been taken to the internal auditor for inspection.
- e) Council to note that an application for VAT refund has been made which is much reduced from the previous year due to less purchases.
- f) Councillors to consider and to Resolve on any projects for the 2024/25.

6 Planning Matters

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

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

- a) Welcome Pack.
- b) Verges and Village Green.
- c) Trees – replacement trees.
- d) Bus shelters.
- e) Telephone Box.
- f) Kissing Gates – Update regarding gates.
- g) Bridlepath near to Church.

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

- a) LCC Public Notice of Speed Limit reduction.
- b) Benson Court – any updates.
- c) Dog bin – removed from Church Lane/Barton Street.
- d) 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 is on Wednesday April 3rd 2024 at 7pm in the Village Hall, Utterby.