

Utterby Parish Council



29th April 2020

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

Wednesday, 6th May 2020 at 6.00pm

This will be a virtual online meeting using the Zoom platform Councillors are hereby summoned to attend.



Maria Vincent

3 Church Walk, South Cockerington, Louth, Lincolnshire LN11 7EE -Tel: 01507 328149, clerkupc@gmail.com

Members of the public are welcome to attend via Zoom.

<https://us04web.zoom.us/j/73968254113?pwd=MEEyOTFZTzN5a3dSTDZxa25GL0dadz09>

Meeting ID: 739 6825 4113 - Password: May20

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 5 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 5 minute 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 4th March 2020.

5 Council Matters, Actions and Communications

- a) To resolve to confirm to accept the list of emergency resolutions signed by Councillors on the initial outbreak of Coronavirus 18th March 2020.
- b) To confirm the revised list of remote meeting dates for 20/21
- c) To accept the Asset Register as of end March 2020.
- d) To resolve to elect members of the Personnel Committee.
- e) Chairman's Remarks.

Utterby Parish Council



- f) Clerk's Report .
- g) To agree on any actions needed with regards to the Coronavirus Crisis in Utterby.
- h) To bring Councillors attention to sign a new DPI form for 2020/21.
- i) Annual Review Standing Orders.
- j) Annual Review of Financial Regulations.
- k) Annual Review of Code of Conduct.
- l) Annual Review of Risk Management Document.
- m) Annual Review of Council information document.
- n) Annual Review of Model Publication Scheme – FOI.
- o) Annual review of policies:
 - i. Risk Management Strategy.
 - ii. Safeguarding Vulnerable Persons Policy.
 - iii. Equal Opportunities Policy.
 - iv. Environmental Policy.
 - v. Complaints Procedure.
 - vi. Health & Safety Policy.
 - vii. Grants Policy now to be removed as grants no longer being given.
- p) Consultations to consider: None to date.
- q) Communications received: None to date.

6 Finance and Budgets

- a) 2019/20 Finance Report.
- b) 2020/21 Budget - Updated budget sheet
- c) To consider buying Zoom on the discounted rate obtained by NALC.
- d) Payments - to receive and resolve to accept payments including insurance premium due
- e) To complete and resolve to accept the Annual Governance and Accountability Return including the Auditor's report.
- f) Confirmation of delay in the changing of bank account providers.

7 Planning Matters

- a) TPO Application - 0029/20/TPA Georgian House.
- b) Update on situation - ELDC Planning Enforcement
- c) Any urgent planning issues.

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

- a) Welcome Pack – Any new residents.
- b) Utterby Tidy Up Campaign.
- c) Updates ref cutting of Verges and Village Green.
- d) Bus shelters.
- e) Utterby Voice.

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

- a) Any urgent issues.

10 Notifications

- a) None to date.

11 Date and time of Next Meeting - Wednesday June 3rd at 6pm using the Zoom Platform.