

Utterby Parish Council



25th April 2018

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

Wednesday, 2nd May 2018 at 7.00pm

in Utterby Village Hall.

Councillors are hereby summoned to attend.

Maria Vincent

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

PUBLIC FORUM

Please note, in the case of emergency please exit the building using the main front doors and meet at the front of the car park by the bus shelter.

Members of the public are welcome to attend the whole Parish Council meeting. The meeting will commence with a maximum of 15 minutes public forum for members of the public to raise any issues. Questions will be dealt with in order of receipt. On completion of the 15 minute Public Forum, the public will not be able to take part in any of the remaining council meeting. This session will also include the reports from Outside Bodies:

- a) ELDC Ward Member
- b) LCC Ward Member
- c) Louth Rural Neighbourhood Policing Team

AGENDA

11 Elections

- a) Election of Chairman – and signing of Declaration of Acceptance of Office
- b) Election of Vice-Chairman – and signing of Declaration of Acceptance of Office

12 Record of Members Present and Apologies

13 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.

14 Minutes from 4th April 2018 – to approve as correct records the notes of the meeting and authorise the Chairman to sign the official minutes.

15 Council Matters, Actions and Communications

- a) Chairman's Remarks – to receive any update
- b) Clerk's Report – to update on any matters arising from previous meetings
- c) Annual Review of policies:

Utterby Parish Council



- i. Finance Regulations - (ref Audit Report)
- ii. Risk Management Strategy
- iii. Code of Conduct
- iv. Safeguarding Vulnerable Persons Policy
- v. Health & Safety Policy - NOT REQUIRED UNLESS 5+ EMPLOYEES
- vi. Equal Opportunities Policy
- vii. Environmental Policy
- viii. Complaints Procedure

d) Consultations to consider:

- i. LCC Waste Strategy Consultation

e) Communications received:

- i. Letter regarding Grange Lane received - consider setting up of meeting with relevant parties
- ii. Telephone Box Adoption - Two emails regarding the BT telephone box
- iii. Any other urgent communication received

f) GDPR - further updates including DPO

g) Parish Meeting - to discuss organisation and content

16 Finance and Budgets

- a) Payments - to receive and resolve to accept payments
- b) Internal Audit - Council to complete forms. Internal Auditor report
- c) Precept - update
- d) Tree maintenance quotations to review - **closed session**
- e) Insurance quotations to review for 2018/9 - **closed session**

17 Planning Matters

- a) Lilac Cottage - For information
- b) Any urgent planning issues

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

- c) Updates on hedge near village hall, village green and hedge cutting
- d) Welcome Pack – to receive update on any new residents
- e) Best Kept Village - progress report
- f) Assets Audit - review, removals and additions

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

- a) Verges - update of cutting

20 Notifications

- i. Fields in Trust World War I and £5,000 funding projects Council updates
- ii. Tesco grants
- iii. Speed of traffic on A16 - concerns raised

Date and time of Next Meeting

Utterby Parish Meeting on Wednesday 16th May 2018 at 7pm

Parish Council Meeting on Wednesday, 6th June 2018