

Utterby Parish Council



23rd August 2018

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

Wednesday, 5th September 2018 at 7.00pm

in Utterby Village Hall.

Councillors are hereby summoned to attend.

A handwritten signature in black ink that reads 'Maria Vincent'.

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

41 Record of Members present and apologies given

42 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.

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

44 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:
 - i. Risk Assessment Review - To consider and resolve the updated Risk Assessment
 - ii. So as to comply with the Transparency code for smaller authorities - to consider a draft information document about Utterby Parish Council. To accept and resolve the Information document for publication.
 - iii. Discussion: to consider drawing up a 2-3 year Parish Council plan and to consider forming a working group for this. If agreed to resolve the formation of a Council Plan working group.

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- iv. Discussion: to consider designing a village survey to receive feedback from residents regarding concerns about the village or items they would like to see on a 'wish list' for the village in the future.
- v. Discussion: to consider updating the village Emergency Plan and to consider forming a working group for this. If agreed to resolve the formation of an Emergency Plan working group.

45 Finance and Budgets

- a) Clerk's Finance Report
- b) To comply with Financial Regulations 2.2 to resolve to appoint a Member - *On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.*
- c) To report on payments made in August.
 - i. Louth Glass Centre - new locks for notice board £123.00
 - ii. Village Hall - Rent July £20.00
 - iii. Maria Vincent - salary + June overtime £172.82
 - iv. HMRC - Tax July £29.40
- d) Payments for September - to receive and resolve to accept payments
- e) Bank signatories form - to resolve signatories list from current and new signatories for the HSBC account. ALL signatories to sign new bank forms.
- f) Budget & precept 2018/9 - discussion to enable draft budgets to be compiled for October meeting.

46 Planning Matters

- a) Planning issues - Notification of Appeal Refused - LAND ADJACENT HALCYON, CHAPEL LANE
- b) Any other urgent planning issues

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

- a) Welcome Pack – to receive update on any new residents
- b) Best Kept Village - report
- c) Utterby Voice - September edition and brochure distribution
- d) Village Green grass and hedge update
- e) Council Assets - to discuss putting in place regular checks of assets. To resolve the nomination of specific Members to oversee and report of Council assets,
- f) Bus shelter / seats update

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

- a) Tree on Church Lane possibly unsafe - update regarding communication with ELDC
- b) Speed limit on main A16 highway - corrected stats and forthcoming speed checks
- c) Verges - update of cutting.

49 Notifications

- a) Local Healthwatch survey

50 Date and time of Next Meeting

- a) Parish Council Meeting on Wednesday 3rd October 2018