

Clerk: Angie McDonald, 60 East Road, Navenby, Lincoln, LN50EP
Email: digbypc@gmail.com

Tel: 07758 365966

MEETING OF DIGBY PARISH COUNCIL

Dear Councillor

You are summoned to attend **DIGBY PARISH COUNCIL ANNUAL MEETING** to be held in the Digby War Memorial Hall on **Wednesday 15th May 2019** commencing at **7pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

County and District Councillors, the press and members of Digby electorate are cordially invited to attend.

PUBLIC FORUM

The public forum will proceed at 7pm for up to 15mins, when members of the public may ask questions or make short statements to the council.

DISTRICT & COUNTY COUNCILLORS' MATTERS

From 7.15pm each Councillor will provide a 5 minute report on the business of their relevant council.

POLICE

From 7.30pm the local PCSO to give a 5min report.

If none of the above are in attendance the Parish Council will RESOLVE to commence the full council meeting as soon as possible.

Angie McDonald

Clerk to the Council

Date: 8th May 2019

1. **ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE.**
2. **ELECTION OF VICECHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE.**
3. **COUNCILLOR'S DECLARATION OF ACCEPTANCE OF OFFICE.**
4. **TO ADOPT A CODE OF CONDUCT.**
5. **CHAIRMAN'S OPENING REMARKS.**
 - a) Welcome.
6. **APOLOGIES and CO- OPTION**
 - a) Apologies for absence and reasons given.
 - b) To consider any applicants for co-option
7. **DECLARATIONS OF PECUNIARY INTEREST & APPLICATIONS FOR DISPENSATION**
 - a) To receive reports on Members' Disclosable Pecuniary Interests in relation to agenda items and to receive applications for Dispensation in accordance with the Localism Act 2011.
4. **SIGNING OF THE MINUTES**
 - a) To resolve to accept the notes of the Parish Council meeting held on Wednesday 17th April 2019 as a true and accurate record of that meeting.
5. **PLANNING MATTERS**
 - a) Planning Applications Received
Nil received to date.
 - b) Decision Notice.
Nil received to date.
6. **GENERAL PARISH MATTERS**
 - a) To appoint members to parish organisations.
 - i) Memorial Hall Committee
 - ii) Allotment Association
 - b) To appoint members to the working groups of the Parish Council.
 - i) Planning

- ii) Drainage
- iii) Playing field
- iv) Finance
- c) Annual review of policy documentation,
 - Standing Orders – Last reviewed May 2018
 - Financial Regulations - Last reviewed May 2018
 - Complaints Procedure. – Last reviewed May 2018
 All documents can be found on Digby Parish Council Website
- d) To review the inventory of assets and insurance cover – Copies sent to councillors prior to the meeting.
- e) To allocate areas of responsibilities for councillors.

7. **HIGHWAYS**

- a) To report any potholes or highways problems.
- b) To discuss the maintenance of Beck Street on south side of The Beck. (CH)

8. **THE VILLAGE HALL**

- a) Questions, if any, regarding the recent village hall committee meeting.

9. **DRAINAGE**

- a) To report any updates from LCC, IDB or the Environment Agency.

10. **PLAYING FIELD, PLAY AREAS AND VILLAGE GENERAL**

- a) Report on monthly inspection of play equipment from GG & AR and to consider removing the maze equipment
- b) To discuss the grass cutting contract and current situation.
- c) To consider planting daffodils in the autumn. (JB)
- d) To discuss dog fouling in the area of The Beck and obtaining No Dog Fouling signs. (CH)

11. **ALLOTMENTS**

- a) Report from the last Allotment Association meeting.

12. **FINANCE**

- a) Note of bank balances and approve bank reconciliation
- b) To note income received.
- c) To approve for the following payments:

	<u>Invoice</u>	<u>VAT</u>	<u>Total</u>
Salaries/Expenses	TBN		TBN
P Baumber hedge cutting	120.00	24.00	144.00

- d) The Annual Governance and Accountability Return
 - i) To review the effectiveness of the internal control system.
 - ii) To approve Section 1. Annual Governance Statement 2018/19 by resolution and to be signed and dated accordingly by the Chairman and Clerk
 - iii) To consider Section 2. The Accounting statements 2018/19
 - iv) To approve the Accounting Statement for 2018/19 by resolution and to be signed and dated accordingly by the Chairman and the Clerk (RFO).
 - v) To agree, complete and sign the Certificate of Exemption for councils where gross income or gross expenditure £25,000 or less
- e) To appoint the Internal Auditor for 2017/18.

13. **CORRESPONDENCE**

- a) NKDC – Briefing Note from the Environmental Protection Team on Dog Fouling, distributed 25.4.19
- b) NKDC – Community Infrastructure Levy: Guidance for Local Councils, distributed 25.4.19
- c) LALC – Weekly newsletter, distributed to all councillors

14. **DATE OF FUTURE MEETINGS**

Parish Council meetings for 2019
 15th May, 19th Jun, 17th Jul, 21st Aug, 18th Sep, 16th Oct, 20th Nov and 18th Dec
 Parish Council Annual Meeting – 15th May

15. **ANY BUSINESS TO NOTE FOR THE NEXT AGENDA**

- 16. **CLOSED SESSION** (for confidential items in accordance with the Public Bodies Act 1960) If required.