

Digby Parish Council

ANNUAL PARISH COUNCIL MEETING AGENDA

The Annual Parish Council meeting of Digby Parish Council will be held on 19th May 2021 commencing at 7pm, in Digby War Memorial Hall for the purpose of considering and resolving business as set out in this agenda. County and District Councillors, the press and members of Digby electorate are cordially invited to join the meeting.

Masks must be worn and please adhere to the Covid restrictions in place. Proof of Lateral Flow test taken on the day of the meeting will be required.

Public Forum

The public forum will proceed at 7pm for up to 15 mins, when members of the public may ask questions or make short statements to the council. This time allocation can be extended if required at the discretion of the Chairman.

District & County Councillors' Matters

After the Public Forum each councillor will provide a 5 minute report on the business of their relevant council

Police.

Report from the local PCSO

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

Clerk to the Council

AMcDonald

Date: 12/05/21

ANNUAL PARISH COUNCIL MEETING

1. ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE.
2. ELECTION OF VICE-CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

Full Council meeting to commence.

3. Chairman's Opening Remarks

- a) Welcome

4. Apologies.

- a) Apologies for absence and reasons given.

5. Declarations of Pecuniary Interest & Applications of Dispensation

a) To receive reports on Members' Disclosable Pecuniary Interests in relation to agenda items and to receive any applications for Dispensation in accordance with the Localism Act 2011.

6. Signing of the Minutes

a) To resolve to accept the notes of the Parish Council meeting held on Wednesday 21st April 2021 as a true and accurate record of that meeting.

7. Planning Matters

- a) Planning Applications Received
Nil to date
- b) Decision Notices
Nil to date

8. General Parish Matters

- a) To appoint member to parish organisations
 - i) Memorial Hall Committee.
 - ii) Allotment Association
- b) To appoint members to the working groups of the Parish Council

- i) Drainage
- ii) Playing field
- iii) Finance

c) Annual Review of policy documentation, the relevant documentation was forwarded to councillors prior to the meeting.

Standing Orders – Last Reviewed Nov 2020

Financial Regulations – Last reviewed May 2020

d) To consider re-printing the Digby Village Book

e) To accept the quote for the insurance of £480.06. All documentation had been forwarded to the councillors prior to the meeting.

7. Highways

- a) To report any pot holes or Highways issues.
- b) To discuss the condition of Fen Road

8. The Village Hall

a) To acknowledge receipt of the minutes from the latest meeting of the committee, and any comments, if required.

9. Drainage

- a) Environmental Agency - Update on site meeting.
- b) Update on unfinished flood relief scheme.

10. Playing Field, Play Areas and Village General

- a) Report on the monthly inspection of the Play Equipment.
- b) Update on the bin at the playing field
- c) To report on the progress of the planning for the playing field improvements.
- d) To discuss improving the footpath entrance of the field from B1188.
- e) To confirm the first part of the scheduled works on the trees is complete.

11. Allotments

- a) To report on any updates from the Allotment Committee.

12. Finance

- a) To note bank balances and approve bank reconciliation
- b) To note any income received.
- c) To approve the following payments

Salaries/Expenses	TBN
Witham Internal Drainage Board	£47.73
Select Electrical Services	£96.12 + VAT £19.22 = £115.34

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 2020/21 by resolution

and to be signed and dated accordingly by the Chairman and Clerk

iii) To consider Section 2. The Accounting statements 2020/21

iv) To approve the Accounting Statement for 2020/21 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 confirm appointment of the Internal Auditor for 2021/22.

13. Correspondence

- a) LALC Newsletter - Distributed to all councillors
- b) NKDC Newsletter - Distributed to all councillors
- c) County Councillor Report - Distributed to all councillors
- d) Message of thanks received from Digby PCC for the contribution to the cutting of the grass at the Churchyard.

e) Lincolnshire Environmental Awards 2021 - Entries open now, poster displayed in the noticeboard

14. Dates of Future Meetings

Parish Council meetings

16th Jun, 14th Jul, 18th Aug, 15th Sept, 20th Oct, 17th Nov and 15th Dec

The Annual Parish Meeting is still on hold until public can gather indoors safely.

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.