

Digby Parish Council

AGENDA

The ANNUAL PARISH COUNCIL meeting will be held on Monday 9th May 2022 commencing at 7pm followed by the monthly parish council meeting, 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.

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 by resolution of the council.

District & County Councillors' Matters

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

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: 03/05/22

ANNUAL PARISH COUNCIL MEETING

1. ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE. (22/065)
2. ELECTION OF VICE-CHAIRMAN (if required) AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (22/066)

Monthly meeting to commence

1. Chairman's Opening Remarks (22/067)

- a) Welcome

2. Apologies (22/068)

- a) Apologies for absence and reasons given.

3. Declarations of Pecuniary Interest & Applications of Dispensation (22/069)

- 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.

4. Signing of the Minutes (22/070)

- a) To resolve to accept the notes of the Parish Council Meeting held on Monday 14th March 2022 as a true and accurate record of that meeting.

5. Planning Matters (22/071)

- a) Planning Applications Received

6. General Parish Matters (22/072)

- 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) 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 May 2021

Financial Regulations – Last reviewed May 2021

- e) To review details for the insurance policy. All documentation had been forwarded to the councillors prior to the meeting.
- f) To review comments of the Annual Parish Meeting.
- c) To update on the Queen's Jubilee projects and consider a grant towards a village celebration.
- d) Update on the request for LCC to adopt the footpath from Greendykes to North Street, via Chestnut Close.
- e) To consider a larger Dog Waste Bin for Greendykes path
- f) GDPR update-individual email addresses for councillors

7. Highways (22/073)

- a) To report any pot holes or Highways issues

8. The Village Hall (22/074)

- a) To acknowledge receipt of the minutes from the latest meeting of the committee, and any comments, if required.
- b) Village Hall garden maintenance - To confirm lawn has been scarified and receive a progress report on the garden and approve the purchase of a hose pipe.
- c) To consider a new contractor for the garden maintenance.

9. Drainage (22/075)

- a) Update on the blocked drain from the playing field to North Street.

10. Playing Field, Play Areas and Village General (22/076)

- a) Report on the monthly inspection of the play equipment and update on repairs to the equipment
- b) The grant funding progress - To ratify the signing of the contract with FCC Communities Foundation
- c) Update on the pedestrian barrier at the B1188 end of the playing field

11. Allotments (22/077)

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

12. Finance (22/078)

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

Salaries/Expenses	TBN
Village Hall Rent	£24.00
RPM play equip reairs	£3170.00 + £634.00 VAT
Greensleeves Lawn scarifying	£195.00 + £39.00 VAT
Glasdon dog waste bin	£244.11 + £48.82

- d) The Annual Governance and Accountability Return for 2021/22

- i) To review the effectiveness of the internal control system and receive and note the Annual Internal Report.
- ii) To approve Section 1. Annual Governance Statement 2021/22 by resolution and to be signed and dated accordingly by the Chairman and Clerk
- iii) To consider Section 2. The Accounting Statements 2021/22
- iv) To approve the Accounting Statement for 2021/22 by resolution and to be signed and dated accordingly by the Chairman and the Clerk (RFO).
- v) The RFO to set the commencement date for the exercise of public rights
- e) To confirm appointment of the Internal Auditor for 2022/23.
- f) Update on the new signatories for the council's bank account

13. Correspondence (22/079)

- a) LALC Newsletter - Distributed to all councillors
- b) NKDC Newsletter - Distributed to all councillors

14. Dates of Future Meetings (22/080)

Parish Council meetings

For 2022 - 13th Jun, 11th Jul, 8th Aug, 12th Sep, 10th Oct, 14th Nov, 12th Dec.

15. Any Business to Note for the Next Agenda (22/081)

16. Closed Session (22/082)

For confidential items in accordance with the Public Bodies Act 1960, if required.