

# Digby Parish Council

## AGENDA

The ANNUAL PARISH COUNCIL meeting will be held on Monday 15th May 2023 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.

Clerk to the Council

AMcDonald

Date: 09/05/23

## ANNUAL PARISH COUNCIL MEETING

1. Election Results – Confirmation of councillors and all councillors to sign the Declaration of Acceptance of Office and Declaration of Interests forms (23/065)
2. APPOINTMENT OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE. (23/066)
3. APPOINTMENT OF VICE-CHAIRMAN (if required) AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (23/067)

*The meeting is to be suspended for the public forum and reports from the County and District Councillors if required.*

### Public Forum

The public forum will proceed 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

### Monthly meeting to re-commence

#### 1. Chairman's Opening Remarks (23/068)

- a) Welcome

#### 2. Apologies (23/069)

- a) Apologies for absence and reasons given.

#### 3. Declarations of Pecuniary Interest & Applications of Dispensation (23/070)

- 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 (23/071)

- a) To resolve to accept the notes of the Parish Council Meeting held on Wednesday 12<sup>th</sup> April 2023 as a true and accurate record of that meeting.

#### 5. Planning Matters (23/072)

- a) Planning Applications Received

Request from NKDC for Scoping Opinion for development: For the installation of a gas to grid biofuel plant, plus ancillary infrastructure and equipment, landscaping and access on land at Walcott Farm, Digby Road, Walcott (Adjoining Parish Council Consultation)

#### 6. General Parish Matters (23/073)

- 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.

- i) Standing Orders – Last Reviewed May 2022
- ii) Financial Regulations – Last reviewed May 2022
- iii) Complaints procedure
- iv) Freedom of Information Publication Scheme  
Review schedule of charges for publication.

v) Data protection Policy

d) To review the parish councils land and other assets and arrange a date to inspect the Assets. A copy of the Asset Register was forwarded to the councillors prior to the meeting.

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.

g) GDPR update- discuss individual email addresses for councillors.

#### **7. Highways (23/074)**

a) To report any pot holes or Highways issues

b) Update of School Safety zone.

c) To discuss updates on the Community Speed Watch.

d) For Information – LCC will be carrying out maintenance of footbridge between Harrowby Close and North Street (Jubilee Way) from 29<sup>th</sup> May to 2<sup>nd</sup> June

#### **8. The Village Hall (23/075)**

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

#### **9. Drainage (22/076)**

a) LCC are requesting information on waterway behind North Street.

b) For information - LCC will be installing reflective posts to protect filter drain at Gresswell Field.

#### **10. Playing Field, Play Areas and Village General (23/077)**

a) Report on the monthly inspection of the play equipment.

b) To further discuss the road improvements within the playing field and to re-consider the refurbishment of the dug-out after comments from local users.

c) Consider request from Digby Pre-school to hold an event on the playing field.

d) Review playing field fees.

#### **11. Allotments (23/078)**

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

b) To review allotment rents to be implemented 2023/24.

#### **12. Finance (23/079)**

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 First District Internal Drainage Board	65.57
Malc Firth	528.00
CJP Garden Services	60.00

d) The Annual Governance and Accountability Return for 2022/23

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 2022/23 by resolution and to be signed and dated accordingly by the Chairman and Clerk

iii) To consider Section 2. The Accounting Statements 2022/23

iv) To approve the Accounting Statement for 2022/23 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 2023/24.

**13. Correspondence (23/080)**

a) LALC Newsletter - Distributed to all councillors

b) NKDC Newsletter - Distributed to all councillors

**14. Dates of Future Meetings (23/081)**

Parish Council meetings

For 2023 - 12th Jun, 10th Jul, 14th Aug, 11th Sep, 9th Oct, 13th Nov, 11th Dec.

**15. Any Business to Note for the Next Agenda (23/082)**

**16. Closed Session (23/083)**

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