

Clerk: Angie McDonald, 60 East Road, Navenby, Lincoln, LN5 0EP  
Tel: 07758 365966 Email: digbypc@gmail.com

#### MEETING OF DIGBY PARISH COUNCIL

Dear Councillor

You are summoned to take part in a virtual meeting of **DIGBY PARISH COUNCIL** to be held on 20<sup>th</sup> May 2020 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 join the meeting.

**Please contact the Clerk for the required meeting ID and password to join the meeting**

#### **PUBLIC FORUM**

The public forum will proceed at 7pm for up to 5mins, when members of the public may ask questions or make short statements to the council.

#### **DISTRICT & COUNTY COUNCILLORS' MATTERS**

From 7.05pm each Councillor will provide a 5 minute report on the business of their relevant council.

#### **POLICE**

From 7.20pm the local PCSO will 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: 13/05/2020**

#### **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
1. **CHAIRMAN'S OPENING REMARKS.**
  - a) Welcome.
2. **APOLOGIES**
  - a) Apologies for absence and reasons given.
1. **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 Annual Parish Council meeting held on Wednesday 17<sup>th</sup> March 2020 as a true and accurate record of that meeting.
  - b) Note there was no meeting in April due to Covid19 restrictions
5. **PLANNING MATTERS**
  - a) Planning Applications Received  
20
  - b) Decision Notice.  
Nil
6. **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 May 2019

Financial Regulations – Last reviewed Oct 2019

- d) To review the inventory of assets and insurance cover – Documents forwarded to councillors prior to the meeting and to accept the quote for the insurance of £476.53
- e) To discuss action to remove rubbish dumped in Green Dykes
- f) To discuss the area of sunken footpath off North Street
- g) To discuss progress on 'Happy to Chat' bench.
- h) To consider a grant for 'Santa Sleigh'
7. **HIGHWAYS**
- a) To report any potholes or highways problems.
8. **THE VILLAGE HALL**
- a) To confirm alterations of the external lighting have been completed
9. **DRAINAGE**
- a) To report any updates from IDB or the Environment Agency.
- b) Flood Alleviation Scheme - To note the progress report received from LCC
10. **PLAYING FIELD, PLAY AREAS AND VILLAGE GENERAL**
- a) To confirm the bark has been received and laid under the slide.
- b) To confirm the bin has been reinstated at the bus shelter for £20.00
11. **ALLOTMENTS**
- a) To confirm the invoice has been sent for the Allotment rents
12. **FINANCE**
- a) Note of bank balances and approve bank reconciliation
- b) To note income received.
- c) To approve the end of year accounts
- d) To approve for the following payments:
- |                                 | <u>Invoice</u> | <u>VAT</u> | <u>Total</u> |
|---------------------------------|----------------|------------|--------------|
| Salaries/Expenses               | TBN            |            | TBN          |
| MalcFirth- Parish Grass Cutting | 351.63         | 70.33      | 421.96       |
| Jewson- Bark                    | TBN            |            | TBN          |
- 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 2019/20 by resolution and to be signed and dated accordingly by the Chairman and Clerk
- iii) To consider Section 2. The Accounting statements 2019/20
- iv) To approve the Accounting Statement for 2019/20 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 2019/20.
13. **CORRESPONDENCE**
- a) LALC – Weekly newsletter. Distributed to all councillors
- b) NKDC Weekly Newsletter – Distributed to all the councillor
- c) Digby Parochial Church Council – Thank you letter for the grant for the grass cutting
14. **DATE OF FUTURE MEETINGS**
- Parish Council meetings for 2020  
15<sup>th</sup> Jul, 19<sup>th</sup> Aug, 16<sup>th</sup> Sep, 21<sup>st</sup> Oct, 18<sup>th</sup> Nov and 16<sup>th</sup> Dec  
Annual Parish Meeting – Delayed until further notice
15. **ANY BUSINESS TO NOTE FOR THE NEXT AGENDA**
- Teenage Shelter - To be considered when the lockdown is lifted  
Village Boundary Sign – To be considered when the lockdown is lifted
16. **CLOSED SESSION** (for confidential items in accordance with the Public Bodies Act 1960) If required.