

BRETBY PARISH COUNCIL

Mrs J Storer (Clerk)

Tel: 01283 733662
www.bretbyparishcouncil.org.uk

Date: 5th May 2017

To: The Chairman and Members of Bretby Parish Council

Dear Councillor,

ANNUAL PARISH MEETING AND ORDINARY PARISH MEETING

You are summoned to attend the Annual Meeting of the Parish Council meeting of Bretby Parish Council which is to be held at 7.10pm on MONDAY 15th MAY 2017 in the Wragg Room, St Wystan's Church, Bretby. The Ordinary Parish Council meeting will follow at 7.20pm

Members are asked to complete the Declarations Sheet for items other than Disclosable Pecuniary Interests (DPI). These will be available at the meeting.

Yours sincerely

Jacqui Storer
Clerk

ANNUAL MEETING OF THE PARISH COUNCIL – 7.10pm

AGENDA

1. Election of Chairman
2. Chairman to take and sign the Declaration of Office
3. Election of Vice Chairman
4. Vice Chairman to take and sign the Declaration of Office
5. Review/Completion of Register of Interests
6. Appointment of Committees – if required
7. Appointment of Cllrs to External Bodies and arrangements for reporting back
8. To review the Standing Orders
9. To review the Financial Regulations
10. Review of inventory of land and assets.
11. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
12. Review of the Council's and/or employees' memberships of other bodies.
13. Reviewing the Council's complaints procedure.

PARISH COUNCIL MEETING – AGENDA

- 1 To receive apologies for absence.
- 2 Variation of Order of Business
- 3 Declaration of Members Interests.

Please Note:-

(a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)

(b) Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.

The Declarations of Interests for matters other than Disclosable Pecuniary Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.

4 Public Speaking – (15 Minutes)

(a) A period of not more than 15 minutes will be made available for members of the public and Members of the Council to comment on any matter.

(b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.

(c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.

5 To approve the Minutes of the Ordinary Meeting of the Parish Council held on 15th March 2017 (Copy already circulated)

6. To determine which items if any from Part 1 of the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: -

“In view of the confidential nature of item to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission

to Meetings) Act 1960, s1, in order to discuss the item.”

7. Chairman’s Announcements.
8. Report of the Clerk, to include an update on items from the last meeting
9. Governance
 - a) To co-opt Parish Councillors
 - b) Risk Assessment update
 - c) To appoint Mr B Wood as the Parish Council’s internal auditor
10. Drainage issues
11. Correspondence - As per attached list
12. Finance
 - (a) Accounts for Payment - As per attached sheet
 - (b) To agree the bank reconciliation to 30th April 2017
 - (c) To consider any requests for funds made under S137
13. To consider Planning Applications – as per attached list
14. To consider any Consultations received
15. Items for information only
 - (a) To receive reports from Meetings attended
Safer Neighbourhood & Area Forum – 31st January 2017
 - (b) Notification of Forthcoming meetings
None known
 - (c) Training Sessions
See DALC circulars
16. To move the following resolution - “That in view of the confidential nature of the business about to be transacted (in respect of the personal situation of an employee which could result in legal proceedings or commercially sensitive information) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.”

Clerk’s pay award
17. Date of next meeting and items for inclusion

Clerk's Report – May 2017

Agenda item

8) Clerk's Report

The Clerk has no information to report

9) Governance

b) Risk Assessment

No changes are brought before the Council for approval

c) To appoint Mr B Wood as the Parish Council's internal auditor

The Clerk is recommending to the Council, that Mr B Wood continues as the Parish Council's internal auditor. Mr Wood carried out the internal audit on 26th April 2017 and has no issues or concerns to report to the Parish Council.

11) Correspondence – May 2107

1. DALC – Various circulars
2. Community Transport – seeking assistance for new uniforms
3. DCC – Advice of introduction of fees for the disposal of household waste at local landfill sites
4. Clerks & Council's Direct
5. Derbyshire Children's Home – request for funding
6. NALC – Become a Charter Branch
7. St Wystans PCC – Request to use The Green on 1st May 2017 for a car boot sale
Granted under Clerk's delegated authority
8. SDDC – Invitation to the Civic Council Meeting 25th May 2017

12a) Accounts for Payment

000470	Mrs J Storer – expenses	£77.83
000471	Mrs J Storer – Clerk's use of home	£109.04
000472	CANCELLED	
000473	St Wystans – Use of church	£50.00
000474	SDDC – Service Bin at Bretby Hall 2016/17	£152.47
000475	DALC – Subscription for 2017/18	£241.13
000476	Mr B Wood – Internal audit fee	£44.10
000477	Mr M Falder – reimbursement for replacement lock And keys for the new noticeboard	£90.00
000478	DCC – Pension contribution (Apr)	£xx
000479	HMRC – Clerk's tax (Apr)	£ xx
000480	HMRC – Clerk's tax (May)	£xx
000481	DCC – Pension contribution (May)	£xx
s/o	Mrs J Storer – Clerk fee for April	£113.05
s/o	Mrs J Storer – Clerk fee for May	£113.05

Money Received

Deposit interest (Jan)	£0.13
Deposit interest (Feb)	£0.13
Deposit interest (March)	£0.13
First half of 2017/18 precept	£1530.00
SDDC – Council tax support grant	£73.00
HMRC – VAT refund 2016/17	£100.00

12c) Requests for funding via S137

No requests have been made.

12d) Bank Reconciliation

It is good practice for the Parish Council to review the bank reconciliations to ensure that there is no unauthorised transactions occurring. The bank reconciliation will be presented at the meeting for review and signing.

13) Planning applications

9 2017 0169 – Prior notification for conversion of permanent brick building into 2 dwellings at Town Farm Barns, Geary Lane, Bretby

9 2017 0190 – The erection of an extension at 11 Oldicote Lane, Bretby

9 2017 0188 – The erection of extensions and alterations including rooflights to the garage at 74A Ashby Road East, Bretby

9 2017 0292 – The removal of two conifer trees at Glenhaven, The Square, Bretby

9 2017 0234 – The erection of an agricultural shed at Newton Mount, Bretby Lane, Bretby

9 2017 0323 – The erection of an extension/alteration to the garage at 26 Bretby Lane, Bretby

9 2017 0448 – The erection of agricultural storage and livestock housing unit at Shades Farm, Geary Lane, Bretby

9 2017 0323 – The erection of an extension/alteration to the garage at 26 Bretby Lane, Bretby

9 2017 0296 – The erection of an extension to provide a main entrance, additional sales area and store at Planters Nurseries, Bretby Lane, Bretby

14) Consultations

None known at the time of writing