

BRETRY PARISH COUNCIL

Mrs J Storer (Clerk)
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Date: 6th May 2016

To: The Chairman and Members of Bretby Parish Council

Dear Councillor,

ANNUAL PARISH COUNCIL MEETING AND THE ORDINARY PARISH MEETING
You are summoned to attend the Ordinary Parish Council meeting of Bretby Parish Council which is to be held on Monday 16th May 2016 in the Wragg Room, St Wystan's Church, Bretby at 7.10pm

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 PARISH COUNCIL MEETING – 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 including buildings and office equipment.
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.

ORDINARY PARISH COUNCIL MEETING – AGENDA

- 1 To receive apologies for absence.
- 2 Variation of Order of Business
- 3 Declaration of Members Interests.
- 4 Public Speaking – (15 Minutes)
- 5 To co-opt Parish Councillors
- 6 To approve the Minutes of the Ordinary Meeting of the Parish Council held on 14th March 2016
- 7 To determine which items if any from Part 1 of the Agenda should be taken with the public excluded.
8. Chairman’s Announcements.
9. Report of the Clerk
10. Governance
11. Breby Lane Drains
12. Correspondence
13. Finance
 - (a) Accounts for Payment - As per attached sheet
 - (b) Risk Assessment update
 - (c) To consider any requests for funds made under S137
 - (d) To approve the accounts for the year ending 31st March 2016
 - (e) To receive the internal auditor’s report
 - (f) To complete the audit return for the year ending 31st March 2016
14. To consider Planning Applications
15. To consider any Consultations
17. 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.”
18. Date of next meeting

Clerk's Report – May 2016

Agenda item

9) Clerk's Report

The Clerk made an application for a laptop and scanner from the Transparency Fund. The Fund closed before the Parish Council's application could be granted, however, there has been a new grant released and the Clerk will make another application.

10) Governance

New regulations relating to tendering for contracts have come into effect. The Clerk has amended the Financial Regulations in line with the recommendations from DALC and brings them before the Council for approval.

12) Correspondence – May 2016

1. DALC – Various circulars
2. Cllr Chilton – Update on the situation about Bretby Lane drains
3. Cllr Chilton – drainage on Geary Lane
4. SDDC – Civic Council meeting 26th May 2016 at 6.00pm
5. SDDC – Invitation to attend a meeting on 27th April about South Derbyshire Cycling Action Plan and Aviva Women's Tour of Britain which comes through the area on 18th June
6. SDDC – Notification of changes to the local police neighbourhood team
7. Chris Smith – Weekly update on crime news for the week 11th – 17th April 2016
8. SDDC – Minutes of the meeting held with STW and details of the cycle race in 18th June 2016
9. DCC – Derbyshire & Derby Minerals Local Plan – comments by 12th June 2016

13a) Accounts for Payment

000430	Mrs J Storer – expenses	£56.45
000431	Mr B Wood – internal audit fee for year ending 31.03.16	£42.90
000432	HMRC – Clerk's tax (May)	£30.00
000433	HMRC – Clerk's tax (April)	£30.00
000434	DCC – Pension contribution (April)	£32.56
000435	DCC – Pension contribution (May)	£32.56
s/o	Mrs J Storer – Clerk fee for May	£111.84
s/o	Mrs J Storer – Clerk fee for June	£111.84

Money Received

Deposit interest (March)	£0.12
Deposit interest (April)	£0.14
HMRC – VAT refund for 2015/16	£25.41
SDDC – First half of the precept	£1500.00
SDDC – Rate relief grant	£73.00

13b) Risk Assessment

There are no known additional items that require including in the risk assessment.

13e) To receive the internal auditor's report for the year ending 31st March 2016

The internal audit report for the year ending 31st March 2016, was circulated via email to all Cllrs on 22nd April 2016. The internal had raised no issues, comments or concerns.

14) Planning applications

9 2016 0021 – The erection of a single storey extension and alterations at Castlefield, Mount Road, Bretby

9 2016 0026 – The erection of extension with balcony and demolition of existing garage at 75 Bretby Lane, Bretby

9 2016 0361 – The erection of extensions and detached garage at 58 Ashby Road East, Bretby