

**BRETBY PARISH COUNCIL**

**Mrs J Storer (Clerk)  
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Date: 6<sup>th</sup> May 2014

To: The Chairman and Members of Bretby Parish Council

Dear Councillor,

**ANNUAL PARISH COUNCIL MEETING & ORDINARY PARISH MEETING**  
You are summoned to attend the Annual Parish Meeting and the Ordinary Parish Council meeting of Bretby Parish Council which is to be held at 7.00pm on MONDAY 19th MAY 2014 in the Wragg Room, St Wystan's Church, Bretby. The Ordinary Parish Council meeting will take place at 7.15pm.

**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 – 7.00pm

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 – 7.15pm

AGENDA

PART I – NON CONFIDENTIAL INFORMATION

- 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 Meeting held on 24<sup>th</sup> March 2014 (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 on: -

(a) Items from the last meeting

9. Correspondence - As per attached list

10. Finance

(a) Accounts for Payment - As per attached sheet

(b) Risk Assessment

11. To consider Planning Applications – as per attached list

12. Consultations

(a) DALC – revised constitution

13. Items for information only

(a) Reports from Meetings attended

(b) Notification of Forthcoming meetings

PART II – CONFIDENTIAL INFORMATION

14. 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) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw."
  
15. Date of next meeting

## Clerk's Report – May 2014

### Agenda item

#### 8) Clerk's Report

##### *Consultation Papers*

DALC – review of constitution – this was circulated to all Cllrs. DALC is proposing to tighten its constitution in respect of payment terms and that it will be more Council focused and not Clerk focused

#### 10) Correspondence – May 2014

1. DALC – Various circulars
2. SDDC – Notification of Joint Meeting with Parish Councils and SDDC – 30<sup>th</sup> April 2014
3. Came & Co – Spring Newsletter
4. Cllr Chilton – Update on Bretby Lane drainage
5. SDDC – Invite to Annual Civic Council Meeting – 29<sup>th</sup> May 2014
6. SDDC – Notice of Safer Neighbourhood Forum & Area Forum on 2<sup>nd</sup> June 2014

#### 13a) Accounts for Payment

	Mrs J Storer – Petty Cash	£TBC
	HMRC – Clerk's tax (May)	£25.00
	HMRC – Clerk's tax (June)	£25.00
	Mr B Wood – Internal Audit fee for 2013/14	£45.30
s/o	Mrs J Storer – Clerk fee June	£XX
s/o	Mrs J Storer – Clerk fee for July	£XX

##### Money Received

	HMRC – VAT refund for 2013/14	£25.41
	SDDC – First half of precept	£1836.50
	SDDC – Grant	£73.50
	SDDC – S136 Concurrent expenses refund	£340.79

#### 12b) Risk Assessment

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

#### 13) Planning applications

9 2014 0256 – The erection of an extemnsion at 90 Bretby Lane, Bretby