

BRETBY PARISH COUNCIL

Mrs J Storer (Clerk)

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Date: 14th May 2018

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 Council meeting at 7.10pm followed by the Ordinary Meeting of the Parish Council meeting of Bretby Parish Council which is to be held at 7.20pm on MONDAY 21st MAY 2018 in the Wragg Room, St Wystan's Church, Bretby.

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 adopt the new 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 – 7.20pm

- 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 disclosable pecuniary 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 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 19th March 2018 (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 Register update
 - c) General Data Protection Regulations (GDPR)
 - d) Five Year Plan
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
 - (c) To agree the accounts for the year ending 31st March 2018
 - (d) To complete the Annual Return for 2017/18
 - (e) To consider any requests for funds made under S137
 - (f) To receive the internal audit report for 2017/18
13. To consider Planning Applications – as per attached list
14. To consider any Consultations received
DCC – Consultation about County Library Services
15. Items for information only
 - (a) To receive reports from Meetings attended
DCC & Parish Council Liaison meeting – 10th May 2018 at DCC Offices, Matlock
 - (b) Notification of Forthcoming meeting
 - (c) Training Sessions

See DALC circulars which have been provided to all Cllrs

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."

17. Date of next meeting and items for inclusion

Suggested date 23rd JULY 2018

Clerk's Report – May 2018

Agenda item

8) Clerk's Report

No matters are raised.

9) Governance

9a) Co-option of Parish Cllr vacancy.

An expression of interest has been received for the remaining

9b) Risk Register

The Clerk has no changes to make to the Changes to the Risk Register.

9c) General Data Protection Regulations (GDPR)

Changes have been made to the forthcoming legislation; the major change being that there is no longer a requirement for Local Councils to engage the services of a DPO (this was budgeted for in the 2018/19 budget at £300, this can now be released)

The data audit is complete and there is limited personal data held, mainly relating to the the Clerk's employment.

The Clerk is already seeking permissions relating to personal data when residents contact the Council.

9d) Five Year Plan

This has been deferred from a previous meeting; Cllrs are invited to consider setting a medium term plan of activities, events and projects which can be undertaken for the benefit of the Community.

11) Correspondence – May 2018

1. DALC – Various circulars
2. Bretby WI – request to hold a picnic on the Green on 29th June to celebrate the WI's centenary. Also that knitted poppies are planned for the War Memorial.
3. DCC – Informing that a consultation on the County Library provision will commence on 7th May
4. SDDC – Invite to Civic Council meeting on 24th May 2018
5. Resident – images of the building of the 1918 beacon and of the 1918 commemorative service. Permission has been sought and granted to circulate the images to Cllrs and for the images to be used on the website and credited to the resident.

All Cllrs have been circulated with the information prior to the meeting.

12a) Accounts for Payment

BACS	Mrs J Storer – expenses	£TBC
BACS	HMRC – Clerk's tax (May)	£personal
BACS	HMRC – Clerk's tax (June)	£personal
BACS	DCC – Pension contribution (May)	£personal
BACS	DCC – Pension contribution (June)	£personal
BACS	Mr B Wood – internal audit fee for 2017/18	£44.10
BACS	DALC – Subs for 18/19	£245.71 or enhanced £365.71

s/o	Mrs J Storer – Clerk fee for May	£122.12
s/o	Mrs J Storer – Clerk fee for June	£122.12

Money Received

Deposit interest (March)	£0.12
Deposit interest (April)	£0.13
First half of the 2018/19 precept	£1740.50
SDDC – housing grant	£73.00
HMRC – VAT refund 2017/18	£46.41
SDDC – S136 refund 2017/18	£440.72

Balance at bank 27.04.18	
Deposit account	£3007.43
Current account	£5634.72

12b) 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.

12c) To agree the accounts for the year ending 31st March 2018

The internally audited accounts for the year ending 31.03.18 are presented to Cllrs.
RECOMMENDATION: to accept the accounts for the year ending 31.03.18

12e) Requests for funding via S137

No requests for funding have been received.

12f) Internal Audit Report

The internal audit for the year ending 31st March 2018, was undertaken on 25th April 2018, and no matters of concern are raised. The internal audit report will be presented to the meeting.

13) Planning applications

9 2018 0173 - the erection of extensions at 30 Bretby Lane, Bretby

9 2018 0310 - the erection of a garage/workshop and retention of a replacement conservatory (amended scheme to previously approved (ref 9/2017/0020) at 213 Bretby Lane, Bretby

9 2018 0340 - prior approval for change of use of agricultural building to dwellinghouse (use class c3) (including part demolition) on land at sk2923 5475 Shades Farm, Bretby

9 2018 0166 - change of use from agricultural to 2 residential dwellings (use class c3) at Town Farm Barns, Unnamed Road from Geary Lane to Town Farm, Bretby

9 2018 0439 - certificate of lawfulness for existing use as two separate dwellings at Greysich Farm, Greysich Lane, Bretby