

Sutton St Edmund Parish Council

Jane Ripley
Clerk

Braemar
231 Broadgate
Sutton St Edmund
Spalding Lincs
23/5/17

You are hereby summoned to attend the Annual meeting of the above Council to be held at the Village Hall Sutton St Edmund on 30th May 2017 at 7pm or at the rising of the public forum. The business to be dealt with at the meeting is listed below in the agenda.

There will be a 15-minute public forum at 7pm when members of the public may ask questions or make a short statement to the Council and your attendance is also requested during this period.

Yours Faithfully

Jane Ripley

AGENDA

- 1. To Elect a Chairman**
- 2. Chairman's declaration of acceptance**
- 3. To Elect Vice Chairman**
- 4. Apologies for absence and reasons given**
- 5. To receive declarations of interest in accordance with the Localism Act 2011 and to consider any applications for dispensation**
- 6. Notes of last meeting held on 28/3/17 to be approved as minutes**
- 7. Police matters**
- 8. To Resolve on Co-option for vacancy of Parish Councillor and recruitment drive**
- 9. Review the following and Resolve accordingly:**
 - a. Delegated powers to the Clerk
 - b. Council representation on external bodies & reporting to Council
 - i) Elect a council representative Education Charity
 - c. Inventory of Council land and assets
 - d. Insurance cover
 - e. Councils and employees membership of other bodies
 - f. Council complaint procedure
 - g. Handling of requests made under Freedom of information Act 2000
 - h. Council procedure for dealing with press/media
 - i. Councils Risk Assessment Policies
 - j. Anti-Virus Software renewal
 - k. Standing Orders and Financial regulations
 - l. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

10. Clerks report on outstanding matters

11. Finance:

Payments for approval

- a. Payments under section 137
- b. To Resolve on 1% pay increase for Clerk as per NALC
- c.

Accounts for Payment

Date	Payee	Ref	Item	Chq No	Net	VAT	Gross
7/4/17	HM Rev & Cust	T1	PAYE		£161.80		£161.80
7/4/17	Spalding Rect Feoffees	T2	Allotment rent		£400.00		£400.00
28/4/17	Mrs J Ripley	T3	Wages April		£217.82		£217.82
30/5/17	Mrs M Potter	T4	Internal Audit 2016/17		£45.00		£45.00
30/5/17	Mrs K McKinnon		Litter collection	100847	£72.00		£72.00
30/5/17	Mrs J Ripley	T5	Expenses		£138.60		£138.60
30/5/17	Mrs J Ripley	T6	Wages May		£217.82		£217.82
30/5/17			Insurance				

Money In

SHDC: £6100.00 Precept. Allotment Rent for ½ year to 5th April: £529.00 VAT refund £377.94

- c. End of year reconciliation
- d. End year spend against Budget
- e. To elect a new bank mandate signatory

12. To sign off End of Year Accounts

13. To Review findings and effectiveness of Internal Audit

14. To Discuss Village Hall Lease and Resolve accordingly

15. To Discus outcome and future of Village working party and Resolve accordingly

16. Correspondence

- a. Grant Thornton – External Audit forms
- b. Cllr M Morris – Resignation letter
- c. Minutes of Wryde Croft Wind Farm meeting (circulated)
- d. Cllr T Morris – Resignation letter
- e. Cllr J Jarrett – Resignation letter
- f. Norris & Fisher – Ins Brokers
- g. LCC – Highway information update (circulated)
- h. LCC – Highways – Temporary road closures
- i. BT – Agreement for use of electricity on phone kiosk
- j. Came & Co – Insurance renewal
- k. Norris & Fisher – Insurance quote
- l. Aon – Insurance quote
- m. Lincolnshire Resilience Forum - letter

17. To discuss Playing Field

18. Planning:

Consultation:

H19-0207-17 Mr K Rowbottom, 273 Broadgate

Single storey extension to rear of property

H19-0367-17 T Gilby & J Waite, Guanockgate Rd

Proposed residential log cabin

H19-0465-17 S Anderson & J Dewsbury, 3 Cross d

Proposed 3 bedroom bungalow (re-application of H10-0637-16 following refusal)

Approval :

H19-0249-17 Mr Walsh, Lutlington Farm, 15 Lutlington

Proposed Extension

H19-0183-17 Mr Okane , The Oaks, 251 Broadgate

Works on TPO No2 1989

H19-0207-17 Mr K Rowbottom, 273 Broadgate

Single storey extension to rear of property

Refusal:

H19-0145-17 Mrs M Morris, Land off Broadgate Next to 323

Residential development

Enforcement Notices: None

Appeals:

19. Highways:

- a. Update on outstanding matters
- b. New matters for report

20. To complete Annual Governance Statement

21. To complete Annual Return Accounting Statement

22. Date of next meeting: Tuesday July 25th at Village Hall

23. To Resolve for the council to move into closed session for discussion of the following agenda items. Due to the confidential nature of the business to be transacted.

24. Allotments

- a, To discuss late rent payments and Resolve accordingly