

## *Sutton St Edmund Parish Council*

Jane Ripley  
Clerk

Braemar  
231 Broadgate  
Sutton St Edmund  
Spalding Lincs  
17/5/16

You are hereby summoned to attend the Annual meeting of the above Council to be held at the Village Hall Sutton St Edmund on 24th May 2016 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*

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### **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 22/3/16 to be approved as minutes**
- 7. Police matters**
- 8. To discuss problem with Verge outside number 6 Cross Road**
- 9. To Adopt new Standing Orders**
- 10. Review the following:**
  - a. Delegated powers to the Clerk
  - b. Council representation on external bodies & reporting to Council
    - i) Elect a council representative Wryde Croft Wind Farm
  - 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.

## 11. Clerks report on outstanding matters

## 12. Finance:

Payments for approval

a. Payments under section 137

### Accounts for Payment

Date	Payee	Ref	Item	Chq No	Net	VAT	Gross
7/4/16	HM Rev & Cust	T1	PAYE		£160.20		£160.20
7/4/16	Spalding Rect Feoffees	T2	Allotment rent		£400.00		£400.00
28/4/16	Mrs J Ripley	T4	Wages April		£213.66		£213.66
28/4/16	Play Maintain	T5	Repair to basketball court		£123.00	£24.60	£147.60
24/5/16	Mrs M Potter	T6	Internal Audit 2015/16		£45.00		£45.00
24/5/16	Mrs K McKinnon		Litter collection	100807	£72.00		£72.00
24/5/16	Mrs J Ripley	T7	Expenses		£83.60		£83.60
24/5/16	Came & Co	T8	Insurance				

### Money In

SHDC: £5750.00 Precept

Allotment Rent for ½ year to 5<sup>th</sup> April: £819.00

b. End of year reconciliation

c. End year spend against Budget

d. To sign off End of Year Accounts

## 13. To discuss Parish Notice boards

## 14. To Review findings and effectiveness of Internal Audit

## 15. To Resolve on arrangements for Youth play day

## 16. Correspondence

- a. H M Revenue & Customs – End year PAYE information
- b. Barclays – Bank Statements
- c. SHDC – Electoral register update
- d. Came & Co – Newsletter (circulated)
- e. Greenbarnes Ltd – Quotation for noticeboard ( item -13 )
- f. LCC Highways – Highway maintenance schemes 2016/17 ( item -20 )
- g. Barclays –Bankstatement
- h. H M Revenue & Customs - Budget information
- i. SHDC – Precept payment
- j. The Pension Regulator – Updated information
- k. LALC - Training day (circulated)
- l. Barclays – Bank Statements
- m. County Cllr Webb – Reply to Clerks enquiries ( item -8 )
- n. SHDC – Appeal Informal hearing date notification

## 17. To discuss Playing Field

## **18. Planning:**

### **Consultation:**

H19-0325-16 Mrs J Harry, Fourwinds, Cross Road  
Outline planning for Residential development single plot  
H19-0396-16 Mrs S Thompson, Redmay Farm, Broadgate  
Residential development Bungalow  
H19-0402 Mr C Winch, Eye Farm, 168 Broadgate  
Proposed replacement dwelling

### **Approval :**

H19-0185-16 Mr Eluin, Lutton Gate Farm, Lutton Gate  
Two storey extension and alterations  
H019-0216-19 Mrs Thompson, Redmay Farm, Broadgate  
Residential development, 2 houses with garages

**Refusal:** None

**Enforcement Notices:** None

**Appeals:** None

## **19. Allotments**

## **20. Highways:**

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

## **21. To complete Annual Governance Statement**

## **22. To complete Annual Return Accounting**

## **23. Date of next meeting: Tuesday July 26<sup>th</sup> at Village Hall**