

## *Sutton St Edmund Parish Council*

Jane Ripley  
Clerk

Braemar  
231 Broadgate  
Sutton St Edmund  
Spalding Lincs  
15/5/18

You are hereby summoned to attend the Annual meeting of the above Council to be held at the Village Hall Sutton St Edmund on 22nd May 2018 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. To Resolve on Co-option for vacancy of Parish Councillor**
- 7. Notes of last meeting held on 28/3/17 to be approved as minutes**
- 8. Police matters**
- 9. Review the following and Resolve accordingly:**
  - a. Delegated powers to the Clerk
  - b. Council representation on external bodies & reporting to Council
  - c. Inventory of Council land and assets
  - d. Insurance cover
  - e. Councils and employee's 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, place and number of ordinary meetings of the full council up to and including the next annual meeting of full council.
  - m. To Resolve on Inspection Company for Annual play area report.
  - n. The use of BACS and Internet banking

- o. General Power of Competence: To Resolve that Council meet the prescribed conditions to for eligibility
- p. To delegate the Chairman power to agree up to 5 hours overtime for the Clerk per month.
- q. To appoint Play area inspection company

**10. Clerks report on outstanding matters**

**11. Finance:**

Payments for approval

- a. Payments under section 137

**Accounts for Payment**

Date	Payee	Ref	Item	Chq No	Net	VAT	Gross
8/4/18	HM Rev & Cust	T1	PAYE		£163.40		
28/4/18	Mrs J Ripley	T2	Wages April		£217.80		£217.80
22/5/18	Mrs M Potter	T3	Internal Audit 2017/18		£45.00		£45.00
22/5/18	Mrs K McKinnon	T4	Litter collection	100822	£72.00		£72.00
22/5/18	Mrs J Ripley	T5	Expenses		£185.30		£185.30
22/5/18	T A Blackamore	T6	Grass Maint 2017		£640.96	£128.19	£769.15
22/5/18	Came & Co	T7	Insurance premium 2018		£255.50	£30.60	£285.60

Money In

SHDC: £6450.00 Precept. Allotment Rent for ½ year to 5<sup>th</sup> April: £819.00

- b. End of year bankreconciliation
- c. End year spend against Budget
- d. To elect a new bank mandate signatory
- e. To Resolve on overtime payment for the Clerk

**12. To sign off End of Year Accounts**

**13. To Certify that Sutton St Edmund Parish Council is exempt from a limited assurance review.**

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

**15. To Discuss Village Hall Lease and Resolve accordingly**

**16. GDPR compliance**

- a. To adopt the Data Map (circulated)
- b. To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy (circulated)
- c. To adopt the Privacy Policy (circulated)
- d. To receive completed Security Compliance Checklists from all councillors
- e. To note that the council is already registered as a Data Controller with the ICO or (delete as appropriate) To resolve that the council registers with the ICO and pays the relevant Data Protection Fee

**17. Correspondence**

- a. LALC – Magazine ( circulated)
- b. Came & Co – News (circulated)
- c. LCC – Waste Strategy Consultation ( circulated)
- d. Rural Crime newsletter ( circulated)
- e. Mossop & Bowser – Terms of Business

- f. LCC Highways – Temporary Road Closures
- g. HMR&C – Changes to VAT166 claim
- h. Solicitor – reply to Councils questions (circulate)
- i. Longstaff – information on valuation
- j. LALC – GDPR update (circulated)
- k. LALC – New Standing orders
- l. Came & Co – Insurance renewal for 2018
- m. Lincolnshire Police and Crime Commissioner – National crime survey (circulated)

**18. To discuss Playing Field & Resolve accordingly**

**19. Planning:**

**Consultation:**

H19-0147-18 Mr M Price, West of Bank House Farm, South Eau Bank, Throckenholt  
Proposed 2 storey 4 bedroom dwelling (circulated)

H19-0393-18 Mr & Mrs Allen, Hooters Hall, 147 Broadgate

Proposed internal alterations, demolish existing porch. Alterations to windows (circulated)

**H19- 0437-18 Mr Broker, South of 41 Coronation Ave, Throckenholt**  
**5 bedroom, 2 storey barn style dwelling, garden, and stables**

**H19-0440-18 Mr & Mrs Simmons, 168 Eye Farm, Broadgate**  
**Stables and Implement Store**

**Approval:**

H19-0136-18 Mr Broker, Coronation Ave, Throckenholt  
3 bedroom dwelling (circulated)

H19-0256-18Mr New, Station House, French Drove

Proposed storage building and extension of domestic curtilage

**Refusal:**

**Enforcement Notices:** None

**Appeals:** None

**20. Highways:**

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

**21. To complete Annual Governance Statement**

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

**23. Date of next meeting: Tuesday July 24<sup>th</sup> at Village Hall**

**24. 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.**

**25. To Resolve on Staffing issues**