

Sutton St Edmund Parish Council

Jane Ripley
Clerk

Braemar
231 Broadgate
Sutton St Edmund
Spalding Lincs
12/5/15

You are hereby summoned to attend the Annual meeting of the above Council to be held at the Village Hall Sutton St Edmund On 23rd May 2015 at 10.15am 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 10.am 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 3/4/15 to be approved as minutes**
- 7. Police matters**
- 8. To Discuss applications for co-option to Parish Council**
- 9. To Adopt new Financial Regulations**
- 10. Review the following:**
 - a. Council representation on external bodies
 - i) Elect a council representative on Sutton St Edmund Poor's & Education Charity
 - b. Inventory of Council land and assets
 - c. Insurance cover
 - d. Councils and employees membership of other bodies
 - e. Council complaint procedure
 - f. Handling of requests made under Freedom of information Act 2000
 - g. Council procedure for dealing with press/media
 - h. Councils Risk Assessment Policies
 - i. Anti-Virus Software renewal
 - j. Standing Orders and Financial regulations
 - k. 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
5/3/15	Mrs J Ripley	T30	Expenses March		£163.60		£163.60
28/3/15	Mrs J Ripley	T31	Wages March		£213.46		£213.46
4/4/15	Glasdon UK Ltd	T1	2x Dog bin+ fixing		£335.99	£67.19	£403.18
4/4/15	HM Rev & Cust	T2	PAYE		£160.00		£160.00
4/4/15	James Chadwick	T3	Install dog bins		£127.00		£127.00
28/4/15	Mrs J Ripley	T4	Wages April		£213.66		£213.66
19/5/15/15	Spalding Rect Feoffees	T5	Allotment rent		£400.00		£400.00
19/5/15	Mrs M Potter	T6	Internal Audit 2014/15		£45.00		£45.00
19/5/15	Mrs J Ripley	T7	Expenses		£87.20		£87.20
19/5/15	Came & Co	T8	Insurance		£265.00		£265.00
19/5/15	Mrs K McKinnon			100802	£72.00		£72.00

Money In

SHDC: £5622.00 Precept & Grant SHDC £100 Grant (fix dog bin)

Allotment Rent for ½ year to 5th April: £529.00

b. End of year reconciliation

c. End year spend against Budget

d. To sign off End of Year Accounts

13. To consider reducing meetings to 1x annual and 3 others per year

14. Training requirements for year

15. To Review findings and effectiveness of Internal Audit

16. To Discuss sending letters to properties with Ragwort problems in the Parish

17. Correspondence

- a) CPRE – Best Kept Village (circulated)
- b) LCC – Temporary traffic restrictions (circulated)
- c) H M Revenue & Customs – PAYE information
- d) Barclays – Bank Statement
- e) Grant Thornton – Audit Forms
- f) Department of Communities and Local Government – Smaller Authorities changes to audit and accountability (item 20)
- g) Barclays – End year Bank statements
- h) Grant Thornton – Council tax support grant
- i) LCC – Highways – traffic restrictions (circulated)
- j) Came & Co – Newsletter (Circulated)
- k) SHDC – Electors update
- l) SHDC – Notice of uncontested Election
- m) Longstaff – Rent memorandum (item 21)
- n) SHDC – Precept
- o) SHDC – Training
- p) Barclays – Bank Statement
- q) Lincolnshire Police – Notice
- r) LALC – News
- s) NALC – Letter (circulated)

- t) Came & Co Insurance renewal (item 10c)

18. To discuss Playing Field

- a. To discuss advertising for a playground inspector to carry out regular inspections.**

19. Planning:

Consultation:

H19-0254-15 Mr Rudgley, Westwards, 30 Lutingtongate (Circulated)

Replacement of flat roof garage with Pitched roof and conversion to living accommodation. Take down utility and build extension to the rear.

H19-0422-15 Mr & Mrs Procter Ollards Farm, Hallgate

Demolition of existing dwelling and bard and erection of replacement dwelling

Approval

H19-0254-15 Mr Rudgley, Westwards, 30 Lutingtongate (Circulated)

Replacement of flat roof garage with Pitched roof and conversion to living accommodation. Take down utility and build extension to the rear.

Refusal: None

Enforcement Notices: None

Appeals: None

20. To Resolve on Transparency for Small Councils

21. Allotments

22. To discuss going to tender for Grass Maintenance contract

23. Highways:

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

24. To complete Annual Return Accounting and Governance Statement

25. Date of next meeting: Tuesday July 28th at Village Hall