

# **Saxby All Saints Parish Council**

**Parish Clerk – Mrs Louise Ward**  
**9 New Road, Worlaby, Brigg, North Lincolnshire, DN20 0PE**  
**Telephone: 01652 618664**  
**Email: [clerk@saxbyallsaints-pc.gov.uk](mailto:clerk@saxbyallsaints-pc.gov.uk)**

18<sup>th</sup> May 2022

Dear Councillor,

You are summoned to attend the Annual Council meeting of Saxby All Saints Parish Council which will be held on **Wednesday 25<sup>th</sup> May 2022**. Proceedings will commence at 6.45pm at Saxby All Saints Village Hall.

Members of the public and press are welcome to attend.

Mrs Louise Ward (Clerk to the Council)

## Public Participation

Members of the public may raise subjects that they wish to bring to the attention of the Parish Council. Items relating to matters on the Agenda will be taken first and the time will be restricted to 15 minutes maximum (standing order 1(d)) unless the council decides otherwise. Subject to standing order 1(e), a member of the public shall not speak for more than 5 minutes. Listeners should note that decisions cannot be made at this meeting on items not on the agenda.

## Recording of Meetings

This council supports the right of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded. The Public Participation period is not part of the council meeting as such and legal advice should be taken as to the recorders' rights to make any recording during that period.

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## **AGENDA**

1. Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office
2. Election of Vice-Chairman
3. Receive Apologies and Approve Reasons for Absence
4. Declarations of Interest
  - a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
  - b) To note dispensations given to any member of the council in respect of the agenda items listed below.
5. Minutes of Previous Meeting

To approve and sign the minutes of the meetings held on the 13<sup>th</sup> April 2022.

# ***Saxby All Saints Parish Council***

6. Reports from Ward Councillor(s)

Ward Councillors to update the Parish Council on activities within North Lincolnshire Council. Any items requiring an action must be raised under a separate agenda item.

7. Internal Audit 2021/2022

To receive report from Public Sector Audit and note any recommendations.

8. Annual Governance Statement 2021/22

- a) Members to consider the Governance Statement.
- b) Members to resolve the approval of the Governance Statement.
- c) Governance statement to be signed and dated by the Chairman and Clerk.

9. Annual Accounting Statement 2021/22

- a) Members to consider the Accounting Statement.
- b) Members to resolve the approval of the Accounting Statement.
- c) Accounting statement to be signed and dated by the Chairman.

10. Annual Governance and Accountability Return (AGAR) 2021/22

- a) Members to consider the conditions of the Certificate of Exemption:
  - The authority has been in existence since on 1<sup>st</sup> April 2017.
  - Neither received gross income, nor incurred gross expenditure, exceeding £25,000.

In relation to the preceding financial year (2020/21), the external auditor has not:

- Issued a public interest report in respect of the authority or any entity connected with it.
  - Made a statutory recommendation to the authority, relating to the authority or any entity connected with it.
  - Issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 (“the Act”) and has not withdrawn the notice.
  - Commenced judicial review proceedings under section 31(1) of the Act.
  - Made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration.
  - The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.
- b) Members to resolve the approval of the above statement.
  - c) Certificate of Exemption to be signed and dated by the Chairman and Responsible Financial Officer.

11. Election of Meeting Representatives

To elect Councillors to represent the Parish Council at outside meetings and events.

- a) Neighbourhood Watch Representative(s).
- b) Low Villages Forum Representative(s).
- c) Police NATS Committee Representative(s).
- d) ERNLLCA District Committee Representatives(two).

# ***Saxby All Saints Parish Council***

## 12. Election of Committee Representatives

To agree to formation/continuation of any committees and to further agree their Functions and Terms of Reference.

- a) Personnel Committee.
- b) Neighbourhood Planning Committee.

## 13. Policies and Procedures

- a) To adopt the NALC model Standing Orders (2020).
- b) To review and approve the NALC model Financial Regulations (2019).
- c) To review and approve the Asset Register.
- d) To review and approve the Risk Assessments.
- e) To review and approve the procedure for handling requests made under the Freedom of Information Act 2000.
- f) To review and approve the Data Protection policy.
- g) To review and approve the Health & Safety policy.
- h) To review and approve the Financial Reserves policy.
- i) To review and approve the GDPR policies/procedures.
- j) To discuss and resolve whether to adopt the General Power of Competence.

## 14. Highways/Footpaths/Public Right Of Way

- a) To receive updates on the following and resolve any action:
  - Maintenance of bus shelters.
  - Seating/bench provision.
  - Tree maintenance.
  - Saxby Mill Lane repair works.
- b) To receive notification of other issues and to resolve action required.

## 15. Open Space & Asset Management

To discuss and resolve any action.

## 16. Planning

- a) To receive any applications made to North Lincolnshire Council and resolve a comment:

Application No: PA/2022/799  
Proposal: Planning permission to erect a two-storey rear extension to the dwelling and a two-storey double garage, to make internal alterations and associated works (including the demolition of the existing outbuildings)  
Site Location: 57 Main Street, Saxby All Saints, Brigg DN20 0PZ  
Applicant: Mr Gareth Heggie
- b) To receive decisions made by North Lincolnshire Council:

PA/2022/160 – 4 Hillside Cottage, vary conditions – granted.  
PA/2022/481 – 6 Main Street, tree works – granted.  
PA/2022/598 – Stoneholme, 17 Main Street, tree works – granted.  
PA/2022/632 – 4 School House, Church Lane, tree works – granted.  
PA/2022/419 – 18 Manor Cottage, Main Street, extension and alterations – granted.
- c) To note any planning applications received after the agenda has been posted. To resolve their inclusion on the next agenda and request an extension to the consultation period from North Lincolnshire Council.

# ***Saxby All Saints Parish Council***

d) To discuss any other planning matters.

17. Police Matters/Neighbourhood Watch/NAT

To discuss and resolve any action.

18. Accounts

To approve and sign the April/May 2022 accounts for payment (see also Financial Reports) and bank statements.

15/4/2022	Zurich Municipal	2022 – 2023 insurance renewal	£373.44
03/5/2022	Public Sector Audit	Review of council's internal controls YE March 2022	£385.00

19. Insurance Renewal 2022/2023

To discuss and resolve any action with regards to the Zurich Municipal renewal at a cost of £373.44 with consideration to the asset register.

20. Queen's Platinum Jubilee June 2022

To discuss and resolve any action.

21. Correspondence

Correspondence received and resolve any action:

- i. Appleby Parish Council - Approach to Saxby Bridge.
- ii. NLC - Forthcoming Meeting for May 2022.
- iii. HWRCC - April 2022 Volunteer Hub Newsletter.
- iv. ERNLLCA April 2022 Newsletter.
- v. NLC PROW – Saxby Bridge access.
- vi. NLC - Standards Training 29 March 2022 – resources.
- vii. ERNLLCA - Finance training.
- viii. NLC - Brigg NAT Reminder - 19th May 2022.
- ix. Resident – grass verges on the hill.
- x. CPRE Countryside Voice.

22. Minor Items

- a) To note any matters of correspondence received following publication of the agenda.
- b) To take any points from Councillors, receive any questions and to note items of interest

23. Agenda for next and future meetings

To determine any items Councillors wish to agenda for the next or future meetings.

24. Next Meeting

To confirm the date and time of the next meeting.