

# **Saxby All Saints Parish Council**

**Parish Clerk – Mrs Louise Ward**  
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8<sup>th</sup> May 2019

Dear Councillor,

You are summoned to attend the Annual Council meeting of Saxby All Saints Parish Council which will be held on **Wednesday 15<sup>th</sup> May 2019**. Proceedings will commence at approximately 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 meeting held on the 10<sup>th</sup> April 2019.
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 2018/2019

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

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## 8. Annual Governance Statement 2018/19

- 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 2018/19

- 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) 2018/19

- a) Members to consider the conditions of the Certificate of Exemption:
  - The authority has been in existence since before 1<sup>st</sup> April 2015.
  - Neither received gross income, nor incurred gross expenditure, exceeding £25,000.

In relation to the preceding financial year (2017/18), 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).

## 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 (2018).
- b) To review and approve the NALC model Financial Regulations (2016).
- 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 Child Protection policy.
- g) To review and approve the Complaints policy.
- h) To review and approve the Data Protection policy.
- i) To review and approve the Disciplinary Procedure.
- j) To review and approve the Equal Opportunities policy.

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- k) To review and approve the Grievance policy.
- l) To review and approve the Health & Safety policy.
- m) To review and approve the Member/Officer protocol.
- n) To review and approve the Press and Media policy.
- o) To review and approve the Recording of Meetings policy.
- p) To review and approve the Financial Reserves policy.
- q) To review and approve the GDPR policies/procedures.
- r) To discuss and resolve whether to adopt the General Power of Competence.

## **14. Planning**

- a) To receive decisions made by North Lincolnshire Council.
- b) 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.

## **15. Accounts**

To approve and sign the April/May 2019 accounts for payment (see also Financial Reports) and bank statements.

- a) Mr K Bates – HP multipack printer cartridge - £34.00.
- b) Public Sector Audit – Internal Audit YE Mar 2019 - £318.80.
- c) Saxby All Saints Village Hall – hire May 2018 to April 2019 - £120.00.

## **16. Insurance Renewal 2019/2020**

To discuss and resolve any action with regards to the Zurich Municipal renewal at a cost of £359.36 with consideration to the asset register.

## **17. Highways/Footpaths/Public Right Of Way**

- a) To receive updates on the following and resolve any action:
  - New village name signs.
  - New dog bins.
  - Saxby Mill Lane, Danns Hill and North Carr Lane repair works.
  - Maintenance of bus shelters.
- b) To receive notification of other issues and to resolve action required.

## **18. Police Matters/Neighbourhood Watch/NAT**

To discuss and resolve any other matters.

## **19. Open Space Management**

To discuss and resolve any action regarding the summer planting.

## **20. Parish Pathways Scheme**

To discuss and resolve any action.

## **21. Neighbourhood Plan**

To discuss and resolve any action.

## **22. Correspondence**

Correspondence received and resolve action:

- i. CPRE - Best Kept Village 2019 competition poster.
- ii. ERNLLCA Annual General Meeting.
- iii. NLC - Volunteer Showcase Event - Brigg and Wolds Thursday 6th June 2019.
- iv. NLC – Forthcoming meetings poster May 2019.
- v. HWRCC – community newsletters etc.
- vi. ERNLLCA Member Council Development Programme 2019-2020 – Chairmanship.
- vii. ERNLLCA - Town & Parish Councils - VE DAY 75 – 8<sup>th</sup> May 2020.
- viii. Appleby Fayre Day Poster – 16<sup>th</sup> June 2019, 11am-5pm.

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### 23. 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.

### 24. Agenda for next and future meetings

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

### 25. Next Meeting

To confirm the date and time of the next meeting as, subsequent to any change, Wednesday 12<sup>th</sup> June 2019 at 7.00pm.