

Sheepy Parish Council

Sheepy Magna, Sheepy Parva, Sibson, Wellsborough, Upton, Pinwall, Cross Hands

I hereby give notice that a Sheepy Parish Council meeting will be held on **Tuesday, 1st May at Sheepy Memorial Hall at 7.30pm.**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out hereunder. If you are not able to attend, please advise the Clerk as soon as possible.

C.S Bailey (Clerk): 26/4/2018

ANNUAL PARISH COUNCIL MEETING A G E N D A

20/18 Election of Chairman and Vice Chairman

21/18 Signing of 'Declaration of Office' (Chairman and Vice Chairman)

22/18 To receive apologies and approval of absences

23/18 Declarations of interest and request for dispensations

24/18 Casual vacancy created by Councillor resignation

25/18 Parishioners open forum

26/18 To approve the minutes of the meeting held on 3rd April 2018

27/18 Clerk's report (includes a progress update on resolutions)

- a) Clerk's resignation and appointment of new clerk
- b) Councillor email addresses update
- c) LRALC updates
- d) Eon streetlights on Ratcliffe Lane – enquiry as to why they are not LED lamps
- e) Eon streetlight, road sign and street sign issues at Cross Hands junction (authorisation for repair)
- f) 25 Twycross Road, Sheepy Magna (Affordable Home for sale) update

28/18 Reports – to receive reports/updates from:

- a) County Councillor
- b) Borough Councillor
- c) Police & Crime figures

29/18 Neighbourhood plan - update

30/18 Broadband - to receive a report on broadband in the parish

31/18 Litter and footpaths

- a) Report from litter picking team
- b) Surveillance camera update
- c) Lovetts Bridge graffiti and litter update
- d) Issues with dog waste in Sheepy Magna and request for waste bag dispensers

32/18 Vehicle activated sign - to receive an update

33/18 Highways matters

- a) Draft Passenger Transport Policy & Strategy
- b) Complaint regarding unsafe parking on the path/highway (Main Rd, Sheepy)

34/18 Policies and procedures

- a) Insurance policy review and to consider a long term agreement*
- b) GDPR (former Data Protection Act) update
- c) Data Protection Officer update
- d) Recommendation for an amendment to the item 6.4 of the Financial Regulations (3 signature rule: 2x councillors with Clerk as counter-signatory) to **any 2** signatures

35/18 Planning applications & updates

	Reference	Application Details and Location	Dated
a)	18/00382/FUL	Erection of dormer bungalow with integral garage (amended scheme 16/00673/FUL): Gate Cottage, 4 Church Lane, Sheepy Magna.	23/04/18
b)	18/00385/FUL	Single Storey front & side extension, entrance gate & walls & alterations to existing 2 storey side extension: Moat House, Mill Lane, Sheepy Parva.	23/04/18

36/18 General correspondence (emailed to Councillors)

37/18 Finance

- a) Income, expenditure and signing of cheques

Income: £15,000 precept received via BACS transfer from HBBC - 04/04/18

Date	Method	Payee	Details	Total	VAT
02/04/18	SO	Eon	Electric - streetlights	£36.73	£1.75
01/05/18	101732	LRALC	NALC/LRALC Subs	£306.23	£0.00
01/05/18	101733	Cancelled	Cancelled	£0.00	£0.00
01/05/18	101734	HBBC	Bin emptying	£250.57	£41.76
01/05/18	101735	M&BG	Grounds maintenance	£349.94	£58.32
01/05/18	101736	Angela Forsyth	Locum Clerk (April mtg)	£43.00	£0.00
01/05/17	101737	C S Bailey	Clerk salary & overtime (Apr)	TBC	£0.00
01/05/17	101738	Zurich Municipal	Parish Council insurance	TBC*	£0.00
01/05/17	101739	HMRC	Income tax	TBC	£0.00

- b) Litter bin service agreement for 2018/19
- c) RCC renewal (£60 inc. VAT) for 2018/19
- d) Bank reconciliation (end of year 2017/18)
- e) Bank mandate update
- f) Internet banking approval for new Clerk
- g) Annual Governance and Audit Return (AGAR) 2017/18 update
- h) S137 limits for 2018/19
- i) VAT claim
- j) HMRC payments – to be made via cheque until internet banking arranged
- k) Haines Watts – standing order approval required for increased charges

38/18 Grounds maintenance updates

- a) Grass cutting schedule
- b) Correspondence request for update planting of flowers in Sheepy Glade

39/18 Pension update

40/18 Health and safety updates

- a) Risk assessment sign off
- b) PAT testing update

41/18 Matters to note/add to a future agenda

- a) Clerk training approval and purchase of reference materials
- b) Recommendation for review of Standing Orders
- c) Review of internal audit report
- d) Approval of Annual Governance Statement (AGAR 2017/18)
- e) Approval of end of year accounts (2017/18)
- f) Appointment of auditor for 2018/19

Close Meeting

Date of next meeting: 5th June at Sibson Village Hall (7:30pm)