

Hemswell Cliff Parish Council

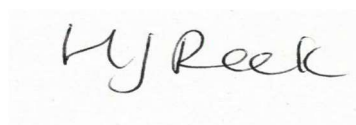
10 May 2021

Dear Councillor,

Annual Meeting of the Parish Council

Notice is hereby given that the Annual Meeting of Hemswell Cliff Parish Council is to be held on **Monday 17 May 2021**, commencing at **7.30pm**, in the **Main Hall at Hemswell Cliff Primary School**.

The agenda for the meeting is set out below.



Helen Reek
Clerk to Hemswell Cliff Parish Council

Agenda

Agenda Number	Item
1	Election for the Chair of the Parish Council The Parish Council will elect through a simple majority the Chair of the Parish Council for the 2020/21 municipal year.
2	Election for the Vice-Chair of the Parish Council The Parish Council will elect through a simple majority the Vice-Chair of the Parish Council for the 2020/21 municipal year.
3	Apologies To receive and accept any apologies.
4	Declarations of interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests.
5	Minutes of the Ordinary Meeting held on Monday 19 April 2021 Council to consider approving the minutes as a true and proper record.
6	Minutes of the Annual Parish Meeting held on Monday 26 April 2021 To note the contents of the minutes of the Annual Parish Meeting.
7	To receive any updates from the: <ul style="list-style-type: none"> • Police • District and County Councillors

	<ul style="list-style-type: none"> Hemswell Residents' Company and West Lindsey Managed Estates <p>For information only. Any items raised for decision will appear on the agenda for the next meeting.</p>
8	<p>Chairman's remarks</p> <p>For information only. Any items raised for decision will appear on the agenda for the next meeting.</p>
9	<p>Clerk's report</p> <p>For information only. An update from the Clerk about correspondence, outstanding actions and ongoing issues. Any items raised for decision will appear on the agenda for the next meeting.</p>
10	<p>Parish Councillor update</p> <p>For information only. Any items raised for decision will appear on the agenda for the next meeting.</p>
11	<p>To consider any updates from the:</p> <ul style="list-style-type: none"> Ball Park Committee Allotments Committee Neighbourhood Plan Committee Straw on the roads <p>Council to hear an update if anything new to report since the previous meeting on 19 April 2021.</p>
12	<p>Review of arrangements including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities</p> <p>There are currently no charters with other local authorities.</p>
13	<p>Review of representation on or work with external bodies and arrangements for reporting back</p> <p>The Council is represented by the Clerk and councillors at the regular Hemswell Cliff Partnership Meetings.</p> <p>The Parish Council has one working arrangement with an external body, Hemswell Cliff Veterans Association, to lead the planning and management of RAF Hemswell Day.</p>
14	<p>Review and confirmation of arrangements for insurance cover in respect of all insured risks</p> <p>Council to review and consider the current insurance arrangement of the Parish Council.</p>
15	<p>Review of the Council's and the Clerk's memberships of other bodies</p>

	<p>The Parish Council is currently a member of the Lincolnshire Association of Local Councils (LALC). Membership runs from April 2021 to April 2022.</p>
16	<p>Review of delegation arrangements The Council is to consider the delegated arrangements outlined in broad terms in the Scheme of Delegation. The Council's Scheme of Delegation can be downloaded from: http://www.hemswellcliffparishcouncil.org.uk/your_council</p> <p>Council also to consider the delegated arrangement for the maintenance of the Ball Park “Spend up to £50 of the Ball Park Maintenance budget on purchasing consumables to ensure the maintenance and upkeep of the Ball Park site.</p> <p>“That no more than £50 (cumulative value) shall be spent before 31 March 2022. The amount will be reviewed at the time the 2021/22 budget is set in January 2022 and the arrangement formally reviewed at the next Annual Meeting in May 2022 and all other Annual Meetings thereafter.</p> <p>“Before any purchase is made the Clerk must notify two parish councillors. Payments will be made electronically. All receipts will be presented to the next meeting of Council and the amount spent will be included on the agenda as an item for noting.”</p> <p>Council to further consider the delegated arrangements in relation to the Ball Park, Neighbourhood Plan, Allotments and Personnel Committees and review the membership for the 2021/22 municipal year as follows:</p> <p>Ball Park Committee Members</p> <ul style="list-style-type: none"> • Cllr Graham Prestwood • Cllr Vicki Kirman • Angie Waplinton • Paul Donaldson • Hayley Donaldson • Anne Lewis <p>Neighbourhood Plan Committee Members</p> <ul style="list-style-type: none"> • Cllr Will Hann • Cllr Vicki Kirman • Mark Hurd • Connie Hurd <p>Personnel Committee</p> <ul style="list-style-type: none"> • Cllr Graham Prestwood • Cllr Alan Shaw • Cllr Vicki Kirman

	<p>Allotments Committee</p> <ul style="list-style-type: none"> • Cllr Graham Prestwood • Derek Spicer • Hayley Donaldson • Paul Donaldson <p>Advisor: Andy Marsden</p> <p>Council to note that both committees at their first meeting in the 2021/22 municipal year will need to elect a Chairman and Vice-Chairman.</p> <p>The Terms of Reference for all three committees can be downloaded from: http://www.hemswellcliffparishcouncil.org.uk/policies</p>
17	<p>Review of Standing Orders and Financial Regulations</p> <p>Council to review its Standing Orders and Financial Regulations. Standing Orders were previously revised in March 2021.</p> <p>A PDF version of both documents can be downloaded: http://www.hemswellcliffparishcouncil.org.uk/policies</p>
18	<p>Review of inventory of land and assets</p> <p>Council to review and consider noting the list of land and assets of the Parish Council - Appendix A.</p>
19	<p>Review of the Council's Complaints Procedure</p> <p>Council to review and consider the Complaints Procedure.</p> <p>The Council's Complaints Procedure can be downloaded from: http://www.hemswellcliffparishcouncil.org.uk/policies</p>
20	<p>Review of the Council's Procedures for Handling Requests Made Under the Freedom of Information Act 2000 and General Data Protection Regulations</p> <p>Council to review and consider the Freedom of Information Act 2000, the General Data Protection Regulations and the publication scheme.</p> <p>Both documents can be downloaded from: http://www.hemswellcliffparishcouncil.org.uk/freedom_of_information</p>
21	<p>Review of Existing Council Policies and Procedures</p> <p>Council to review the following policies and procedures:</p> <ul style="list-style-type: none"> • Press and Media Policy • Social Media Policy • Planning Policy • Code of Conduct • Disciplinary and Grievance • Equal Opportunities • Freedom of Information

	<ul style="list-style-type: none"> • Data Protection • Health and Safety • Records Management • Risk Management • Green Space • Ball Park • Planning • Risk Management • Sickness • Small Grants Application • GDPR Polices • Lone/Homeworking • Community Engagement <p>All the Council's policies, procedures and regulations can be downloaded from: http://www.hemswellcliffparishcouncil.org.uk/policies</p>
22	<p>Establishing Council Policies and Procedures Council to consider establishing the following policies and procedures:</p> <ul style="list-style-type: none"> • Parish Council Action Plan – Appendix B.
23	<p>Finances</p> <p>A) Payments for approval Council to consider the following payments for approval:</p> <ol style="list-style-type: none"> 1) Total Accounting £41.25 (plus VAT) Payroll for April plus year end return 2) G Prestwood £6.00 (including VAT) 1&1 IONOS mail business 3) G Prestwood 1&1 IONOS Domain renewal – amount to be confirmed 4) H Reek reimbursement for black toner for printer <p>Council to note that the following payments were made between the last meeting of Council and this one for contractual or legal reasons, or made through delegated powers:</p> <ol style="list-style-type: none"> 1) H Reek Clerk Pay April £330.05 2) HMRC April £82.40 3) Glendale Managed Services Grounds Maintenance £164.42 (plus VAT) <p>B) Bank Balances and accounts reconciliation</p> <p>To consider the budget position and bank reconciliation for period 1 of 2021/22 (April) (report attached).</p>

24	<p>Planning Applications To consider the Council's response to Planning Applications 142754 and 142694 and note the response sent on 142659.</p>
25	<p>Review of Councillor and Staff Training Needs Council to consider the training needs of councillors and staff in the 2021/22 municipal year – Appendix E.</p>
26	<p>Dates, Times and Locations of Council meetings 2019/20 Council agreed schedule of meetings for 2021/22 at the previous Ordinary Parish Council meeting.</p> <p>All the meetings above are expected to start at 7:30pm and take place in the Main Room at Hemswell Cliff Primary School and will then return to the Room of Requirement when the social distancing requirement ends.</p> <p>The next Annual Meeting of the Parish Council will be provisionally set for Monday 16 May 2022 in the Room of Requirement, Hemswell Cliff Primary School.</p> <p>The next Annual Meeting of the Parish Council will be provisionally set for Monday 25 April 2022.</p>
27	<p>Items for inclusion on the next Ordinary Meeting agenda Council are requested to use this opportunity to raise items for future Ordinary Meeting agendas.</p> <p>RAF Hemswell Day Allotments Village Signs Goal Posts Signing of the AGAR</p>
28	<p>Actions to be undertaken before the next Ordinary Meeting A list of specific actions will be made that need to be undertaken before the next meeting.</p>
29	<p>To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to sensitive commercial information for the following two items.</p>
30	<p>Contaminated Land Consultant</p> <p>To consider a quote for a Contaminated Land Assessment for the allotment site (verbal update at the meeting).</p>