

# Hemswell Cliff Parish Council

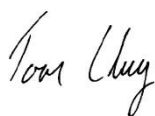
25 May 2015

Dear Councillor,

## Ordinary Meeting of the Parish Council

You are requested to attend an Ordinary Meeting of Hemswell Cliff Parish Council to be held on **Monday 1 June 2015, commencing at 7:30pm, in the Room of Requirement, at Hemswell Cliff Primary School.**

The agenda for the meeting is set out below.



Tom Clay

Clerk to Hemswell Cliff Parish Council

## Agenda

Agenda Number	Item
1	<b>Apologies</b>
	<b><u>Procedural Items</u></b>
2	<b>Declarations of Interest</b> <i>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.</i>
3	<b>Minutes of the Annual Meeting held on 11.5.2015</b> Council to consider approving the minutes as a true and proper record.
4	<b>Minutes of the Ordinary Meeting held on 11.5.2015</b> Council to consider approving the minutes as a true and proper record.
5	<b>Public Questions</b> <i>The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public may only speak once and for no longer than three minutes.</i>
6	<b>Chair's remarks</b> <i>For information only. Any items raised for decision will appear on the agenda for the next meeting.</i>

<b>7</b>	<p><b>Clerk's report</b>  <i>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.</i></p>
<b>8</b>	<p><b>Police, crime and anti-social behaviour update</b>  <i>For information only. Any items raised for decision will appear on the agenda for the next meeting.</i></p>
<b>9</b>	<p><b>District and Country Council updates</b>  <i>For information only. Any items raised for decision will appear on the agenda for the next meeting.</i></p>
<b>10</b>	<p><b>Ball Park Sub-committee update</b>  <i>For information only. Any items raised for decision will appear on the agenda for the next meeting.</i></p>
<b>11</b>	<p><b>Councillors' updates</b>  <i>Councillors are requested to use this opportunity to report minor matters of information not included elsewhere on the agenda. Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.</i></p>
<b><u>Business Items - motions requiring written notice</u></b>	
<b>12</b>	<p><b>Co-option of a new member</b>  Council to consider co-option of a new member to the Parish Council.</p>
<b>13</b>	<p><b>Finances</b></p> <p><b>A) Payments for approval</b>  Council to consider the following payments for approval:</p> <ul style="list-style-type: none"> <li>• £214.72 – Clerk's Pay May 2015</li> <li>• £53.80 - HMRC Clerk's Pay May 2015</li> <li>• £10 – T Clay for payroll May 2015</li> <li>• £128.44 - Aon addition of Ball Park to insurance May 2015</li> <li>• £161.81 – Glendale (formerly Veolia) green space maintenance April 2015</li> </ul> <p><b>B) Request from the Friends of Hemswell Cliff School</b>  Council to consider a request for a donation from the Friends of Hemswell Cliff School for a 'Summer Fair' event they will be holding on 3 July 2015.</p> <p><b>C) Request from the Ball Park Sub-committee</b>  Council has been requested to consider approval of expenditure for bins and a number of signs at the Ball Park.</p> <p>Council to note that it was given a grant for £450 by Cllr Strange for bins in at the Ball Park. In essence that grant funding is 'ring-fenced' and</p>

	<p>should be spent on procuring bins for the Ball Park site.</p> <ul style="list-style-type: none"> <li>• Cost and number of bins to be confirmed at the meeting</li> <li>• £55.20 for four signs</li> </ul> <p><b>D) Bank balances and accounts reconciliation</b> Council to review the Parish Council's bank balance and most recent accounts reconciliation summary – attached at appendix A.</p>
<b>14</b>	<p><b>RAF Hemswell Day 2015 Update</b> At the last meeting Cllr Kirman asked that this item be placed on the agenda.</p> <p>Council to receive an update on those working on RAF Hemswell Day 2015. Council to consider the issue and identify how best to move forward.</p>
<b>15</b>	<p><b>Litter near the school</b> At the last meeting Cllr Prestwood asked that this item be placed on the agenda.</p> <p>Council to consider the issue of litter near the school and decide an appropriate form of action.</p>
<b>16</b>	<p><b>Notice board</b> At the last meeting Cllr Richardson asked that this item be placed on the agenda.</p> <p>Council to consider the issue of notice boards. Council to receive an update about progress made about installing a notice board in the shelter outside the main entrance to the school. Council to receive an update from Cllr Hann about if the Council can erect a sign near to the school gates. Council to resolve how to appropriately respond to the issues following the updates.</p>
<b>17</b>	<p><b>Parish Council's Green spaces, Land and Property</b> At the last meeting Cllr Prestwood asked that this item be placed on the agenda.</p> <p>Council to consider how best to respond to the issues of people lighting fires and animals grazing on Parish Council land.</p>
<b>18</b>	<p><b>Parish Council's Insurance</b> Council will receive an update from the Clerk about insurance matters.</p> <p>Council to consider the quote of £1571.69 from Aon for insurance service to the Parish Council running from July 2015 to July 2016 – see appendix B.</p> <p>The Parish Council is currently locked into a 'Long Term Undertaking' with AON which means that the Council cannot get a quote for</p>

	<p>insurance from another company until June 2016 at the earliest.</p> <p>It is recommended that Council accepts Aon's quote and policy as the Parish Council must ensure that it has adequate insurance in place.</p>
<b>19</b>	<p><b>Ball Park Booking Procedure, Policy, Terms &amp; Conditions and Risk Assessment.</b></p> <p>Council to note and consider approval of the Risk Assessment compiled by the Clerk for the new Ball Park – see appendix C.</p> <p>The Ball Park Sub-committee has asked Council to review and consider approval of the Ball Park Bookings Policy, Procedure and Terms &amp; Conditions – see appendix D.</p>
<b>20</b>	<p><b>Bus shelter – near the Post Office</b></p> <p>A member of the public has identified a problem with flooding at a Parish Council managed bus shelter near the Post Office.</p> <p>Council to consider how best to deal with the issue.</p>
	<p><b><u>Next Ordinary Meeting</u></b></p>
<b>21</b>	<p><b>Items for inclusion on the next agenda</b></p> <p><i>Councillors are requested to use this opportunity to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.</i></p>
<b>22</b>	<p><b>Date and time of next meeting</b></p> <p>To confirm date and time of the next meeting, provisionally scheduled for 7:30pm on Monday 6 July 2015.</p>