

# Hemswell Cliff Parish Council

2 May 2016

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 9 May 2016, 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>Ball Park Committee minutes 13 April 2016</b> Council to note the minutes of the meeting and discuss any issues and actions arising.
4	<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>
5	<b>Chair's remarks</b> <i>For information only. Any items raised for decision will appear on the agenda for the next meeting.</i>
6	<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</i>

	<i>will appear on the agenda for the next meeting.</i>
<b>7</b>	<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>
<b>8</b>	<b>District and County Council updates</b> <i>For information only. Any items raised for decision will appear on the agenda for the next meeting.</i>
<b>9</b>	<b>Parish Councillor updates</b> <i>For information only. Any items raised for decision will appear on the agenda for the next meeting.</i>
	<b><u>Business Items - motions requiring written notice</u></b>
<b>10</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>• £185.46 – Clerk’s Pay April 2016 (to be paid electronically)</li> <li>• £46.20 - HMRC (to be paid electronically)</li> <li>• £10 – Lincs Accounting (to be paid electronically)</li> <li>• £124.92 - Town and Country Groundcare April 2016</li> <li>• £29.99 – G Prestwood for two locks for the container</li> <li>• £5.25 – G Prestwood for fuel for leaf blower</li> <li>• £118.80 – SmartWater Technology Ltd</li> </ul> <p>Council to note that the Clerk will transfer £500 electronically from the Parish Council’s ‘Current Account’ to the ‘Reserve Account’ in accordance with the 2016/17 Budget agreed at the January 2016 Ordinary Meeting.</p> <p><b>B) Bank balances and accounts reconciliation</b> Council to review the Parish Council’s bank balance and most recent accounts reconciliation summary – appendix A.</p> <p><b>C) Clerk’s membership of the Society of Local Council Clerks</b> Council to consider if it wishes to continue to financial support the Clerk’s membership of the SLCC through the payment of professional fees. The cost for annual membership for 2016-2017 will be £88.</p> <p><b>D) Purchase of a scanner/printer</b> Council notes that it received £380 of funding was from NALC’s Transparency Fund and as part of the bid £90 was allocated to the purchase of a scanner/printer.</p> <p>Council to consider allowing the Clerk to purchase the equipment and reimbursing the cost electronically with the receipts for the equipment presented at the next meeting of Council.</p>

	<p><b>E) RoSPA Inspection</b> Council to consider arrangements for the annual RoSPA inspection of Parish Council outdoor and play equipment (Ball Park site). It is anticipated that the inspection will cost approximately £65, which can be managed within the budget. Council to note that for insurance reasons the Council must undertake an annual inspection of equipment completed to EN1176, Part 7 standard.</p> <p>Council to also consider realising funds to allow another member of the Council or Ball Park Committee to undertake RoSPA and facility inspection training.</p> <p><b>F) Purchase of buckets to move grit</b> Council to consider purchasing buckets to move the Parish Council's grit more easily.</p>
11	<p><b>Council Website</b> Council notes that it received £380 of funding was from NALC's Transparency Fund and as part of the bid £290 was allocated to the creation, development and maintenance of a new Parish Council website.</p> <p>A) Council to consider what new website address it would prefer. The Clerk recommends that the Council attempt to register a .gov.uk website address as it is a trusted brand and makes clear the function of the organisation. Council should note that there might be a higher than normal registration fee for a .gov.uk address, but the Clerk anticipates that the cost can be meet through the Transparency Funding. The Clerk has suggested the following, which if available, the Parish Council could seek to register, or a variation thereof:</p> <ul style="list-style-type: none"> <li>• hcpc.gov.uk</li> <li>• hem_cliff.gov.uk</li> <li>• hem_cliff_pc.gov.uk</li> <li>• hemswellcliff.gov.uk</li> <li>• hemswell_cliff_pc.gov.uk</li> <li>• hemswellcliffpc.gov.uk</li> <li>• hemswellcliffparishcouncil.gov.uk</li> </ul> <p>B) Council to consider approving spend for the creation of a website through the Nationbuilder platform. The transparency funding was accepted on the basis that Nationbuilder provides a comparatively cheap, functional, modern and easy to use platform. Annual subscription will cost approximately £160 (site costs is stated in \$) and would need to be paid for electronically.</p> <p>C) Council to consider instructing the Clerk to undertake the development and day-to-day maintenance of the site. Council to note that approximately £110 of the transparency funding is to pay the Clerk to undertake work to develop and maintain the site,</p>

	thereby making it cost neutral to the Parish Council.
<b>12</b>	<b>Annual Internal Audit Report 2015/16</b> Council to note that the Annual Internal Audit was recently conducted by Teresa Granger, that no risk areas were identified and that in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority – appendix B.
<b>13</b>	<b>Annual Governance Statement 2015/16</b> Council to consider approving the Parish Council's Annual Governance Statement 2015/16 – appendix C.
<b>14</b>	<b>Annual Accounting Statement 2015/2016</b> Council to consider approving the Parish Council's Annual Statements 2015/16– appendix D.
<b>15</b>	<b>Neighbourhood Planning and Planning</b> Council to receive a report from Luke Brown, Neighbourhood Planning officer at WLDC, about the progress made to date and to consider any issues or actions arising.  Council to note that the Clerk will bring back proposals around the creation of a 'Neighbourhood Planning Committee' to the June Ordinary Meeting.  Council to consider how to respond to the latest round of consultation on the new Local Plan for the area.
<b>16</b>	<b>RAF Hemswell Day 2016</b> Council to consider the arrangements and planning for RAF Hemswell Day 2016.
<b>17</b>	<b>Big Lunch and Jubilee Games</b> Council consider how the Parish Council can assist with the planning and preparations for the Big Lunch and Jubilee Games which will be taking place in the Parish in the Summer.  Council to specifically consider a request from the Resident's Group for £200 in support of the event.  Council to note the £300 Small Grant Scheme is in operation.
<b>18</b>	<b>Resident's Group Newsletter</b> Council to consider a request from the Resident's Group for £140 to help support a quarterly newsletter to be distributed across the Parish.  Council to note that it has budgeted £200 for a Parish Council newsletter and there is a £300 Small Grant Scheme is in operation.

	<b><u>Next Ordinary Meeting</u></b>
<b>19</b>	<b>Items for inclusion on the next agenda</b> <i>Councillors are requested to use this opportunity to raise items for future agendas.</i>
<b>20</b>	<b>Date and time of next meeting</b> To confirm date and time of the next meeting, provisionally scheduled for Monday 6 June 2016, starting at 7:30pm.