

# Hemswell Cliff Parish Council


30 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 6 June 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>Minutes of the Annual Meeting held on 9 May 2016</b> Council to consider approving the minutes as a true and proper record.
4	<b>Minutes of the Ordinary Meeting held on 9 May 2016</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>

7	<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>
8	<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>
9	<p><b>District and County Council Update</b>  <i>For information only. Any items raised for decision will appear on the agenda for the next meeting.</i></p>
10	<p><b>Parish Councillor Update</b>  <i>For information only. Any items raised for decision will appear on the agenda for the next meeting.</i></p>
<b><u>Business Items - Motions Requiring Written Notice</u></b>	
11	<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>• TBC – Clerk's Pay (to be paid electronically)</li> <li>• TBC - HMRC (to be paid electronically)</li> <li>• £10 – Lincs Accounting (to be paid electronically)</li> <li>• £7.98 – T Clay set up of new domain name for website</li> <li>• £124.92 – Town and Country Groundscare (to be paid electronically)</li> <li>• £207 – Lytec – emergency repair to lighting column (to be paid electronically)</li> <li>• £571.96 – Piggygarden – park equipment for the Ball Park site</li> <li>• £700 – AKO Groundworks (Kristian Jackson) – installation of concrete pads at the Ball Park site</li> <li>• £23.96 – J Richardson for trug buckets</li> </ul> <p>Council to note that the following payments were made electronically between the last Ordinary Meeting and the 6 June 2016 meeting:</p> <ul style="list-style-type: none"> <li>• £167.90 – Internet Gardner – Park equipment for which the spend was signed of at the last meeting.</li> </ul> <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) Clerks Pay – 2016-2018</b>  Council to consider increasing the Clerk's pay to £10.632 per hour to bring it in line with the 'Updated NALC – SLCC National Salary Award 2016-2018' – appendix B.</p>

	<p>Council to note that any increase in pay would need to be backdated to include April 2016 and May 2016.</p> <p><b>D) Small Grants Application</b> Council to consider an application for £100 to the Parish Council's Small Grants Fund from the Resident's Group – appendix C.</p> <p><b>E) Lighting Column Periodic Inspection (NIC EIC Condition Report)</b> Council to consider spending approximately £295 on a periodic inspection of lighting columns that it maintains.</p>
<b>12</b>	<p><b>Parish Council Insurance</b> Council to consider quotes for insurance and select a product that will ensure adequate protection for the Parish Council, including its facilities and equipment.</p> <p>In summary the quotes are listed in alphabetical order below:</p> <p><b>Option 1</b> AON - <b>£1538.41</b></p> <p><b>Option 2</b> Hiscox (Came &amp; Company) – <b>£698.66</b></p> <p><b>Option 3</b> Zurich Insurance PLC (Community Lincs) - <b>£1,183.32</b></p> <p>The Clerk is satisfied that all of the products offered above would provide adequate insurance to the Parish Council.</p>
<b>13</b>	<p><b>Establishing a Neighbourhood Plan Committee</b> Council to consider establishing a Neighbourhood Planning Committee to oversee the development of a Neighbourhood Plan for the Parish.</p> <p>Council to consider adopting the Terms of Reference for the Committee – appendix D.</p> <p>Council to note that confirmation and approval of membership will be brought before Council later in the year.</p>
<b>14</b>	<p><b>Parish Council and Residents' Group Newsletters</b> Council to consider how best to proceed with establishing a Parish Council newsletter for the Parish and how it could work effectively with the Residents' Group.</p>
<b>15</b>	<p><b>Establishing By-Laws</b> Council to consider the process for establishing by-laws for Parish Council land.</p>

16	<p><b>RAF Hemswell Day 2016</b> Council to be updated on progress and consider what actions need to be taken in relations to RAF Hemswell Day 2016.</p>
	<p><b><u>Next Ordinary Meeting</u></b></p>
17	<p><b>Items for Inclusion on the Next Ordinary Meeting Agenda</b> <i>Councillors are requested to use this opportunity to raise items for future Ordinary Meeting agendas.</i></p>
18	<p><b>Actions to be Undertaken Before the Next Ordinary Meeting</b> <i>A list of specific actions will be made that need to be undertaken before the next meeting. Any items raised for decision will appear on the agenda for the next meeting.</i></p>
19	<p><b>Date and Time of the Next Ordinary Meeting</b> To confirm date and time of the next meeting, provisionally scheduled for Monday 4 July 2016, starting at 7:30pm.</p>