

Hemswell Cliff Parish Council


30 August 2016

Dear Councillor,

Ordinary Meeting of the Parish Council

You are hereby summoned to attend an Ordinary Meeting of Hemswell Cliff Parish Council to be held on **Monday 5 September 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	Apologies
	<u>Procedural Items</u>
2	Declarations of Interest <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	Minutes of the Ordinary Meeting Held on Monday 4 July 2016 Council to consider approving the minutes as a true and proper record.
4	Ball Park Committee: Minutes of the Meeting Held on Thursday 1 September 2016 Council to note the minutes of the meeting and discuss any issues and actions arising.
5	Public Questions <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	Chair's Remarks <i>For information only. Any items raised for decision will appear on the agenda for the next meeting.</i>

7	<p>Clerk's Report <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>Police, Crime and Anti-Social Behaviour Update <i>For information only. Any items raised for decision will appear on the agenda for the next meeting.</i></p>
9	<p>District and County Council Update <i>For information only. Any items raised for decision will appear on the agenda for the next meeting.</i></p>
10	<p>Parish Councillor Update <i>For information only. Any items raised for decision will appear on the agenda for the next meeting.</i></p>
<u>Business Items - Motions Requiring Written Notice</u>	
11	<p>Finances A) Payments for Approval Council to consider the following payments for approval:</p> <ul style="list-style-type: none"> • £263.53 – Clerk's Pay August (to be paid electronically) • £66 - HMRC (to be paid electronically) • £20 – Lincs Accounting (to be paid electronically) • £249.84 – Town and Country Groundcare (to be paid electronically) <p>Council to note that the following payment was made since the last ordinary meeting made under the powers delegated to the Clerk to make emergency repairs. Two councillors were informed and the work was carried out:</p> <ul style="list-style-type: none"> • £85 – 24/7 Glazing and Locks (Bus stop repair) <p>Council to note that for contractual and legislative reasons the following payments were made between the last ordinary meeting and this one:</p> <ul style="list-style-type: none"> • £191.42 - Clerk's pay July • £47.80 – HMRC <p>Council to note that during the summer the following grant funding secured by District Cllr Howitt-Cowan was received in the form of remittance from WLDC:</p> <ul style="list-style-type: none"> • £400 – new equipment for the Ball Park <p>B) Bus Shelter repair Council to consider repairing the broken windows at the bus shelter opposite the Post Office (A631).</p>

	<p>C) Bank Balances and Accounts Reconciliation Council to review the Parish Council's bank balance and most recent accounts reconciliation summary – appendix A.</p> <p>D) Budget Monitoring Council to review the budget monitoring report prepared by the Clerk/RFO – appendix B.</p>
12	<p>Declarations of Interest Mid-Year Review Councillors are to undertake a mid-year review of their declarations of interest and consider having a photograph taken for the new website.</p>
13	<p>Financial Regulations Council to consider adopting new financial regulations to bring the Council in line with the latest legislation and practices – appendix C.</p>
14	<p>RAF Hemswell Day Council to consider what actions are required to successfully deliver RAF Hemswell Day. More specifically Council will consider:</p> <ul style="list-style-type: none"> • The organisation of the day and who will undertake certain tasks; • Events taking place after the ceremony, and; • Coordination with other groups who will be active on the day (i.e. the school and Residents' Group).
15	<p>Neighbourhood Plan Committee Council to consider the adopting a slightly revised Terms of the Reference for the Neighbourhood Plan Committee – appendix D.</p> <p>Council to consider appointing the following residents of Hemswell Cliff to the Committee:</p> <ul style="list-style-type: none"> • Cllr Will Hann • Cllr Vicki Kirman • Bethan Clayton • Mark Hurd • Connie Hurd <p>Council to note that officers of West Lindsey District Council will be present at the Committee's meetings to provide advice.</p>
16	<p>Christmas Tree Council to consider purchasing a Christmas Tree, its installation and the testing of the lights.</p>
17	<p>Grounds Maintenance Council to consider issue relating to the grounds maintenance of Parish Council land. In recent months there has been a drop in the frequency of the work by Town & Country Groundscare which the Council appointed in March 2016 to carry out the work. Town & Country Groundscare has in recent weeks failed to meet the specification</p>

	<p>supplied (see appendix E) by the Council.</p> <p>Council is to review the current arrangements and consider what steps to take in relation to the provision of the grounds maintenance service.</p>
	<p><u>Next Ordinary Meeting</u></p>
18	<p>Items for Inclusion on the Next Ordinary Meeting Agenda <i>Councillors are requested to use this opportunity to raise items for future Ordinary Meeting agendas.</i></p>
19	<p>Actions to be Undertaken Before the Next Ordinary Meeting <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>
20	<p>Date and Time of the Next Ordinary Meeting To confirm date and time of the next meeting, provisionally scheduled for Monday 3 October 2016, starting at 7:30pm.</p>