

BRETBY PARISH COUNCIL

Mrs J Storer (Clerk)
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Date: 5th May 2015

To: The Chairman and Members of Bretby Parish Council

Dear Councillor,

ANNUAL PARISH MEETING AND ORDINARY PARISH MEETING

You are summoned to attend the Annual Meeting of the Parish Council meeting of Bretby Parish Council which is to be held at 7.10pm on WEDNESDAY 13th MAY 2015 in the Wragg Room, St Wystan's Church, Bretby. The Ordinary Parish Council meeting will follow at 7.20pm

Members are asked to complete the Declarations Sheet for items other than Disclosable Pecuniary Interests (DPI). These will be available at the meeting.

Yours sincerely

Jacqui Storer
Clerk

ANNUAL MEETING OF THE PARISH COUNCIL – 7.10pm

AGENDA

1. Election of Chairman
2. Chairman to take and sign the Declaration of Office
3. Election of Vice Chairman
4. Vice Chairman to take and sign the Declaration of Office
5. Review/Completion of Register of Interests
6. Appointment of Committees – if required
7. Appointment of Cllrs to External Bodies and arrangements for reporting back
8. To review the Standing Orders
9. To review the Financial Regulations
10. Review of inventory of land and assets.
11. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
12. Review of the Council's and/or employees' memberships of other bodies.
13. Reviewing the Council's complaints procedure.

ORDINARY PARISH COUNCIL MEETING – 7.20pm

AGENDA

PART I – NON CONFIDENTIAL INFORMATION

- 1 To receive apologies for absence.
- 2 Variation of Order of Business
- 3 Declaration of Members Interests.

Please Note:-

- (a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)
- (b) Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.

The Declarations of Interests for matters other than Disclosable Pecuniary Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.

- 4 Public Speaking – (15 Minutes)
 - (a) A period of not more than 15 minutes will be made available for members of the public and Members of the Council to comment on any matter.
 - (b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.
 - (c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.
- 5 To approve the Minutes of the Ordinary Meeting held on 23rd March 2015 (Copy already circulated)
- 6 To determine which items if any from Part 1 of the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: -

“In view of the confidential nature of item to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission

to Meetings) Act 1960, s1, in order to discuss the item.”

- 7 Chairman’s Announcements.
- 8 Report of the Clerk on: -
 - (a) Items from the last meeting
 - (b) Parish Councillor vacancies
9. Breby Lane Drains
- 10 Correspondence - As per attached list
11. Finance
 - (a) Accounts for Payment - As per attached sheet
 - (b) To accept the accounts for the year ending 31st March 2015
 - (c) To complete the Annual Audit Form
 - (d) To amend the signatures on the bank account
 - (e) Risk Assessment update
12. To consider Planning Applications – as per attached list
13. To consider any Consultations
 - (a) DCC – Consultation on the Derbyshire and Derby Minerals Plan (07/04/15 – 31/08/15)
14. Items for information only
 - (a) Reports from Meetings attended
 - (b) Notification of Forthcoming meetings

PART II – CONFIDENTIAL INFORMATION

15. To move the following resolution - “That in view of the confidential nature of the business about to be transacted (in respect of the personal situation of an employee which could result in legal proceedings) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.”
16. Date of next meeting

Clerk's Report – May 2015

Agenda item

8) Clerk's Report

Parish Councillor Vacancy – The Parish Council should have 7 Cllrs but only 3 Cllrs were returned at the May election. As the Parish Council has a quorum it can proceed to co-opt to fill the remaining 4 vacancies. The Clerk has advertised the vacancies on the Parish Noticeboard and on the Parish Council website.

There has been one expression of interest and the Parish Council is invited to consider this application and to make a decision as to whether to invite the applicant to join the Parish Council.

10) Correspondence – March 2015

1. DALC – Various circulars
2. DCC – Consultation on the Derbyshire and Derby Mineral Local Plan
3. Bretby Estate Farms – Acknowledging the need for hedges to be cut back, but hedge cutting season is finished.
4. SDDC – Civic Council meeting – 28th May 2015 at 6.00pm

11a) Accounts for Payment

| | | |
|-----|--------------------------------------------|---------|
| | Mrs J Storer – Petty Cash | £TBC |
| | HMRC – Clerk's tax (April) | £30.00 |
| | HMRC – Clerk's tax (May) | £30.00 |
| | HMRC – Clerk's tax (June) | £30.00 |
| | Mr B Wood – internal audit fee for 2014/15 | £44.10 |
| s/o | Mrs J Storer – Clerk fee for April | £120.09 |
| s/o | Mrs J Storer – Clerk fee for May | £120.09 |
| s/o | Mrs J Storer – Clerk fee for June | £120.09 |

Money Received

| | |
|----------------------------------|----------|
| Deposit interest | £0.13 |
| SDDC – first half of the precept | £1500.00 |
| HMRC – VAT refund for 2014/15 | £25.41 |
| SDDC – Housing grant | £402.00 |

11b) Risk Assessment

There are no known additional items that require including in the risk assessment.

11 To accept the accounts for the year ending 31st March 2015

The internal audit was carried out by Mr B Wood on 20th April 2015. The internal audit did not raise any areas of concern or comment, and a copy of the internal audit report is attached with the papers for this meeting, for your consideration.

13) Planning applications

9 2015 0283 – The erection of a two storey extension at 45 Ashby Road Eatst, Breby

9 2015 0081 – The felling of a blue cedar tree at Castlefields, The Green, Breby

9 2015 0314 – The siting of self storage containers, formation of access road and circulation areas, associated ground profiling and landscape works, and site lighting at Breby Business Park, Ashby Road East, Breby