

BRETBY PARISH COUNCIL

Mrs J Storer (Clerk)

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Date: 12th January 2018

To: The Chairman and Members of Bretby Parish Council

Dear Councillor,

ORDINARY PARISH MEETING

You are summoned to attend the Ordinary Meeting of the Parish Council meeting of Bretby Parish Council which is to be held at 7.30pm on MONDAY 22nd JANUARY 2018 in the Wragg Room, St Wystan's Church, Bretby.

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

PARISH COUNCIL MEETING – AGENDA

- 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 of the Parish Council held on 20th November 2017 (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, to include an update on items from the last meeting
9. Governance
 - a) To co-opt Parish Councillors
 - b) Risk Register update
 - c) General Data Protection Regulations (GDPR)
 - d) Five Year Plan
10. Drainage issues
11. Correspondence - As per attached list
12. Finance
 - (a) Accounts for Payment - As per attached sheet
 - (b) To agree the bank reconciliation to 31st December 2017
 - (c) To consider any requests for funds made under S137
 - (d) To consider the 2018/19 budget and to set the precept for 2018/19
13. To consider Planning Applications – as per attached list
14. Commemoration of the end of World War 1
15. To consider any Consultations received
None received at time of preparing the agenda
16. Items for information only
 - (a) To receive reports from Meetings attended
 - (b) Notification of Forthcoming meeting
 - (c) Training Sessions
See DALC circulars which have been provided to all Cllrs
17. 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 or commercially sensitive information) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.”
18. Date of next meeting and items for inclusion

Clerk's Report – January 2018

Agenda item

8) Clerk's Report

No matters are raised.

9) Governance

9a) Co-option of Parish Cllr

No expressions of interest have been received. The Parish Council has one vacancy.

9b) Risk Register

Changes to the Risk Register are brought before the Council for approval. Changes relate to IT, online banking and finances of the Parish Council. The revised Risk Register is sent with the papers for the meeting.

Further changes are envisaged to the Risk Register when GDPR is introduced.

9c) General Data Protection Regulations (GDPR)

The Clerk has circulated the information from the course and she is working on the governance arrangements to ensure that the Parish Council is ready and compliant by May 2018. Following a second meeting with Clerks and DALC on 20th December 2017, the following updates and recommendations are made:

- The Parish Council is the responsible body for ensuring that GDPR is understood by all within the Parish Council and is responsible for its compliance,
- That two Parish Cllrs work with the Clerk to prepare the Parish Council for GDPR, this includes reports back to the Parish Council, preparing policies and establishing systems to ensure compliance.

A verbal update will be provided at the meeting.

9d) Five Year Plan

The Clerk is suggesting that a Five Year Plan for the Parish Council is drafted; this will enable better long term planning of finances and give a clear indication of the activities, improvements, plans and aims of the Parish Council in the medium term.

11) Correspondence – January 2018

1. DALC – Various circulars
2. Planters – Bretby Nurseries – Response to concerns about lorries visiting the site.
3. SDDC Enforcement Officer – Acknowledging the Parish Council's complaint about parked vehicles informing that no action can be undertaken, there was neither a traffic management plan nor planning conditions in place
4. Clerks and Councils Direct

All Cllrs have been circulated with the information prior to the meeting.

12a) Accounts for Payment

BACS	Mrs J Storer – expenses	£32.00
BACS	HMRC – Clerk's tax (Jan)	£32.80
BACS	HMRC – Clerk's tax (Feb)	£32.80
BACS	DCC – Pension contribution (Jan)	£36.70

BACS	DCC – Pension contribution (Feb)	£36.70
s/o	Mrs J Storer – Clerk fee for January	£122.12
s/o	Mrs J Storer – Clerk fee for February	£122.12
<u>Money Received</u>		
	Deposit interest (Nov)	£0.13
	Deposit interest (Dec)	£0.13

12c) Requests for funding via S137

No requests for funding have been received.

12d) Bank Reconciliation

It is good practice for the Parish Council to review the bank reconciliations to ensure that there is no unauthorised transactions occurring. The bank reconciliation will be presented at the meeting for review and signing.

13) Planning applications

9 2017 1156 - change of use of part of the land from agricultural to domestic at Bretby Cottage, Repton Road, Bretby

9 2017 1200 - the felling of a pine tree at The Old School House, The Green, Bretby

9 2017 1321 - the erection of an extension at 70 Ashby Road East

14) Commemoration of the end of World War 1

The resident who proposed an exhibition of memorabilia from WW1 was contacted as per instructions from the November 2017 Parish Council meeting. The resident considers that for practicable reasons he is unable to assist with an exhibition.

No other ideas or suggestions have been received.