

BRETBY PARISH COUNCIL

Mrs J Storer (Clerk)

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Date: 16th July 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 23rd JULY 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 – 7.30pm

- 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 disclosable pecuniary 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 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 21st May 2018 (Copy already circulated)
6. To approve the Minutes of the Annual Meeting of the Parish Council held on 21st May 2018 (Copy already circulated)
7. To approve the Minutes of the Annual Meeting of the Parish held on 21st May 2018 (Copy already circulated)
8. 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.”

9. Chairman’s Announcements.
10. Report of the Clerk, to include an update on items from the last meeting
11. Governance
 - a) To co-opt Parish Councillors
 - b) Risk Register update
 - c) General Data Protection Regulations (GDPR)
 - d) Five Year Plan
12. Drainage issues
13. Correspondence - As per attached list
14. Finance
 - (a) Accounts for Payment - As per attached sheet
 - (b) To agree the bank reconciliation
 - (c) To consider any requests for funds made under S137
 - (d) To receive the actual to budget report for the period ending 30th June 2018
 - (e) To receive the external auditor’s report
15. To consider Planning Applications – none received
16. To consider any Consultations received
No consultations have been received.
17. 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
18. 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.”
19. Date of next meeting and items for inclusion
Suggested date 17th September 2018

Clerk's Report – July 2018

Agenda item

10) Clerk's Report

Highway matters raised at the May 2018 Ordinary meeting were passed to Cllr Chilton, who has pursued the matters on behalf of the Parish Council.

- Re pot holes from Mount Road to Bretby Church

The road was inspected on 15.05.18 and no actionable defects were found

- Unnamed road Geary Lane to Town Farm

Pothole around gully to be repaired, it has been allocated to a gang and will be repaired as soon as possible.

- Bretby Lane to A511

The area was visited on 16.05.18 and no actionable defects were found

- Geary Lane from A511 to the Crematorium

The area was visited on 15.05.18 and no actionable defects found

- The reported sunk drain near to Hospital Lane was reported and no further reports have been received, other than the clarification of the location.

The inspector has stated that all roads will continue to be monitored.

11) Governance

a) Co-option of Parish Cllr vacancy.

No expressions of interest have been received for the vacancies.

b) Risk Register

The Clerk has no changes to make to the Changes to the Risk Register.

c) General Data Protection Regulations (GDPR)

The Privacy Policy, as previously circulated, is before the Parish Council for formal approval and adoption.

RECOMMENDATION: to approve and to adopt the Privacy Policy.

d) Five Year Plan

At the last Council meeting, it was agreed to make enquiries about the ownership of land potentially identified as a possible play area. An update on this will be given at the Parish Council meeting.

13) Correspondence – July 2018

1. DALC – Various circulars
2. Secretary of Chilcote Parish Meeting – informing this Parish Council of concerns Chilcote Parish Meeting has about the proposed development at Junction 11, M42
3. SDDC – Statement of Community Involvement
4. Bretby WI – informing about the condition of the War Memorial and suggestions of work to be undertaken
5. Clerks & Councils Direct

6. SDDC – Further roll out of Universal Credit – SDDC seeking assistance with accommodation and/or use of secure IT equipment for claimants to use

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

14a) Accounts for Payment

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|------|---|--------|
| BACS | Mrs J Storer – expenses | £17.68 |
| BACS | Mrs J Storer – Use of home April – June | £48.26 |
| BACS | HMRC – Clerk’s tax (Jul) | £33.40 |
| BACS | HMRC – Clerk’s tax (aug) | £33.20 |
| BACS | DCC – Pension contribution (Jul) | £37.83 |
| BACS | DCC – Pension contribution (Aug) | £37.83 |
| BACS | Mrs J Storer – back dated pay (Apr – Jun) | £1.14 |

| | | |
|-----|-----------------------------------|---------|
| s/o | Mrs J Storer – Clerk fee for July | £124.02 |
| s/o | Mrs J Storer – Clerk fee for Aug | £124.22 |

Money Received

| | |
|---------------------------------------|----------|
| Deposit interest (May) | £0.12 |
| Deposit interest (June) | £0.14 |
| SDDC – second half of 2018/19 precept | £1740.50 |

| | |
|--------------------------|----------|
| Balance at bank 30.06.18 | |
| Deposit account | £3007.69 |
| Current account | £6562.53 |

b) 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.

c) Requests for funding via S137

No requests for funding have been received.

d) To receive the actual to budget report for the period ending 30th June 2018

The report for the actual to budget for the period 30.06.18, is attached with the paperwork for the meeting.

No areas of concern are raised.

RECOMMENDATION: to accept the report for the period ending 30th June 2018.

e) To receive the external auditor’s report

At the time of preparing the papers and agenda for the meeting, the external auditor’s report had not been received, but the item has been included in the event that the external audit report is received before the Parish Council meeting.

15) Planning applications

None received

