

BRETRY PARISH COUNCIL

Mrs J Storer (Clerk)

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Date: 15th September 2016

To: The Chairman and Members of Bretby Parish Council

Dear Councillor,

ORDINARY PARISH MEETING

You are summoned to attend the Ordinary Parish Council meeting of Bretby Parish Council which is to be held on Monday 26th September 2016 in the Wragg Room, St Wystan's Church, Bretby at 7.30pm

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 co-opt Parish Councillors

- 6 To approve the Minutes of the Ordinary Meeting of the Parish Council held on 18th July 2016 (Copy already circulated)

7. 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.”

8. Chairman’s Announcements.
9. Report of the Clerk, to include an update on items from the last meeting
10. Governance
 - a) To adopt the revised Financial Regulations
11. Drainage issues
12. Correspondence - As per attached list
13. Finance
 - (a) Accounts for Payment - As per attached sheet
 - (b) Risk Assessment update
 - (c) To consider any requests for funds made under S137
 - (d) To agree the bank reconciliation to 25th August 2016
 - (e) To consider the report from the External Auditor
14. To consider Planning Applications – as per attached list
15. To consider any Consultations
 - a) SDDC – Cycle Action Plan 2016-2021 (deadline for responses 14th August 2016)
16. Items for information only
 - (a) To receive reports from Meetings attended
 - (b) Notification of Forthcoming meetings
Flood Liaison Meeting at SDDC – 2nd November 2016 at 10am
DCC and Parish Council Liaison Meeting – 31st October 2016 6pm – 8pm at County Offices, Matlock
Area and Safer Neighbourhood Forum – 10th October 2016 at Barrow upon Trent Village Hall
 - (c) Training Sessions
See DALC circulars
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

- Drainage
- Draft budget for 2017/18

Clerk's Report – September 2016

Agenda item

9) Clerk's Report

No expressions have been received in the two vacancies for Parish Cllrs.

10) Governance

Bretby Parish Council bank accounts held with Lloyds are now registered for online banking. This facility to make online payments and transfers has resulted in the current Financial Regulations being outdate and a new set of Financial Regulations is circulated to Councillors which permits online banking and sets some new security provisions. RECOMMENDATION – the revised Financial Regulations which permits and governs online banking are adopted.

12) Correspondence – September 2016

1. DALC – Various circulars
2. SDDC – Minutes and information from the Flood Liaison Meeting 29.06.16
3. SDDC – Weekly crime reports
4. Burton on Trent Golf Club – Response to enquiry about hedging and drainage (*Min 16/145b and 16/150*)
5. Mr J Bruce – Passing on old photos of Bretby landmarks

13a) Accounts for Payment

000446	Mrs J Storer – expenses	£29.10
000447	DCC – Pension contribution (Sept)	£32.90
00448	HMRC – Clerk's tax (Sept)	£ 30.40
00449	HMRC – Clerk's tax (Oct)	£30.40
00450	DCC – Pension contribution (Oct)	£32.90
00451	ICO – Annual renewal fee for to comply with Data Protection Act	£35.00
00452	Mrs J Storer – reimbursement for new laptop and Scanner (Transparency fund)	£TBC
00453	Mrs J Storer – Clerk's use of home (October 2015 to Sept 16)	£210.63
s/o	Mrs J Storer – Clerk fee for Sept	£XXX
s/o	Mrs J Storer – Clerk fee for October	£XXX

Money Received

Deposit interest	£0.13
Deposit interest	£0.12
DALC – transparency grant funding for a laptop and scanner	£503.00

13b) Risk Assessment

The risk assessment is revised to incorporate the online banking facility. The Risk

Assessment is circulated to Councillors.

RECOMMENDATION: The revised Risk Assessment is adopted.

13c) Requests for funding via S137

No requests have been made.

13d) 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.

13e) Consideration of the External Auditors report

The external auditor brings the following to the Council's attention

- the governance statement needs to be agreed and minuted before the acceptance of the accounts. For the year ending 31.03.16, the Parish Council accepted the accounts prior to the agreeing the governance statement.

RECOMMENDATION: that the comments of the external auditor are noted and that in future, the governance statement is considered before the accepting the year end accounts.

The notice advertising the conclusion of the audit has been advertised.

14) Planning applications

9 2016 0677 – the increase in height of front boundary wall and replace gate, replace existing north side windows and door, insert new scree doors at ground floor and new window at first floor of north elevation of Northside, Geary House, Geary Lane, Bretby (*Full consent*)

9 2016 0700 – the increase in height of front boundary wall and replace gate, replace existing north side windows and door, insert new scree doors at ground floor and new window at first floor of north elevation of Northside, Geary House, Geary Lane, Bretby (*Listed consent*)

9 2016 0764 – The erection of a detached outbuilding at 101 Bretby Lane, Bretby

9 2016 0763 – The proposed window replacement at Table Table, Stanhope Arms Hotel, Ashby Road East, Bretby

9 2016 0818 – The erection of one dwelling at 219 Bretby Lane, Bretby

15) Consultations

a) SDDC – Cycle Action Plan 2016-2021 (deadline for responses 14th August 2016)

No comments made.