

# Partney and Dalby Parish Council

Dear Councillors,

You are summoned to attend the Meeting of the Parish Council to be held on Tuesday 14<sup>th</sup> May 2024 in Partney Victory Hall at 7.00pm.

**There is an Open Forum at each meeting where Members of the Public are invited to ask questions or make short statements to the Council in relation to the business on the agenda.**

Please note that any recommendations made at this meeting by the Parish Council in respect of planning applications on the agenda are advisory only and not binding on East Lindsey District Council. Documents relating to the applications may be viewed at [www.e-lindsey.gov.uk/Planning](http://www.e-lindsey.gov.uk/Planning). It is recommended that any comments you wish to make be submitted direct to East Lindsey District Council, either by their website as above or by letter.

Signed *Jane Slaymaker* - Parish Clerk

08.05.2024

## Agenda

1. To elect a Chair and receive the signed Declaration of Acceptance of Office
2. Election of Vice-Chair
3. To suspend the meeting to allow a period of public participation/forum and resume Parish Council meeting after the public forum
4. To note any apologies and accept valid reasons of absence
5. To receive any declarations of interest in accordance with the Localism Act 2011 and consider any requests for dispensations<sup>1</sup> in relation to Disclosable Pecuniary Interests or any other interests as outlined in the Council's Code of Conduct
6. To receive and approve the draft notes of the meeting held on 12<sup>th</sup> March 2024
7. To receive and approve the draft notes of the extraordinary meeting held on 23<sup>rd</sup> April 2024
8. To receive reports from the County and District councillors
9. **Finance**
  - a) To formally note financial position
  - b) To consider and approve renewal of Council's insurance with Zurich at £223.05
  - c) To note transfers totalling £350 from the interest account to the current account on 15.03.24 and 15.04.24
  - d) To formally approve any automated, retrospective and future payments to be made:

18.03.24 Sprint Signs cemetery signage (Local Government Act 1972 s.214) £110.00

11.04.24 Karl Valentine cemetery grass cutting (Local Government Act 1972 s.214) £70.00

15.05.24 MiJan Limited EasyPC accounts (LGA 1972 s.111) £60.00

15.05.24 ICCM cemetery membership fee (Local Government Act 1972 s.214) £100.00

05.12.23 V Clark audit (LGA 1972 s.111) £40.00

24.04.24 Wave cemetery water rates (Local Government Act 1972 s.214) £10.56 DD

24.04.24 Direct365 paediatric defib pads (Public Health Act 1936 s.234) £143.04 debit card

31.05.24 Salary £164.19 (LGA 1972 s.112)

30.06.24 Salary £164.19

e) To note any income received since the last meeting:

11.03.24 Interest £8.59

09.04.24 Interest £7.86

11.04.24 HMRC Tax refund £139.49

19.04.24 ELDC Precept £5,760.00

## **10. AGAR Annual Governance and Accountability Return 2023/24**

- a) To receive, consider and approve cash book income and expenditure 2023-24 statements for publication
- b) To receive, consider and approve asset register for publication
- c) To receive the annual Internal Auditor report and approve publication
- d) To receive the Balance Sheet for the year end 31<sup>st</sup> March 2023, to be signed by the Chair and the Responsible Finance Officer
- e) To receive, consider and approve the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return (AGAR)) for financial year 2022/23 and authorise signing by the Chair and the Parish Clerk
- f) To receive, consider and approve the bank reconciliation, variance analysis and the Annual Accounting Statement 2023-24 and authorise signing by the Chair
- g) To consider and approve the Certificate of Exemption and authorise signing by the Chair and Parish Clerk and publication of documents on the parish council's website to meet obligations specified in the Council's Publication scheme Transparency Code and Accounts and Audit Regulations
- h) To consider and approve commencement date for the exercise of elector's rights of inspection of the accounts to be exercised 3rd June – 12<sup>th</sup> July 2024

## **11. Council Reserves**

To consider and approve Council Reserves:

ring-fenced covid grant £2,686.77 remaining. General reserves £4,982

## **12. Planning Matters**

- a) To consider any planning applications received since the last meeting
- b) To note any planning decisions and/or appeal notifications since the last meeting

## **13. Village Matters**

- a) To receive an update on highway matters
- b) To receive quotations for the purchase of a litter bin to be situated on Skegness Road near the bus stop and resolve action (Clerk)
- c) To consider contacting Partney fuel station to discuss littering and request a contribution towards tidying the surrounding area and resolve action (Cllr P Risi)
- d) To receive an update on the development of a Parish plan and resolve action required (Cllrs P Risi)
- e) To consider in principle the hiring of a skip on a quarterly basis (Cllr P Risi)
- f) To consider the purchase of two baskets for the cemetery railings using the District Councillor grant money (Cllr Sargeant)

## **14. Internal Council Matters**

- a) To review the Council's Standing Orders
- b) To review the Financial Regulations
- c) To consider and approve a Debit Card policy as an appendix to the Financial Regulations and agree a review date
- d) To review the Council's Code of Conduct
- e) To review Terms of Reference for a Staffing Committee

- f) To allocate Councillor responsibilities and resolve action
- g) To consider a schedule of meetings for 2024/25
- h) To revisit quotations for the provision of a .gov.uk email address and resolve action
- i) To receive monthly Cemetery checklist and resolve any action required (Cllr Jones)
- j) To review cemetery regulations and note commencement of memorial inspections (Cllr Jones & Clerk)

**15.** To receive correspondence and note any action required

**16.** Clerk and Councillor Reports (for information only), including a review of actions from minutes and matters that Councillors wish to be brought to the next or subsequent meetings, *No decisions may be made under this section, but Councillors may wish to flag up issues.*

**17.** To note the date of the next meeting of the Parish Council

<sup>1</sup> A dispensation form should be requested from the Clerk before the meeting date and will be considered by Full Council at the meeting