

## Partney and Dalby Parish Council

Dear Councillors,

You are summoned to attend the Annual Meeting of the Parish Council to be held on Tuesday 20<sup>th</sup> May 2025 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

14<sup>th</sup> May 2025

### 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 11<sup>th</sup> March 2025
7. To receive reports from the County and District councillors
8. **Finance**
  - a) To formally note financial position
  - b) To consider quotations for the renewal of Council's insurance and resolve action
  - c) To consider and approve transfer of £3,000 from the current account to the reserves account
  - d) To formally approve direct debit payments to Wave and ICO
  - e) To formally approve any automated, retrospective and future payments to be made:
    - 04.04.25 Karl Valentine cemetery grass cutting (Local Government Act 1972 s.214) £70.00
    - 04.04.25 ICCM cemetery membership fee (Local Government Act 1972 s.214) £105.00
    - 08.04.25 Lloyds bank fee £4.25
    - 24.04.25 Wave Cemetery water rates (Open Spaces Act 1906 ss. 9-10) £20.23
    - 28.04.25 Karl Valentine cemetery grass cutting (Local Government Act 1972 s.214) £70.00
    - 28.04.25 Karl Valentine village grounds maintenance (Highways Act 1980 s.96) £75.00
    - 01.05.25 Victoria Clark End of Year Internal Audit £43.50
    - 05.05.25 Lloyds bank fee £4.25
    - 20.05.25 CloudNext email hosting service (LGA 1972 s.111) £59.98

31.05.25 Salary £175.11 (LGA 1972 s.112)

30.06.25 Salary £175.11

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

10.03.25 Interest £5.79

09.04.25 Interest £6.19

17.04.25 Cemetery plot reservation renewal D8 & D9 £200

05.25 Interest

28.04.25 ELDC Precept £6,253.50

## **9. AGAR Annual Governance and Accountability Return 2024/25**

- a) To receive, consider and approve cash book income and expenditure 2024-25 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 2025, 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 2024/25 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 (Section 2) 2024-25 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 approve 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 – 14<sup>th</sup> July 2025

## **10. Council Reserves**

To consider and approve Council Reserves:

ring-fenced covid grant £2,686.77 remaining. General reserves £5,062. N.B. it is recommended that 80 – 100% of the precept is kept as a contingency reserve by a small Parish Council.

## **11. 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

## **12. Village Matters**

- a) To receive an update on highway matters
- b) To discuss the siting of a bus shelter in Partney village and agree procedures including grant applications and resolve action
- c) To receive an update on the emergency village action plan and resolve action required
- d) To receive feedback from Cllr Grover and/or Cllr Lovelock regarding the designation of Partney as a 'large village' in the 2018 Local Plan and resolve action
- e) To consider membership of the Lincolnshire Road Safety Partnership
- f) To consider a request from Partney Parochial Church Council that the Parish Council contributes towards the purchase of two new flags, total price £132.30, and resolve action

## **13. Internal Council Matters**

- a) To note resignation of Cllr R Jones and receive an update on the vacancy (Clerk)
- b) To review the Council's Standing Orders (to include NALC updates)

- c) To review the Financial Regulations (to include NALC updates)
- d) To review the Debit Card policy as an appendix to the Financial Regulations
- e) To review the Council's Code of Conduct
- f) To consider and adopt an IT policy and agree to review on an annual basis
- g) To review Terms of Reference for a Staffing Committee
- h) To allocate Councillor responsibilities and resolve action
- i) To consider a schedule of meetings for 2025/26
- j) To consider allocation of councillors for the Friday Drop In Sessions (6 sessions)
- k) To receive Cemetery checklist and resolve any action required

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

- Correspondence from a member of the public concerning speeding, street-lighting and street sign cleaning.

**15.** 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.*

**16.** To consider excluding the press and public from the meeting pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, as matters under discussion are confidential and relate to the Clerk's appraisal

**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