

ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL

Parish Clerk: Denise Gascoyne 82 Ermine Street ANCASTER NG32 3QP
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<http://parishes.lincolnshire.gov.uk/Ancaster>

ANNUAL MEETING

07 May 2019

Dear Councillor,

You are hereby summoned to attend the **ANNUAL MEETING** of **ANCASTER, SUDBROOK AND WEST WILLOUGHBY PARISH COUNCIL** to be held on **13 MAY 2019** in the Parish Hall Annexe directly after the **ANNUAL PARISH MEETING**.

Denise Gascoyne
Parish Clerk

AGENDA

1. **Election of Chairman:** To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. **Election of Vice-Chairman:** To elect the Vice-Chairman of the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office.
3. **To receive Declarations of Acceptance of Office and Members' Disclosable Pecuniary and other interests** of all parish Councillors.
4. **Apologies for Absence:** To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.
5. **To approve and accept** as a true record the notes of the meeting of the Council held on 15 April 2019 and to authorise the Chairman to sign the official minutes.
6. **To review and adopt:** Standing orders – circulated to all Cllrs.
7. **To review and adopt:** Financial Regulations – already circulated.
8. **To declare eligibility and adoption:** General Power of Competence – already circulated.
9. **The approve and adopt:** the following policies:
 - Good practice for Co-Option of a new Councillor
 - Code of Conduct
 - Safeguarding Public Money Policy

10. **To approve and accept:** The Asset Register to 31.03.19 – already circulated.
11. **To review and accept:** The Council Insurance Policy and to resolve to pay the premium.
12. **To review and adopt:** Calendar of Meetings for the forthcoming year.
13. **To elect members to the following working parties:**
 - Planning
 - Cemetery/Churchyard/Newton Meadow
 - Grounds Maintenance
 - Finance
 - Parish Hall
 - Highways/Policing/Speed Watch
 - Playing Field representative
14. **Community Speed Watch:**
 - a. Confirmation 7 sites have been confirmed for the Community Speed Watch.
 - b. To resolve to accept quotation for installing gates on the Highways (3 locations)
15. **Highways Issues:**
 - a. Confirmation £1m extra has been agreed to improving the Highways system – details circulated to Cllrs
16. **Parish Clerk Update:**
 - a. Update on potholes Station Approach
 - b. Update on HGV's travelling through Ancaster
 - c. Update on electricity supply to Sudbrook Phone Box
17. **Correspondence:**
 - a. LALC weekly updates– circulated to Cllrs
 - b. Salvation Army Clothing Recycling Bank – circulated to all Cllrs
 - c. Invest SK – circulated to all Cllrs
 - d. 3RD Annual Resilient Communities Conference 18.7.19 – circulated to all Cllrs
 - e. Danger zones for councillors – circulated to Cllrs. FOR INFORMATION ONLY
 - f. Clerks and Councils Direct
 - g. NALC (Spring 2019) magazine
 - h. Temporary Road Closure Sudbrook Level Crossing 08.00hrs to 16.00hrs 12.06.19 (as and when required during this period)
18. **Cemetery/Newton Meadow/Churchyard:**
 - a. Confirmation we have applied for a 'war grave' sign from the Commonwealth Grave Commission
19. **Grass Cutting/Grounds Maintenance:**
 - a. Confirmation grass cutting contract has been amended to remove former Sudbrook village hall site

20. Finance:

- a. To resolve to approve BACS Payments as per the Approval List – already circulated.
- b. To resolve to approve Cheque/DD Payments as per the Approval List – already circulated.
- c. To accept bank reconciliations, bank transfers and cashbook to 30 April 2019
- d. Confirmation grant for the Community Cleaner from April 2019-September 2019 has been received FOR INFORMATION ONLY
- e. To complete new Bank Mandate and add signatures
- f. To confirm VAT Repayment of £2360.33 has been received.

21. Planning: To consider and make observations on all planning applications.

- a. Update on land north side of Willoughby Road
- b. S19/0705 Planning application for two storey side extension 12 Meadowbrook
- c. S19/0079 Approval of details reserved by condition Sudbrook House FOR INFORMATION ONLY
- d. S19/2361 Approval of details reserved by condition Sudbrook House FOR INFORMATION ONLY
- e. S19/0742 Planning application for detached double gate Spring Cottage Sudbrook

22. Playing Field:

23. Parish Hall:

- a. Confirmation we are not eligible for Government Village Hall Improvement Grant – not a registered charity.

24. Training: Councillor Training Sessions:

- 11.06.19 Boston Borough Council Offices 18.00-21.00
- 18.06.19 West Lindsey District Council Offices Gainsborough 18.00-21.00
- 02.07.19 Pinchbeck Library 18.00-21.00
- 09.07.19 Mablethorpe & Sutton Town Council Offices 18.00-21.00
- 16.07.19 Carlton Scroop & Normanton village hall 18.00-21.00

25. Date of Next Meeting:

- a. To note the next meeting as 17 June 2019.