



Saltfleetby Parish Council

Web Site: parishes.lincolnshire.gov.uk/SaltfleetbyGroup



Councillors

You are summoned to the Parish Council meeting of Saltfleetby Parish Council which will be held on Tuesday 5th June 2018 at the Marshlands Community Centre at 7.00pm

The meeting will commence with a maximum of 10 minutes Open Forum for residents to raise any issues, after which Parishioners are then requested not to interrupt during the business of the meeting.

Signed: 

C Owen (Parish Clerk)
29th May 2018

AGENDA

Statutory Procedures:

1. **APOLOGIES** and approval for absence.
2. **NOTES** of the Parish Council Meeting held on 1st May 2018 to be approved as minutes & any points to be noted.
3. **NOTES** of the Annual Parish Council Meeting held on 1st May 2018 to be approved as minutes & any points noted.
4. **NOTES** of the EK Wind Farm Community Fund Meeting held on 17th April 2018 to be approved as minutes and any points noted.
5. **DECLARATIONS OF INTEREST** – To receive any declarations from Councillors; Council to consider any written requests for dispensations & resolve whether to grant acceptance.

For Information:

6. **DISTRICT/COUNTY COUNCILLOR REPORT** – Cllr McNally to report

Items for Discussion/Ratification:

7. **COUNCILLOR VACANCIES** - Council to consider any requests for co-option into the four vacancies available
8. **PLANNING APPLICATIONS** –
 - a). Application reference N/145/00924/18, St Clements Church, Main Road, Saltfleetby, Louth, LN11 7TP – Planning Permission – Change of use, conversion of, extension and alterations to the existing former church (which is a listed building) to provide 1no. dwelling, erection of a boundary fence and entrance gates to the maximum height of 1.5 metres and erection of an outbuilding.
 - b). Application reference N/145/00925/18, St Clements Church, Main Road, Saltfleetby, Louth, LN11 7TP – Listed Building Consent – Conversion, extension and internal and

external alterations to the existing former church to provide 1no. dwelling.

9. **GDPR** – Council to discuss the new GDPR regulations and consider the associated new draft policies; Subject Access Request, Security Compliance Checklist and Data Map.
10. **RISK ASSESSMENTS** – Council to consider the draft Risk Assessments
11. **STATUTORY DOCUMENTS** – Council to agree the Standing Orders, Code of Conduct and Financial Regulations are up to date as per the request at the Annual Parish Meeting for the Clerk to check the contents of these policies
12. **EK WIND FARM FUND** – Review of the revised/simplified application forms
13. **FINANCIAL MATTERS** –
 - a. Accounts to be paid/authorised:
 - Clerk's salary and expenses for May 2018 including HMRC payment
 - Clerk's additional expenses; purchase of MFC-J6930DW Multi-Function Printer A3/A4 for £195.60 (incl VAT); purchase of replacement inkjet ink and USB cable for new printer of £95.07 (incl VAT); purchase of replacement keys for the second hand filing cabinets from Fastkeys for £13.24 (incl VAT)
 - Insurance Premium payment for £330; this is a 3 year long term agreement with Inspire – approval only required
 - P.P.Garden Maintenance for Inv PPGM20171444 for March cutting at St Clement's Churchyard for £40
 - LALC invoice for Councillor Training Day on 19 April 2018 4 x lunch @ £8.50pp – inv 8303 for £34
 - Louth Town Football Club inv 20182205 for hire of the Marshlands Community Centre for Annual Parish Meeting and refreshments on 22 May 2018 for £60
 - J Cooper - Internal Audit invoice for £45
 - b. Monthly Councillors Report for May 2018
 - c. Bank Reconciliation and Receipts and Payments to 30 April 2018 for approval
 - d. Annual Internal auditor report for 2017/18 for discussion. Section 1 Annual Governance Statement to be approved; Section 2 Accounting Statements to be approved. These both make up the Annual Governance and Accountability Return 2017/18 (Part 2)
 - e. Registering for Internet banking – Lloyds Bank – update
 - f. Council to consider a donation to Saltfleetby Community Association on receipt of a 2 drawer filing cabinet and a Longboy 2 drawer cabinet that is now in possession of the Clerk and are now part of the Parish Council Asset Register
 - g. Council to consider purchase of a shredder to comply with GDPR approx. £36, price comparisons obtained; purchase of a wireless mouse for use with the laptop up to £10 in value
14. **EK FINANCIAL MATTERS** –
 - a. Accounts to be paid/authorised:
 - Administrators salary for May 2018, including HMRC payment
 - Louth Town Football Club inv 20180417 for hire of Marshlands Community Centre for EK Grant Fund Meeting 2.5hrs @ £15ph on 17 April 2018 for £37.50
 - b. Bank Reconciliation and Receipts and Payments to 1st May 2018 for approval
15. **BT TELEPHONE BOX** – update on removal
16. **ST CLEMENTS** – lychgate work (3 quotes for maintenance work)
17. **REPORTS FROM OUTSIDE BODIES** – Council to receive any reports

18. **CORRESPONDENCE** – any correspondence received by the Clerk
19. **COUNCILLORS REPORTS** –
 - Update on legal advice for the use of Marshlands Community Centre
 - update on progress with village signs in from APM
 - update on Marshlands Acoustics from APM
 - update on speed signs/guns from APM
20. **PARISH CLERKS REPORT**
21. **ITEMS FOR THE NEXT AGENDA**
 - Publication Scheme
 - Communications Policy
 - Grants and Donations Policy
 - Dispensation Policy

Next Parish Council meeting is scheduled to take place on Tuesday 3rd July 2018