

North Somercotes Parish Council

NOTICE IS HEREBY GIVEN

that the Annual Meeting meeting of North Somercotes Parish Council is to be held on **Wednesday 5th May 2021 At 7.00 pm** by Zoom video to be immediately followed by the **Monthly meeting**. Councillors are hereby summoned to attend.

Agenda

Members of the public are invited and welcome to attend the whole meeting, except for items where their presence is prejudicial to the public interest, and are permitted to make representations to the Council, answer questions and give evidence (up to 3 mins per person/subject) in respect of any item of public business listed on the agenda during the public session, which is normally 15 minutes before the start of the meeting. The meeting may only consider the business on the agenda; the Agenda and Minutes for the Parish Council Meetings are available on the Parish Notice Board, or from the Clerk, or on the website, together with the schedule of future dates and the Public Participation in Meetings Procedure - see <http://parishes.lincolnshire.gov.uk/NorthSomercotes>. Meetings of the Council may be recorded.

Annual Meeting of the Parish Council

5/5/21-1 Appointment of Chairman and Vice Chairman, signing Declaration of Office and Declaration of Interests forms

a. Appointment of Chairman – to receive nominations for the position of Chair and resolve to appoint to the position followed by signing of declaration of Acceptance of Office as Chair and Councillor

b. Appointment of Vice Chairman - to receive nominations for the appointment of Vice Chair and resolve to appoint to the position

5/5/21-2 a. Present b. Apologies for Absence – to resolve whether or not to accept councillor absence/reasons

5/5/21-3 To receive any declarations of pecuniary or non-pecuniary interest on any item on the agenda in accordance with the Localism Act and the Council's Code of Conduct and Standing Orders

5/5/21-4 GENERAL POWER OF COMPETENCE – To resolve to Adopt the General Power of Competence, providing the Council is satisfied that it meets the criteria for eligibility, this being:

- The number of Councillors elected at the election on 2nd May 2019 (excluding co-opted/appointed Councillors) equals/exceeds two-thirds of the total number of seats on the Council (8 out of 11)
- The Clerk has completed relevant GPC training and holds one of the two sector-specific qualifications, in this case the Certificate in Local Council Administration (achieved 24 September 2015).

“The North Somercotes Parish Council resolves from 5th May 2021, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence”

5/5/21-5 Appointment of Councillors as representatives on Village Organisations/Committees/Working Groups:

- | | |
|---|--|
| a. Playing Fields Association - | b. Police Panel - |
| c. Emergency/Flood Planning - | d. Village Hall Committee – |
| e. DTE Wildlife Group/Seal Season - | f. Footpaths/Bridleways – 2021 reviews |
| g. Cemetery Committee (all Councillors) | |

5/5/21-6 Current Status of Parish Council Policies, Procedures, Rules and Regulations

- Code of Conduct , Standing Orders, Financial Regulations – already updated
- Freedom of Information and General Data Protection Regulations – to be reviewed during 2021
- Emergency/Flood Planning – working group to pick up again at a time to be agreed
- Other Policies and Procedures , eg Grants and Donations, Equal Opportunities, Complaints, etc – Clerk to discuss with Chairman and suggest possible order of review for discussion with councillors

5/5/21-7 Cemetery – a. to review any proposed changes to Cemetery Fees and Cemetery Rules & Regulations, and resolve the way forward b. to agree date for Annual Cemetery Meeting in June/July 2021.

5/5/21-8 Review of Pay for Parish Council Employees additional tasks and Resolve the way forward

- rate of pay for standby duties, interment of caskets and installation of plaques (NB - rates of pay for litter picker, Chapel/Toilet cleaners and village/cemetery maintenance are subject to minimum wage rate so have been increased at 1 April 2021. The Parish Clerk is also on national rates of pay, updated each April.

North Somercotes Parish Council

5/5/21-9 Parish Council Donations 2020/21 – available Budget to be confirmed

- a. To note previous year's donations and consider any requests/proposed donations and resolve the way forward:
Requests received: CAB **Proposed Donations:** • Communication magazine • Youth Club

Close of Annual General Meeting

Public Session

- a. **Any Policing Update**
b. **Comments from members of the Public on agenda items or issues for consideration for future agenda**

Start of Monthly meeting

Monthly Meeting

5/5/21-10 Minutes of 26th April 2021 Meeting – to Resolve to adopt and sign the notes as accurate minutes.

5/5/21-11 Clerk's Report on matters outstanding – for information only

5/5/21-12 Annual Audit 20/21

External Audit 2019/20 – for submission before the deadline of

- a) **to receive and note the final bank reconciliations for March 2021 – current account and investment accounts**
b) **to note the 2020-21 outturn against budget as at 31 March 2021**
c) **to note the Internal Audit Report already received and approved – minute 29/3/21-11a refers**
d) **to note the Risk Management review and actions – minute 22/2/21-8b refers**
e) **to note updated Parish Council and Cemetery Asset Lists – minute 29/3/21-11b refers**
f) **to note and RESOLVE to agree general/earmarked reserves position**
g) **taking into account the internal audit review completed on 2 March 2021, to consider and RESOLVE to approve the Annual Governance Statement Section 1 of the 2020/21 Annual Governance and Accountability Return (AGAR) and sign/date as so approved**
h) **to receive, consider and RESOLVE to approve the Annual Accounting Statements Section 2 for 2020/21 and sign/date as so approved by the Chairman of the Meeting**
i) **to note the Annual Audit explanations of any variances for submission before the deadline of 2 July 2021**
j) **to note the dates for the Notice and period of time for the exercise of public rights to inspect the accounts as being for 30 working days beginning on Monday 14th June to Friday 23 July 2021 inclusive.**

5/5/21-13 To consider any Planning applications received and resolve the way forward on these and other Planning matters

- a. **Enforcement Issues/Actions – S106 Conisholme Rd**
b. **Planning applications for approval**
c. **Any other urgent planning matters/applications**

5/5/21-14 Highways, Paths and Lighting – to discuss/resolve the way forward on relevant Highways issues

- a. verbal update on problem log b. Any other urgent highways issues

5/5/21-15 To receive reports from councillors who are representatives on Village Organisations/Committees

- a. Playing Fields Association - Cllr Walmsley
b. Police Panel – Cllr Newman
c. Emergency/Flood Planning – Cllr Newman/Clerk
d. Village Hall Committee –
e. DTE Wildlife Group – Cllr Newman/Clerk

5/5/21-16 Finance

- a) to receive and note the bank reconciliation for April and May 2021
b) to receive and Resolve to approve the schedule of income and expenditure for April and May 2021
c) to deal with any urgent other Financial matters

5/5/21-17 To receive/note general Correspondence for May, Website Updates and Communication

North Somercotes Parish Council

5/5/21-18 Future Meetings Dates and arrangements for the conduct of those meetings

- a. to discuss and RESOLVE the way forward on future Meeting dates/arrangements for those meetings
- b. to discuss and RESOLVE any additional schemes of delegation that may be required to ensure the effective conduct of future council business pending the outcome of the legal challenge on the right of the council to hold remote meetings, and taking into consideration Government guidance, the availability of suitable meeting rooms, and councillor, staff and public safety issues and concerns

Sheila Pearce

Parish Clerk and Responsible Financial Officer
27 April 2021

Sheila Pearce is inviting you to a scheduled Zoom meeting.

Topic: North Somercotes Annual Parish meeting, Annual Meeting of the Council and Monthly Meeting
Time: May 5, 2021 06:30 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/84842741655>

Meeting ID: 848 4274 1655

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