



# WEST BUTTERWICK PARISH COUNCIL

Clerk – Clare Boyall  
Tel: 07876194049

8 May 2019

To All members of the Parish Council

Dear Councillor

## **ANNUAL FULL COUNCIL MEETING OF WEST BUTTERWICK PARISH COUNCIL**

You are hereby summoned to attend the Full Council Meeting of West Butterwick Parish Council to be held at Fred Wooffitt Memorial Hall, West Butterwick on Monday 13 May 2019 to commence after the annual assembly meeting.

Yours sincerely

*C. Boyall*

Clare Boyall  
Clerk

### **Public Forum at 7.00pm**

Public Forum: Members of the public are welcome to attend meetings of the council. Questions may be put to the council during the Public Forum (**which will be conducted after the annual assembly and before the Council meeting**) after this time the public must refrain from speaking.

This council supports the right of anyone to record this meeting in so far as is possible within the constraints of the council's meeting rooms, but advises that no-one may disrupt the meeting in doing so. Anyone wishing to record council meetings should obtain the necessary legal advice to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded.

### **Agenda Business to be conducted**

- 1/19 Election of Chairman 2019/2020 and to sign the Declaration of Acceptance of Office
- 2/19 Election of Vice Chairman 2019/2020
- 3/19 Delivery of Acceptance of Office Forms
- 4/19 To receive apologies for absence

- 5/19 To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
- 6/19 Delivery of Declaration of Interests
- 7/19 Appointment of Finance Committee Members
- 8/19 Appointment of Personnel Committee Members
- 9/19 Appointment of Footpath Officer
- 10/19 Appointment of Parish Council Representative on the Village Hall Committee
- 11/19 To Appoint 2 Representatives for ERNLLCA
- 12/19 To Appoint a Senior Child Protection Lead
- 13/19 To Review and approve the Equal Opportunities Policy
- 14/19 To Review and approve the Child Protection/Safeguarding Policy
- 15/19 To Review and approve the Health and Safety Policy
- 16/19 To Review and approve the Vulnerable Adults Policy
- 17/19 To Review and approve the Financial Regulations
- 18/19 To Review and approve the Financial Risk Assessment
- 19/19 To Review and approve the CCTV Policy
- 20/19 To Review the Vexatious and Repeated Requests for Information Policy
- 21/19 To Review and approve the Asset Register
- 22/19 To Review and approve the Data Protection Policy
- 23/19 To Review and approve the Security Incident Response Policy
- 24/19 To review and approve the Vulnerable Adults Policy.
- 25/19 To Review and approve the Personnel Committee Terms of Reference
- 26/19 To Review and approve Standing Orders
- 27/19 To Review and approve the Emergency Plan
- 28/19 To receive and adopt the minutes of the Full Council Meeting held on 15 April 2019

29/19 Clerk's report

- a. To receive a review of the Clerk's recorded actions from the previous minutes – see attached reports. Discuss any items arising from the Action Plan

30/19 Chair's Announcements

31/19 Finance

- a. To receive and resolve the accounts for payment as follows:

C Boyall	Wages and Expenses	Confidential
Zurich Municipal	Insurance	£1604.74
Better Gardens	Grass Cutting X3	£348.00
Kim Baines	MUGA Repair	£13.20
WB Village Hall	Snooker Table Insurance	£5.88

- b. To receive and resolve financial report to 30 April 2019. See attached report.
- c. To Approve the General Governance Accounting Statement Section 1
- d. To Approve the General Governance Accounting Statement Section 2

32/19 Recreation Field

Weed eradication and levelling of the ground. Cllr Harris.

33/19 Playground Inspection

Receive the monthly report for the village playground

34/19 Planning Permission

PA/2019/767	Planning application to vary condition 6 of PA/2016/1296 for finished flood levels to be lowered to 5.2m AOD Site Formerly 23 North Street, West Butterwick DN17 3JR Mr Bryan Scutt
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35/19 Planning Permission Granted

None

36/19 Correspondence

- a. North Lincs Council Forthcoming Meetings
- b. Letter from West Butterwick School – School Council

37/19 Highways, Footpaths and Street Lighting

- a. Councillor's to report any issues

38/19 Date and Time of Next Meeting

17 June 2019 at 7 pm

Vote to exclude the press and public due to an exemption as defined in paragraph 1 of part 1 of schedule 12a of the Local Government Act 1972, also in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the items to be discussed.

39/19 To resolve clerk's wages and expenses for April 2019