

# **ANNUAL MEETING OF SILK WILLOUGHBY PARISH COUNCIL**

Clerk: Denise Gascoyne 82 Ermine Street ANCASTER Grantham Lincs NG32 3QP  
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## **NOTICE OF MEETING**

18 May 2017

To: **All members of SILK WILLOUGHBY PARISH COUNCIL**

You are hereby summoned to attend the **ANNUAL MEETING OF SILK WILLOUGHBY PARISH COUNCIL** to be held in the village hall on **THURSDAY 25 MAY 2017** immediately following the **ANNUAL PARISH MEETING**, with a public forum lasting no longer than and up to 10 minutes. Upon conclusion of the Public Forum the **ANNUAL PARISH MEETING** of the Parish Council will commence promptly.

Denise Gascoyne  
Parish Clerk

## **AGENDA**

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. To elect Vice-Chairman of the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office
3. To receive Apologies for absence with reasons given.
4. To receive Declarations of Interest from mem
5. To approve as a correct record the notes of the meeting held on 30 March 2017, and to authorise the Chairman to sign the minutes.

6. To approve and re-adopt the Standing Orders adopted 26 May 2017 – subject to any amendments - for Silk Willoughby Parish Council (as per NALC guidelines) copies circulated/
7. To approve and re-adopt the Financial Regulations adopted 26 May 2017- subject to any amendments - for Silk Willoughby Parish Council (as per NALC guidelines) copies circulated.
8. To review and re-adopt the following policies:-
  - a. Freedom of Information Act
  - b. Complaints Procedure
  - c. Media Policy
  - d. Transparency Code for Smaller Authorities
9. To review the Asset Register – copy circulated.
10. To review the Council Insurance Policy and discuss/agree on any amendments and resolve to pay the premium
11. To accept the Calendar of Meetings for the forthcoming year – copy circulated.
12. Parish Clerk's report, correspondence and update from previous meetings:
  - a. To confirm an application pack has been requested to enter the Best Kept Village Competition.
  - b. To receive the list of Non-designated Heritage Assets from Cllrs.
  - c. To confirm approval had been sought from NKDC for a further Dog Bin Burton End of Gorse Lane and if approved dog bin ordered
  - d. Confirmation email had been sent to BT requesting they cut back the tree blocking broadband on Rowan Drive
  - e. To discuss trees on Gorse Lane
  - f. To update when Silk Willoughby will be upgraded to Superfast Broadband
  - g. Road Closure Gorse Lane for 5 days between 03 May and 31 May.
  - h. Confirmation we have sent off the entry form and cheque on 25 April to enter the Best Kept Village Competition
13. Correspondence:
14. County/District Council Issues:

15. Finance:

- a. To resolve to make cheque payments as per the approval list (already circulated)
- b. To confirm VAT repayment has been paid into the bank
- c. To note report from Internal Auditor – already circulated
- d. To discuss and sign off Section 1 – Annual Governance Statement 2016/2017 of the Audit Report
- e. To discuss and sign off Section 2 – Accounting Statements 2016/2017 of the Audit Report
- f. To confirm a grant of £549.99 has been awarded from the Transparency Fund.
- g. To confirm the Precept had been received.

16. Planning:

- To consider and make observations on all planning applications received.
- a. Update on Emergency Plan Cllr Wilson and Collinge

17. Training/Meetings:

18. Date of Next Meeting:

- a. To note the date of the next meeting as 27 July 2017 in the village hall at 7.30pm.