

**SILK WILLOUGHBY PARISH COUNCIL**  
**Parish Clerk: Denise Gascoyne 82 Ermine Street ANCASTER NG32 3QP**  
**Tel: 01400 230745 email Silkwillpc@gmail.com**

18 July 2019

Dear Councillor,

You are hereby summoned to attend the next meeting of **SILK WILLOUGHBY PARISH COUNCIL** to be held on **25 July 2019** at **7.30pm** in the village hall, at which the undermentioned business will be transacted.

**Prior to the commencement of the meeting there will be a 10-minute Public Forum where members of the public may ask questions or make short observations to the Parish Council.**

Denise Gascoyne  
Parish Clerk

## **AGENDA**

1. Chairman's Welcome and Housekeeping Arrangements.
2. **Apologies for Absence:** To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.
3. **Declarations of Interest:** To receive declarations of interest under the Localism Act 2011 – being any pecuniary or non-pecuniary interest in Agenda items not previously noted on Members' Register of Interest and any written request for dispensation.
4. **To approve and accept:** as a true record the notes of the meeting of the Council held on **16 May 2019** and to authorise the Chairman to sign the official minutes.
5. **To approve and accept the following policies en-bloc:**
  - Recording of Council Meetings Policy
  - Complaints Procedure
  - Data Breach Policy
  - Data Protection Policy
  - Councillor Privacy Notice
  - Email Contact Privacy Notice

- Information & Data Protection Policy
- Freedom of Information Act
- General Privacy Notice
- Media Policy
- Records Retention Policy
- Subject Access Request Procedure

**6. County Councillor and District Councillor Report**

- a. County Cllr Report on footpath between Sleaford and Silk Willoughby.
- b. Central Lincolnshire Local Plan Revision Cllr E Jackson – forwarded to Cllr A Wilson.

**7. Parish Clerk Update and Report:**

- a. To confirm we have written to Cllr R Davis to request a meeting as we had not received a reply to our letter of 23 March.
- b. To confirm insurance proposal has been received and to resolve to make the payment.
- c. Confirmation ICO Data Registration has been renewed.
- d. To discuss inconsiderate parking on School Lane.

**8. Finance:**

- a. To resolve to approve cheque payments as per the Approval List.
- b. To accept cashbook and bank statement to 30 June 2019
- c. Confirmation the tractor has been taxed – FOC
- d. Confirmation motor insurance has been paid.
- e. To complete bank mandate to supersede all previous bank mandates
- f. To consider a donation towards the Church Clock

**9. Planning:**

- a. 19/0441 Planning permission to replace existing conservatory roof with hipped roof. 18 Rowan Drive. FOR INFORMATION ONLY.
- b. 18/1371 Planning permission for 4 detached dwellings and garages School Lane. FOR INFORMATION ONLY.
- c. 19/0702 Planning application for erection of two-storey rear extension The Old Post Office.
- d. 19/0702 Planning permission for erection of two-storey rear extension. The Old Post Office. FOR INFORMATION ONLY.

**10. Correspondence:**

- a. Have your say on Central Lincolnshire's Local Plan 06.06.19 to 18.07.19
- b. What the local plan review means to you – circulated to all Cllrs
- c. Inviting the Chairman of the District Council to your local event – forwarded to Cllr Wilson.
- d. LALC weekly updates circulated to all Cllrs.
- e. Confirmation May Bank Holiday 2020 has been moved from Monday 04 May to Friday 08 May to mark the 75<sup>th</sup> Anniversary of VE Day.

- f. LALC Conference & AGM 15.10.19 – change of venue.
- g. Call Connect Summer Promotion – posters on notice boards.

**11. Training:**

- a. Report from Clerk after Code of Conduct Training 18 July.

**12. Date of Next Meeting:**

- a. To note the date of the next meeting as 26 September 2019.

**13. Parish Clerk Update and Report:**

**14. Finance:**

- a. To resolve to approve cheque payments as per the approval list

**15. Planning:**

**16. Correspondence:**

**17. Training:**

**18. Date of Next Meeting:**