

**ANNUAL MEETING
OF
SILK WILLOUGHBY PARISH COUNCIL**

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

NOTICE OF MEETING

24 May 2018

You are hereby summoned to attend the **ANNUAL MEETING OF SILK WILLOUGHBY PARISH COUNCIL** to be held immediately following the **ANNUAL PARISH MEETING** on Thursday 31 May 2018.

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.
3. **Apologies for Absence:** To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting,
4. **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 Member's Register of Interest any and written request for dispensation.
5. **To approve and accept** as a true record the notes of the meeting of the Council held on **29 March 2018** and to authorise the Chairman to sign the official minutes.
6. **To approve** the Standing Orders adopted May 2017 – subject to any amendments (as per NALC guidelines) copies circulated.
7. **To approve** the Financial Regulations adopted May 2017 – subject to any amendments as per NALC guidelines) copies circulated.
8. **To approve and accept** the following policies:
 - Councillor Privacy Notice
 - Email Contact Privacy Notice
 - Information & Data Protection Policy

- Records Retention Policy
- GDPR Security Compliance Checklist
- Data Protection Policy
- Subject Access Request Procedure

9. **To approve and accept** the Asset Register (copy circulated)

10. **To review and accept** the Council insurance Policy and to resolve to pay the premium.

11. **To review and accept** the Calendar of meetings (copies circulated)

12. **County Councillor A Hagues/District Councillor K Cook Reports**
 - a. Update on request for Tree Preservation Order on a number of trees

13. **Parish Clerk Update from previous meetings**
 - a. To confirm NKDC had granted permission for a new dog bin on School Lane.
 - b. To confirm Clerk has contacted Sustrans and Sleaford Wheelers for support for Cycle Path and replies (if any)
 - c. To confirm we have request confirmation that marking will be done properly this year if we are to enter the competition.
 - d. Request for a 'Silk Willoughby' sign on Gorse Lane
 - e. To confirm LCC grass cutting programme 2018/2019
 - f. To confirm registration for Data Protection with Information Commissioner (ICO)

14. **Finance**
 - a. To resolve to make cheque payments as per the Approval List (copy circulated)
 - b. To note report from Internal Auditor – (copy circulated)
 - c. To read out, fill in and sign Section 1 – Annual Governance Statement 2017/2018 of the Annual Return.
 - d. To accept and sign Section 2 – Accounting Statement 2017/2018 of the Annual Return.

15. **Planning**

16. **Correspondence:**
 - a. Lincolnshire Waste Partnership Consultation – circulated to Cllr Wilson and Cllr J Collinge.
 - b. Notification NKDC unanimously approved the Council's Corporate Plan 2018-2021.
 - c. Armed Forces Celebrations – on website.
 - d. Notification of the New Empty Homes Officer for NKDC – circulated to all Cllrs
 - e. Request to write letter to J Hunt Secretary of State for Health & Social Care re potential closure of children services Boston Hospital – circulated to Cllr A Wilson and Cllr J Collinge
 - f. National Crime Survey – circulated to Cllr A Wilson and Cllr J Collinge

17. Training:

- a.Councillor's Training Day 13 June 10.00am-4.00pm Boston Municipal Building
- b.Planning/Neighbourhood Plans 19 June 6.00pm-9.00pm Sleaford Town Council Offices

- 18. Date of Next Meeting:** To note the date of the next meeting as 26 July 2018 at 7.30pm in the village hall.