

# BIGBY PARISH COUNCIL

c/o 2 Wilmore Lane  
Grasby  
DN38 6FB

To: The Chairman and Members  
Bigby Parish Council

11<sup>th</sup> May 2023

**YOU ARE HEREBY SUMMONED** to attend the **ANNUAL MEETING** of **BIGBY PARISH COUNCIL** to be held in **Bigby Village Hall** on **TUESDAY 16<sup>th</sup> MAY 2023** at **6.30 pm**.

AJ Hannath

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**Mrs. AJ Hannath**  
**Clerk, Bigby Parish Council**

## **BUSINESS TO BE TRANSACTED**

1. To Elect the Chairman for the Ensuing Year.
2. To Elect the Vice Chairman for the Ensuing Year.
3. TO CONSIDER APPLICATIONS FOR CO-OPTION TO THE COUNCIL.
4. Notice convening the meeting.
5. To Receive Apologies and Reasons for Absence
6.
  - a) To Record any 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 the type of interest being declared.
  - b) To Note any Dispensations given to any member of the council in respect of the Agenda Items listed below.
  - c) To Confirm that all members have completed their Declaration of Acceptance of Office.
  - d) To Confirm that all members have reviewed and updated their Register of Declared Interests, in accordance with the Localism Act 2011 and pursuant to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
  - e) To Confirm receipt of the Code of Conduct for Elected/Co-opted Parish Councillors

7. TO CONFIRM THAT THE PARISH COUNCIL, AFTER THE ELECTION, IS NOW ELIGIBLE TO USE THE GENERAL POWER OF COMPETENCE.
8. To Receive any Correspondence including Police Reports (for information only).
9. To Receive an Update on any outstanding issues from the Clerk.
10. To Receive any Questions from Members.
11. To Receive any Questions from Members of the Public
12. a) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING HELD ON TUESDAY, 21<sup>st</sup> MARCH 2023
13. ACCOUNTS
  - a) To Receive the following Financial Report and Approve the Accounts for Payment: as at 31<sup>st</sup> March and 10<sup>th</sup> May 2023 (Statement of accounts enclosed)  
Appendix 1 – Schedule of Payments
14. ANNUAL AUDIT – YEAR ENDING 31<sup>st</sup> MARCH 2023  
(All documents enclosed)
  - a) To affirm the independence of Mr R Dixon as Internal Auditor, and that he has no interest, financial or otherwise, with any member or officer of the council.
  - b) To receive the internal auditor’s report for the Fiscal Year 2022/23 and to consider implementation of the recommendations
  - c) To note the receipt of the Internal Auditor’s completion statement for the Fiscal Year ending 31 March 2023.
  - d) To complete the Statements of Assurance and Assertions required from Members. (Section 1)
  - e) To receive and approve the Receipts and Payments Summary and Accounts for the Fiscal Year ended 31 March 2023.
  - f) To approve the Accounting Statements for the Fiscal Year 2022/2023 (Section 2)
  - g) To certify that Bigby Parish Council **is not** exempt this year from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015, (income or expenditure exceeds £25,000.00), and that Form 3 of the Annual Accountability and Governance Return has been completed
  - h) To approve the Council’s Asset Register.
  - i) To authorise payment of the Auditor’s invoice following completion of the internal audit for the Fiscal Year 2022/23.
15. a) TO RECEIVE CONFIRMATION FROM THE CLERK OF THE INSURANCE RENEWAL, IN THE SUM OF £255.90, WITH EFFECT FROM 1<sup>st</sup> JUNE 2023, YEAR 3 OF 3.

16. PLANNING APPLICATIONS AND DECISION NOTICES  
Members are reminded that applications can be received after the deadline for the publication of the agenda. The clerk will forward any further applications to you before the meeting for your consideration.
17. TO DETERMINE THE MEMBERSHIP OF THE VILLAGE HALL COMMITTEE AND THE PERSONNEL COMMITTEE (Committee Chairman to be determined at the first meeting of each committee)
18. TO RECEIVE A REPORT FROM COUNCILLOR SMITH ON COUNTY COUNCIL MATTERS
19. TO RECEIVE A REPORT FROM COUNCILLOR MORRIS ON DISTRICT COUNCIL MATTERS
20. a) TO CONSIDER A REQUEST FROM BIGBY PAROCHIAL CHURCH COUNCIL THAT THE PARISH COUNCIL TAKE ON RESPONSIBILITY FOR THE MAINTENANCE OF THE CEMETERY  
  
b) IF THE ABOVE IS AGREED, TO CONSIDER ANY QUOTATIONS RECEIVED FOR GRASS CUTTING.
21. TO CONFIRM RENEWAL OF THE MEMBERSHIP OF LALC IN THE SUM OF £154.71.
22. TO NOTE THAT THERE IS £1914.13 IN THE COMMUNITY INFRASTRUCTURE LEVY FUND AND THIS NEEDS TO BE SPENT BY THE END OF THIS FINANCIAL YEAR
23. TO DETERMINE MEETING DATES FOR THE NEXT COUNCIL YEAR

AJ Hannath

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**Mrs. AJ Hannath**  
**Clerk, Bigby Parish Council**

### Accounts for payment

	DATE		PAYEE	DESCRIPTION	CHEQUE	AMOUNT	VAT	TOTAL
24	3	2023	A. Hannath	Mileage	BACS	59.63		59.63
5	4	2023	A Hannath	wages error from 31/3/2023	BACS	0.02	155.00	155.02
5	4	2023	Signs of Cheshire	Noticeboard - final payment	BACS	930.00	13.00	943.00
5	4	2023	JB Rural services	Grasscutting	BACS	78.00	13.00	91.00
5	4	2023	JB Rural services	Grasscutting	BACS	78.00		78.00
5	4	2023	LALC	Membershio fees	BACS	154.71		154.71
6	4	2023	HMRC	PAYE	BACS	8.60		8.60
15	4	2023	HSBC	Bank chaarges	BACS	8.00		8.00
17	4	2023	R. Dixon	Audit charges	BACS	435.00	34.00	469.00
17	4	2023	LALC	Website Management fee	BACS	204.00		204.00
17	4	2023	Village Hall Account	Annual subsidy/fees for use of VH	BACS	1500.00		1500.00