

# BIGBY PARISH COUNCIL

c/o 2 Wilmore Lane  
Grasby  
DN38 6FB

To: The Chairman and Members  
Bigby Parish Council

7<sup>th</sup> May 2024

**YOU ARE HEREBY SUMMONED** to attend the **ANNUAL MEETING** of **BIGBY PARISH COUNCIL** to be held in **Bigby Village Hall** on **MONDAY 13<sup>th</sup> MAY 2025** at **7.00 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 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.
7. To Receive any Correspondence including Police Reports (for information only).
8. To Receive an Update on any outstanding issues from the Clerk.
9. To Receive any Questions from Members.
10. To Receive any Questions from Members of the Public

11. a) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING HELD ON TUESDAY, 19<sup>th</sup> MARCH 2024
12. ACCOUNTS
  - a) To Receive the following Financial Report and Approve the Accounts for Payment: as at 31<sup>st</sup> March and 7<sup>th</sup> May 2024 (Statement of accounts enclosed)  
Appendix 1 – Schedule of Payments
13. ANNUAL AUDIT – YEAR ENDING 31<sup>st</sup> MARCH 2024

(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 2023/24 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 2024.
  - 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 2024.
  - f) To approve the Accounting Statements for the Fiscal Year 2023/2024 (Section 2)
  - g) To certify that Bigby Parish Council is exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015
  - 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.
14. a) TO RECEIVE CONFIRMATION FROM THE CLERK OF THE INSURER APPOINTED WITH EFFECT FROM 1<sup>st</sup> JUNE 2024 AND TO DETERMINE WHETHER TO ENTER A 1 YEAR OR 3 YEAR AGREEMENT
15. 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.

**PLANNING APPLICATION 148107-** Planning application for proposed storage tank for liquid organic waste – To note the response submitted by the Council

**PLANNING REFERENCE: PL/0104/23 CATEGORY A**  
Development: for a southern extension to the consented Kettleby Quarry  
To determine whether or not the Council’s previous objection should be retracted.

16. TO CONSIDER THE PURCHASE OF A NEW NOTICEBOARD FOR PINGLEY PARK / VALE
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 CONFIRM RENEWAL OF THE MEMBERSHIP OF LALC IN THE SUM OF £164.30.  
b) TO NOTE THAT THE WEBSITE MANANGEMENT SERVICE PROVIDED BY LALC IS NOW TO BE DONE ON A ROLLING BASIS
21. TO NOTE THAT THE INFRASTRUCTURE LEVY FUNDING HAS NOW BEEN SPENT, THEREBY FULFILLING THE REQUIREMENT THAT IT BE SPENT BY THE END OF APRIL 2024.
22. TO DETERMINE MEETING DATES FOR THE NEXT COUNCIL YEAR
23. TO FINALISE THE PARISH EVENTS TO COMMEMORATE THE 80<sup>th</sup> ANNIVERSARY OF THE D-DAY LANDINGS

AJ Hannath

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

### Accounts for payment

	DATE		PAYEE	DESCRIPTION	CHEQUE	AMOUNT	VAT	TOTAL
9	4	2024	Bigby Village Hall	Annual Subsidy	BACS	1000.00		1000.00
9	4	2024	LALC	Membership Fee	BACS	164.30		164.30
9	4	2024	Autela Payroll Services	Payroll	BACS	61.44	12.29	73.73
9	4	2024	AJ Williams	Village Grasscutting	BACS	185.00	37.00	222.00
9	4	2024	HMRC	NI/PAYE	BACS	53.60		53.60
15	4	2024	HSBC	Bank charges	BACS	8.00		8.00
18	4	2024	Brigg Office Supplies	Newsletter	BACS	105.00	21.00	126.00
18	4	2024	Richard Dixon	Audit	BACS	465.00		465.00
18	4	2024	Petty Cash Top up no. 1 £90.43	Asda - Plates Xmas do	BACS	5.42	1.08	6.50
18	4	2024	Petty Cash Top up no. 1 £90.43	Boyes - Paper	BACS	5.83	1.16	6.99
18	4	2024	Petty Cash Top up no. 1 £90.43	Amazon - Printer inl	BACS	59.14	11.840	70.98
18	4	2024	Petty Cash Top up no. 1 £90.43	Boyes - envelopes	BACS	4.97	0.99	5.96
25	4	2024	A. Hannath	Wages	BACS	224.25		224.25
7	5	2024	AJ Williams	Village Grasscutting	BACS	210.00	42.00	252.00
16	5	2024	HSBC	Bank charges	BACS	8.00		8.00
25	5	2024	A. Hannath	Wages	BACS	224.25		224.25