

BIGBY PARISH COUNCIL

c/o Greensleeves
Main Street
Bigby
DN38 6EW

To: The Chairman and Members
Bigby Parish Council

31st January 2019

YOU ARE HEREBY SUMMONED to attend the **MEETING** of **BIGBY PARISH COUNCIL** to be held in the **VILLAGE HALL** on **TUESDAY 5th February 2019** at **7.00 pm**.

AJ Hannath

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Mrs. AJ Hannath
Clerk, Bigby Parish Council

BUSINESS TO BE TRANSACTED

1. Notice convening the meeting.
2. To Receive Apologies and Reasons for Absence
3. 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.
4. To Receive A Report From Councillor Turner On County Council Matters
5. To Receive A Report From Councillor Strange On District Council Matters
6. Police Matters
7. To Receive any Correspondence (for information only).
8. To Receive the Clerk's Report and Update on any outstanding issues.
9. To Receive any Questions from Members.
10. Public Question Time.
11. a) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING HELD ON TUESDAY, 4th DECEMBER 2018
b) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING OF THE VILLAGE HALL COMMITTEE HELD ON TUESDAY, 4th DECEMBER 2018

12. ACCOUNTS AND AUDIT

a) **To Receive the following Financial Report and Approve the Accounts for Payment: as at 31st January 2019** (Statement of accounts enclosed)

Appendix 1 – Schedule of Payments

b) **To Undertake a Quarterly Review of the Accounts.** (Documents attached)

13. 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.

Application Reference 138823

Planning application to erect 1no. tractor shed/workshop/store and perimeter fencing. Huon House, Kettleby Lane, Kettleby.

Application Reference 138842

Outline planning application to erect 1no. dwelling with all matters reserved. Ashby, Bigby High Road, Kettleby.

14. **TO CONSIDER THE QUOTATION FROM GREEN GRASS CONTRACTING FOR THE AMENITY MOWING OF STREETS AND THE GREEN IN BIGBY**

15. **TO GIVE FURTHER CONSIDERATION TO THE PURCHASE OF A SPEED INDICATOR DEVISE FOR THE VILLAGE OF BIGBY.**

(More details now received from Nettleton Parish Council.)

16. **TO CONSIDER A QUOTATION FROM THE VILLAGE HANDYMAN FOR THE REFURBISHMENT OF THE PARISH NOTICEBOARD SITED ON SMITHY LANE**

17. **TO DETERMINE THE IMPLEMENTATION OF THE WINTER SELF-HELP AND MUTUAL AID PROGRAMME**

18. **TO REVIEW AND CONSIDER THE ADOPTION OF THE FOLLOWING DOCUMENTS PREPARED TO FULFIL THE DEMANDS OF THE GENERAL DATA PROTECTION REGULATIONS** (Documents enclosed)

i) General Privacy Notice

ii) Privacy Notice for Staff Councillors and other Role Holders

iii) Consent Form

19. **TO CONFIRM REGISTRATION WITH THE INFORMATION COMMISSIONER'S OFFICE.**

20. **IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED UNDER AGENDA ITEMS 21, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PRESS AND PUBLIC ARE EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW**

21. PERSONNEL MATTERS

In the event that the Personnel Meeting, which is to be held immediately prior to this meeting, is in quorate, then these matters will have to be determined directly by this meeting.

The Clerk needs to advise the Payroll provider of any extra hours worked as soon as possible, so that the additional pay is part of the March payroll. Also, the new pay scale needs to be applied from 1st April and the Payroll provider will need to be given notice of this at the beginning of March.

- a) To consider and determine the recommendation of the Personnel committee that the Clerk be paid for the additional hours worked in the current financial year. (Detailed information on hours worked to be provided at the meeting.)
- b) To consider and determine the recommendation of the Personnel Committee on the Clerk's current pay scale and translation onto the new national pay scales to be implemented from 1st April 2019
- c) To consider and determine the payment of sundry expenses and mileage to the Clerk at the end of the financial year.

AJ Hannath

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

Appendix 1

Accounts for payment

	DATE		PAYEE	DESCRIPTION	CHEQUE	AMOUNT	VAT	TOTAL
8	12	2018	Autela Group Limited	Payroll	BACS	40.22	8.04	48.26
10	12	2018	Village Hall	Donation to cover VAT plus extra	BACS	300.00		300.00
10	12	2018	Village Hall	Vinied for work on floor from earmarked reserves		500.00		500.00
13	12	2018	WLDC Citizens Advice	Donation	BACS	25.00		25.00
6	2	2019	Petty Cash Top Up- no.2, £55.95	Tesco - Paper	BACS	2.29	0.46	2.75
6	2	2019	Petty Cash Top Up- no.2, £55.95	Tesco - Printer Ink	BACS	25.83	5.17	31.00
6	2	2019	Petty Cash Top Up- no.2, £55.95	Wilko - Printer Ink	BACS	13.75	2.75	16.50
6	2	2019	Petty Cash Top Up- no.2, £55.95	Tesco - Paper/Stationery	BACS	4.75	0.95	5.70