

BIGBY PARISH COUNCIL

ANNUAL MEETING of BIGBY PARISH COUNCIL to be held in Bigby Village Hall on TUESDAY 25th MAY 2021 at 7.00 pm.

BUSINESS TO BE TRANSACTED

1. To Elect the Chairman for the Ensuing Year.
2. To Elect the Vice Chairman for the Ensuing Year.
3. Notice convening the meeting.
4. To Receive Apologies and Reasons for Absence
5.
 - 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.
6. To Receive any Correspondence including Police Reports (for information only).
7. To Receive an Update on any outstanding issues from the clerk.
8. To Receive any Questions from Members.
9. To Receive any Questions from Members of the Public
10. a) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING HELD ON TUESDAY, 23rd MARCH 2021

11. ACCOUNTS

- a) To Receive the following Financial Report and Approve the Accounts for Payment: as at 31st March and 19th May 2021(Statement of accounts enclosed)

Appendix 1 – Schedule of Payments

12. ANNUAL AUDIT – YEAR ENDING 31st MARCH 2021

(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 2020/21 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 2021.
- 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 2021.
- f) To approve the Accounting Statements for the Fiscal Year 2020/2021 (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 2020/21.

13.

- a) TO RECEIVE CONFIRMATION FROM THE CLERK OF THE INSURER APPOINTED WITH EFFECT FROM 1st JUNE 2021.
- b) TO CONSIDER THE THREE PAYMENT OPTIONS AVAILABLE

14. 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.

Reference: 142972– Outline planning application to erect 1no. Dwelling and associated garage with all matters reserved. Land off Smithy Lane, Bigby

Reference 142603 – Planning application for removal of existing building and structures, and erection of two storey warehouse, reconfiguration of car park, laying out of service yard and erection of service fence. Brigg Garden Centre

Reference 142909 – Planning application for part removal of existing warehouse structure and erection of a two storey office building and car parking.

Brigg Garden Centre

15.

a) TO REVIEW THE MODEL STANDING ORDERS (Circulated in advance of the agenda)

b) TO REMOVE FROM THE ABOVE THE TEMPORARY AMENDMENT THAT ALLOWED THE PARISH COUNCIL TO MEET REMOTELY DURING THE COVID 19 PANDEMIC

16.

a) TO REVIEW THE MODEL FINANCIAL REGULATIONS (Circulated in advance of the agenda)

b) TO REVIEW THE FINANCIAL RISK ASSESSMENT (Circulated in advance of the agenda)

17.

a) TO REVIEW THE RISK MANAGEMENT OF GENERAL COUNCIL FUNCTIONS (Circulated in advance of the agenda)

b) TO ADOPT THE RISK ASSESSMENT FOR PARISH COUNCIL MEETINGS TAKING PLACE DURING THE COVID 19 PANDEMIC (Circulated in advance of the agenda)

18. TO REVIEW THE FOLLOWING DOCUMENTS PREPARED TO FULFIL THE DEMANDS OF THE GENERAL DATA PROTECTION REGULATIONS (Circulated in advance of the agenda)

i) General Privacy Notice

ii) Privacy Notice for Staff Councillors and other Role Holders

iii) Consent Form

19. 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)

20. TO RECEIVE A REPORT FROM COUNCILLOR SMITH ON COUNTY COUNCIL MATTERS

21. TO RECEIVE A REPORT FROM COUNCILLOR MORRIS ON DISTRICT COUNCIL MATTERS

22. TO CONSIDER A REQUEST FROM THE PAROCHIAL CHURCH COUNCIL FOR A DONATION TOWARDS THE FUNDING OF THE GRASSCUTTING IN THE GRAVEYARD

23. TO CONSIDER RENEWING THE CONTRACT FOR THE SERVICES OF THE VILLAGE HANDYMAN

24. TO CONSIDER THE PURCHASE AND SITING OF LITTER BINS FOR THE VILLAGE. ALSO THE PURCHASE OF A BENCH SEAT TO BE SITED NEXT TO THE LITTLE LIBRARY

25. TO CONFIRM RENEWAL OF THE MEMBERSHIP OF LALC IN THE SUM OF £147.43.

26. TO RECEIVE AN UPDATE FROM THE CLERK ON VILLAGE SIGNAGE

27 TO RECEIVE A REPORT FROM THE CLERK ON PARISH COUNCIL ASSETS

28 TO CONSIDER EXTENDING THE CUTTING OF VERGES TO INCLUDE KETTLEBY LANE

29 MEETING DATES

a) To determine the meeting dates for the next council year

b) To determine the dates for the Annual Parish Meetings in 2021 and 2022

30 COMMUNITY ENERGY HUB

a) To receive outline information from Cllr. Clive Wilson on proposed Community Energy Hub

b) To determine the degree of the Parish Council's initial involvement in this project

Appendix 1 - Accounts for Payment

1/4/2021 LALC Membership Fees £147.43

11/4/2021 JB Rural Services Grass cutting 65.00 VAT 13.00 £78.00

11/4/2021 Public Sector Audit £382.00

25/4/2021 JB Rural Services Grass cutting 65.00 VAT 13.00 £78.00

26/5/2021 Petty Cash Top up 64.87 VAT 12.17 £77.04