

GLINTON PARISH COUNCIL

Chairman: Cllr John F W Holdich OBE

Clerk: Mr J Haste
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NOTICE OF MEETING

All members of the Council are hereby summoned to attend the annual meeting of Glinton Parish Council at the Village Hall, High St, Glinton on Tuesday 21st May, 2019 at **7.30 pm** for the purpose of transacting the following business.

Members of the public and press are welcome to attend the meeting and at the Open Forum from **7.30 to 7.45 pm** may address the Council.

PLEASE NOTE THAT THE ANNUAL PARISH MEETING IS SCHEDULED FOR 7.15 PM AND THIS MEETING WILL FOLLOW ON FROM THE CONCLUSION OF THAT MEETING

AGENDA

1. **TO ELECT A CHAIRMAN FOR THE PARISH COUNCIL.**
2. **TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE OR, IF NOT THEN RECEIVED, TO DECIDE WHEN IT SHALL BE RECEIVED.**
3. **TO ELECT A VICE CHAIRMAN FOR THE PARISH COUNCIL.**
4. **APOLOGIES FOR ABSENCE.**
5. **MEMBERS DECLARATION OF INTERESTS.**
 - a. Councillors to declare any personal interest in any items on the agenda
 - b. Councillors to declare any personal and/or prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation
6. **PUBLIC PARTICIPATION.**

To allow up to 15 minutes for any member of the public and Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at that meeting.
7. **TO SIGN & APPROVE [MINUTES OF MEETING DATED 16th April, 2019](#)**
8. **MATTERS ARISING FROM PREVIOUS MINUTES (*for information only*).**
9. **RECEIPT OF NOMINATIONS AND ELECTION OF CHAIRMAN and MEMBERS TO WORKING GROUPS:**
 - a. Planning Working Group (previously Cllrs. Johnson (Chairman), Batty, Kirt, Lane, & Spendelow

- b. Finance Working Group.(previously Cllrs. Holdich (Chairman), Lane, Randall, Skinner & Spendelow)
- c. HR Working Group.(previously Cllrs Lane (Chairman), Mrs Bysshe, Kirt & Skinner)
- d. Task & finish group on New Village Hall (Cllrs Bell Chairman, Batty, Holdich, Lane, Wilde & the clerk)(with delegated powers to co-opt from GCA and/ or village hall users if appropriate)

10. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK: (Previous representation in Brackets

- a. Representatives on the AMVC Liaison Committee.(Cllrs Batty, Randall & Spendelow)
- b. Representative on CAPALC (Cllr. Batty)
- c. Representatives on the City Council Parish Liaison Committee. (Clerk & Cllrs Batty & Randall).
- d. Representatives on the Clare Lodge Committee.(Cllrs Bysshe & Randall)
- e. Representative on the Northern Footpath Forum.
- f. Representative on the Glinton Youth Club (if appropriate)
- g. Representative on the Neighbourhood Planning Group.(Cllrs. Bell, Mrs Bysshe, Johnson, Kirt, Randall)

11. REVIEW & CONFIRMATION OF POLICIES & PROCESSES

- a) [STANDING ORDERS.](#)
- b) [FINANCIAL REGULATIONS](#)
- c) [INTERNET BANKING PROCESS.](#)
- d) [CODE OF CONDUCT](#)
- e) [Complaints procedure](#) – adopted September 2016

12. FINANCIAL ACCOUNTS & ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2019

- a. [Annual Accounts](#)
- b. [Accounting statement](#) in Annual Governance & accountability Return

13. INTERNAL AUDIT

- a. to note the [report of the Internal Auditor](#)
- b. to approve the payment of the audit fee £130
- c. to re-appoint Mr Russell Wright as internal auditor for 2019/20

14. EXTERNAL AUDIT OF 2018/19 ANNUAL RETURN - to note the dates set by the clerk for the period of exercise of public rights: Monday 10th June to Friday 19th July PLANNING

15. REVIEW OF PARISH COUNCIL AND CLERK'S MEMBERSHIP SUBSCRIPTIONS TO OTHER BODIES- To confirm continued subscription to each body if considered appropriate to do so

- a. CAPALC (£427.90 –previous year 372.54 April 2017)
- b. CPRE Campaign for the protection of rural England -(£36 no increase)
- c. SLCC- Society of Local Council Clerks (cost shared with Castor Parish Council - £93 share in 2018/19)
- d. PSMA Public Sector Mapping Agreement (est £80) – use of Ordnance Survey maps and public sector overlays where available

16. PLANNING

- a. To receive an update [on current planning applications](#) (see attached log of applications).
- b. [19/00583/CTR](#) – Granville House , 2 The Green – Fell Yew tree
- c. [19/00649/HHFUL](#) – Woodcroft Grange, Waterworks Lane - Two storey side extension, ground floor rear extension and front porch

17. MEMORIAL HEADSTONES

- a. To consider an application for a memorial headstone for the grave of [Mr. Klein](#)
- b. To consider an application for an additional inscription on the memorial for [Mrs Sybil Hopkins](#)

18. **PLANTERS** – To consider renewal of the current contract for supply and maintenance of plants in 6 planters around the village £300 twice per annum and £30 for fortnightly weed and feed visits

19. **PLAYING FIELD GATE**- TO consider a 50% (£2125) contribution to the city council for the cost (4250) of enhanced access gate & Height Barrier with added security to attempt to combat further ingress by unauthorised personnel (see email to all councillors 26th April 2019)

20. **STANDING ITEM – REPORTS FROM THE CLERK AND COUNCILLORS ON ATTENDANCE AT MEETINGS OR EVENTS ON BEHALF OF, OR AFFECTING THE PARISH COUNCIL**

21. HIGHWAYS

To note observations by councillors.

22. **SETTING THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL FOR THE YEAR AHEAD** (suggested dates below)

DATE OF NEXT MEETING – Tuesday 18th June, 2019 at 7.15pm in the Village Hall.

FUTURE MEETING DATES : 2019 - , 16th July,(20th August if required), 17th Sept, 15th Oct, 19th Nov, 17th Dec
2020 - 21st Jan, 18th Feb, 18th Mar, 21st Apr, 19th May
(Annual Parish council)



Original signed

J Haste

Clerk/Proper Officer

16th May, 2019

Supporting Papers (*Cllr's only*):

Distribution: All Councillors, Notice Boards, Cllr P Hiller (Ward Councillor), PCC Parish Liaison Officer

www.glintonparishcouncil.org.uk