

# Colsterworth and District Parish Council

## AGENDA

There is a meeting of the Parish Council at **the Village Hall, Old Post Lane, Colsterworth**, commencing at **7.30pm**, on **Tuesday 3<sup>rd</sup> April 2018**. The business to be dealt with at the meeting is listed in the agenda.

**Members of the Public and the Press are welcome.**

**There will be a Public Forum commencing at 7.30pm for 10 minutes when members of the public may ask questions or make short statements to the Parish Council.**

## AGENDA

1. **Apologies for absence and reasons given**
2. **Chairman's remarks**
3. **To receive declarations of interest in accordance with the LGA 2000**
4. **Minutes of the previous meeting**
5. **LALC Training: -**
  - 5.1) To consider whether it would be financially beneficial to join the LALC Annual training Scheme at a cost of £110.
  - 5.2) To consider Councillor A Walden's request to attend the LALC Allotment Training course 24<sup>th</sup> April 18 and approve the payment of the course of £12.
  - 5.3) To consider Councillor C Hainsworth's request to attend the LALC Councillors' Training Day 17<sup>th</sup> May 18 and approve payment of the course of £27.50.
  - 5.4) To approve the payment of the Finances/Audit and New Clerk Training course attended by the Clark 7<sup>th</sup> and 14<sup>th</sup> March respectively 2018 £35.00.
6. **To consider the 'General Data Protection Regulation 12 steps to take now' document (previously circulated): -**
  - 6.1) Appoint an external Data Protection Officer.
  - 6.2) Personal email addresses should not be used for council business. Consideration to be given to setting up a Domain name for specific Parish Council email address use.
  - 6.3) To consider the use of a PO BOX for Parish Council correspondence address at the cost of £265 p.a. (delivered)
7. **Stainby Bus Shelter replacement: -**
  - 7.1) To review the two competing estimates for the replacement bus shelter at Stainby and decide on which contractor to use.
  - 7.2) To agree to progress the third-party insurance claim with the contractor selected at
8. **Internal Auditor Requirement.**
  - 8.1) Appoint Internal Auditor.
  - 8.2) To confirm frequency of internal Audit.
  - 8.3) To agree initial appointment to audit for Financial Year ended 31 March 2018.
  - 8.4) Fixed fee of £?? For each completed audit to be agreed by Council.
9. **Review of Standing Orders (Previously circulated): -**

- 9.1) For Council to agree the format and content as set out in the discussion paper.
- 9.2) For Council to agree the draft committee structure.
- 9.3) For Council to agree the draft scheme of delegation
- 9.4) For Council to formally agree and adopt and publish the agreed revised standing orders.
- 9.5) For Council to agree to an annual review of standing order, scheme of delegation, procedures and protocols.
- 9.6) For Council to agree the draft Financial Regulations

**10. High Street Derelict Garage**

- 10.1) For Council to agree on what action to take regarding the derelict garage.

**11. Dog Waste Bin request**

11.1) Requests have been made to the community cleaners for a new dog waste bin to be situated alongside the River Witham close to spring lane. Complaints have been made that the general waste bin close to the bench is being used for dog waste and gives off a foul smell.

**12. Clerk's Report and items arising from Minutes**

**13. Group Reports**

**14. Correspondence**

**15. Planning Applications**

**16. Finance:**

16.1) To approve payments on attached list.

16.2) For Council to agree the Clerk purchasing Corel Draw Home & Student Suite x 8 software. This is needed to update the Old Post Lane Cemetery plan. Cost in the region of £60.

16.3) The minimum wage increase is effective from 1<sup>st</sup> April 2018. £7.83ph.

**17. Matters requiring attention such as potholes and faulty street lights**

**18. Any other business**

**19. Date of Annual Parish meeting is 20th April 2018.**

**20. Date of next Parish Council meeting is 1st May 2018.**

**Councillors who are unable to attend a Parish Council meeting must advise the Parish Clerk before the meeting stating the reason for absence.**

**Sue Grant - Parish Clerk**  
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