

# METHERINGHAM, SOTS HOLE AND TANVATS PARISH COUNCIL



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Dear Councillors

You are summoned to the Annual Meeting of Metherringham Parish Council which will be held in the Village Hall on Tuesday 19<sup>th</sup> May 2015 at 7.30pm. Prior to the official start of the meeting a public forum of not more than 15 minutes will be held if required. The public may address the council between 7.15pm and 7.30pm on current matters, or issues which may become future agenda items and your attendance is also requested during this period. A Police Report will be given at this time.

*S N Wetherall*

Signed: \_\_\_\_\_  
Ms S N Wetherall MILCM  
Clerk to Metherringham Parish Council  
12<sup>th</sup> May 2015

## **AGENDA** **19<sup>th</sup> May 2015**

1. **To elect a Chairman of the Council**
2. **To receive the Chairman's declaration of acceptance of office**
3. **To elect a Vice Chairman of the Council**
4. **To resolve to accept Apologies for Absence and reasons given in accordance with Local Government Act 1972 s85(1).**
5. **Members Declarations of Interests:**
  - a) Members may make any declarations of interest at this point but may also make them at any point during the meeting in accordance with Metherringham Parish Councils Code of Conduct.
  - b) Dispensations: To consider and grant dispensation to relevant members in accordance with Metherringham Parish Councils Code of Conduct.
6. **To appoint representatives to outside bodies:** These need to be independent of the outside body they are on and should report back to full council on a regular basis.
  - a) Lincolnshire Association of Local Councils (LALC) County Committee

- b) Community Police Panel
  - c) Fayre & Feast
  - e) Metheringham Swimming Pool
  - f) Village Hall Management Committee
- 7. To appoint the Planning Committee (circulated with agenda).**
- 8. To appoint a Finance Committee (circulated with agenda).**
- 9. To appoint a Staffing Committee (circulated with agenda).**
- 10. To appoint leaders and members of Working Groups (circulated with agenda):**
- a) Allotments
  - b) Central Lincolnshire Local Plan 2011-2036
  - c) Children's Playgrounds, Playing Fields & Skatepark
  - d) Christmas Celebrations
  - e) Communications
  - f) Community Emergency and Flood Plan
  - g) Forward Planning
  - h) Funding/Fundraising
  - i) Highways, Footpaths & Car Parks
  - j) Library
  - k) Recreation Field Developments
  - l) Risk Assessment
  - m) Street Lighting
  - n) War Memorial, Spring and Library frontage/planted area
- 11. To review and adopt the following:**
- a) Standing Orders MPC/001-R8
  - b) Financial Regulations MPC/002-R2
  - c) Equal Opportunities MPC/003-R2
  - d) Filling of Casual Vacancy MPC/004-R2
  - e) Discipline Procedure MPC/005-R2
  - f) Grievance Procedure MPC/006-R2
  - g) Complaints Procedure MPC/007-R3
  - h) Risk Assessment – General Procedure MPC/008-R3
  - i) Risk Assessment Report MPC/009-R6
  - j) Tenancy Agreement for Allotment Gardens MPC/010-R3
  - k) Freedom of Information – Publication Scheme MPC/011-R3
  - l) Dignity at Work/Bullying and Harassment Policy MPC/012-R1
  - m) Application for General Power of Competence Grant MPC/013-R3
  - n) Training - Statement of Intent MPC/014-R2
  - o) Community Engagement – Statement of Intent MPC/015-R1
  - p) *Protocol between NKDC & MPC for Handling Notification of Complaints and Results of Hearings MPC/016-R1 - Cancelled*
  - q) Gifts and Hospitality Register MPC/017-R2
  - r) Press and Media Policy MPC/018-R1
  - s) Fly Posting Policy MPC/019-R1
  - t) Health & Safety Policy MPC/020-R1

- u) Data Protection Policy MPC/021-R1
- v) Document Retention, Archive and Destruction Policy MPC/022-R1
- w) Environmental Policy and Checklist MPC/023-R1
- x) Public Speaking at Meetings MPC/024-R1
- y) Agenda Items MPC/025-R1
- z) Safeguarding Policy MPC/026-R1
- aa) Social Media Policy MPC/027-R1
- ab) Communications Policy MPC/028-R1
- ac) Lone Working Policy MPC/029-R1
- ad) Volunteer Policy MPC/030-R1
- ae) CCTV Policy MPC/031/R1
- af) Scheme of Members Allowances

12. **To resolve to appoint a Responsible Financial Officer**
13. **To resolve to appoint an Internal Auditor**
14. **To agree annual rent for Parish Council Allotments**
15. **To agree the dates of full Council Meetings for 2015/2016 (circulated with agenda).**
16. **General Power of Competence:** To confirm the Parish Councils ability to meet the criteria to qualify as a Parish Council eligible to exercise the General Power of Competence in the future (circulated with agenda).
17. **Notes of the Special Council Meeting held on Tuesday 21<sup>st</sup> April 2015, to be approved and signed as the minutes. Notes of the Annual Village Meeting 2015 to be approved – to go forward for acceptance as Minutes at the 2016 meeting (circulated separately).**
18. **Reports from representatives on outside bodies:**
  - a) To receive a report from the County Councillor.
  - b) To receive a report from the District Councillor.
  - c) To receive a report from the Parish Dog Warden
  - d) To receive reports from Council representatives on other outside bodies.
    - i) Lincolnshire Association of Local Councils (LALC) County Committee
    - ii) Community Police Panel
    - iii) Fayre & Feast
    - iv) Metheringham Swimming Pool
    - v) Village Hall Management Committee
19. **Clerks report on matters outstanding (circulated with agenda).**
20. **Financial matters:**
  - a) **Metheringham Swimming Pool:** To consider making a donation of £1,600.00 to the swimming pool to assist towards the tile repairs along the waterline.

- b) **Litter Bins:** To consider and approve purchasing two off litter bins from Wybone Ltd at a cost of £275.00 each to be installed on the recreation field (budgeted item).
- c) **Fence:** To consider and approve quotations received for the repair/ replacement and installation of a new close boarded fence and some ground level brick work in the car park Middle Street at an approximate cost of £1,000.00.
- d) **Surface Mounted Bollards:** To consider and approve purchasing 4 off surface mounted steel bollards for the east side of the car park, Middle Street at a cost of £33.44 each, total cost £168.76 including delivery charge.
- e) **Insurance:** To consider and approve the Council's Insurance renewal premium due on 1<sup>st</sup> June 2015 at a cost of £4,969.24. This takes into consideration Metheringham Parish Council's long-term agreement which expires on 31<sup>st</sup> May 2017 and includes annual 5% no claims discount (budgeted item).
- f) **Mower:** To consider and approve purchasing a second hand mower at a cost of £192.00.
- g) **Lincolnshire Association of Local Councils (LALC) AGM:** To consider an invite to the LALC AGM and Conference to be held on Tuesday 20<sup>th</sup> October 2015 at Wragby Town Hall from 5.00pm – 9.00pm, guest speaker Dr Jonathan Owen, Chief Executive of the National Association of Local Councils, at a cost of £7.00 per delegate (budgeted item).
- h) **Accounts for Payment:** To consider and approve accounts for payment (report circulated separately).
- i) **Financial Report:** To receive a report from the RFO on the PC finances, Income and Expenditure (report circulated separately).

**21. Correspondence:**

- a) To note general correspondence (publications and letters are available for inspection at the meeting)

**22. To receive verbal or written reports from Working Groups:**

- a) Allotments
- b) Central Lincolnshire Local Plan 2011-2036
- c) Children's Playgrounds, Playing Fields & Skatepark
- d) Christmas Celebrations
- e) Communications
- f) Community Emergency and Flood Plan
- g) Forward Planning
- h) Funding/Fundraising
- i) Highways, Footpaths & Car Parks
- j) Library
- k) Recreation Field Developments
- l) Risk Assessment
- m) Street Lighting
- n) War Memorial, Spring and Library frontage/planted area

**23. Legal Documents:** To resolve to sign the final engrossments/legal documents received from LCC in relation to the lease of the Star and Garter Field and Changing Room Accommodation.

24. **Metheringham Library:** To receive an update from members following further meeting with LCC.
25. **Metheringham Info-Links Office:** To receive an update from members following further meeting with NKDC officers.
26. **Training:** To consider an invite from North Kesteven District Council (NKDC) to three separate events covering Standards and Code of Conduct for Parish Councillors on the following dates, 7pm on Monday 8<sup>th</sup> June at North Hykeham Town Council Offices, 6pm on Tuesday 9<sup>th</sup> June at North Kesteven District Council Offices, 7pm on Thursday 11<sup>th</sup> June at The Venue, Navenby.
27. **Armed Forces Day 2015:** To approve details for Armed Forces Day flag raising ceremony to be held on Monday 22<sup>nd</sup> June 2015.
28. **Village Hall:** To further consider and approve sending a copy of the deed of gift to the MPC solicitor for their legal advice.
29. **Annual Report 2014/2015:** To receive comments from members on the Annual Report for 2014/2015, to amend document accordingly and agree to send for printing (circulated with agenda).
30. **Annual Village Meeting 2015:** To review the Annual Village Meeting.
31. **Date, time and venue of next meeting:** Tuesday 30<sup>th</sup> June 2015 at 7.30pm in the Village Hall.