

METHERINGHAM, SOTS HOLE AND TANVATS PARISH COUNCIL

Ms Sharon Wetherall MILCM – Clerk
PO Box 1055, Metherringham, LINCOLN, LN4 3WW
☎ 0800 6343307

✉ clerk@metheringham.org.uk

<http://parishes.lincolnshire.gov.uk/Metheringham/>



Dear Councillors

You are summoned to the Annual Meeting of Metherringham Parish Council which will be held in the Village Hall on Tuesday 27th May 2014 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
20th May 2014

AGENDA **27th May 2014**

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) Bowls Club
 - b) LALC County Committee

- c) MACLA
- d) Metheringham Area Cluster Group
- 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 leaders and members of Working Groups (circulated with agenda):

- a) Allotments
- b) Anti Social Behaviour
- c) Children's Playgrounds and Playing Fields
- d) Christmas Celebrations
- e) Communications
- f) Community Emergency and Flood Plan
- g) Fayre and Feast
- h) Forward Planning
- i) Fundraising Team
- j) Highways, Footpaths & Car Parks
- k) Library
- l) Recreation Field developments
- m) Risk Assessment
- n) Skate Board Park/BMX Track
- o) Street Lighting
- p) War Memorial, Spring and Library frontage/planted area

10. To consider the following:

- a) Standing Orders MPC/001-R7
- b) Financial Regulations MPC/002-R2
- c) Equal Opportunities MPC/003-R3
- 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-R2
- 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-R1
- 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
- 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) Scheme of Members Allowances

11. To resolve to appoint a Responsible Financial Officer

12. To resolve to appoint an Internal Auditor

13. To agree annual rent for Parish Council Allotments

14. To agree the dates of full Council Meetings for 2014/2015 (circulated with agenda).

15. Notes of the Special Council Meeting held on Tuesday 22nd April 2014, to be approved and signed as the minutes. Notes of the Annual Village Meeting 2014 to be approved – to go forward for acceptance as Minutes at the 2015 meeting (circulated separately).

16. 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) Bowls Club
 - ii) LALC County Committee
 - iii) MACLA
 - iv) Metheringham Area Cluster Group
 - v) Metheringham Swimming Pool
 - vi) Village Hall Management Committee

17. Clerks report on matters outstanding (circulated with agenda).

18. Financial matters:

- a) **Metheringham Swimming Pool:** To consider and approve quotation received for the initial start up costs, chemicals, weekly pool operation and end of season costs (budgeted item).
 - i) Pre Season checks and start up - £200.00
 - ii) Chemicals - £455.00
 - iii) Season maintenance and testing (chemicals not included) £50.00 per week (for approximately 15 weeks) Total £750.00.
 - iv) End of Season Costs - £445.00
- b) **Insurance:** To consider and approve quotations and resolve to approve the insurance renewal premium due on 1st June 2014 (budgeted item).
- c) **Skate Park:** To approve final payment of £33,459.29 to Freestyle Skate Parks Ltd following practical completion of the skate park project (to be reclaimed from WREN grant).

- d) **Litter Bin:** To consider and approve purchasing a large capacity litter bin from Wybone Ltd at a cost of £455.45 to be installed at the skate park (budgeted item).
- e) **Skate Park Landscaping:** To consider and approve quotations and recommendations for landscaping around the skate park (budgeted item).
- f) **Gates to Recreation Field:** To consider and approve quotations to purchase 2 off 9' wooden field gates, 2 off gate posts, 2 off hinge sets, 1 off loop cover and 12 post mix to enclose gap at the south end of Princess Margaret Avenue at an approximate cost of £361.02 (budgeted item).
- g) **Street Light:** To consider and approve replacing a cracked concrete column on Manor Road; with a new 6 metre steel column complete with a 36 watt PL (low energy) lantern controlled by an all night photocell, including transferring the underground electricity service, removing and disposing of the old column at a cost of £880.00 (budgeted item).
- h) To consider and approve accounts for payment (report circulated separately).
- i) To receive a report from the RFO on the PC finances, Income and Expenditure (report circulated separately).

19. Correspondence:

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

20. To receive verbal or written reports from Working Groups:

- a) Allotments
- b) Anti Social Behaviour
- c) Children's Playgrounds and Playing Fields
- d) Christmas Celebrations
- e) Communications
- f) Community Emergency and Flood Plan
- g) Fayre and Feast
- h) Forward Planning
- i) Fundraising Team
- j) Highways, Footpaths & Car Parks
- k) Library
- l) Recreation Field developments
- m) Risk Assessment
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21. Recreation field & related issues: To receive an update from members in relation to the signing of the legal documents from LCC.

22. Annual Report 2013/2014: To receive comments from members on the Annual Report for 2013/2014, to amend document accordingly and agree to send for printing (circulated with agenda).

23. **Annual Village Meeting 2014:** To review the Annual Village Meeting; to consider and agree the recording of the debate will be available on the Nocton Blog.
24. **Communication and Meeting Format:** To consider holding an informal parish council discussion evening and agree a date.
25. **Fayre and Feast 2014:** To discuss and agree outcome of open public meeting held on 20th May 2014.
26. **Social Media:** To formally agree to a facebook page for Metheringham Parish Council <https://www.facebook.com/MetheringhamParishCouncil/>
27. **Metheringham Library:** To receive an update from members following acceptance by LCC of the Parish Council business plan and grant application.
28. **Village Hall Developments:** To discuss a proposal to develop the existing storage area into a meeting room.
29. **Community Right to Bid:** To consider and approve to register an interest in the current library/health clinic site – High Street and the old mill – Princes Street in accordance with (Localism Act 2011, Part 5, Chapter 3 – Assets of Community Value).
30. **Skate Park Project:** To receive an update in relation to the skate park and consider details and a date for an opening event.
31. **Mobile Skate Park Equipment:** To consider and agree to make contact with the Spilsby Group who provided the mobile equipment to establish if they would like it returned.
32. **Armed Forces Day 2014:** To approve details for Armed Forces Day flag raising ceremony to be held on 23rd June 2014.
33. **Date, time and venue of next meeting:** Tuesday 24th June 2014 at 7.30pm in the Village Hall.
34. **Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and the Public:** To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.
35. **Princes Street Play Park:** To receive an update relating to the play park.
36. **Administration Assistant:** To consider and agree to advertize and appoint for the position (document circulated separately).
37. **Glebe Land:** To receive an update in relation to a letter of response from RW Parker (document circulated separately).