


METHERINGHAM, SOTS HOLE AND TANVATS PARISH COUNCIL

Mrs Sharon Stafford – Clerk
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You are summoned to a meeting of Metherringham Parish Council which will be held in the **Village Hall, Middle Street** on Tuesday 29th January 2019 at 19:15. 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 19:15 and 19:30 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. Stafford

Signed: _____
Sharon Stafford
Clerk to Metherringham Parish Council
23rd January 2019

AGENDA 08/2019 **29th January 2019**

1. **Chairman's Remarks**
2. **To resolve to accept Apologies for Absence and reasons given in accordance with Local Government Act 1972 s85(1).**
3. **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.
4. **Notes of the Parish Council Meeting held on Tuesday 27th November 2018, to be approved and signed as the minutes (circulated with agenda).**
5. **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 Bracebridge Heath Neighbourhood Policing Team (circulated separately).
 - d) To receive reports from Council representatives on other outside bodies.
 - i) Village Hall Management Committee
 - ii) Metherringham Swimming Pool
6. **Clerks report (circulated separately).**

7. Financial matters:

- a) **LALC:** To consider subscription to the Lincolnshire Association of Local Councils Annual Training Scheme for April 2019/March 2020 at a cost of £130.00 (budgeted item).
- b) **Annual Report 2018/2019:** To consider and resolve that the Annual Report should have a similar format to the 2017/2018 version and to approve a provisional budget of £300.00 for printing (budgeted item).
- c) **RBS:** To consider and resolve quotations received for:
 - i) Year End close down at a cost of £540.00 plus 45p per mile travelling expenses plus £100 plus VAT for overnight accommodation where required.
 - ii) Purchase and Installation of Rialtas Suite Asset Inventory Software at a cost of: 50% Discount Available until 31st January 2019 - £147.50 - **Purchase of Software £ 147.50**
1st Year Annual Support and Maintenance Single User Licence* £119
Total Costs 1st Year for Purchase of Software £ 266.50
Ongoing costs: Annual Support and Maintenance Single User Licence* £119 per annum
Online Training per hour £ 35 per hour, recommended 2 hours
- d) **John Deer – Sit on mower:** To consider and resolve the following - mower sent to Burdens for maintenance - A full cylinder and bottom blade lap (sharpen), hydraulic and pipe service, electrical check, full diagnostic check and engine service, four wheel drive service and alignment's set up at a cost of £380.00. This price includes collection and delivery and all work will be recorded and comes with a full guarantee.
- e) **War Memorial Hedge:** To consider and approve quotation to cut the hedge at the war memorial garden at an approximate cost of £335.00 (document circulated with agenda).
- f) **Lights:** To consider and resolve quotation received to replace lights from the swimming pool to the pavilion at a cost of £365.00.
- g) **Internal Audit:** To receive an interim report from the Internal Auditor (circulated separately).
- h) **Accounts for Payment:** To consider and approve accounts for payment (circulated separately).
- i) **Financial Report:** To receive a report from the RFO on the PC finances, Income and Expenditure (circulated separately).

8. Correspondence:

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

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

- a) Forward Planning

10. To Receive the Committee Minutes and Consider any Recommendations:

- a) **Finance Committee:** Notes of the meeting held on 19th December 2018 to be approved and signed as the minutes (circulated with agenda).
Recommendation to Council:
 - i) **Budget 2019-2020:** To consider and resolve to approve a budget for 2019/2020 (circulated with agenda).

- ii) **Precept 2019-2020:** To consider and resolve the Precept Requirement upon the Billing Authority (being North Kesteven District Council) of £140,778.00 (one hundred and forty thousand, seven hundred and seventy eight pounds) be approved.
- 11. Planning:**
- i) [19/0012/FUL](#) Proposal: Conversion of existing B & B accommodation from two units to 1 No. two bedroomed unit and 3 No. one bedroomed units at 1 & 2 Poachers Mews, High Street, Metheringham, Lincoln, LN4 3DZ.
 - ii) [19/0076/TCA](#) Proposal: T2 Ash Stump - fell at The Manor House, Manor Lane, Metheringham, Lincoln, LN4 3HB.
- 12. Become a Councillor Event:** To consider and resolve to hold a drop in open evening in the parish council office during February, to agree the date and time.
- 13. Defibrillators:** To consider and resolve the parish council take responsibility for x 2 defibrillators located at Great Barrier Reef & Zythn Grill (e-mail previously circulated).
- 14. Annual Village Meeting 2019:** To consider and resolve the format for the 2019 Annual Village Meeting.
- 15. Training:** LALC Training Events for 2019, all members and staff to give consideration to their training needs and inform the Clerk of selections.
- 16. Lincoln Transport Strategy:** To consider and resolve to make comments on the consultation.
- 17. Lincolnshire County Council Draft Statement of Community Involvement:** To consider and resolve to make comments on the consultation.
- 18. MPC Procedures:** To consider and resolve amendments to procedures as listed (previously circulated).
- 19. MPC-040 Data Breach Policy:** To consider and resolve to adopt MPC-040 Data Breach policy (previously circulated).
- 20. MPC-041 - Subject Access Request Procedure:** To consider and resolve to adopt MPC-041 Subject Access Request Procedure (previously circulated).
- 21. Date, time and venue of next meeting:** Tuesday 26th February 2019 at 19:15, in the Village Hall.
- 22. 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.
- 23. Metheringham Library Building High Street:** To receive an update in relation to the future of the Library building.