

Notice of an ordinary meeting of Cranwell, Brauncewell & Byard's Leap Parish Council – the Annual Meeting.

Cranwell, Brauncewell and Byards
Leap Parish Council



Mike Pears – Acting Clerk.
Cranwell Village Hall,
Old School Lane, Cranwell NG34 8DF

tel : 07800-913592

e: parishclerk@cranwellpc.co.uk

Web: <https://cranwell.parish.lincolnshire.gov.uk/>

Dear Sir / Madam,

I hereby give you notice that the next ordinary meeting for Cranwell, Brauncewell and Byard's Leap will be held on Monday 15th May 2023, at Cranwell Village Hall, Old School Lane, Cranwell Village, NG34 8DF starting at 7:30pm.

Members of the press and public are welcome to attend.

All members of the Parish Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting, as set out hereunder.

Signed:



M.Pears. Acting Clerk to the P.C.

Dated: 10th May 2023

Shortly after 7.30pm there will be a public forum, when members of the public may ask questions or make short statements to the Council on any agenda item. There will also be an opportunity for visiting Representatives to briefly address the assembly. All Parish Councillors are to attend at this time.

Agenda

1. All Councillors to sign "The Acceptance Of Office" document. (MP)
2. To elect a Chairman. Signing of Acceptance of Office. (MP)
3. To suspend the meeting (if appropriate) to allow the public forum to take place. (TB)
4. When meeting re-opened - To receive apologies for absence and reasons given i.a.w. Local Government Act 1972, Sch 12, para 40. (TB)
5. To receive declarations of interest and to consider applications in relation to Disclosable Pecuniary Interests. (TB)

Disclosure of pecuniary and non-pecuniary interests is to be in accordance with the Localism Act 2011. The need for disclosure is to be based upon agenda items, or at any suitable time during a meeting when it becomes apparent to a Member.

6. To elect a Vice Chairman. (TB)

7. Notes of the Ordinary Meeting of the Parish Council held on Monday 3rd April 2023 to be approved as Minutes. (TB)
8. To consider re-establishing old committees from the old Council, and appointing new committees, working parties, etc in accordance with Standing order 4. (MP)
9. To review the appointment of members for all existing committees. (MP)
10. To review the terms of reference for all existing committees. (MP)
11. To review and establish the Areas Of Responsibility to be allocated to Councillors on the new Committee. (MP)
12. Re-Adoption of policy documents: Standing Orders, Financial Regulations, Advertising Guidance Policy, Annual Investment Strategy, Bullying-Harassment Policy, Code of Conduct, Co-option policy, Communications policy, Expenses Policy, Freedom of Information Publication Scheme, Grant and Donations Policy, Social Media Policy, Data Protection Policy, Policy for handling Freedom of Information Requests, Risk Assessment Strategy. (MP)
13. Adoption of new policy documents – Complaints Policy, Disciplinary Policy, Grievance Policy, Health & Safety Policy, Training Policy, Scheme of Delegation Policy, Scheme of Delegation (Emergency) Policy. (MP)
14. To review arrangements with other local authorities and review contributions made to expenditure incurred by other authorities (e.g. LALC). (MP)
15. To review the inventory of land and assets including buildings and office equipment - Asset Register. (MP)
16. Confirmation of arrangements for insurance cover in respect of all insured risks – as required annually. (MP)
17. Determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council. All at 7 p.m. - June 12th, July 10th, Sept 11th, Oct 9th, Nov 13th, Dec 11th, Jan 8th, Feb 12th, March 11th, April 8th, May 13th (AGM), Annual Parish Meeting on April 22nd 2024. (MP)

18. Financial Matters.

- a. Approve the payments made since the last meeting. (MP)
- b. Approve the payment of invoices etc. as listed on the “Payments to be Authorised” sheet. (MP)
- c. Approve the bank reconciliation from the previous month. (MP)
- d. To present, and consider, documentation to show the final “end of year” situation with the Council Finances for 2022-2023. (MP)
- e. To consider moving £1,800 from the Elections Reserve (currently £2,100) to the Office Equipment Reserve (currently £600) to cover the costs of equipping an office and providing equipment. (MP)
- f. To consider the purchase of a projector and screen for use in public meetings, training sessions and in the future use of the Old School at a price of no more than £500 + vat. (MP)
- g. To consider having a full electrical inspection of the Old School which is now due. Quote received for £280 plus v.a.t. (MP)
- h. To confirm registration with I.C.O. at a cost of £40 per annum. (MP)
- i. To consider any further suggestions for spending the C.I.L. money. (MP)
- j. To discuss suggestion of unused amount of “Jubilee Funding” from 2022 (approx £300) to be used to purchase a P.A. system for use on Village Green and at public meetings. Money currently back in general funds. (MC)

19. Planning Applications. (MP)

23/0344/LBC – 23rd March 2023 – R.A.F. Cranwell NG34 8HB – re-location of one AirCon unit and addition of two more in College Hall Officers Mess.

20. To receive a report from the Acting Parish Clerk on matters pertaining to the Parish Council. (MP)
21. Report on the recent Parish Council Elections on May 4th 2023 and current status of the Parish Council with regard to General Powers of Competency. “The Parish Council resolves that, having not met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, not to adopt the General Power of Competence.” (MP)
22. To report on the Parish Meeting in April. (MP)
23. To receive an update, and make any decisions, on any developments with the future use of the Old School building.

Discuss requirements for setting up office. (MP)

24. To receive a report on the current situation with regard to the operation of the "Speedwatch Group". (DG)
25. To receive an update on the operation of the SIDs in the village. (DG)
26. To receive an update on the distribution of "30 mph" stickers to residents along the main road for fixing to their rubbish bins. (DG)
27. To further discuss the creation of the "Coronation Garden". (TB)
28. To receive a further update on the installation of the new CCTV equipment, the deployment of suitable warning signs and the adoption of a "Surveillance Camera Policy" document. (TB)
29. To receive reports from Councillors on their various past Areas of Responsibility. (TB)
30. To resolve to go into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, to discuss the following matters;
 - (i) To consider further actions to be taken about the Clerk's contract of employment.
31. To resolve to go back into public session to resolve any decisions made in the closed session.
32. Next P.C. meeting date to be confirmed as Monday June 12th 2023 at 7.00 p.m. (MP)

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