

CAYTHORPE AND FRIESTON PARISH COUNCIL

Dear Councillor,

You are hereby summoned to attend the Annual meeting of:

**Caythorpe and Frieston Parish Council
to be held on Wednesday 8th May 2019
commencing at 7.15 pm in the Village Hall.**

The Agenda for the meeting is to be found below.

There will be a short public forum before the council meeting proper which will begin at 7.00 pm. All councillors are requested to attend this forum. Should the forum last less than 15 minutes, the Parish Council Meeting will begin at that time.

M Stevens

1st May 2019

Mr Mel Stevens
Clerk to the Parish Council

AGENDA

- 1. Election of Chairman and Vice-Chairman**
- 2. Apologies for absence.**
- 3. Declaration of Interests** - To receive declarations of interests under the 2000 Local Government Act.
- 4. Parish Clerk's Report** - Update on matters occurring since the last meeting not otherwise on the agenda.
 - a. May Elections – Co-opted procedure and timetable
 - b. CFPC Meetings – Requirements and frequency
- 5. Election of members of the Planning Committee (6).**
- 6. Election of members of the Finance Committee (6).**
- 7. Appointment of representatives to:**
 - a. Dog Fouling
 - b. Litter Picking & The Big Clean
 - c. Allotment committee
 - d. Playing Field committee
 - e. Village Hall committee
 - f. News & Views
 - g. Community Heartbeat
 - h. The Parish Plan
 - i. Highways
 - j. Emergency Plan
 - k. Facebook Page
 - l. War Memorial
 - m. Hospital Car Scheme
- 8. Approval of minutes of the Parish Council meeting held on 20th March 2019**
- 9. Financial Matters:**

- a. Approval of the Parish Council Internal Audit
- b. Approval of Governance Statement for 2018/19.
- c. Approval of End of Year Accounts 2018/19 – statement
- d. To obtain acceptance of – CFPC Standing Orders
- e. To obtain acceptance of – CFPC Financial Regulations
- f. To obtain acceptance (signature) of – CFPC Disclosure of Personal Interests
- g. Authorisation of BACS/cheque payments
- h. Approval of new Bank Signatories
- i. General Data Protection Regulations – Update of progress since the last meeting.
- j. War Memorial - Trees and Cleaning - Update
- k. Laptop – Update (Applications received for Donation to worthy user group)

10. Transport and Highways: - To discuss any parking and highways issues within the Parish i.e. High Street Congestion / Back Lane parking, Humpbacked Bridge - Caythorpe Heath Lane – General Concerns (bend near PGL), Sensory Pad Pavements – Project Update since the last meeting.

11. The Parish Environment:

- a. Planning – Report on Planning Matters affecting the Parish by the Parish Council Planning Committee Chairman. To include:
 - i. Review of actions taken in advance of LCC Planning Meeting scheduled for 13th May relating to the applications by Mid(UK) to increase working hours.
 - ii. New Applications
 - iii. Applications Actioned
 - iv. Decision Notices
 - v. Project Register
 - vi. Emergency Out of Hours Planning Enforcement Procedure - AR
 - vii. Other Issues to Report
- b. Dog Fouling - Update of progress since the last meeting
- c. Housing – Update
- d. Other Maintenance issues
 - i. Frieston Bus Shelter (lighting and drainage AR)
 - ii. Update of Maintenance Register
 - iii. Burial Ground - Review of any issues
 - iv. Frieston Notice Board, Defibrillator and Mail Box - Update
 - v. Footpaths and Pavement Maintenance – Update AR
- e. Sewer Issue in Frieston

12. Community Safety

- a. Community Emergency Planning – Update Cllr Fritzsche
- b. Report on Local Crime and Policing Matters.

13. Items of urgent business.

14. Arrangements for next meeting:

The next meeting will be held in the Village Hall on **Wednesday 10th July 2019** beginning at 7.15 pm.