

## **WILSFORD PARISH COUNCIL**

Parish Clerk: Denise Gascoyne 82 Ermine Street ANCASTER Grantham NG32 3QP  
Tel: 01400 230745 email: Wilsfordpc@gmail.com  
<http://parishes.lincolnshire.gov.uk/wilsford>

### **ANNUAL MEETING**

01 May 2018

Dear Councillor,

You are hereby summoned to attend the **ANNUAL MEETING** of **WILSFORD PARISH COUNCIL** to be held in the small room of the village hall on **TUESDAY 08 MAY** directly following the **ANNUAL PARISH MEETING**.

Denise Gascoyne  
Parish Clerk

### **AGENDA**

1. **Election of Chairman:** To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. **Election of Vice-Chairman:** To elect the Vice-Chairman of the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office
3. **Apologies for Absence:** To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.
4. **Declarations of Interest:** To receive Declarations of Interest under the Localism Act 2011 - being any pecuniary or non-pecuniary interest in Agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation.
5. **To approve and accept:** as a true record the notes of the meeting of the Council held on **10 APRIL 2018** and to authorise the Chairman to sign the official minutes.
6. **To review and accept:** Standing Orders (already circulated)
7. **To review and accept:** Financial Regulations (already circulated)
8. **GDPC compliance:**
  - a. To appoint (LALC if confirmed) as the council's Data Protection Officer
  - b. To adopt the Data Map (already circulated)

- c. To adopt the following procedures policies (already circulated):
    - Data Protection Policy
    - Subject Access Request Procedure
    - Data Breach Policy
    - Records Retention Policy
  - d. To adopt the Privacy Notices (already circulated)
    - Email Contact Privacy Notice
    - Councillor Privacy Notice
  - e. To receive Security Compliance Checklists from all Cllrs (already circulated)
  - f. To note that the council is already registered as a Data Controller with the ICO and pays the relevant Data Protection Fee
9. **To review and accept:** the Council Asset Register (already circulated)
  10. **To accept:** The Calendar of Meetings (already circulated)
  11. **To review and accept:** the Council Insurance Policy
  12. **Report from County Councillor and District Councillor**
  13. **Reports from Outside Bodies:**
    - a. Village Hall Committee
    - b. Village Handyman
    - c. Community Land Trust
    - d. Allotments
    - e. First World War 1914 Commemoration
    - f. News and Views
    - g. Cemetery/Churchyard
  14. **Playing Field:**
    - a. Update from Debbie Scott
  15. **Parish Clerk Update:**
    - a. Reply (if any) from request for better signage when Kelby Lane Crossing (Wilsford Warren) is closed.
    - b. update on possible Community Wildlife Grant for 'The Pit'
    - c. Update on free First Aid sessions
  16. **Correspondence:**
    - a. LCR (magazine of National Association of Local Councils)
  17. **Planning:**
    - a. 18/0225/HOUS Planning permission erection of single storey rear extension May Lodge School Lane. FOR INFORMATION ONLY
    - b. 18/0284/HOUS Planning application erection of two storey extension 13 Town End Wilsford. To receive (comments if any) already forwarded to NKDC
    - c. 18/0267/FUL Planning permission erection of steel framed fully insulated building Wilsford Heath Farm. FOR INFORMATION ONLY
    - d. 18/0304/FUL Planning permission for demolition of existing garden sheds and erection of new wooden shed to allow use as a dog grooming business 19 Town End. FOR INFORMATION ONLY
  18. **Finance:**
    - a. To resolve to make Cheque Payments as per the approval list (already circulated)

- b. To accept and discuss (if necessary) the Internal Audit report (already circulated)
- c. To read out, fill in and sign Section 1 - Annual Governance Statement 2017/2018 of the Annual Return.
- d. To accept and sign Section 2 - Accounting Statement 2017/2018 of the Annual Return
- e. Notification of 2year pay award for Clerks
- g. To note Section137 limit for 2018/2019 is £7.86 per elector. FOR INFORMATION ONLY

**19. Training:**

- a. Cllrs Training Day Pinchbeck Library - 17.05.18 10.00am-4.00pm
- b. Cllrs Training Day Nettleton Village Hall - 23.05.18 10.00am-4.00pm
- c. General Data Protection Regulations Mablethorpe 07.06.18 1.00pm-4.00pm

**20. Date of Meeting:**

- a. Provisionally 12 June on acceptance of Calendar of Meetings 10(a) above