



BURTON UPON STATHER PARISH COUNCIL

**Mrs J Harrison
Clerk to the Council**

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**C/O 5 Ashwood Close
Burton upon Stather
Scunthorpe
North Lincolnshire
DN15 9WA**

6 May 2014

Dear Councillor

You are hereby summoned to attend the **Annual Meeting of the Parish Council** at 7.15pm in the Village Hall, Todds Lane, Burton upon Stather on Monday 12 May 2014.

Members of the public and press are welcome to attend any meeting of the Parish Council. Fifteen minutes are available at the beginning of each Council meeting to allow public participation.

Yours sincerely

Mrs J Harrison
Clerk to the Council

To receive a report from the Ward Councillors.

AGENDA

1. **Election of Chairman.**
2. **To receive the Chairman's Declaration of Acceptance of Office as Chairman.**
3. **To receive apologies for absence.**
4. **Election of Vice Chairman.**
5. **Declaration of Interest – Code of Conduct adopted by this council**
 - (a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
 - (b) To note dispensations given to any member of the council in respect of the agenda items listed below.
6. **To appoint a representative/s to the**
 - a) **Village Hall Committee**
 - b) **Burton Playing Fields Association.**
 - c) **Thealby Play Area**
7. **To appoint committees as follows:**
 - a) **Finance** (7 members minimum including Chairman and Vice Chairman, quorum 4)
To agree a date for the first meeting of the Finance Committee to elect a Chairman.
 - b) **Planning** (8 members minimum including Chairman and Vice Chairman, quorum 4)
To agree a date for the first meeting of the Planning Committee to elect a Chairman.
 - c) **Burial Ground** (8 members maximum including Chairman and Vice Chairman, quorum 4)
To agree a date for the first meeting of the Burial Ground Committee to elect a Chairman.
 - d) **Personnel** (3 members to include the Chair or Vice Chair plus Chair of a Committee)
To agree members of the committee.
 - e) **Young People's Committee**
8. **To appoint a representative to check the work of the Responsible Finance Officer.**
9. **To appoint two voting delegates to attend ERNLLCA's district committee meetings.**
10. **To appoint a representative to attend the Neighbourhood Action Team meetings.**
11. **To appoint a representative to attend the Winterton Landfill Liaison Committee meetings.**
12. **Minutes of meetings:**

Meetings of the Parish Council held on Tuesday 14 April 2014 as circulated to be signed as a true record.
13. **Burton Upon Stather Annual Parish Meeting**

To note issues raised at the Annual Parish meeting held on 29 April 2014.
14. **Burton Playing Field Association**

To receive a report from the representative of the PFA.
15. **Burton Upon Stather Parish Burial Ground**

To receive a report from the representative of the Burial Ground Committee.
16. **Burton Upon Stather Village Hall**

To receive a report from the representative of the Village Hall Committee.
17. **Burton Upon Stather Parish Council Website**

To receive a progress report.
18. **Police Matters and Safer Neighbourhoods/Neighbourhood Action Teams**

To note any reported incidents.

19. Highway Repairs/Issues

Progress reports, repairs or other matters to be reported

a. Footpath, Top of Stather Hill, Burton Upon Stather

To note if North Lincolnshire Council has a start date to widen the footpath.

b. 32 Stather Road, Burton Upon Stather

To establish whether North Lincolnshire Council has been in contact with the landowner and if work is to proceed to stem the water leak.

20. Glebe Paddock

To discuss and agree the removal of the metal frame which is causing damage to the tree.

21. Burton Hills

To receive proposal to improve the amenities on Burton Hills.

22. Best Kept Village Competition 2014

To discuss and agree work to be completed.

To discuss the hire of a stand at the Fete during the Burton in Bloom weekend on 7 June 2014 to publicise the competition.

To discuss and agree Normanby Community Group hanging flower baskets from the bus shelter in Normanby.

23. Commemorative Seat

To discuss and agree the re-allocation of a seat to GH Young who died in WW2. To agree a new name plate for the seat.

**24. North Lincolnshire Local Development Framework,
Housing & Employment Land Allocations DPD: Revised Submission Draft (April 2014)**

To discuss and obtain views on submission documentation relating to Burton Upon Stather Parish, Scunthorpe Town Centre and Scunthorpe & Bottesford Urban Area.

25. Planning

No planning applications have been received for discussion.

26. Finance

i. To compare and approve income and expenditure.

ii. To approve Payment of Accounts and Receipt of Payments.

iii. To agree transfer of funds from Savings to Current Account.

iv. To note the review of accounts has been completed and the annual return has been signed by Messrs Smailes Goldie, the Internal Auditors. The Annual Return to be signed by the Chairman and Responsible Finance Officer of Burton Upon Stather Parish Council for submission to the External Auditor, Messrs Littlejohn, Accountants.