



BURTON UPON STATHER PARISH COUNCIL

Kath Jones, Parish Clerk
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Office hours Monday – Wednesday, 11am-5pm

26 April 2017

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of the Parish Council in the Village Hall, Todds Lane, Burton upon Stather on Monday 8 May at 7.15 pm

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 for public participation. Formal Parish Council business, which members of the public may observe only, will commence at 7.30pm.

BURTON UPON STATHER ANNUAL PARISH COUNCIL MEETING

Agenda 8 May 2017

7.15 – 7.30 Public Participation Session

To receive a report from Ward Councillors

- 1. Election of Chairman.**
- 2. To receive the Chairman's Declaration of Acceptance of Office**
- 3. Apologies for absence.**
- 4. Election of Vice Chairman.**
- 5. To receive the Vice Chairman's Declaration of Acceptance of Office**
- 6. 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.

7. Application for co-option: To receive and consider applications. Application form and Parish Council's co-option procedure previously circulated.

8. To appoint representative/s to the

- a) Village Hall Committee**
- b) Burton Playing Fields Association.**
- c) Thealby Play Area**

9. 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 Chairman or Vice Chairman, plus Chair of a Committee) To agree members of the committee.

10. To appoint a representative to check the work of the Responsible Finance Officer.

11. To appoint two voting delegates to attend ERNLLCA's district committee meetings.

12. To appoint a representative to attend the Neighbourhood Action Team meetings.

13. To appoint a representative to attend the Winterton Landfill Liaison Committee meetings.

14. Declarations of Acceptance of Office Councillors to vote on how long it will accept the Declarations of Acceptance of Office that have not been signed on or after 8 May 2017. (Must be no longer than 28 days).

15. Minutes of meetings: Meetings of the Annual Parish Council meeting on 9 May 2016, Parish Council on Monday 10 April 2017 and the Planning Meeting held on Tuesday 2 May 2017, as circulated, to be signed as a true record.

16. Burton Upon Stather Heritage Group: to receive a report on proposals for the Picnic Area, Burton Hills and resolve any actions arising.

17. To receive updates on the Normanby 10k run and the Burton in Bloom weekend.

18. To receive reports from the following and resolve any actions arising:

- a** Burton Paying Fields Association.
- b.** Village Hall Committee
- c.** Thealby Play Area
- d** Neighbourhood Policing

19. PFA Grants:

To receive a report of progress with any grant applications made to North Lincs Council's Community Fund and resolve any actions arising.

20. Highways: Repair and Other Issues: To consider progress on outstanding repairs or other Highway matters to be reported and resolve any actions arising from them

- a.** Footpath, Burton Stather Hill

21. Parish Noticeboards: To receive a report on refurbishment of wooden parish noticeboards and resolve a colour scheme.

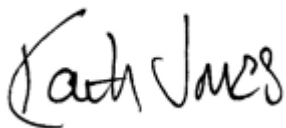
22. Contracting issues:

- a.** To receive an update on initial stages of the grounds maintenance contracts and resolve any actions arising.
- b.** To note the Advice to Contractors guidance, as circulated.

23. Finance:

- a.** To resolve approval of Payment of Accounts and Receipts for 11 April 2017 to 03 May, as circulated.
- b.** To receive a verbal report on arrangements for submission of the Annual Return 2016-17.

Yours sincerely



Kath Jones

Clerk to the Council and Responsible Financial Officer.