

## Notice of Annual Parish Meeting & Annual General Meeting

**Members of Billingborough Parish Council** are hereby summoned to attend the **Annual Parish Meeting & Annual General Meeting** on **Tuesday 4 May 2021 starting at 6.30pm via Zoom**. Unless stated in an Agenda, any items raised for a decision at the Annual Parish Meeting will appear on the Agenda at the next meeting. **Members of the public are invited to attend**. This meeting will be recorded. The joining details are as follows: Hayley Beaver is inviting you to a scheduled Zoom meeting.

Topic: Village Parish Meeting & Annual Meeting of Billingborough Parish Council  
Time: May 4, 2021 06:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/83635073799?pwd=LzJUS0QxZStUZ1JFQWxIMjJxODhsZz09>

Meeting ID: 836 3507 3799

Passcode: 569190

One tap mobile

+442039017895,,83635073799#,,,,\*569190# United Kingdom

+442080806591,,83635073799#,,,,\*569190# United Kingdom

Dial by your location

+44 203 901 7895 United Kingdom

+44 208 080 6591 United Kingdom

+44 208 080 6592 United Kingdom

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

Meeting ID: 836 3507 3799

Passcode: 569190

Find your local number: <https://us02web.zoom.us/u/krK0erlwp>

Hayley Beaver Parish Clerk

4 May 2021

### **Annual Parish Meeting – Agenda**

1. **Welcome by the Chairman**
2. **Chairman's Annual Report**
3. **Receive Reports from Police, County & District Councils**
4. **Receive Reports from Community Groups & Organisations**
5. **Questions & Proposals from the Public**

### **Annual General Meeting of the Parish Council – Agenda**

The Annual General Meeting of the Parish Council will commence at 7.15 pm or immediately following the Annual Parish Meeting. The public are welcome to attend the meeting but are not permitted to speak.

1. **Apologies for absence**
2. **Receive any new Declarations of Interest**
3. **Election of Chairman**
4. **Election of Vice chairman**
5. **Councillor Co-option** (Decision on candidate – **All**)
  - a. **Acceptance of Office & Declarations of Interest** (if required)
6. **Appointment of Members to Designated Roles & Responsibilities:**
  - a. Finance
  - b. Toller Education Foundation
  - c. Contracts & Tenancy
  - d. Website
  - e. Emergency Plan Coordinator
  - f. Lead, Entrance Planters
  - g. News Sheet Editor
  - h. Village Hall Representative
  - i. Lead, Speed Feed Back Signs

- j. Lead, Cemetery
- k. Allotments Representative
- l. Youth Probationer Coordinator
- m. Lead, Spring Wells
- n. Lead, Recreation Ground & CCTV
- o. Cricket Club
- Representative
- p. Primary School Representative
- q. Traffic/parking Coordinator.

7. **To Approve the Minutes of the last Meeting** (9 March 2021)
8. **To Approve the previously circulated list of motions agreed via email, since the last meeting (9 March 2021)**
9. **Review & Approve Asset Register (All)**
10. **To Adopt the Council Policies & Procedures (All)**  
Code of Conduct; Communications; Complaints; Disciplinary & Grievance; Equal Opportunities; Financial Regulations; FOI & Data Publication; Risk Management; Safeguarding; Standing Orders
11. **Finance Report – Clerk**
  - a. **2020/21 End of Year Accounts & External Audit Return (Chairman & RFO)**
    - i. End of Year Accounts & Internal Audit (**All**)
    - ii. Approval of Annual Governance Statement (**All**)
    - iii. Approval of Accounting Statement (**All**)
  - b. **2021/22 Accounts to date (RFO; Approval of Expenditure – All)**
12. **Update on Key Parish Matters:**
  - a. **Recreation Ground**
    - i) Appeal against pavilion rateable value (Chairman – Decision – All)
    - ii) Update on pavilion electrical works and works to porch area. (Chairman – Decision – All)
    - iii) Update on repair to play park fence (Chairman - Decision - All)
    - iv) Decision on play equipment and wetpour (Chairman - Decision – All)
  - b. **Springwells Area**
    - i) Update on island (Chairman – Decision - All)
    - ii) Decision on duckhouse ramps renovation (Chairman – Decision All)
    - iii) Update on Painting (Chairman – Decision – All)
    - iv) Update on VE Day Bench
    - v) Decision on possible paving in front of all benches (Chairman – Decision – All)
    - vi) Decision on signage for feeding advice, donations received, and rules about dogs going in the pond. (Chairman – Decision – All)
    - vii) Decision on the provision of food/food bins. (Chairman – Decision – All)
    - viii) Update on planters and planting and allocation of tidying and maintenance work, immediate requirements and ongoing. (Chairman – Decision – All)
  - c. **The Cemetery**
    - i) Agree update to the Cemetery Regs. (Chairman – Decision – All)
    - ii) Decision on installing posts at Cemetery/allotments to prevent parking on Grassed area outside. (Chairman – Decision – All)
  - d. Allotments and Aveland Site-

- i) Update on Aveland site (Chairman – Decision – All)
  - ii) Cutting of Aveland grass.(Chairman – Decision – All).
  - iii) Decision re request for a wheelie bin. (Chairman - Decision – All)
  - iv) Feedback on comments received re BAGS Contract. (Chairman – Decision – All)
- e. Update on speed signs (Chairman – Decision – All)
- f. Update on parking issues, signs, leaflets and patrols (Cllrs Major and Vince – Decision – All)
- g. Discussion re temporary removal of dog fouling signs (Chairman – Decision – All)
- h. Keep Britain Tidy litter picking campaign (Chairman – Decision – All)
- j. Decision on allocation of works following receipt of quotes received for tree maintenance.  
(Chairman – Decision – All)
- k. Update on Emergency Plan (Cllr Major – Decision - All)
- l. Update on jitties, if any. (Chairman – Decision – All)
- m. Possible purchase of flag and flagpole. (Chairman – Decision – All)
- o. Council Admin - Council Connect, (Chairman + Clerk – Decision – All).
- p. Date and personnel for Clerk’s appraisal. (Chairman – Decision – All)
- q. Comments on Planning Applications (if required) (All)
- 13. Closed Session – **a) update on use of recreation ground (Cllr Major – Decision – All)**

**14. To Receive any Urgent Reports & Correspondence from Members & Clerk**

**Next Parish Council Meeting: Tuesday 13 July 2021 at 6.45 pm in the Pavilion at the Recreation Ground or via Zoom**