

## **Notice of Billingborough Parish Council Meeting in the Sports Pavilion at the Recreation Ground on Tuesday 8 March 2022**

Members of Billingborough Parish Council are hereby summoned to attend the above commencing at 6.45pm. **Members of the public are invited to attend.** The meeting will be preceded with a **Public Forum at 6.30pm**, at which time any parishioner is invited to ask questions, make suggestions, raise issues or give feedback to the Council. All Members are requested to be in attendance. The Public Forum will be followed by the formal Council meeting. If no public are present at 6.30pm the full meeting of the Council will commence. Unless stated in the Agenda, any items raised at the Public Forum requiring a decision, will appear on the Agenda at the next meeting. **This meeting will be recorded.**

Hayley Beaver,

Clerk to the Council

3 March 2022

### **Agenda**

1. **Chairman's opening Remarks**
2. **Apologies for absence.**
3. **Receive any new declarations of interest.**
4. **To consider any requests from Members for a dispensation on any items on the agenda. To agree, or not, by resolution to any dispensations, including voting rights. (Chairman - Decision – All)**
5. **Councillor vacancies and possible Co-option. (Decision on applicant/s – All)**
6. **Approve draft minutes of the meeting held 11 Jan 2022 (All)**
7. **To note and adopt, or otherwise, the minutes of meetings of the Queen's Jubilee Sub committee held on 8/1,5/2,15,2/2022 and 8/3/22 if available. (All)**
8. **Receive any external reports. (County and District Cllrs, Police, etc)**
9. **Receive any Community groups or Organisation reports – as required. (BAGS- Cllr Cope, Toller Trust- Cllr Stafford, YOS – Cllr Labinjo, School – Cllr Vince, Police – Cllr Surtees. Cllrs Training – Cllr Turner.)**
10. **Clerk's Report.**
11. **Finance Matters:**
  - a) **To Resolve to approve the previously circulated accounts which include the year up to 28 Feb 2022. (RFO; Decision – All)**
  - b) **To agree to resolve to the payment of invoices on the previously circulated list of transactions for approval. (RFO; Decision – All)**
  - c) **To Discuss the request, previously circulated, received from the Cricket Club, requesting a donation towards the provision of practice nets, and to Resolve on the decision. (Chairman; Decision – All)**
  - d) **To agree any course of action required following receipt of the Internal Audit report. (Chairman/Clerk; Decision – All).**
  - e) **To agree another Cllr to apply to be added as an authorised user to authorise payments on line, replacing Cllrs Cope and Major. (Chairman; Decision – All)**
  - f) **To assign by resolution, a Cllr to carry out the checking of bank reconciliations as per point 2.2 of the Financial Regulations. (Chairman; Decision – All)**

**12. Admin Matters:**

- a) To review and RESOLVE to agree any amendments to the following policies: Cemetery Regulations, CCTV Code of Practice, CCTV Policy, Member's Code of Conduct, Complaint's Procedure, Data Protection, Publication & FoI, GDPR Privacy Notice, Disciplinary and Grievance, Equal Opportunities, Financial Regulations, Risk Assessment, Safeguarding, Standing Orders. (Clerk's recommendations circulated prior to meeting). (Chairman; Decision – All)**
- b) To RESOLVE to adopt, or not, any proposed additional Policies, including Cllr Expenses Policy and Environmental Policy and Health and Safety Policy. (Chairman; Decision – All)**
- c) Parks and Greenspaces application – update. (Chairman; Decision – All)**
- d) To agree if any amendments are required to the previously circulated Springwells Caretaker's contract. (Chairman; Decision – All)**
- e) To agree if any amendments are required to the previously circulated Cemetery Caretaker's contract. (Chairman; Decision – All)**
- f) To agree if any amendments are required to the previously circulated Cricket Club Goodwill Agreement. (Chairman; Decision – All)**
- g) Parish Meeting – To discuss format and agree by resolution any budget amount required and allocate any tasks. (Chairman; Decision – All)**
- h) Planning applications; if required. (Chairman; Decision - All)**
- i) To agree by resolution the Terms of Reference of the Jubilee Committee, it being a sub-committee of the Parish Council. (Chairman; Decision – All)**
- j) Queen's Platinum Jubilee – update, to include informing all Members of the financial regulations and the change of status of the committee required, to be a sub-committee of the Council. (Cllrs Turner, Woodhead and Vince – Decision – All)**

**13. Village Matters:**

- a) Recreation Ground –**
  - 1. To discuss and agree by resolution, whether to take forward the proposals of i) marking out the football pitch and ii) the proposal of starting junior football coaching. (Cllrs Richardson and Turner; Decision – All)**
  - 2. Junior Cricket Club Enquiry, report and update. (Chairman and Cllr Turner; Decision – All)**
  - 3. To discuss, and RESOLVE on the outcome, as to the site of the CC storage containers. (Chairman /Cllr Turner; Decision – All)**
  - 4. To discuss and RESOLVE on any further action if required, including the allocation of tasks and a budget, regarding storm damage to the pavilion and any other areas within the Parish. (Chairman; Decision – All)**
  - 5. Pavilion Risk Assessment update – (Chairman; Decision – All).**
  - 6. Pavilion Fire Procedure – to RESOLVE to adopt if required, and allocate tasks. (Chairman; Decision – All)**

- 7. To discuss if any action is required regrading a repair to the porch area of the pavilion and if so, to agree a budget and allocate tasks. (Chairman; Decision – All)**
- 8. To agree by resolution the date for opening the tennis courts. (Chairman; Decision – All)**
- b) Springwells:**
- 1. Slabs in front of benches - update (Chairman; Decision – All)**
  - 2. Springwells planters - to agree budget for summer spend, and allocate responsibility for maintenance. (Chairman; Decision - All)**
- c) Cemetery:**
- 1.To agree to the purchase of a grit bin to house the salt supplied by LCC., including the cost and to allocate the cost of transferring the salt to the bin and agree any costs. (Chairman; Decision – All)**
  - 2.To agree any grass cutting costs that has, or is to be done in preparation for Mother’s Day. (Chairman; Decision – All)**
  - 3. To discuss the extra work required if a new gate is fitted, and resolve on the outcome, including the setting of a budget for any works agreed, and the allocation of tasks. (Chairman; Decision – All)**
- d) Aveland Field – To discuss taking part in NO MOW MAY and resolve on the outcome. (Chairman; Decision – All)**
- e) Entrance Planters – to agree by resolution the next seasons spend and who is responsible for maintenance. (Chairman; Decision – All)**
- f) Hall field - update. (Chairman; Decision – All)**
- g) Emergency Plan – update (Chairman; – Decision – All)**
- h) Jitties – any update. (Chairman; Decision – all)**
- i) School Competition – Update and agree costs for printing leaflets. (Cllr Vince – Decision – All)**
- j) Community Speed Watch – update. (Chairman; any decision – All)**
- k) Youth Offenders – To discuss and RESOLVE on any decision required following the zoom presentation on 1/3/2022. (Cllr Labinjo; Decision – All)**
- l) Old Noticeboard – to arrange removal. (Chairman; Decision – All)**
- m) The Great British Spring Clean – Update. (Chairman; Decision – All).**
- n) To discuss, and resolve on any outcome, the perceived increase in reported crime related incidents in the village. (Cllr Richardson – Decision – All)**

**Next meeting: Annual Parish Meeting, followed by the Parish Council AGM,  
Tuesday 10 May at the Pavilion, Recreation Ground.**