

Notice of the Annual Meeting of Billingham Parish Council

Dear Councillor

You are hereby summoned to a meeting of Billingham Parish Council which will be held at the schoolroom **Billingham Methodist Church, Victoria Street** on Monday 13 May 2024 at 8.00pm. Public and press are welcome to attend for a short session prior to the meeting.



Signed: Helen Key Parish Clerk/RFO		Date: 8 May 2024
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AGENDA

1. Election of Officers:
 - Chair
 - Vice Chair
2. To confirm receipt of Declarations of Acceptance of Office following the uncontested Election and of elected Officers in agenda item 1 and to approve late signing of Declarations if not present at this meeting.
3. To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.
- 3a. To receive Declarations of Interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on a member’s Register of Interests.
4. To accept the notes from 8 April 2024 as Minutes and a true record.
- 4a. To accept the notes from the Human Resources Committee meeting 16 April 2024 as minutes and a true record.
5. Review Terms of reference for Committees - Finance and Human Resources. (Documents circulated prior to the meeting).
6. Appoint members to the existing Committees - Finance and Human Resources.
- 6a. Appoint a Chair to the existing Committees - Finance and Human Resources.
7. Confirm adoption of current Standing Orders and Financial Regulations. (Documents circulated prior to the meeting).
8. Review land assets, Ballon Walk, Allotments, Walcott Road Cemetery and The Pinfold.
- 8a. Confirmation of the latest Asset Register was accepted at the Meeting 8 April 2024.
9. Receive confirmation that Insurance cover is in place.
10. Review council subscriptions to other bodies – LALC and SLCC.
11. Review the undernoted Policies and Procedures: (Documents have been circulated prior to the meeting).
 - PCD001 Document control
 - PCD004 Code of conduct
 - PCD007 Community grant
 - PCD010 Data protection
 - PCD014 Whistleblowing
 - PCD016 Complaints
 - PCD017 Disciplinary

- PCD018 Grievance
- PCD019 Dignity at work
- PCD020 Communications
- PCD021 Sickness Absence
- PCD023 Pre-election period
- PCD024 Volunteer
- PCD026 Maternity and Paternity Leave
- PCD028 Social Media
- PCD029 Lone Working
- PCD031 Freedom of Information
- PCD037 Training and development
- PCD038 Equality and Diversity
- PCD039 Data Breach
- PCD040 Records retention

12. Determine Meeting dates and locations up to the next Annual Meeting. (Circulated prior to the meeting).

13. Finance

a. To approve payments made during April 2024 (circulated prior to the meeting).

b. To consider allocating reserves for the future maintenance of Ballon Walk following confirmation of ownership discussed at the last meeting.

c. To approve the latest explanation of reserves held by the Council (circulated prior to the meeting).

d. Review the Council's expenditure under s. 137 of the Local Government Act 1972 or the general power of competence.

e. To approve costs for Hedge Cutting on Walcott Road and Ballon Walk. (Costs forwarded prior to the meeting).

14. To receive reports from County and District Councillors.

15. LCC Highways updates.

Road Closure for resurfacing Princess Square and St Michael's Close 28/05/24 – 13/06/2024

Hotbox works/Pothole infilling Williamsons Drove – Parsons Drove 13 May 2024

16. Clerks Report (details issued prior to the meeting).

17. Correspondence items forwarded:

LALC news, NALC bulletins, NKDC Privacy Notice update, Zivver Data Protection Aid, Royal British Legion Anniversary collection details, Digigov Tech event details, PSE Highways and Transport Network info, Letstalk Lincolnshire survey extension,

18. Planning

Applications received

24/0348/FUL Demolition of existing bungalow and erection of replacement dwelling.

24/0406/HOUS Erection of single storey rear extension.

24/0446/HOUS Demolition of existing single storey rear extension and erection of two storey side and rear extensions.

(comments already requested and replies sent to NKDC for the above due to deadline date being before this meeting).

19/1761/RESM Reserved matters application for 128 dwellings Land off West Street.

19. To consider details of safety checks/risk assessments of BPC owned equipment.

20. To consider how to sift applications for the vacancy of street cleaner.

21. To consider the return of the road signage stored and no longer required.

22. To consider Royal British Legion D-Day bulletin (forwarded prior to the meeting) and wreath laying update by AC for 6 June 2024.

23. Reports from Councillors and any agenda items for the next meeting.

Billingham Parish Office Ringmoor Close, Ringmoor House, Billingham, Lincs LN4 4EY
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