



# Spaldington Parish Council



.....at the heart of the Community, for the benefit of the Community.....

29 June 2021

Reference: 2/2022 CAM

Dear Councillors,

I hereby invite you to attend a **Clerk Advisory Meeting of the Parish Council** that will be held on the following:

**Monday 05<sup>th</sup> July 2021 to commence at 8pm.**

Due to the current Covid-19 pandemic, this meeting will be a remote meeting hosted using the Zoom online software.

The details of the Zoom connection and access information is detailed on the Agenda attached to this.

For any apologies for attendance, please could you email me on [spaldingtonpc@gmail.com](mailto:spaldingtonpc@gmail.com) at your earliest opportunity.

With regards,

**Mr S R Baxter JP MIFA ADPS ADIP**

*Clerk and Responsible Financial Officer*

Spaldington Parish Council



The Councillors of the Spaldington Parish Council are hereby invited to attend a Clerk Advisory Parish Council Meeting at 8pm on Monday 05 July 2021 via the online digital format Zoom.

Zoom Meeting details: 646 433 7457 ID - Passcode - Parish

<https://us02web.zoom.us/j/6464337457?pwd=YktQVmRiK0tHOWdEVDVPZzR1UEtlQT09>

Members of public are welcome to attend via zoom using the above access. Should members of the public wish to raise a question before the meeting, please will they contact the Clerk at [spaldingtonpc@gmail.com](mailto:spaldingtonpc@gmail.com)

## AGENDA ITEMS FOR DISCUSSION AND FORMAL ADVICE TO THE CLERK

1. **Welcome to all Councillors and any members of the public sitting in observation.** The Chair will make people aware that the meeting is recorded and the recordings are kept for a minimum of 12 months. The Chair to advise all attendees that the meeting is a **CLERK ADVISORY MEETING** under the Scheme of Delegation of Authority to the Clerk and thus the Councillors will advise the Clerk on various issues but the Clerk will be the actual authoriser.
2. **Members of the public participation** - this will be limited to 10 minutes and each member of the public will have a maximum time of three minutes. This is at the discretion of the Chair of the Parish Council.
3. **Proposal to advise the Clerk to exclude members of public from participation** - but can observe  
*For the following agenda points members of the public can observe the meeting but cannot take part in any discussion or debate. Any persons not Councillors or the Clerk will be muted on Zoom*
4. **Apologies for absence from Councillors**
5. **Declarations of interest** - for the Council to note including dispensations presented to the Clerk
6. **Minutes of the last Full Meeting** (07 June 2021) - to formally advise to the Clerk that the minutes are accurate and he can formally agree them
7. **Off-road use of Featherbed Lane** - update from the Clerk
8. **Telephone Box maintenance** - update from Cllr Murphy
9. **Financial update from the Clerk** (including bank reconciliations) - to formally advise the Clerk that the financial update is received and he can formally agree them
10. **General expenditure for approval** - to formally advise to the Clerk that the payments are acceptable and he can formally agree them
  - i) Salary and Expenses of Clerk - amount withheld due to confidentiality
  - ii) Peninsula Insurance direct debits for February 2021 - £138.62 / month



11. **Audit and AGAR publication** - update by the Clerk on the formal publication
  12. **Update on the External Auditor investigation** - update (if any) from Clerk
  13. **Planning Applications** - to formally advise to the Clerk that the planning applications are either supported, not commented upon or rejected and he can formally respond to them
  14. **Urgent or important correspondence** - Update from the Clerk
    - Solicitor letter to a member of the community following actions of said person
  15. **Signs on Pathways in the Parish** - item moved from last meeting from Cllr Westin
  16. **Walkabout with the ERYC Parish Team** - update from Cllr Westin
  17. **Wind farm grant application submissions** - update by the Cllr Murphy (if any)
  18. **Tree grants applications** - update from the Clerk
  19. **Freedom of Information Requests** - update from the Clerk and impact
  20. **Parishioner concerns relayed to Councillors** - any update from Councillors from Parishioners
  21. **Newsletter** - update from the Clerk
  22. **To agree the Clerk Advisory Meeting of the Parish Council** - 7.30pm on Mon 02 August 2021 by Zoom
  23. **Proposal to advise the Clerk to exclude members of press and public from participation due to following agenda points being confidential**

*For the following agenda points members of the public and press will be excluded from the meeting.*
  24. **Council to discuss and consider update for formal complaint made**
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