



Spaldington Parish Council



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

31 May 2021

Reference: 1/2022 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 07th June 2021 to commence at 7.30pm.

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 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 7.30pm on Monday 07 June 2021 via the online digital format Zoom.

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

<https://us02web.zoom.us/j/6464337457?pwd=YktQVmRiK0tHOWdEVDVPZzR1UEtQOT09>

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

AGENDA ITEMS FOR DISCUSSION AND FORMAL ADVICE TO THE CLERK

- 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.
- 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.
- 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
- Apologies for absence from Councillors**
- Declarations of interest** - for the Council to note including dispensations presented to the Clerk
- Minutes of the last Full Meeting** (03 May 2021) - to formally advise to the Clerk that the minutes are accurate and he can formally agree them
- Minutes of Annual Parish Council Meeting** (05 May 2021) - to formally advise to the Clerk that the minutes are accurate and he can formally agree them
- RFO recommended period of Notice of Public Inspection of Accounts** - Clerk to recommend the period of time that the accounts will be permitted for inspection
- Off-road use of Featherbed Lane** - update from the Clerk
- Use of road near water tower by HGV** - the accumulation of litter; update
- Telephone Box maintenance** - update from Cllr Murphy
- 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



13. **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
 - iii) Payment to payroll bureau – Simon Alderson £30.00
14. **Internal Audit Response**– report from the IA received and to agree publication
15. **Audit and AGAR publication** - to advise Clerk on recommended Notice of Public inspection of 01 July to 15 August 2021
16. **Update on the External Auditor investigation** - update (if any) from Clerk
17. **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
18. **Urgent or important correspondence** - Update from the Clerk
 - Communication to the Chair making allegations against the Clerk. The Clerk will ask the Councillors to fully investigate the comments by a member of the Community
19. **Council's representation on the Windfarm Committee** - update on the Council representative
20. **Signs on Pathways in the Parish** - item moved from last meeting from Cllr Westin
21. **Parked Cars on Main Street** - discussion on what action is needed
22. **Wind farm grant application submissions** - update by the Clerk on the submitted applications
23. **Parishioner concerns relayed to Councillors** - any update from Councillors from Parishioners
24. **To agree the Clerk Advisory Meeting of the Parish Council** - 7.30pm on Mon 05 July 2021 by Zoom
25. **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.
26. **Council to consider recommendation of Clerk to consider communication from a member of the Community to be of vexatious and to be suspended from participation for 12 months**
27. **Council to consider recommendation of Clerk to seek a legal remedy against a member of the community if the person continues to harass the Council and ignore repeated request to cease interaction**
28. **Council to discuss and consider arrangement for formal complaint made**