

# Normanby By Spital Parish Council

c/o 11 Highgate Lane, Normanby by Spital LN8 2HQ

Tel: 07766 396061

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NOTICE IS HEREBY GIVEN and Members are summoned to attend a meeting of the Parish Council to be held in **St Peter and St Pauls Church Owmbly by Spital** on Monday 12 May 2025 at 7.30 p.m. at which the under mentioned business will be transacted

There will be a public forum for a maximum of 15 minutes when members of the public may ask questions or make short statements to the Council. Items not on the agenda will not be debated, but if appropriate will become an agenda item at the next appropriate meeting.

Julie Haycraft Parish Clerk

## A G E N D A

1. Election of Chairman and sign the declaration of acceptance of office
2. Election of Vice Chairman and sign the declaration of acceptance of office.
3. Chairman's welcome and opening remarks
4. To receive reports from County & District Councillors & Police, if present
5. Apologies for Absence - To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.
6. To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation
7. To approve as a correct record the notes of following meetings of the Parish Council and to authorise the Chairman to sign the official minutes
  - a. Meeting held on 03 March 2025
8. Vacancy for Councillor
9. CPC Update
  - a. Accounts Update
  - b. Health and Safety Update
  - c. Grant Update
10. Neighbourhood Plan
  - a. Update
  - b. Terms of Reference
  - c. Parish Councils Agreement and Commitment
11. Policies –
  - a. Cemetery Rules – Resolve to accept (no changes)
  - b. Vexatious Requests and Complaints – Resolve to accept (no changes)
  - c. Safeguarding Policy – Resolve to accept (no changes)
  - d. Data Breach Policy – Resolve to accept (no changes)
  - e. Data Protection Policy– Resolve to accept (no changes)
  - f. Subject Access Request Policy – Resolve to accept (no changes)
  - g. IT Policy – introduced in line with JPAG\SLCC Recommendations

## 12. Finance Matters

- Donation to the CPC from the Community Engagement budget.
- To approve and sign the Council's Annual Governance Statement for the 2024/2025 Annual Return for the financial year ended 31.3.25 prior to submission for external audit.
- To approve and sign the Council's Annual Accounting Statements for the 2024/2025 Annual Return for the financial year ended 31.3.25 prior to submission for external audit.
- To agree the schedule of payments delegated to the clerk for the year 2025/2026.
- To approve payments as shown in the Bank Rec.

**Bank Rec for Meeting May 2025**      Prepared 28/04/2025

Balance of bf    £5,866.56

Receipts LALC ATS (Not yet paid)      -£144.00      £5,722.56

Precept	WLDC	£10,045.00
Cemetery Income	OPC	£200.00
<b>Vat Return (72.46)</b>	<b>HMRC</b>	
<b>Total</b>		<b>£10,245.00</b>

(Pending)

Expenditure bf    £16,111.56

Church Hire	PCC	£210.00
Membership	SLCC	£55.00
PAYE	HMRC	£193.20
Service Charge (March)	Unity	£6.00
Payroll March 2025	Clerk	£267.60
Domain	CloudNext	£60.00
Payroll Admin	S Clegg	£25.20
Service Charge (April)	Unity	£6.00
Payroll April 2025	Clerk	£267.60
<b>Total</b>		<b>£1,090.60</b>

Payments Pending Action bf    £15,020.96

Grass Cutting March	OPC	£255.00
Cemetery Rates	OPC	£111.04
School Hire	LCC	£70.00
Defib Contract	WLDC	£110.00

<b>Total</b>		<b>£546.04</b>

Overall Total Exp £1,636.64

cf    £14,474.92

Vat Reclaim to date £14.20

## 13. Next meeting

7<sup>th</sup> July