

GOXHILL PARISH COUNCIL

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Dear Councillor,

8th February 2025

You are summoned to attend the **Ordinary Meeting of Goxhill Parish Council** to be held on **Thursday 13th February 2025**, commencing at **19.00** at Parish Rooms, Howe Lane, Goxhill.

The business of the meeting is detailed below; please contact the Proper Officer prior to the meeting to offer your apologies if you are unable to attend.

The meeting is open to members of the public for public participation and there will be an opportunity for members of the public to address the council prior to the council meeting commencing.

This meeting will be recorded for minute taking purposes. This Council supports the right of anyone to record this meeting in so far as is possible within the constraints of the Council's meeting rooms but advises that no one may disrupt the meeting in doing so. Anyone wishing to record the Council meeting should obtain the necessary legal advice to ensure they understand the rights of any member of the public who may be present who do not wish to be filmed or recorded.

Public Participation

The time will be restricted to 15 minutes maximum unless the council decides otherwise. Items raised that relate to an agenda item will be discussed by Councillors at the relevant point; the public should note that decisions not on the agenda are unable to be resolved by the council until the following meeting if the council agree them as future agenda items in this meeting.

Yours faithfully,
Hannah Hepworth

AGENDA

Agenda item		Detail
2502/1 <u>Apologies</u>		Apologies for absence, if any
2502/2 <u>Declarations of interests / dispensations</u>	a)	Declarations of Interests, in respect to agenda items to be made and recorded in the minutes even if an interest has been declared on the register. COUNCILLORS MUST DECLARE ANY AMENDMENT TO PECUNIARY INTERESTS WITHIN 28 DAYS
	b)	For the Council to note any dispensations presented to the clerk prior to the meeting and their resolution
2502/3 <u>Minute approval</u>	a)	To receive and approve as a true and correct record the minutes from the ordinary meeting of the council that took place on 16 th January 2025 at 7.00pm
	b)	To note the Committee Minutes for the Millennium Green Trust Meeting and Personnel Meeting in February 2025

2502/4 <u>Report of the Proper Officer</u>	a)	<ul style="list-style-type: none"> i) To receive and approve the Clerk's timesheets for January 2025 ii) To reach a decision on the Clerk's Mileage claim for November 2024 iii) To reach a decision on the Clerk's Mileage claim for December 2024
	b)	To consider if the Proper Officer Report is necessary with the weekly time sheets now in place and submitted monthly
2502/5 <u>Finance</u>	a)	To receive and approve the Clerk's timesheets for January 2025
	b)	To approve the schedule of payments for February 2025 – document circulated with agenda to Cllrs with the agenda and exported from Xero from the uploaded invoices
	c)	To receive the cashbook summary for December 2024 and for council to agree that the cashbook summary month end tallies with the month end bank statement December 2024
	d)	To receive the cashbook summary for January 2025 and for council to agree that the cashbook summary month end tallies with the month end bank statement January 2025
	e)	To receive a copy of the Q3 budget reconciliation
	f)	To note the position of the accounts on Xero
	g)	To agree to transfer the MGT reserves of £1648.78 held by GPC and the current budget remaining £ 627.88 into the MGT Bank Account as soon as practically possible as stated in GPC Financial Regulations (deferred from item 2410/07b 10/10/24).
	h)	To note the 17 hours of annual leave remaining for the Clerk this financial year, and that 5 of these hours will be rolled over to the next financial leaving 12 hours to be used by 31 March 2025.
	i)	To request the up to date allotment list of people, email addresses and a copy of invoices to be received by the Clerk by 28 Feb 2025 so they can be processed in Xero for presentation at the next Full GPC meeting.
	j)	To discuss and reach an agreement on the requested overtime from the Cemetery Committee for the Clerk to work with 4 Cllrs to address the current issues with record keeping on Thursday 20 th February 2025 maximum 10 hours and Friday 21 st February 2025 maximum 10 hours.
2502/6 <u>Report from Ward Councillors</u>	a)	To agree that the meeting be temporarily suspended to receive the Ward Councillors' report.
	b)	To consider any actions arising from the report
	c)	To receive an update from North Lincolnshire Council on the South End proposals and agree any action from the update
2502/7 <u>Planning Applications</u>	a)	To note there are no new planning applications at the time of the agenda being published
	b)	Notification of Planning Appeal - PA\2024\52 3357082 Uplands, East Marsh Road, Goxhill – to consider and agree any comments to be made on this appeal
	c)	To consider any applications submitted between the date of the agenda and the meeting.
2502/8 <u>Personnel & Disciplinary Committee</u>	a)	Proposal to dissolve the Personnel Committee with immediate effect.
	b)	To elect a Personnel & Disciplinary Committee. (If the previous agenda item is passed)

issues	c)	Proposal to update Terms of Reference for the Personnel & Disciplinary Committee
2502/9 <u>Policy update</u>	a)	To agree and adopt the Bullying and Harassment policy.
	b)	To agree and adopt the Grievance Procedure.
	c)	To agree and adopt the Safeguarding Adults Procedure.
	d)	To agree and adopt the Safeguarding Children Procedure.
	e)	To agree to adopt the ERNLLCA Appraisal Policy or agree to use the current policy on the Website for this appraisal cycle.
	f)	To consider updating all other policies in March with an annual review date of March each year.
2502/10 <u>Community Café</u>		To discuss and agree who is available to set up and run the Community Café for February 2025.
2502/11 <u>General correspondence</u>		To receive any correspondence.
2502/12 <u>Parish Room</u>		To discuss the issues relating to the size of the Parish Room for Council Meetings and discuss and agree any other options which are available.
2502/13 <u>Council Support</u>		To explore the possibility for an alternative training provider to see if there are any better options for us, or stay as we are with ERNLLCA.
2502/14 <u>Terms of Reference for Committees</u>	i) ii)	To discuss the option of updating the 'terms of reference' for each committee. To view the Terms Of Reference for committees as live documents which can be updated when the council deems it necessary or appropriate.
2502/15 <u>Agenda for next and future meetings</u>		To take note of any items for the next or future agenda.
2502/16 <u>Date of next meeting</u>		To confirm the date, time and location of the next meeting (subject to any change in circumstances).
2502/17 <u>Exclusion of press and public</u>		To consider exemption of press and public for remainder of meeting under Public Bodies Admissions to Meetings Act 1960 (Section 1 (2)) on the grounds that discussion of the following business is likely to disclose confidential information.

Part B

2502/18 <u>Finance</u>	a)	To discuss the Clerk's Salary scale point as recommended by the Personnel Committee.
	b)	To discuss and reach a decision on the date this will commence should a decision be made.
2502/19 <u>Contractors</u>		To discuss any issues with current contractors.
2502/20 <u>Committees</u>		To discuss any issues with current committees and agree any resolutions.
2502/21 <u>HR Advice</u>		Proposal to engage and pay for HR services and advice as recommended by ERNLLCA