

Lothersdale Parish Council

Clerk - Andrew Mallinson, 6 Roeburn Close, Bradford, BD6 3EF
M: 07971 274785. E: see_russ@msn.com

4th January 2017

To members of the council, you are hereby summoned to attend the meeting of Lothersdale Parish Council, to be held on Thursday 8th December 2016 at 7.30pm in the Club House for the purpose of transacting the following business.

Members of the public may address the council prior to the meeting. (Maximum total time allowed of **15 minutes**), but may not speak when the council is in session unless invited to do so by the chairman. Recording is allowed at Parish Council meetings which are open to the public, please give due regard to the Council's protocol on audio/visual recording and photography at public meetings, a copy of which is available to download from the web site. Anyone wishing to record is asked to contact, prior to the start of the meeting, the clerk whose details are at the top of the agenda. We ask that any recording is clearly visible to anyone at the meeting and that it is non-disruptive.

AGENDA

1. **Apologies:** to consider apologies for absence from members
2. **Disclosures of Interest**
 - (a) To record any Councillors disclosable pecuniary interests (DPI) in relation to items on this agenda. Councillors are to declare any disclosable pecuniary interests that they may have in items appearing on this agenda (section 30 (3) Localism Act 2011, appendices A and B)
 - (b) To receive, consider and record Councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. (Applications for this must be made in writing to the clerk prior to the meeting)
3. **Minutes**

Recommendation: To accept the minutes of the meeting held on 8th December 2016.
4. **Reports from invited guests**
5. **Clerks vacancy and future arrangements**

(Under standing orders it may be necessary to exclude the public for this item)
From the selection process a successful candidate has been chosen to be the new clerk and RFO, a Mrs Deborah Davies. Having taken advice from YLCA it is proposed that a pay scale will be set at SCP 17 (£9.12p/h) and be reviewed annually taking in to account additional experience and qualifications gained. The working hours will be 20hrs per month. To continue with current projects, funding bids and consistency in the work of the Parish Council it is proposed to keep the current clerk on for a limited time.
Recommendation: A) That the employment contract, starting date of 12th January 2017, be signed by both parties with the agreed pay scale and be subject to an annual review.
B) That the current clerk be retained for a limited time to concentrate on and conclude the funding arrangements for the new play equipment.
6. **Web site**

A verbal update on progress will be provided by the clerk.
Recommendation: That the progress is noted and that emerging priorities are actioned to ensure that the new web site is available as soon as possible.

7. Additional defibrillator for the village

(Cllr Wilson) The British Heart Foundation have funding available to purchase more equipment. The Village Trust are proposing to pay for the installation and maintenance of unit which would be fitted at the Clubhouse. To have a successful bid the Parish Council needs to be the named owner of the equipment.

Recommendation: That the Parish Council agree, or otherwise, to be the named owner of a new defibrillator for the Clubhouse.

8. Woodland wildlife project

(Clerk) A project and funding bid have been put forward to CDC locality funding via district Councillor P Fairbanks. The bid has been successful in securing £375 subject to a contribution of £150 from the Parish Council. The project will engage with school children in a wildlife project and will provide new habitats for birds and encourage other species in to the woodland area.

Recommendation: That the Parish Council agrees, or otherwise, to endorse the funding bid and contribute £150 to the overall project.

9. Budget 2017/18

The budget process has been discussed at two previous meetings, giving everyone the opportunity to engage in the process. CDC collect the precept on behalf of parish councils and must be notified in January as to what they require to meet their budget requirements.

Recommendation: That the precept be kept at the same level as last year and set at £16,205 and the documents from CDC be signed by the chairman.

10. Finance

Recommendation: To agree the accounts for payment as tabled or presented at the meeting.

Payee	Cheque No.	Details	Amount
A Mallinson	300089	Clerks wages December	£236.90
HMRC	300090	PAYE December	£54.80
Autela Payroll Services	300091	Inv 9876 Payroll services	£30.00
A Mallinson	300092	Reimbursement for 50% Microsoft software Office 365	£40.00
		Total	£361.70

11. Planning

(Any applications received by the clerk after publishing the agenda will be tabled at the meeting)

Recommendation: To put forward comments to CDC planning department on recent applications.

Planning Ref No.	Site Location	Brief Description of Proposal	Comments
53/2016/17590	Land adjacent to Brow Barn, Rook Street	Change of use of commercial land to residential use and construction of a single storey domestic garage.	

12. Correspondence (For information and to inform future agenda items)

13. Members community reports (For information only)

To accept reports of minor items from Councillor's and inform future agenda items

14. To agree and note the time and date of the next Parish Council Meeting

Recommendation: That the next meeting is to be held on Thursday 9th February 2017 at 7.30pm in the Club House.

A Mallinson (Clerk to the Council)