

# Stallingborough Parish Council

TO ALL COUNCILLORS:

**YOU ARE SUMMONED TO THE ANNUAL PARISH COUNCIL MEETING OF  
STALLINGBOROUGH PARISH COUNCIL ON WEDNESDAY 8<sup>TH</sup> MAY 2024 AT 7.30 PM  
AT STALLINGBOROUGH VILLAGE HALL, STATION ROAD, STALLINGBOROUGH**

*Please inform the Clerk if you are unable to attend*

*K. J. Peers*

Clerk to the Council

01.05.24

*The meeting will have a period of public consultation at the discretion of the Chairman. Anyone wishing to record the meeting in any form should notify the Chairman and/or Clerk prior to the start of the meeting. Tel. 07494 577661 or email us at [clerk@stallingboroughparishcouncil.com](mailto:clerk@stallingboroughparishcouncil.com)*

## AGENDA

- 24/15      **Election of Chairman**
- 24/16      **To receive and accept apologies for absence**
- 24/17      **Declarations of Interest**  
a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.  
b) To note dispensations given to any member of the council in respect of the agenda items listed below.
- 24/18      **Election of Vice-Chairman**
- 24/19      **Election of Committees**  
To elect any Committees, Committee Chairman and Terms of Reference :  
    Personnel Committee
- 24/20      **Appointment of Representatives on Outside bodies:**  
To appoint representatives onto outside bodies:  
    ERNLLCA District Committee  
    Town and Parish Liaison  
    BCCRP  
    Shaping Stallingborough  
    Any other outside bodies
- 24/21      **To review all governance documents for Council as follows and agree any Necessary amendments:**  
    Standing Orders and Chairmanship  
    Financial Regulations  
    Asset Register  
    Scheme of Delegation  
    Electronic banking protocol  
    Audit procedures including internal audit

OVER....

Website and email provision  
Publication of information statement  
GDPR policies and procedures  
Risk management strategy  
Bad Debt Recovery Policy  
Registers of Interest  
Training policy and commitment  
Licensing requirements for Bar provision  
Any other documents brought to attention at meeting

**24/22 To approve minutes of previous meeting in March 2024**

**24/23 Police Report for information only and notice of meeting with Police**

**24/24 Highways/Footpaths/Traffic issues**

- a) To receive and consider any highways/footpaths/traffic issues and receive any update from highways meeting held with NELC on 01.05.24

**24/25 Planning Matters**

To consider the following planning applications:

**Planning Application Reference: DM/0162/24/FUL**

**Proposal: Conversion of internal garage to living accommodation with associated works**

**Location: 21 Holly Close Stallingborough**

**Planning Application Reference: DM/0321/24/FUL**

**Proposal: Change of use of land for electricity undertakings and the erection of an electricity substation building, transformers, associated external works and boundary fencing**

**Location: Substation Netherlands Way Stallingborough**

**Planning Application Reference: DM/0333/24/FUL**

**Proposal: Erect 2 agricultural buildings and install access track**

**Location: Mill House Riby Road Stallingborough**

**Planning Application Reference: DM/0326/24/FUL**

**Proposal: Carry out test piling at two locations off Kings Road (western site) and Queens Road (eastern site) to include 16 no. boreholes, backfilling with concrete, metal reinforcement, temporary siting of equipment and access matting with associated excavation, infrastructure and works**

**Location: Land Off (Two Locations) Kings Road (West) And Queens Road (East) Immingham North**

To receive planning decisions and any representations for information

To receive any other planning correspondence

**24/26 Future Dates (for information only)**

Next meeting date – Wednesday 12<sup>th</sup> June 2024

Office Closure – 28.05.24 to 07.06.24 inclusive and agree arrangements

Any other future dates

OVER....

**24/27            Reports**

Town and Parish Liaison – 11.04.24  
ERNLLCA District Committee Meeting – 16.04.24  
Ward Cllrs. report from NELC  
Shaping Stallingborough Meetings  
BCCRP report  
To receive any other reports

**24/28            Village Hall Matters**

- a) To consider any outstanding hall matters for action including report on recent repairs

**24/29            Correspondence/Information Update/Parish Matters**

- a) To consider next Newsletter for June/July 2024
- b) Playing Field – to receive any playing field issues
- c) To receive update on Roll of Honour information and agree any necessary actions

**24/30            Finance**

- a) To approve payment list for May 2024
- b) To receive internal audit report for fy 23/24 and agree any necessary actions
- c) To receive and consider AGAR (Annual Return) for fy 23/24 and agree completion of necessary governance sections
- d) To note dates set for Public Rights of Inspection
- e) To agree signature of AGAR and submission for external audit with all necessary paperwork

**Personnel Items**

**24/31            Exclusion of Press and Public**

To consider exemption of press and public for remainder of meeting on the grounds that discussion of the following business is like to disclose exempt information contained within Paragraph 1, Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)

**24/32            Personnel Items**

- a) To approve salary payments as per schedule circulated.