

LAXTON PARISH COUNCIL

Clerk: Alan Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire, HU15 1GW
Telephone: 07887 533057 Email: laxtonpc@btinternet.com

19/03/2015

To: All Members of the Council

You are summoned to attend a meeting of **Laxton Parish Council** that will be held at the Village Hall, Station Road, Laxton on **Tuesday, 24 March 2015 at 7:30pm**, to transact the business set out below.

Members of the public are welcome to attend and may address the Council during public participation.

Yours sincerely



Clerk to the Council

A G E N D A

- 1) Apologies for absence
- 2) To receive and sign the Minutes of the Parish Council Meeting, held on Tuesday, 24 February 2015 as a true and correct record
- 3) To record declarations of interest by any member of the council in respect of the agenda items below. Members declaring interests should identify the agenda item and type of interest being declared. If the interest is prejudicial the Member shall leave the room for the discussion and voting on that item. *In accordance with The Localism Act 2011, the Relevant authorities (Disclosable Pecuniary Interest) Regulations 2012*
- 4) To discuss the provision of a Parish Defibrillator
- 5) To discuss whether the Parish Council can support the Bricklayers Arms in remaining a community hub
- 6) To receive the minutes of the Personnel Sub Committee held on 24 February 2015
- 7) To receive an update from the Clerk
- 8) To receive an update from Ward Councillors
- 9) Public Participation: to receive questions from the public

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- 10) To receive the following correspondence:
 - ERYC Community Partnerships offering support in establishing a Community Litter Picking Group
 - Humberside Police Monthly Newsletter
 - East Riding Parish News
 - Minutes from Goole and Howdenshire Community Partnerships Meeting, 10 February 2015
 - ERNLLCA requesting timely payment of annual subscriptions
 - Humberside Police advice on a telephone fraud scam
- 11) To consider applications for planning permission upon which the Parish Council has been consulted (including any received by the date of the meeting):
 - Raise the river bank to prevent flooding into Lodge Cottage, Sandhall Park, Grooms Cottage and Laundry Cottage, Sand Hall Estate, Sandhall Road, Skelton (Ref 14/04050/PLF)
 - Erection of detached triple garage following demolition of existing double garage, Smithy House, Front Street, Laxton (Ref 15/00566/PLF)
- 12) To receive an update on clearing the village bonfire site
- 13) To consider any highways issues, etc
 - Tree on Highways Verge and drain on St Peter's Lane
 - To discuss public complaints received regarding closure of Saltmarshe railway barrier
 - Oak tree by the allotment
- 14) To consider a resident's suggestion to site additional litter bins in Laxton to assist with the dog fouling problem
- 15) To agree arrangements for the Spring inspection of the allotments and consider whether tenants can keep poultry on their allotment gardens
- 16) To discuss homelessness issue in Laxton
- 17) To receive a statement of balances, to approve the schedule of accounts for payment and agree arrangements for internal audit
- 18) To receive notice for items for inclusion on the next agenda on Tuesday, 31 March 2015 at 7:30pm and to consider rescheduling 26 May meeting to 19 May.

LAXTON PARISH COUNCIL

PERSONNEL COMMITTEE

24 February 2015

PRESENT: Councillors Moore (in the Chair), Sweeting and Bray.

The Personnel Committee met at Victory Hall, Laxton.

1/15 **APOLOGIES** – There were no apologies for absence.

2/15 **CLERK'S CONTRACT OF EMPLOYMENT AND JOB DESCRIPTION** – The Committee discussed the draft contract of employment and job description for the Clerk to Laxton Parish Council, which had been based on a National Association of Local Councils and the Society of Local Council Clerks model.

Resolved – (a) That the contract of employment should be amended to make clear that the Clerk's salary is on a pro-rata basis (b) that the contract of employment and job description be approved subject to this amendment.

3/15 **ADOPTION OF PERSONNEL POLICIES** – The Committee considered the following draft policies, which were referenced within model contract of employment:

- a. Laxton Parish Council Dignity at Work Policy
- b. Laxton Parish Council Disciplinary Policy
- c. Laxton Parish Council Equal Opportunities Policy
- d. Laxton Parish Council Grievance Policy
- e. Laxton Parish Council Health and Safety Policy
- f. Laxton Parish Council Sickness Policy

Resolved – (a) That the above policies should be adopted.

SIGNED:

DATE:

March 2015

Schedule of Accounts for Payment

Item	Total (£)	NET (£)	VAT (£)
Clerk Salary and Expenses	288.90		
• <i>Clerk's Salary January, February, March</i>	268.71 (£89.57* 3)	268.71	-
• <i>Web domain registration</i>	10.79	8.99	1.80
• <i>Printing (188 prints)</i>	9.40	9.40	-
HMRC (Clerk PAYE)	179.16 (£59.72*3)	179.16	-
Petty Cash	40.02		
• <i>Stamps / Postage (24 1st Class and 28 2nd Class)</i>	30.03	30.03	-
• <i>Envelopes</i>	9.99	8.33	1.67
ERNLLCA Annual Subscription	261.62	261.62	-
Wold Plant Skip Hire	192	160	32
Wold Plant Skip Hire	192	160	32
Grant to Laxton Village Hall	200	200	-
HWRCC Subscription	25	25	-
TOTAL	1378.71	1311.24	67.47