

OUSBY PARISH COUNCIL

Clerk: Stephen A Heap, 2 Rosemount, Church Brough, Kirkby Stephen CA17 4EJ

Tel 07910 481847 [www.ousbyandmelmerby.org.uk](http://www.ousbyandmelmerby.org.uk)

Email: [ousbyparish@hotmail.co.uk](mailto:ousbyparish@hotmail.co.uk)

28th June 2018

Dear Councillor

Notice is hereby given and you are summoned to attend the Meeting of Ousby Parish Council to be held on Wednesday 4<sup>th</sup> July 2018 at 7.30pm at Melmerby Village Hall. Members of the public and press are invited to attend.

Yours sincerely



Stephen A Heap  
Ousby Parish Clerk

## Agenda

### 1. Apologies for Absence

To receive apologies from those councillors unable to attend.

### 2. Declarations of Interest

To receive declarations of the existence and nature of any private interest, both disclosable and pecuniary and any other registrable interests, in any matter to be considered or being considered.

### 3. Minutes

To authorise the Chairman to sign the minutes of the annual general meeting of the council held on 31<sup>st</sup> May 2018 as a true and accurate record (attached).

### 4. Public Representations

To receive items and comments from members of the public.

***Please note that this is the only opportunity for the public to speak, decisions cannot be made on any item brought to the attention of OPC during this time, items may be placed on a future agenda for discussion.***

### 5. Councillor Matters

To receive minor matters from Councillors, not on the agenda, on behalf of residents.

*N.B. no discussion or decision can be made on these matters but the Clerk may make investigation and they can be itemised on a future agenda.*

### 6. District Councillor

To receive a report from the District Councillor

### 7. County Councillors Report

To receive a report from the County Councillor

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**8. To receive and adopt Council documents, updated where appropriate:**

- a) Standing Orders
- b) Asset Register
- c) Publication Scheme
- d) Risk Management Policy & Protocol
- e) Freedom of Information Procedure
- f) Complaint Procedure
- g) Financial Regulations
- h) Media Policy
- i) Code of Conduct
- j) Grant Award Policy
- k) Diversity Pledge

N.B there are too many documents to distribute but all are available on the web site for inspection.

**9. Community governance review**

To receive and assess reported developments if any.

**10. EDC Devolution of Assets (Footway Lighting)**

To receive and assess the estimated costings – if any received further to enquiries

**11. Finance**

- a) The Council to consider details of expenditure to date against the annual budget
- b) Payment schedule – to approve the itemised accounts

	<b>PAYEE</b>	<b>Description</b>	<b>Budget Code</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
9*	Mrs S Bagshaw	Clerk for the AGM		174.85	0.00	174.85
<b>Total</b>				<b>174.85</b>	<b>0.00</b>	<b>174.85</b>

\* invoice attached

- c) To authorise the signing of the cashbook reconciled to the bank statement.
- d) To authorise letter to facilitate the Clerk's internet banking access

**12. Highways Report**

To consider any highway matters.

**13. Planning Application**

To consider the planning applications received:

<b>Reference</b>	<b>Location</b>	<b>Description</b>
18/0421	Nutwood, Melmerby	Residential Caravan site & utility building
18/0445	Land opp. Ivy House, Ousby	Reserved Matters to application 17/0432
18/0452	Townfoot Farm, Melmerby	Roof over existing livestock gathering area
18/0517	Ivy House, Ousby	Demolition of existing bungalow and construction of new bungalow.

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**14. Data Protection Policy and GDPR 2018**

To review and adopt the proposed Data Protection Policy – see attached

**15. Monitoring Officer – any further developments**

To receive a report from the Clerk pertaining to the Monitoring Officer's findings and feedback from NALC. This follows the discussions on Item 17 at the Ousby Parish Council AGM of May 31<sup>st</sup> 2018 – see attached minutes

**16. To note any correspondence received**

- Play areas inspections – see attached

**17. Date of the next meeting of the parish council**

The next ordinary meeting of Ousby Parish Council will be held on Wednesday 5<sup>th</sup> September 2018 at Ousby Community Centre at 7.30pm (deadline for agenda items Friday 24<sup>th</sup> August 2018)

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For the attention of all members of the council:

**Chairman:** Cllr C Jones

**Vice-Chairman:** Cllr A Ivinson

**Councillors:** Cllr D Bardsley  
Cllr S Castle-Clarke  
Cllr T Dixon  
Cllr G Fletcher  
Cllr D Kidd  
Cllr N Longworth