

The Minutes of the Annual Meeting of the Parish Council held on Monday 23rd May 2016 at the village hall beginning with the public session at 7.30pm.

Present were: Councillors M Fisher and J Burnham, Dist Cllr D Andrews and the Clerk to the Council Mrs A Hodgson.

There were only two members present with J Burnham passing on a message from F Beaney that he had been delayed due to family care commitments.

Cllr Fisher invited Cllr Andrews to provide the answers to questions he had received from Cllr Craig Leyland who had been unable to attend the Annual Parish Meeting. Cllr Andrews read the answers but no members of the public were present.

He was thanked by Cllr Fisher before he left the meeting as he had other commitments.

Cllr Beaney arrived at 8.10pm making up the quorum and the chairman declared the Council meeting formally open and instated Standing Orders.

60.16. Election of Chairman

There was one nomination and it was proposed by Cllr Beaney, seconded by Cllr J Burnham and resolved unanimously to elect Cllr M Fisher as chairman.

Cllr Fisher signed his Declaration of Acceptance of Office as chairman, witnessed by the clerk.

61.16. To elect a vice chairman

This was deferred.

62.16. Apologies and reasons for absence

Cllr Mrs J Scutt had given her apology at the previous meeting and it was resolved unanimously to accept the reason.

63.16. Applications for co-option to fill the vacancies on the Parish Council

No applications had been received.

64.16. Localism Act 2011 to receive Declarations of Interest or applications for Dispensation

There were no Declarations of Interest and no Dispensations were applied for.

65.16. Review of insurance and confirm quote from Aon.

It was resolved to renew the insurance from Aon at the discounted rate of £217.45 for the second year of a 3 year term.

66.16. Renewal of subscription to LALC.

It was resolved to renew the annual subscription to LALC at £134.27 including VAT.

67.16. Review of internal audit and Financial Regulations.

The Council's Internal Audit Control Policy was reviewed without change.

The Model Financial Regulations had been recently adopted. There had been a further minor adaption which would be included on the next agenda before copies were provided.

68.16. Review of Parish Asset Register

The Asset Register was reviewed without change and the value remains at £78,543.

69.16. Clerk's notes of meeting held on 30th March 2016 to be approved as minutes.

The notes having been circulated were taken as read. It was resolved unanimously that the minutes be signed as a correct record

70.16. Clerk's report on matters outstanding

- a) Noted that minute file 2009 to 2013, as previously reported had been deposited on loan at Lincoln Archives with other council documents but not recorded in the minutes.
From 2014 will be on the website to avoid need for public to apply through FOI. 330

- b) As part of Risk Management clerk recommended a memory stick as back up, to transfer HMRC info. also useful for transfer documents to new computer. Clerk to purchase.
- c) The chairman had not attended an Area Forum.
- d) Review of Cemetery fees omitted from the agenda- clerk recommended review of all fees.

71.16. Correspondence received.

1. Electoral review of Lincolnshire, limited consultation did not include East Lindsey.
 2. LCC re free Government Central Heating Installation Fund- notice to be displayed.
 3. Request from MP to display poster with contact details-agreed when space available.
 4. HMRC- request for bank account details for paying PAYE electronically.
 5. Centenary Fields- appeal for support for protection of parks, green spaces etc. N/A.
 6. ELDC updates of Register of Electors for May and June.
- Other items for information only had been forwarded by email or circulated.

72.16. Highways-problems for attention.

None were note.

The clerk reported on a call from D Hannaford, a representative on the Area Police Forum to inform the council that Beat Manager PC Clerk was hoping to obtain a reminder speed restriction sign for Station Road. D Hannaford would take responsibility for its care.

73.16. Planning

No applications had been received.

It was noted that N/042/00472/16 for Ms T Pearce had been approved.

GOVERNANCE

74.16. Allotment Field –Small Holding and Allotments Act 1908.

- a) The MUGA was now open for use while awaiting a period of hot weather after moss killing and cleaning. It would need to close again for spraying and relining when dried out.
- b) The clerk recommended discussing the complaint from Cllr Fisher at the end of the meeting during closed session as other issues had arisen regarding the paddocks. Agreed to defer.

75.16. Recreation Area

- 1) The review of voluntary inspection reports returned was deferred due to time.
- 2) There had been two expressions of interest but one had since been withdrawn.
- 3) No action was taken as only one applicant-it was agreed defer discussion to closed session.
- 4) M Fisher, J Scutt and the clerk had met the Playdale rep.but as the catalogue was not available he advised a junior jungle climber as suitable equipment. J Burnham to check and email the clerk to confirm if for correct age group. Rep. also recommended replacing the swings which were worn and did not now comply with regulations and applying wet pore which would be the most cost effective way to repair the surface- subject to grant aid.

76.16. Cemetery and all Amenity Areas- annual inspection

This was deferred until more members were available.

77.16. Amenity grass cutting contract

The contractor had provided a copy of a letter confirming his insurance had been renewed until March 2017. He had been given permission to start work from 1st May with a request for invoices to be presented for payment at the end of each month. Reminder to be given.

78.16. Churchyard Wall –response from Diocesan volunteer.

The clerk had emailed the date of the meeting as requested but had no reply.

79.16. Parish Council website update

The clerk had purchased the lap top computer 249.99 and printer79.99 with the addition of Microsoft Word which was not included at 99.99 and this was approved. Clerk to prepare draft policy/village profile and attend further training. Application to be made for costs.

80.16. Defibrillator – to resolve to agree payment for electrical installation.

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The electrician's quote forwarded by the Village Hall Committee was received totalling £157.44 for work and NICEIC Certificate. It was resolved to accept and ask the V. Hall Committee to proceed.

81.16. Annual Parish Meeting-to report on issues arising.

Cllr Andrews to email Craig Leyland's answers to the clerk.

90th Birthday Medals:the chairman considered there was little interest in purchasing these and as no vote had been taken at the meeting it was resolved to take no action.

Other issues included publishing draft minutes and parish council website. This was progressing using the free County Council site and proper procedure as initially recommended in 2008. Delay was due to the earlier disastrous attempts to have a community website and funds to purchase IT.

82.16. Footway lights.

The offer from ELDC was considered together with public email responses/reply slips collected, 24 in total,17 no and 7 yes together with three verbal, 2 yes and 1 no passed on by the chairman. No vote had been taken at the Parish Meeting and it was resolved by two votes in favour and one against to opt out of the scheme. The annual cost estimated at £1,294.

83.16. Overnight lights at the school.

Cllr Fisher had received a complaint and the clerk reminded members this was a County Council issue. The Parish Council does not now have authority to appoint a Governor representative.

84.16. Finance

1) Annual accounts: copies of accounts for 2015 to 2016 had been circulated. Clerk recommended placing a further £2,000 in ear marked reserves for the MUGA /Recreation Area expenses. This was agreed and the accounts approved. Ear marked reserves now total £8,000 MUGA/RA, £600 for tree inspection/surgery, £488 salary contingency fund and £600 for churchyard wall.

2a) **Annual Return 2015/16:** The Annual Governance Statement was read with all 'yes' responses. It was resolved that the council's Annual Governance Statement be approved and signed.

2b) The clerk reminded members of the Accounting Statement as required by the external auditor with the clerk to provide a copy of the bank reconciliation and an explanation of any significant year on year variances. It was resolved to confirm approval of the council's Accounting Statements. The chairman read the Internal Auditors report. The accounts had been maintained to the highest of standards and there were no issues she wished to bring to the council's attention. She thanked the clerk for keeping the Council's financial records to an excellent standard.

3) Income received: Bank int. 0.56p and 0.62p	1.18
Precept	4,624.00
Allotment rent	15.00
4) Bills for payment:	
It was resolved to approve payment in retrospect:	
000822 for the defibrillator	780.00
000823 for the heated cabinet including carriage	335.00
000826 reimburse the clerk for purchase of IT	513.97
and resolve payment of the invoices received:	
000824 to LALC for subscription 2016 to 2017	133.55
000825 to AON for renewal of Insurance from 2016 to 2017	217.45
000827 of salary from 1 st April to 30 th June inclusive	227.25
000828 A Hodgson refund of admin. Jan to March	32.31

Agreed Clerk to arrange for payment of invoices received for work in progress between meetings to avoid long delays in paying contractors.

85.16. To arrange dates of meetings for the year: confirm next meeting on 25th July.

It was agreed to arrange meetings in alternate months 26th September, 28th November, 23rd January, 27th March and 22nd May with Annual Parish Meeting on 24th April.

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Clerk to confirm that Cllr J Scutt will be available to ensure a quorum for meetings. 333

86.16. Public Bodies (admissions to meetings) Act 1960. to resolve if the council will move into closed session in accordance with the Act and exclude the public and press during discussion of staffing matters and issues regarding the paddocks.

The council resolved to move into closed session in accordance with the Act –there were no members of the public present.

87.16. To consider issues regarding the letting of the paddocks.

The clerk was instructed to write to the tenant and ask for confirmation regarding the existing and new tenancy and advertise to let in the Church Newsletter if they were to be available.

Cllr Beaney said he would speak to the tenant and M Fisher agreed.

The clerk reminded the council that confidentiality applies to all members of the council too.

88.16. To consider employing a handyperson- main duty visual inspection of recreational areas.

More volunteers had offered to help with weekly visual inspection.

The council discussed this and the reduced inspection now recommended by Cllr J Scutt.

It was resolved that the position be offered to the applicant who would work one hour each week making the visual inspection which is a condition for insurance plus weeding and keeping tidy as needed and time allows.

The clerk to prepare a job description in consultation with J Scutt who has attended a recent training with ROSPA, plus a contract of employment and other documents for approval.

The chairman closed the meeting at 9.30pm. END