

The minutes of the Meeting of the Parish Council held on Monday 25th July 2016 at the village hall beginning at 7.30pm.

Present were: Councillors M Fisher, J Scutt, J Burnham and F Beaney and the Clerk to the Council Mrs A Hodgson.

There were no members of the public present. Dist Cllr D Andrews had a meeting at Manby.

The chairman declared the Council meeting open at 7.30pm and instated Standing Orders.

89.16. Chairman's remarks

Cllr Fisher welcomed members and the council recorded the sad and sudden death of Dr Alan Foster, a former councillor and chairman of the Parish Council who had retired in 2007.

90.16. Apologies and reasons for absence

The long term illness of Cllr T Burnham continues to prevent her attendance.

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

No applications had been received.

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

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

93.16. Clerk's notes of meeting held on 23rd May 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

94.16. Clerk's report on matters outstanding

- a) 67.16. Update of Financial Regulations deferred in consultation with chairman.
- b) 68.16. Asset Register updated with purchase of Defibrillator, laptop and scanner printer. Other scrapped, hazardous items deleted with total now £79,955 at July 2016.
- c) 70.16. Review of all fees to be on agenda at end of year in preparation for the budget.
- d) 74.16. Work on MUGA completed, now open and membership renewals being invited for tennis allowing 2 months extension due to approx. 7 week period of closure
- e) 76.16. Agreed to meet on Sunday 7th August at 10am to do the annual amenity inspection
- f) 82.16. ELDC email informed footway lights to be switched off in 2017- date to be confirmed.
- g) 86.16. Letter sent to tenant who phoned to say the tenancies were to continue. Clerk had given reminder of procedure to follow and heard nothing further. The land had then been advertised as agreed and former tenant informed giving opportunity to apply.
- h) Flowers planted in tubs at the entrances to the village were noted with appreciation. Letters of thanks to be sent
- i) Chairman had reported MUGA padlock broken, replacement purchased by clerk.

95.16. Correspondence received from:

1. AON Insurance, information on The Insurance Act 2015- passed to M Fisher.
2. Lincs Wolds AONB Annual Report 2015 to be circulated.
3. Lincs Wolds Management Plan 2013 to 2018 questionnaire passed to J Scutt and M Fisher for personal feedback-no deadline but to be returned as soon as possible.
4. ELDC updates of Register of Electors for July and August.
5. LALC notice of AGM and conference at Waddington on Tue.18th October, 5pm to 9pm.
6. BT offering to explore ways to bring fibre broadband to communities by attending a parish meeting.To be included in News Report with reply slip to indicate interest before accepting
7. Email from Pc Ian Clark informed of his imminent retirement. New Beat Manager is PC Richard (Rich) Precious. Thank you to be sent to Ian in appreciation of his support.
8. Clerk confirmed that council would like to thank the Countryside Officer, J Stockdale
9. Monitoring Officer had arranged a further Code of Conduct training session giving examples of areas where members are ignoring the Code/ committing a criminal offence. Other items for information only had been forwarded by email or circulated.

96.16. Highways-problems for attention.

- a) The police had delivered the speed reminder sign to D Hannaford and PCSO Hewitt had asked if the Parish Council insurers would cover it for damage as in other parishes. AON replied 'Your policy provides cover for street furniture to the total value of £68,801.23. The sign is covered under this section, please advise if you wish the sum to be increased.
- b) County Highways informed by email that safety cuts to verges to be reduced from 3 to 2 in 2016/17, to 1 in 2017/18. Rights of Way to be reduced to 1 cut in 2017/18.
- c) County Highways informed gully emptying to be 1 annual clean with emergency response in 2016/17 and targeted clean with emergency response in 2017/18.

97.16. Planning

- a) N/042/1465/16: Mr M Underhill, 4 Glebe Close, rear extension to existing dwelling on site of conservatory to be removed. Resolved- no observations.
- b) To note application received between meetings: N/042/01229/16, Mr G Parker, 1 Station Road, erection of house on the site of an existing dwelling which is to be demolished and erection of a detached garage/ workshop with first floor games room/gym over (garage already erected). There had been no observations received.
- c) No further applications had been received and there were no decisions to note.
- d) The ELDC Local plan was now out to consultation and was available to read on line- no hard copies had been provided. Resolved- members to comment personally if wished.

GOVERNANCE**98.16. Risk Assessment-aims 5 to 11**

- a) All councillors have copy of Standing Orders, Financial Regulations as 94.16 a). The Internal Auditor had checked the documents before completing the Annual Return and regular checks ensure the accounts are up to date. Contractors work not monitored, late submission of invoices do not allow for making checks. Asset Register updated following recent purchases, VAT due to be reclaimed. Other payments made according to budget and reconciliation presented at meetings.
- b) The Annual Return had been submitted and all documents published on the notice board.

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

- a) Football Pitch: Club wished to renew the licence for a further two years to allow young people to play, as with encouragement there may be a possibility of fielding a future team. The clerk to contact the club secretary and arrange for representatives to discuss this at the next meeting as Cllrs Beaney and Fisher were concerned to know of the clubs intentions. The clerk queried the use now; it was agreed to extend the current licence to September.
- b) There had not been any applications from the advertisement for mowing/grazing spare land. As tenancies had ended, council resumes responsibility for badger and mole activity.
- c) Hedge plashing- Football Club had no problem with this but council agreed not to proceed.

100.16. Recreation Area

- a) The Playdale Officer had provided the quote for a Timber Aerial Runway £6,014, Jungle Climber £5,030, 2 cradle seats and chains £407.52, Junior flat seats and swings £250 and bonded rubber mulch £18,900. Total with delivery & installation £34,426.52. It was resolved to go ahead if grants available, the clerk to confirm and make applications.
- b) The voluntary inspection reports returned were not reviewed.

101.16. Defibrillator – Village Hall Management Committee Agreement

The clerk read the Agreement and it was resolved to accept that all future costs, service requirements, maintenance, all Health and Safety issues and requirements and any issues raised by members of the public will be the responsibility of the Parish Council. Also any necessary Insurance to ensure any damage whatsoever caused by the defibrillator during its use is recoverable in full. Council is waiting for this to be confirmed in writing by Aon. The defibrillator is connected to the Village Hall electricity supply and the Parish Council will pay a single fee of £20, due on 01/09/2016 and on this date annually, to be reviewed and agreed annually. Resolved to sign Agreements, 1 copy for the V. Hall secretary.

102.16. Cemetery – notice board

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- a) The clerk reminded council of need for Cemetery Regulations information to be displayed to help prevent unauthorised work: Memorials being erected without permission/ payment.
- b) Notice board on lay bye had been identified for replacement and suggested other areas to avoid high charges for NRSWA if replaced on verge. Grants to be investigated.
- c) The clerk reported mole activity on graves with two flower containers being overturned. Minute ref. 51.16. Council insurers had replied 'Unfortunately the mole trapping activity would need to be carried out by a professional who has their own insurance. This risk is not some thing your insurer would wish to cover for', F Beaney objected to this and said he had removed his traps. Agreed that clerk request pest officer to confirm quote for control.

103.16. Churchyard Wall –response from Diocesan volunteer.

The clerk had emailed the date of the meeting again as requested and Lee Holmes had replied. He was on holiday and would make contact on his return.

104.16. Amenity grass cutting contract

Further reminders had resulted in an invoice for March, April, May and June. The clerk informed council that confirmation of insurance renewal had not been received for April and work had not been monitored due to delay in receipt of invoice. All were approved. Contractor had been reminded of need to cut down the roadside hedge before the school holiday and trim nettles/briars from the dyke fence which were creating a hazard.

105.16. Parish Council website update

The clerk reported progress was slow as she had spent considerable time attempting to use the site previously set up for the council without success. Contact with the County Council officer reminded the council that it was nine years since the first approach. The officer identified the problem with the set up, closed it and reopened it with new access. The clerk had updated the councillor list and removed the upside down village sign. Successful application had been made for cost of extra hours training and setting up.

106.16. Public Bodies (admissions to meetings) Act 1960. It was resolved to move into closed session in accordance with the Act to discuss staffing matters. There were no members of the public present.

107.16. Approval of contract of employment and schedule of work.

The clerk read the draft contract and schedule of work she had prepared based on templates provided by LALC for consideration and these were to be amended as agreed. The National Salary Awards for Local Government Services and recommended pay scales from 1st April 2016 and 2017 were available with hourly rates increasing on a points scale according to experience and length of service. The council considered the rates to be inadequate. The budget allowance of £400 it was suggested and agreed would cover pay for part of a year. It was resolved to offer the handyperson an enhanced rate with no arrangement for future increases. Council policies applicable to be considered at next meeting, Data Protection policy reviewed. The meeting was then re-opened and Cllr Beaney left.

108.16. Finance:

- a) Income received, bank int. 0.61 and 0.56p 1.17
- Transparency Fund (extra hours and It training for clerk) 240.00
- b) Invoices received:
- It was resolved to approve payment in retrospect of:
- 000829 Glover Tennis Court Construction for MUGA Surfacing 6360.00
- 000830 Cook and Son Defibrillator Installation 188.92
- and resolve payment of other invoices received:
- 000831 BW Maintenance for March, April, May and June 792.00
- 000832 Parish of Asterby Group advert 5.00
- 000833 LALC IT Skills Training Day lunch/refreshments 8.00
- 000834 Village Hall Management Committee annual fee 20.00
- 000835 A Hodgson refund of admin costs 1/4/16 to 30/6/16 30.77
- 000836 A Hodgson refund for Padlock and Memory Stick 11.90

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

c) Recent payments from earmarked funds had reduced the balances and the clerk presented the bank reconciliation as at 31st March 2016 prepared by RFO as required for External Audit and updated bank reconciliation as at 30th June 2016, with reduction of payments in July.

31 st March 2016 Balance per bank statement Instant Access		12,167.17
31 st March 2016 Balance per bank statement Current Account		<u>2,450.18</u>
	Total	14,617.35

Less unrepresented cheques	000811	120.00
	000813	426.00
	000814	144.00
	000815	145.00
	000816	62.99
	000817	213.98
	000818	7.50
	000819	30.00

Add uncredited lodgements-		00.00
Balance per box 8 of the Statement of Accounts		13,467.88

Balance includes ear-marked reserves :

£8,000.00 towards repair/addition to Multi Use Games Area and Play equipment/surfacing.

£600.00 towards tree inspection/surgery

£488.00 salary contingency fund

£600.00 towards churchyard wall repair

£500.00 grant towards cost of Parish Defibrillator

£451.62 Government grant for computer and printer/scanner to enable the Parish Council to comply with Transparency Regulations

Balance as at 30th June 2016:

Balance per bank statement Instant Access		8,497.96
Balance per bank statement Current Account		<u>8,932.77</u>
	Total	17,430.73

Less unrepresented cheques	000813	426.00
	000814	144.00
	000827	780.00
	000828	32.31
	000829	6,360.00
	000830	188.92

Add uncredited lodgements-		00.00
Balance as Cash Book		9,499.50

Balance includes ear-marked reserves :

£2,700.00 towards repair/addition to Multi Use Games Area and Play equipment/surfacing.

£600.00 towards tree inspection/surgery

£488.00 salary contingency fund

£600.00 towards churchyard wall repair

£263.00 Transparency Fund grant towards clerk's extra work, training

Defibrillator not included in Budget. Agreed that £495 be transferred from moss clearing (courts refurbished) with £500 grant .Installation from Transparency fund.

Payments resolved in July £867.67, leaves balance
 8,631.83 |

Allotment Access outstanding £2,230
 6,401.83 |

109.16. To confirm date of next meeting

It was agreed that the next meeting would be held on Monday 26th September.