

Donington on Bain Parish Council
Notes of the Meeting of Monday 28 October 2019.
The meeting was opened at 7.30pm.

Present: Cllr. M. Fisher, Cllr. J. Burnham, Cllr. K. White, Cllr. N. Bodian, Cllr. F. Beaney (in part), Cllr R Wright.

In Attendance: Mrs V Davies, Clerk. Cllr. D. Andrews

122.19 OPEN MEETING

Cllr Andrews reported that the East Lindsey District Council offices currently based in Manby would be moving to Horncastle by 2022.

123.19 APOLOGIES WITH REASONS FOR ABSENCE AND ACCEPT APOLOGIES WHERE VALID REASONS, GIVEN TO THE PARISH CLERK PRIOR TO THE MEETING.

Apologies were received and accepted from Barry Gill-Stafford, a newly co-opted councillor who was on holiday and would be attending the next meeting.

124.19. CO-OPTION OF COUNCILLOR

The clerk had written to the two newly co-opted candidates (Barry Gill-Stafford and Richard Wright). Richard Wright was formally welcomed onto the Parish Council and signed the Acceptance of Office form in the presence of the clerk and completed his Declarations of Pecuniary Interests form. Barry Gill-Stafford would be attending the next meeting.

125.19 TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011 – BEING ANY PECUNIARY INTEREST IN AGENDA ITEMS NOT PREVIOUSLY RECORDED ON MEMBERS’ REGISTER OF INTERESTS AND ANY WRITTEN REQUESTS FOR DISPENSATION.

None were received at this time.

126.19 TO APPROVE AS A CORRECT RECORD, THE NOTES OF THE MEETING OF THE COUNCIL HELD ON 21 SEPTEMBER 2019 AND TO AUTHORISE THE CHAIRMAN TO SIGN THE OFFICIAL MINUTES.

It was proposed (Cllr Fisher) seconded (Cllr Burnham), and resolved that the notes of the meeting held on the 21 September 2019 be approved as a correct record and signed by the Chairman.

127.19 CHAIRMAN’S AND COUNCILLORS UPDATE.

Discussion took place regarding the Parish Newsletter. Cllr Burnham agreed to take over the Newsletter. **Action: Clerk to send a PDF of previous Newsletter to Cllr Burnham.**

128.19 CLERKS REPORT.

Stephen Brookes from Lincolnshire County Council had not been able to attend the meeting to discuss Gigabit vouchers.

129.19 CORRESPONDENCE

The clerk had reported the highways issues regarding Welsdale Road and the broken pavement in front of the glass recycling bin.

All correspondence had been circulated prior to the meeting, with information from LALC. The clerk highlighted the recommendations under the Data Protection Act for Councillors to open separate email accounts for Council business. *“The Information Commissioner’s Office (“ICO”) issued guidance in December 2011 which confirms that information concerning the official business of public authorities such as parish councils, parish meetings without separate councils and community councils in Wales held in private email accounts is subject to the Freedom of Information Act 2000 (“the 2000 Act”). Information held by individual councillors or council employees in non-work personal email”.* Councillors were aware that access to their personal email account could be requested and noted the recommendation to open separate email accounts.

130.19 FINANCE – TO AUTHORISE THE SIGNING OF ORDERS FOR PAYMENT AND TO NOTE INCOME.

The balances of the accounts were reported.

Treasurers Account - £977.46 (30 September)
Business Bank - £11,768.75 (30 September)

The following cheques were presented for payment.

Cheque No	Payee	Description	
936	East Lindsey DC	Elections expenses	£48.50
937	LALC	Cllr Training	£10.80
938	V Davies	Clerk Salary	£248.88
939	V Davies	Clerk expenses	£54.26
940	Grimsby Institute Millstone	Printing	£41.04
941	Restoration	Repairs Church Wall	£600.00

Cllr Fisher, proposed, Cllr Burnham seconded approval of the cheques. The invoices were scrutinised by Cllr Fisher.

Councillors noted the financial information relating to the actual v budgeted expenditure.

131.19 PLANNING

There were no planning applications.

132.19 RECREATION AREA & MUGA.

A survey to the village had been distributed which included an addressed envelope to be returned to the Post Office. To date there were 50 responses from residents in addition to the 25 responses from parents at the School. The responses were positive. Cllr Bodian would collate the responses. **Action: Cllr Bodian.** In addition, a parishioner had suggested that a more natural play area should be investigated. Cllr Bodian and Cllr White had met with the Parishioner to discuss the implications.

Discussion took place regarding use of the MUGA without payment. The back gate is currently left open to prevent accidents with children climbing the fence to retrieve lost balls. Councillors resolved (proposed Cllr, Burnham, seconded Cllr White and agreed unanimously) that the use of the MUGA would be free of charge for Donington on Bain parishioners. * After the meeting councillors decided that this matter required further discussion as the majority of the current memberships related to Non-Parishioners of Donington on Bain. This would be discussed at the next meeting. **Action: Clerk.**

133.19 ALLOTMENTS

Cllr Beaney was arranging for the collection of the allotment rents. **Action: Cllr Beaney.**

134.19 CEMETERY & CLOSED CHURCH YARD

- Repair of Footpath adjacent to glass recycling bin. This had been raised with Lincolnshire County Council Highways.
- Request for internment of cremated remains. There was a proposed internment of cremated remains in an existing cremated remains plot. The clerk and Cllr Beaney had been to view the plot.
- Request for refurbishment of memorials (Elizabeth and Tom Bemrose – Plots 370, 371. John and Lizzie Hewson – Plots 410 and 411). Cllr Beaney had been to view the memorials. Leakes had taken away the gravestones for repair. The Parish Council approved the refurbishment.
- Church wall repair. The wall had been repaired and the cheque had been presented to the Parish Council at this meeting for payment. East Lindsey District council had agreed to contribute £300 towards these costs.
- Arrange inspection of headstones for stability. Cllr Beaney had been around the cemetery. Cllr Beaney, Cllr White and Cllr Wright would conduct an inspection. **Action: Councillors.**
- Request for information regarding cemetery for evaluation of Non Domestic Rates. The survey would be completed at the next meeting. Action: clerk.
- Cemetery records. Cover for when clerk is abroad on holiday. The clerk printed the cemetery records grave list which would be retained by Cllr Fisher. During the time the clerk was away, a response would be sent from the email account advising to contact Cllr Fisher or Cllr Bodian if the matter was urgent.

Cllr Beaney had highlighted a trip hazard plot 3 (Joseph Hughes) The broken kerb had been removed and placed in the grave. **Action: Clerk to contact a relative, if possible, to advise of situation and the action required.**

136.19 WELSDALE ROAD

A reply from highways was awaited.

137.19 DISCUSS REPLACEMENT NOTICE BOARD NEXT TO BUS SHELTER

A quotation for £398.00 + VAT had been received for the production of the fixed Information Noticeboard. Discussion took place regarding the siting of the information noticeboard. It was resolved to site the noticeboard in the existing position. Further quotations were awaited.

Action: Clerk to include on the next agenda.

138.19 RISK ASSESSMENT PROCESS

A risk assessment process was required to ensure the council are considering all the risks. Pages of the risk assessment would be emailed to councillors. Page 1 of the Risk Assessment would be identified and agreed at the next meeting. **Action: Clerk to distribute the appropriate pages of the Risk Assessment to Councillors.**

139.19 STANDING ORDER PROCEDURE.

The clerk had emailed several sections of the Standing Order Procedure to Councillors. At the next meeting the Standing Orders would be presented to Councillors to agree the amendments made to the sections completed. **Action: clerk.**

140.19 FURTHER MEMORIAL BENCH

There had been a further request. The Parish Council approved the request for the Memorial Bench in the cemetery. **Action: Clerk to email to advise the relatives that a further bench could be erected in the Cemetery and to request the relatives to liaise with Cllr Beaney regarding the installation.**

141.19 MEETING DATES ARRANGEMENTS FOR ANNUAL PARISH MEETING.

Cllr Bodian would lead on arranging a separate Annual Parish meeting and would contact Cllr Gill-Stafford and Cllr Wright and request them to assist. **Action: Cllr Bodian to report.**

Meeting ended 9.00 pm

Date of next meeting: Wednesday 4 December 2019.

THESE NOTES ARE DRAFT UNTIL ADOPTED AT THE OCTOBER MEETING