

# Hemswell Cliff Parish Council

**Minutes of the Ordinary Meeting of the Parish Council held on Monday 8 May 2017 in the Room of Requirement at Hemswell Cliff Primary School.**

**Present:** Councillors Beevers, Hann, Kirman, Prestwood (Chairman) and Richardson. Clerk Tom Clay.

**Apologies:** District Councillor Howitt-Cowan and PCSO Julie McFaul.

Minute Number	Item
<b><u>Procedural Items – items not requiring written notice</u></b>	
18/1718	<b>Declarations of interest</b> No declarations were made.
21/1718	<b>Minutes of the Neighbourhood Plan Committee Meeting held on Monday 24 April 2017</b> <b>Resolved</b> - Council noted the minutes of the meeting.
22/1718	<b>Minutes of the Ball Park Committee meeting held on Monday 24 April 2017</b> <b>Resolved</b> - Council noted the minutes of the meeting.
23/1718	<b>Public questions</b> No members of the public were present.
24/1718	<b>Chairman's remarks</b> The Chairman reported that: <ul style="list-style-type: none"> <li>• A broken slat on one of the benches will soon be repaired.</li> <li>• There was an issue around grant funding which would be covered later in the agenda.</li> <li>• A repair to the AstroTurf is holding.</li> <li>• Some concerns were raised at the last Ball Park Committee meeting about motorbikes on the patch of bumpy grass near the Ball Park.</li> </ul>
25/1718	<b>Clerk's report</b> The Clerk reported that all the items he wished to raise were covered elsewhere on the agenda.
26/1718	<b>Police, crime and anti-social behaviour update</b> Councillor Prestwood reported that the School was considering cutting back the hedges at the front of the building to improve security.
27/1718	<b>District and County Council update</b> Councillor Prestwood read out a report by District Councillor Howitt-Cowan.

	<p>Councillor Prestwood said that he would write to the new County Councillor for the area inviting her to attend future meetings of the Council.</p> <p>Councillor Kirman said that she had written Lewis Strange, the former County Councillor for the area, to thank him for all his help.</p>
<b>28/1718</b>	<p><b>Parish Councillor update</b></p> <p>Councillor Hann reported that the residents meeting will take place on Wednesday 10 May and that the litter pick will take place in May.</p> <p>Councillor Prestwood said that he would contact the grounds maintenance contractor about getting the field ready for the Big Lunch event.</p> <p>Councillor Beevers reported that the drain at the end of her street is blocked by straw. The Clerk was asked to write to the County Council to inform them.</p> <p>Councillor Richardson reported that the memorial had been cleaned on 20 April.</p> <p><b>Resolved</b> – Councillor Prestwood to spray the Dog Kennel Lane bus shelter with moss killer.</p> <p><b>Resolved</b> - Councillor Richardson to investigate and see if some minor repairs to the varnish on the village signs is required.</p>
<b><u>Business Items – Items requiring written notice</u></b>	
<b>29/1718</b>	<p><b>Finances</b></p> <p><b>A) Payments for approval</b></p> <p>Cllr Kirman proposed, seconded by Cllr Hann, that the following payments be approved, cheques drawn up during the meeting and electronic payments made by the Clerk where indicated.</p> <ul style="list-style-type: none"> <li>• £10 – Lincs Accounting (to be paid electronically)</li> <li>• £160 – Murphy's Landscapes (to be paid electronically)</li> <li>• £10 – T Clay Council Mobile Phone (to be paid electronically)</li> <li>• £4.99 – T Clay paper for office printer (to be paid electronically)</li> </ul> <p><b>Resolved</b> - The proposal received unanimous support, the payments approved, and the Clerk was instructed to make electronic payments where indicated.</p> <p>Council noted that the following payments were made in line with the Parish Council's contractual and legal obligations:</p> <ul style="list-style-type: none"> <li>• £259.42 – Clerk's Pay April 2017 (paid electronically)</li> <li>• £64.80 - HMRC (paid electronically)</li> </ul>

	<ul style="list-style-type: none"> <li>• £5.84 – G Prestwood for fuel (paid electronically)</li> </ul> <p><b>B) Bank Balances and accounts reconciliation</b> The Clerk updated councillors about the bank reconciliation and no questions were asked.</p> <p><b>C) Ball Park Funds</b> Cllr Hann proposed, seconded by Cllr Beevers, that the Ball Park Committee's recommendation be accepted and:</p> <ol style="list-style-type: none"> <li>Council accept the £2,000 in funding from iGas and look for further funding, such as the match funding on offer from WLDC, and;</li> <li>Council purchase MMC weed killer to remove the moss from the AstroTurf at a cost of £33.31.</li> </ol> <p><b>Resolved</b> – Council approved the proposal unanimously, the Clerk was instructed to contact iGas about the funding, the Ball Park Committee will discuss fundraising at their next meeting and Councillor Prestwood will purchase the moss killer and be reimbursed by the Clerk once proof of purchase is supplied.</p> <p><b>D) Installation of Signs</b> Cllr Kirman proposed, seconded by Cllr Hann, that Council purchase two signs indicating that motorised vehicles should not be driven on the grass at a cost of £42.32 plus VAT each, approximately £101.57 in total.</p> <p><b>Resolved</b> – Council approved the proposal unanimously and Councillor Prestwood was asked to place an order.</p>
<b>30/1718</b>	<p><b>Internal Audit Report 2016/17</b> Council noted that the Internal Audit Report 2016/17 has been carried out. The Parish Council was found to have passed all its control objectives by Teresa Granger of Darbys Ltd, Gainsborough and to have met the adequate standards of a smaller financial authority.</p>
<b>31/1718</b>	<p><b>Annual Governance Statement 2016/17</b> Cllr Hann proposed, seconded by Cllr Prestwood, that Council acknowledge that 'our responsibility for ensuring that there is a sound system of internal control including the preparation of the accounting statements' and confirm nine specific items relating to a 'sound system of internal control' on the Annual Governance Statement 2016/17.</p> <p><b>Resolved</b> - The proposal received unanimous support and the Clerk/RFO and Chairman signed the relevant paperwork in the meeting.</p>
<b>32/1718</b>	<p><b>Accounting Statement 2016/17</b> Cllr Hann proposed, seconded by Cllr Prestwood, that Council approve and certify the accounting statement for the Annual Return 2016/17.</p> <p><b>Resolved</b> - The proposal received unanimous support and the</p>

	Clerk/RFO and Chairman signed the relevant paperwork in the meeting.
<b>33/1718</b>	<b>Christmas tree</b> <b>Resolved</b> - Council will continue to buy Christmas Trees for the next three to four years and then see if the tree near the entrance of the School can take the weight of the lights.
<b>34/1718</b>	<b>Straw on the roads and pavements</b> <b>Resolved</b> – Council will continue to monitor the situation closely.
<b>35/1718</b>	<b>RAF Hemswell Day</b> <b>Resolved</b> – Council will continue to organise the day-time events, but the evening meal will not be organised by the Council this year or in future years.
<b>36/1718</b>	<b>Crime and Anti-Social Behaviour</b> Cllr Prestwood outlined what some members had been told at a recent meeting with Grant White from WLDC about the installation of CCTV.  Resolved – The Clerk was instructed to get a leaflet together advertising the installation of the cameras and informing people that they should continue to report crime (including anonymously).
<b><u>Next Ordinary Meeting – items not requiring written notice</u></b>	
<b>37/1718</b>	<b>Items for inclusion on the next Ordinary Meeting agenda</b> The following items are to appear on the agenda for the next Ordinary Meeting of Council: <ul style="list-style-type: none"> <li>• RAF Hemswell Day</li> <li>• Straw on the roads</li> <li>• CCTV</li> <li>• Dog Kennel Lane Bus Shelter</li> </ul>
<b>38/1718</b>	<b>Actions to be undertaken before the Next Ordinary meeting</b> <ol style="list-style-type: none"> <li>1. GP to purchase signs for the green spaces.</li> <li>2. GP to purchase MMC moss killer.</li> <li>3. GP to write to the new County Councillor.</li> <li>4. TC to write to Lewis Strange on behalf of the Council.</li> <li>5. TC to book GP a place at the Community Resilience Conference.</li> <li>6. GP to pass on meeting dates to Angie Waplington.</li> <li>7. TC to report the blocked drain to the County Council.</li> <li>8. TC to get quotes for the Parish Council's insurance.</li> <li>9. TC/GP to arrange an annual appraisal.</li> </ol>
<b>39/1718</b>	<b>Date and time of the next Ordinary Meeting</b> The date and time of the next Ordinary Meeting of the Parish Council was confirmed as: Monday 5 June 2017, starting at 7:30pm. The meeting will take place in the Room of Requirement at Hemswell Cliff Primary School.

**Meeting started at 7:42pm and closed at 9.35pm**

Document published on 30 May 2017

**Signed:** .....

**Print Name:** .....

**Date:** .....