

## Hemswell Cliff Parish Council


Minutes of the Ordinary Meeting of the Parish Council held on 7 November 2016 in the Room of Requirement at Hemswell Cliff Primary School.

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

**In Attendance:** District Councillor Howitt-Cowan and PCSO Julie McFaul

**Apologies:** County Councillor Strange and Shay Towns

Minute Number	Item or Decision
<b><u>Procedural Items – items not requiring written notice</u></b>	
123/1617	<b>Declarations of interest</b> No declarations were made.
124/1617	<b>Minutes of the Ordinary Meeting Held on 3 October 2016</b> Councillor Hann proposed that the minutes be accepted as a true and proper record of the meeting, Councillor Richardson seconded, and the minutes were approved.  The Clerk was asked to contact Sir Edward Leigh MP about transportation issues, specifically the adoption of roads.
125/1617	<b>Neighbourhood Plan Committee: Minutes of the Meeting Held on 17 October 2016</b> The minutes were noted.
126/1617	<b>Ball Park Committee: Minutes of the Meeting Held on 3 November 2016</b> The minutes were noted.
127/1617	<b>Public Questions</b> No members of the public were present.
128/1617	<b>Chair's remarks</b> The Chair reported that: <ul style="list-style-type: none"> <li>• The new grounds maintenance arrangements were working and the new contractor was doing a good job.</li> <li>• The website is now up and running.</li> <li>• A resident of Harpswell raised a complaint with the District Councillors about noise and smell.</li> </ul>
129/1617	<b>Clerk's Report</b> The Clerk reported that: <ul style="list-style-type: none"> <li>• Correspondence had been received from a resident about grounds maintenance. Councillors said they felt that the email did</li> </ul>

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	<p>not require response.</p> <ul style="list-style-type: none"> <li>The Clerk asked Council if it wished to send of a letter about the Parish Council Tax Referendum issue. Councillors asked the Clerk to prepare and send the letter.</li> </ul> <p>The Clerk also informed Council that the Council now has two vacancies and that steps should be taken to fill them. Councillors said that they would let people know about the vacancies in the hope they would fill them.</p>
130/1617	<p><b>Police, Crime and Anti-Social Behaviour Update</b> PCSO McFaul's gave an update about several issues in the Parish.</p>
131/1617	<p><b>District and County Council update</b> District Councillor Howitt-Cowan gave the following report:</p> <ul style="list-style-type: none"> <li>The devolution issue is still on going.</li> <li>Councillor Strange is looking into the straw issue. Councillor Howitt-Cowan said that he would report it to the Police and Crime Commissioner.</li> <li>The planning application to increase tonnage to the AD digester had been approved.</li> <li>He had received a noise complaint from a resident in Harpswell about the business park.</li> </ul>
132/1617	<p><b>Parish Councillor Update</b> Councillor Hann reported that Chris Cooper had resigned as Chair of the Residents' Group and the next meeting would take place on 19 November 2016.</p> <p>Councillor Richardson said that he and others should check to see if the Parish Council's grit bins were fully supplied in advance of the cold weather.</p>
<b><u>Business Items – Items requiring written notice</u></b>	
133/1617	<p><b>Finances</b> <b>A) Payments for Approval</b> 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 – LincsAccounting for payroll (<u>electronically</u>)</li> <li>£300 – Murphy's Landscapes (<u>electronically</u>)</li> </ul> <p><b>Resolved</b> - The proposal received unanimous support 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>£250.99 – Clerk's Pay October 2016 (paid electronically)</li> </ul>

	<ul style="list-style-type: none"> <li>• £62.60 - HMRC (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) Budget Monitoring</b> The Clerk updated councillors about the budget projection and no questions were asked.</p> <p><b>D) Council Emails</b> Cllr Kirman proposed, seconded by Cllr Prestwood, that a spend of £0.99 per month for the Clerk to set up a new email through 1&amp;1 be approved.</p> <p><b>Resolved</b> - The proposal received unanimous support and the Clerk was instructed to set the new email up.</p>
134/1617	<p><b>Budget Preparation</b> Cllr Prestwood proposed, seconded by Cllr Hann, that the Clerk inform West Lindsey District Council that the Parish Council's 2017/2018 precept estimate is £10,700.</p> <p><b>Resolved</b> - The proposal received unanimous support. The precept estimate was agreed to be £10,700 and the Clerk was instructed to inform WLDC before the deadline.</p>
135/1617	<p><b>RAF Hemswell Day</b> <b>Resolved</b> – Cllr Kirman will speak to the veterans and the school about having two separate events at different times of the year, one in April and the other on Remembrance Day. The issue will be revisited at the January 2017 meeting.</p> <p>Cllr Richardson proposed, seconded by Cllr Hann, that the Parish Council purchase a wreath for Remembrance Day from Flowers by Design.</p> <p><b>Resolved</b> - The proposal received unanimous support and the Clerk was instructed to place the order.</p>
136/1617	<p><b>Christmas Tree</b> Cllr Richardson proposed, seconded by Cllr Prestwood, that spend of up to £80 be approved for the purchase of Christmas Tree, that Councillor Richardson would approach the gentleman who supplied last year's tree and that parish councillors would collect it on 3 December 2016. Furthermore, that Councillor Prestwood should arrange for testing of the electrics.</p> <p><b>Resolved</b> - The proposal received unanimous support and was approved.</p>

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137/1617	<p><b>Principle Space Protection Order</b></p> <p>Cllr Hann proposed, seconded by Cllr Beevers, that Council make a request for a PSPO to West Lindsey District Council for all Parish Council owned green space and land in Hemswell Cliff. Specifically, the Council wishes the PSPO to prohibit the following activities:</p> <ul style="list-style-type: none"> <li>• Keeping or grazing any animal on Parish Council land.</li> <li>• Using Parish Council land for events without permission.</li> <li>• Erecting structures or building on Parish Council land without permission.</li> <li>• Parking any vehicle, including caravans, on Parish Council land without permission.</li> <li>• Setting fires on Parish Council land without permission.</li> <li>• Littering or fly-tipping on Parish Council land.</li> </ul> <p><b>Resolved</b> - The proposal received unanimous support and the Clerk was instructed to inform Shay Towns at WLDC.</p>
<b><u>Next Ordinary Meeting – items not requiring written notice</u></b>	
138/1617	<p><b>Items for Inclusion on the Next Ordinary Meeting Agenda</b></p> <ul style="list-style-type: none"> <li>• Christmas Tree</li> <li>• Neighbourhood Plan update</li> <li>• Straw</li> </ul> <p>The Clerk was asked to add the issue of RAF Hemswell Day to the January 2017 agenda and paying for professional weed killing to the February 2017 agenda of Council.</p>
139/1617	<p><b>Actions to be Undertaken Before the Next Ordinary Meeting</b></p> <ol style="list-style-type: none"> <li>1. TC to contact Sir Edward Leigh MP office.</li> <li>2. JR/GP/WH to arrange collection of Christmas tree.</li> <li>3. Councillors to check the levels of the grit bins.</li> </ol>
140/1617	<p><b>Date and Time of the Next Ordinary Meeting</b></p> <p>The date of the next Ordinary Meeting of the Parish Council was confirmed as: Monday 5 December 2016, starting at 7:30pm, it will take place in the Room of Requirement at Hemswell Cliff Primary School.</p>

Meeting started at 7:33pm and closed at 9:42pm

Document published on 28 November 2016

Signed: G M Prestwood

Print Name: G M PRESTWOOD

Date: 5/12/16

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