

Hemswell Cliff Parish Council

Minutes of the Ordinary Meeting of the Parish Council held on Monday 4 March 2019 in the Room of Requirement at Hemswell Cliff Primary School.

Present: Councillors Prestwood (Chairman), Beevers, Hann, Kirman (Vice Chairman) and Richardson.

Parish Clerk H Reek

Members of the Public - one

Apologies:

County Councillor Perraton-Williams

District Councillor Howitt-Cowan

Shay Towns, West Lindsey District Council (WLDC)

PCSO Julie McFaul

Minute Number	Item
<u>Procedural Items – items not requiring written notice</u>	
201/1819	Apologies None.
202/1819	Declarations of Interest None.
203/1819	Minutes of the Ordinary Meeting held on Monday 4 February 2019 RESOLVED: That the minutes of the meeting be accepted as a true and proper record subject. All actions from the Ordinary meeting had been actioned (Minute 199 refers) except for the following which were still work in progress: HR – draft the lone working policy
204/1819	Update from the Neighbourhood Plan Committee

	<p>At the previous meeting, the Parish Council approved a loan of up to £600 to hold a consultation event in February. Following a review of the guidance for the next loan, it became apparent that money for retrospective events would not be forthcoming. The next grant funding would not be made available until 2019/20. Instead Open Plan had produced the publicity material and refreshments had been provided by the Committee members. There was no need to loan any money from reserves.</p> <p>VK gave a verbal update on the event which was held on 27 February. Whilst it wasn't well attended, the school pupils gave an excellent presentation and carried a walkabout. The key themes arising from the event were:</p> <ul style="list-style-type: none"> • The school pupils loved the little play park as they felt very safe. It would be nice to provide benches for parents to sit on. This might be something to consider further but it was recognised that the park was not in the ownership of the Parish Council. • Lot of signposts on the floor which WLDC was dealing with. • Concern that the electricity sub-station on Capper Avenue was not safe. • The state of the Community Centre. • Request for seating outside the Ball Park. • Unauthorised activity on some of the car parks. • One resident was not sure of the location of allocated car parking space and concern where visitors were able to park. <p>The Clerk was asked to contact the utility company regarding the sub-station.</p> <p>The Committee was scheduled to meet tomorrow night to progress the plan for completion.</p>
205/1819	<p>Update from the Ball Park Committee</p> <p>The Committee had met prior to the meeting. The new equipment had been tested. GP was organising volunteers to help stain the furniture and would be sending out an email.</p> <p>GP reported that he expected that some tree works would need to be carried out in the near future.</p>
206/1819	<p>Public Questions</p> <p>One member of the public commented that the new signs looked nice. In relation to the one sited at Minden Place, it was noted that it was correct as Minden Place did lead to Lloyd Place and the previous sign was incorrect.</p>

207/1819	<p>Chairman's remarks</p> <ul style="list-style-type: none"> a) Dog Kennel Lane Bus Shelter – The insurance company had been in contact and made an offer of £1,400 to repair the shelter which had been refused. b) Annual Parish Meeting – Although the date had provisionally been scheduled for 13 May, the Chairman requested an alternative date rather than holding it on the same evening as the Annual Parish Council Meeting. It was agreed to hold the meeting on Monday 29 April at 7pm. c) Allotments – Over six residents had contacted the Clerk expressing an interest in allotments. The next step is to ask for them to express an interest in writing and then organise a separate meeting to progress and inspect a potential site. It would be made clear that there would be costs. d) Gullies – work had been completed for a new gully on Gibraltar Road.
208/1819	<p>Clerk's report</p> <ul style="list-style-type: none"> a) The Clerk had noticed notification on the Local Association of Local Council's (LALC) website that the Community Foundation was offering grants of up to £5,000 to community groups for diversionary activities. The letter had been passed onto Positive Futures. b) The Clerk had received an update on highway issues which was read out at the meeting. JR confirmed that the sign on the A15 had been fixed, work was scheduled in Spital and the landowner had been contacted about the overgrown hedge. We were still waiting for a response on the street light. c) There was a category in the West Lindsey Community Awards for the Town or Parish Council of the year. d) Matt Snee had emailed that there were 8 responses to the survey. GP would re-send his email about neighbouring parishes. e) The Chairman and Clerk were attending LALC training on the role of the Chairman and Clerk in July. The Clerk was attending a briefing on VAT in April and would register for two one day training events to the Clerk's qualification.
209/1819	<p>Police, crime and anti-social behaviour update</p> <p>The Chairman had received an update from PCSO Julie McFaul. During February there had been two reported incidents of thefts to businesses, two burglaries and one of violence. This was an increase on the previous few months.</p>
210/1819	<p>WLDC Officers' Report</p>

	<p>Shay Towns had emailed a verbal update which would be emailed to the Parish Council.</p> <p>The Chairman reported that the Police couldn't enforce the Public Space Protection Order (PSPO) as it wasn't a criminal matter. It was noted that off road and on road parking enforcement was now a County Council function. PC McFaul would speak to Shay Towns and Luke Thompson about enforcement.</p>
211/1819	<p>District and County Council update</p> <p>Councillor Howitt-Cowan had given apologies as he was attending full Council at WLDC.</p>
212/1819	<p>Parish Councillor update</p> <p>Cllr Kirman All matters were considered elsewhere on the Agenda.</p> <p>Cllr Hann He reported that the Big Lunch was to be held in June and would confirm the date but it was on a Saturday. The event was being funded by a grant from Tesco's. This was being organised by the Residents' Committee and was reminded that they would need to book the field. The next meeting of the Residents' Committee was to be held on 16 March 2019.</p> <p>Cllr Beevers She thanked the Chairman for dealing with the straw issue as the sweeper came yesterday. The roads looked better but the paths still had straw. The Clerk was asked to contact Shay whether she had received an email from JB about street lights.</p> <p>Cllr Richardson He had used the moss spray on the memorial which had worked quite well but there were new growths where he had sprayed. He would monitor the situation. He was intending to inspect the village signs in April.</p>
<u>Business Items – Items requiring written notice</u>	
213/1819	<p>Finances</p> <p>A) Payments for approval</p> <p style="text-align: center;">Resolved:</p> <p>That the following payments be approved, cheques drawn up after the meeting and electronic payments made by the Clerk where indicated (all costs include VAT where applicable):</p>

	<ol style="list-style-type: none"> 1) EKM Limited – climbing wall repair - £276 .00. 2) Total Lincoln Limited – payroll for January and February £24.00. 3) Contribution to reserves - £500.00. <p>Council noted that the following payments were made between the last meeting of Council and this one for contractual reasons, legal reasons, following a decision of Council or were made through delegated powers:</p> <ol style="list-style-type: none"> 1) H Reek Clerk Pay for February - £208.44. 2) HMRC February - £52.00 <p>B) Bank Balances and accounts reconciliation</p> <p>The Chairman and Clerk had completed analysis on the spend for this year. The spreadsheet was circulated prior to the meeting. An underspend for this year’s budget was being reported. All the surplus in the bank would be moved into reserves and drawn back into the main account if needed. The finance software would then be used for budget monitoring from April. The Chairman reported that the £10,000 grant for the community activities had been paid in in 2017/18 and should have been moved into reserves at year end.</p> <p>Next year’s budget allocation would be considered in detail at the next meeting.</p>
214/1819	<p>Planning Matters</p> <p>No new planning applications to consider at this meeting.</p>
215/1819	<p>Establishment of a Personnel Committee</p> <p>The draft terms of reference had been circulated prior to the meeting. There was discussion about whether a separate committee was needed or these matters could be dealt with by the full Parish Council.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> (1) That a Personnel Committee be established and the terms of reference be agreed. (2) That membership comprises Councillors Prestwood, Hann and Kirman.
216/1819	<p>Parish Council Event</p>

	<p>The Chairman was seeking approval to arrange two drop in events for people interested in standing as a Parish Councillor. He circulated a draft flyer at the meeting which would be posted through every door. The distribution of the flyers was agreed at the meeting and attendance at each event. There would be no cost to the Parish Council.</p> <p style="text-align: center;">RESOLVED:</p> <p>That two drop events be held on 14 and 16 March 2019.</p>
217/1819	<p>War Memorial Grant</p> <p>VK had taken further photographs of the war memorial and surrounding area and had contacted the War Memorials Trust for further information. She had been advised that the war memorial was in good condition compared to others and it was highly unlikely that we would be allocated funding. It was agreed to review the situation next year. It would be considered at the June meeting whether the Parish Council would fund the work and fund new benches.</p>
218/1819	<p>Request for a Street Light</p> <p>The Clerk had submitted the request to highways and was waiting for a response.</p>
219/1819	<p>Straw on the Road</p> <p>The Chairman read out an email from a Scawby Brook resident who had suggested the lorries could be covered to prevent the loss of straw onto the highway. The MP had passed on a letter from Andy Gutherson Acting Director of Places at Lincolnshire County Council who would get officers to investigate further. It was agreed to contact Cllr Perraton-Williams about progress and whether she could attend the next meeting.</p>
220/1819	<p>First Aid Course</p> <p>If we were to hold a first aid course, then anyone who attended was expected to volunteer first aid skills in the community. It was agreed not to pursue this any further.</p>
221/1819	<p>Parish Council meeting dates for 2019/20</p> <p>A list of dates for the next municipal year was circulated prior to the meeting.</p> <p style="text-align: center;">RESOLVED:</p>

	That the list of dates be agreed subject to approval at the Annual Parish Council meeting in May and that the dates be sent to the Head teacher at the school to check availability.
212/1819	<p>Grounds Maintenance Contract</p> <p>A report setting out the results of a recent exercise to obtain quotes for this year's green space maintenance contract. It was noted that three quotes had been received.</p> <p style="text-align: center;">RESOLVED:</p> <p>That Glendale Managed Services be awarded the contract for 2019/20 at a cost of £1,861.00.</p>
<u>Next Ordinary Meeting – items not requiring written notice</u>	
213/1819	<p>Items for inclusion on the next Ordinary Meeting agenda</p> <p>The following items are to appear on the agenda for the next Ordinary Meeting:</p> <ul style="list-style-type: none"> • Request for street light. • Straw on the Road. • Grit purchase. • Allotments. • War Memorial (June meeting) • RAF Hemswell Day 2019
214/1819	<p>Actions to be undertaken before the Next Ordinary meeting</p> <p>HR – Draft up the next grant application for the Neighbourhood Plan. HR – Speak to Councillor Perraton-Williams about the straw and ask her to attend the next meeting. HR – Chase up highways for the remaining gullies. HR – progress the street light request. HR – Draft lone working policy to the first Personnel Committee. GP – Organise staining of the ball park furniture. HR – Contact utility company responsible for the sub-station. HR – email Shay about the street light email from Cllr Beevers. HR – send meetings dates to the Head teacher. HR – send out the contract and paperwork for the green space maintenance contract. HR – contact interested parties regarding allotment.</p>
215/1819	Date and time of the next Ordinary Meeting

	<p>The date and time of the next Ordinary Meeting of the Parish Council was confirmed as: Monday 1 April 2019, starting at 7:30pm. The meeting will take place in the Room of Requirement at Hemswell Cliff Primary School.</p>
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Meeting started at 7:30pm and closed at 9.42pm

Document published on

Signed:

Print Name:

Date: