

Hemswell Cliff Parish Council

Minutes of the Annual Parish Council Meeting held on Monday 13 May 2019 in the Room of Requirement at Hemswell Cliff Primary School.

Present: Councillors J Beevers, V Kirman, G Prestwood (Chairman), J Richardson and A Shaw.

Parish Clerk – Helen Reek

In Attendance:

Councillor Howitt-Cowan, West Lindsey District Council (WLDC) (for Minutes 1 to 7)
Councillor Perraton-Williams, Lincolnshire County Council (LEE) (for Minutes 10 and 11)

Members of the Public – one.

Note: All documents referenced in the Minutes will be made available on the Council's website.

Minute Number	Item
<u>Procedural Items – items not requiring written notice</u>	
1/1920	<p>Election for the Chairman of the Parish Council</p> <p>The Parish Council elected the Chairman of the Parish Council for the 2019/20 municipal year.</p> <p>RESOLVED:</p> <p>That Councillor Prestwood be elected Chairman for the ensuing year.</p>
2/1920	<p>Election for the Vice-Chairman of the Parish Council</p> <p>The Parish Council elected the Vice-Chairman to the Parish Council for the 2019/20 municipal year</p> <p>RESOLVED:</p> <p>That Councillor Kirman be elected Vice-Chairman for the ensuing year.</p>
3/1920	<p>Apologies</p> <p>None.</p>

Minutes Verification. Signature: Date:

4/1920	<p>Declarations of interest</p> <p>Councillor Prestwood in accounts.</p>
5/1920	<p>Minutes of the Ordinary Meeting held on Monday 1 April 2019</p> <p>RESOLVED:</p> <p>That the minutes of the meeting be accepted as a true and proper record.</p>
6/1920	<p>Minutes of the Annual Parish Meeting held on Monday 29 April 2019</p> <p>RESOLVED:</p> <p>That the Minutes of the Meeting be noted and would be formerly approved at 2020 Annual Parish Meeting.</p> <p>The Chairman reported that he had followed up with West Lindsey Managed Services about the frequency of the grass cutting on the HRC owned land. The frequency was every two weeks and whilst there had been a longer gap, it had recently been cut.</p>
7/1920	<p>District Council update</p> <p>Although this was not an item on this agenda, it was agreed to include updates from the District, County and Parish Councillors at this meeting. This agenda mirrored the format of the previous Annual Parish Council meeting, it would include all of the standard agenda items at the next Annual Parish Council Meeting. Last year the Annual Parish Meeting was held on the same night which included these items.</p> <p>Councillor Howitt-Cowan had been re-elected to this ward in the recent District Council elections. He gave an update on new positions in the Council including a change of Leader but this was subject to ratification at West Lindsey's Annual Meeting on 20 May. He also confirmed that the European elections would be held on Thursday 23 May.</p> <p>He added that WLDC was co-ordinating a large bid to Access England in relation to Enterprise Community Work. As well as Gainsborough, Hemswell Cliff could be included in the bid. Out of every organisation that submitted bids, only five would be successful.</p>

8/1920	<p>Review of arrangements including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities</p> <p>There were currently no charters with other local authorities.</p>
9/1920	<p>Review of representation on or work with external bodies and arrangements for reporting back</p> <p>There were currently no representations on external bodies.</p>
10/1920	<p>Review and confirmation of arrangements for insurance cover in respect of all insured risks</p> <p>A review of arrangements of current insurance cover would be considered at the June meeting. The Clerk was asked to check whether there were any other insurance brokers specialising in Parish Councils.</p> <p>The Chairman gave an update on the damaged bus shelter on Dog Kennel Lane. The insurance company had offered £2,500 as a final settlement. This would be approximately £1,000 less than the full cost required to replace the damaged bus shelter. The reason was due to the betterment rule. The Clerk was asked to contact the Parish Council's insurance company for advice.</p>
11/1920	<p>County Council update</p> <p>Councillor Perraton-Williams asked for an update on cleaning of straw on the highway. She was informed that initially it had improved but it had deteriorated during the last week probably due to rain. The cleaning of the drains had improved. There was still a lot of shedding of straw on the A15. Councillor Perraton-Williams would email the company.</p> <p>Councillors also noted that LCC had cut verges but had left an island near to Dog Kennel Lane. She would provide a map of LCC grass cutting areas and make further enquiries.</p> <p>The hedge near Hemswell Court had not been cut back. She would contact Highway Officers to find out if any progress had been made since they contacted the owner.</p>
12/1920	<p>Review of the Council's and the Clerk's memberships of other bodies</p> <p>It was noted that the Parish Council has renewed membership to the Lincolnshire Association of Local Councils (LALC) and had paid an annual amount for the training scheme for 2019/20.</p>

13/1920	<p>Review of delegation arrangements</p> <p>The Council agreed the delegated arrangements outlined in broad terms in the Scheme of Delegation which would be made available on the Council's website.</p> <p>It was also agreed to continue with the delegated arrangement for the maintenance of the Ball Park to allow for a cumulative spend of up to £50 of the Ball Park Maintenance budget on purchasing consumables to ensure the maintenance and upkeep of the Ball Park site between the period 1 April 2019 and 31 March 2019.</p> <p>The amount would be reviewed at the time the 2020/21 budget was set in January 2020 and the arrangement formally reviewed at the next Annual Meeting in May 2020 and all other Annual Meetings thereafter.</p> <p>Before any purchase is made the Clerk must notify two parish councillors. Payments will be made electronically. All receipts will be presented to the next meeting of Council and the amount spent will be included on the agenda as an item for noting.</p> <p>The Council agreed the terms of reference in relation to the Ball Park, Neighbourhood Plan and Personnel Committees and agreed membership of all three Committees for the 2019/20 municipal year as follows:</p> <p>Ball Park Committee</p> <ul style="list-style-type: none"> • Councillor Graham Prestwood • Councillor Vicki Kirman • Angie Waplinton • Paul Donaldson • Hayley Donaldson • Anne Lewis <p>Neighbourhood Plan Committee</p> <ul style="list-style-type: none"> • Councillor Will Hann • Councillor Vicki Kirman • Ruth Smiles • Mark Hurd • Connie Hurd • Kay Elliot <p>Personnel Committee</p> <ul style="list-style-type: none"> • Councillor Will Hann • Councillor Vicki Kirman • Councillor Graham Prestwood • Councillor Alan Shaw
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	<p>All committees would elect a Chairman and Vice-Chairman (optional) at their first meeting in the 2019/20 municipal year. The timetable of meetings was agreed at this meeting but could be amended if required.</p> <p style="text-align: center;">RESOLVED:</p> <p>That the terms of reference and membership for all three committees be approved.</p>
14/1920	<p>Review and of Standing Orders and Financial Regulations</p> <p>The Council reviewed its Standing Orders and Financial Regulations.</p> <p style="text-align: center;">RESOLVED:</p> <p>That the Standing Orders and Financial Regulations be approved.</p>
15/1920	<p>Review of inventory of land and assets</p> <p>The Council reviewed and the list of land and assets of the Parish Council circulated as Appendix A with the agenda. It was noted that the only addition in the previous 12 months was an additional grit bin.</p> <p style="text-align: center;">RESOLVED:</p> <p>That the Asset Register for 2019/20 be approved.</p>
16/1920	<p>Review of the Council's Complaints Procedure</p> <p>The Council reviewed and considered the Complaints Procedure.</p> <p style="text-align: center;">RESOLVED:</p> <p>That the Complaints Procedure for 2019/20 be approved.</p>
17/1920	<p>Review of the Council's Procedures for Handling Requests Made Under the Freedom of Information Act 2000 and the Data Protection Act 1998</p> <p>The Council reviewed and considered the Freedom of Information and Data Protection Policies and its Publication Scheme.</p> <p style="text-align: center;">RESOLVED:</p> <p>That the Freedom of Information and Data Protection Policies and the Publication Scheme for 2019/20 be approved.</p>

18/1920	<p>Review of Existing Council Policies and Procedures</p> <p>The Council reviewed the following policies and procedures. The Planning Policy would be updated to reference planning applications received from LCC. It was noted that the Small Grants Application had been amended and the amount allocated in this year's budget was £200.</p> <ul style="list-style-type: none"> • Press and Media Policy • Social Media Policy • Planning Policy • Code of Conduct • Disciplinary and Grievance • Equal Opportunities • Data Protection • Health and Safety • Records Management • Risk Management • Green Space • Ball Park • Risk Assessment • Sickness • Small Grants Application • GDPR Polices previously circulated <p>RESOLVED:</p> <p>That the Policies listed above for 2019/20 be approved subject to amendment to the Planning Policy.</p>
19/1920	<p>Establishing Council Policies and Procedures</p> <p>The Council considered establishing the Parish Council Action Plan and Risk Management Policy (Appendices B and C).</p> <p>RESOLVED:</p> <p>That the Action Plan and Risk Management Policy for 2019/20 be adopted.</p>
20/1920	<p>Review of the Clerk's Salary and Working Arrangements</p> <p>It was noted that the Written Contract of Employment required the Council to consider the Clerk's salary annually and to organise an appraisal. The current National Salary Award for 2019/20 can be found at appendix D. The Clerk was currently on scale point 21 and this had increased in 2019/20.</p>

	<p>A meeting of the Personnel Committee would be held to consider the Clerk's appraisal and probation period.</p> <p style="text-align: center;">RESOLVED:</p> <p>(1) That the Clerk's pay be increased to the new amount on scale point 21 with effect from 1 April 2019.</p> <p>(2) That a Personnel Committee be held on Monday 17 June 2019 to consider the Clerk's appraisal and probation period.</p>
21/1920	<p>Allotments</p> <p>A meeting had been held with interested parties to consider a potential site. It was agreed that further due diligence checks be carried out and potentially an Allotments Committee would be established. It was agreed to consider further at the next meeting to agree an action plan.</p>
<u>Business Items – Items requiring written notice</u>	
22/1920	<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) Total Accounting for April £12.00 (inc. VAT). 2) Pelican Trust Printing - £58.00 3) Society of Local Clerks (Clerk training) - £350 4) G Prestwood 1&1 Internet - £7.16 <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 April - £289.22 2) HMRC February - £72.20 3) Glendale Managed Services - £155.08 <p>B) Bank Balances and accounts reconciliation</p> <p>The period 1 budget monitoring report had been circulated prior to the meeting. The outstanding balance in the current account had</p>

	<p>been moved into the deposit account. The monthly bank reconciliation for April had also been checked at the meeting.</p> <p>The Clerk reported that the 2018/19 year end accounts had been submitted to the Internal Auditor. The year end accounts would be considered at the June meeting before submission to the External Auditor by no later than 1 July 2019.</p>
23/1920	<p>Grant Application</p> <p>The Council had received a grant application from Positive Futures for a sum between £100 and £150 towards sports equipment. The application did comply with the Council's policy.</p> <p>RESOLVED:</p> <p>That Positive Futures be awarded a grant of £100 subject to clarification about where the equipment would be stored, whether it was to be used by other groups and what would happen to it if the current activity in Hemswell Cliff stopped.</p>
24/1920	<p>Straw on the Roads</p> <p>This matter was considered as part of the County Council update.</p>
25/1920	<p>RAF Hemswell Day</p> <p>Councillor Kirman was to discuss the proposals with the Headteacher and report back to a future meeting. Councillor Richardson would be tidying up the big memorial.</p>
<u>Next Ordinary Meeting – items not requiring written notice</u>	
26/1920	<p>Review of Councillor and Staff Training Needs</p> <p>The Council considered the training needs of councillors and staff in the 2019/20 attached as appendix E to the agenda. The Clerk was asked to circulate the LALC training for 2019/20 and encourage Councillors to attend appropriate training.</p> <p>RESOLVED:</p> <p>That the Training and Development Policy for 2019/20 be agreed.</p>
27/1920	<p>Actions to be undertaken before the Next Ordinary meeting</p> <p>HR – Submit the next grant application for the Neighbourhood Plan. HR – Bus shelter query with insurance HR – Contact LALC for any advice on insurance brokers</p>

	<p>HR – Inform payroll of increased hourly rate for the Clerk HR – Circulate LALC training for 2019/20 to all Councillors GP – Update website with policies. HR – make amendments to the budget on rialtas</p>
<p>28/1920</p>	<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 (in addition to the standard items):</p> <ul style="list-style-type: none"> • End of Year Accounts for 2018/19 • Insurance Renewal • Village Signs • RAF Hemswell Day • Allotments • War Memorial (June meeting)

The Meeting started at 7.30pm and closed at 9.30pm

Document published on

Signed:

Print Name:

Date: