

Hemswell Cliff Parish Council

Minutes of the Annual Parish Council Meeting held on Monday 17 May 2021 in the Room of Requirement at Hemswell Cliff Primary School.

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

Parish Clerk – Helen Reek

In Attendance:

Councillor Howitt-Cowan, West Lindsey District Council (WLDC) (for Minutes 1 to 7)

Members of the Public – two

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>	
1/2122	<p>Election for the Chairman of the Parish Council</p> <p>The Parish Council elected the Chairman of the Parish Council for the 2021/22 municipal year.</p> <p>RESOLVED:</p> <p>That Councillor Prestwood be elected Chairman for the ensuing year.</p>
2/2122	<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 2021/22 municipal year</p> <p>RESOLVED:</p> <p>That Councillor Kirman be elected Vice-Chairman for the ensuing year.</p>
3/2122	<p>Apologies</p> <p>Apologies for absence and the reason was accepted from Councillors Richardson and Shaw. Apologies were also received from Councillor Perraton-Williams.</p>

4/2122	<p>Declarations of interest</p> <p>Councillor Prestwood in accounts.</p>
5/2122	<p>Minutes of the Ordinary Meeting held on Monday 19 April 2021</p> <p>RESOLVED:</p> <p>That the minutes of the meeting be accepted as a true and proper record.</p>
6/2122	<p>Minutes of the Annual Parish Meeting held on Monday 26 April 2021</p> <p>RESOLVED:</p> <p>That the Minutes of the Meeting be noted and would be formerly approved at 2022 Annual Parish Meeting.</p>
7/2122	<p>Updates</p> <p>District Council update</p> <p>Councillor Howitt-Cowan had sent a written report prior to the meeting. He referenced that WLDC was applying for a Tree Grant for the Queen's Jubilee next year and an email had been sent to the Clerk but the deadline for areas was this Friday. There was nothing more to report on the recent fire and the Sunday market has re-opened.</p> <p>County Council update</p> <p>Councillor Perraton-Williams had sent an update on outstanding highway issues prior to the meeting. It was noted that the footpath had been inspected and Councillor Kirman referenced flooding issues on the footpath following preventative measures to stop flooding on the entrance to Canberra Crescent. It was requested if she could send an update on all County Council issues.</p> <p>West Lindsey District Council officers</p> <p>Shay Towns gave an update on work undertaken in Hemswell Cliff by West Lindsey Managed Estates since the previous meeting. This included removing of excess road signs. Re-painting of lamp posts would be undertaken in due course. She was seeking additional funding within WLDC.</p>

8/2122	<p>Public questions</p> <p>The meeting was adjourned at 8pm to allow for public questions. One member of the public had raised issues with West Lindsey Managed Estates Grounds Maintenance contractor and Shay Towns would investigate further. The meeting reconvened at 8.12pm.</p>
9/2122	<p>Chairman's Remarks</p> <ul style="list-style-type: none"> • Councillor Howitt-Cowan was asked to speak to officers at WLDC whether there were any risks with Cleantech storing plastic pellets on site. • Councillor Richardson had cleaned the war memorial and the Chairman had sprayed weed killer. • The Clerk was asked to invite Stephanie Marwood from the Police and Crime Commissioner's office to a future meeting. • Discussion was made about the Children's Centre climbing frame which was in need of repair. Before further consideration of whether the Parish Council could give a grant towards the cost, the Clerk was asked to refer this to Councillor Perraton-Williams. • He had received quotes for new litter bins which would be reported to the next meeting. • The vacancy for co-option had been publicised and one application had been received. It was to be considered at the next meeting.
10/2122	<p>Clerk's Report</p> <p>The Clerk would review the length of the agenda at the next Annual Parish Council meeting.</p>
11/2122	<p>Parish Councillor update</p> <p>Councillor Kirman All matters had been considered elsewhere on the agenda.</p> <p>Councillor Beevers She had read that PCSO McFaul had received an award.</p>
12/2122	<p>To consider updates from the Parish Council Committees and regular issues</p> <p>Ball Park Committee Nothing further to report.</p>

	<p>Allotments Committee The Contaminated Land Consultant was to be considered in the exempt part of the Agenda. Another resident had expressed interest in a plot.</p> <p>Neighbourhood Plan Committee Councillor Kirman updated that consultation on the Regulation 14 Neighbourhood Plan was due to start in early June.</p> <p>Straw on the Roads Nothing specific but if issues were reported then they were addressed quickly.</p>
13/2122	<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>
14/2122	<p>Review of representation on or work with external bodies and arrangements for reporting back</p> <p>Councillor Kirman continues to support the RAF Hemswell Day events working with former Veterans.</p>
14/2122	<p>Review and confirmation of arrangements for insurance cover in respect of all insured risks</p> <p>The Council agreed to continue with the third year of a three year arrangement with BHIB for insurance at a cost of £617.16 for 2021/22.</p>
15/2122	<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) for 2021/22.</p>
16/2122	<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 2021 and 31 March 2022.</p>

	<p>The amount would be reviewed at the time the 2022/23 budget was set in January 2022 and the arrangement formally reviewed at the next Annual Meeting in May 2022 and all other Annual Meetings thereafter.</p> <p>Before any purchase is made the Clerk must notify the Vice-Chairman and Clerk. 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 2021/22 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 • Haley Donaldson • Anne Horne <p>Neighbourhood Plan Committee</p> <ul style="list-style-type: none"> • Councillor Will Hann • Councillor Vicki Kirman • Mark Hurd • Connie Hurd <p>Personnel Committee</p> <ul style="list-style-type: none"> • Councillor Will Hann • Councillor Vicki Kirman • Councillor Graham Prestwood • Councillor Alan Shaw <p>All committees would elect a Chairman and Vice-Chairman (optional) at their first meeting in the 2021/22 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>
17/2122	<p>Review and of Standing Orders and Financial Regulations</p> <p>The Council reviewed its Standing Orders in March 2021 and Financial Regulations at this meeting.</p>

	<p style="text-align: center;">RESOLVED:</p> <p>That the Standing Orders and Financial Regulations be approved.</p>
18/2122	<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. The Clerk was asked to provide an explanation of the £1 valuations for some of the assets.</p> <p style="text-align: center;">RESOLVED:</p> <p>That the Asset Register for 2021/22 be approved.</p>
19/2122	<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 2021/22 be approved.</p>
20/2122	<p>Review of the Council's Procedures for Handling Requests Made Under the Freedom of Information Act 2000 and General Data Protection Regulations</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 2021/22 be approved.</p>
21/2122	<p>Review of Existing Council Policies and Procedures</p> <p>The Council reviewed the following policies and procedures. The Community Engagement Policy had been updated.</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

	<ul style="list-style-type: none"> • Records Management • Risk Management • Green Space • Ball Park • Risk Assessment • Sickness • Small Grants Application • GDPR Policies previously circulated <p>RESOLVED:</p> <p>That the Policies listed above for 2021/22 be approved.</p>
22/2122	<p>Establishing Council Policies and Procedures</p> <p>The Council considered its Action Plan for 2021/22 which had been circulated as Appendix B and substantially amended.</p> <p>RESOLVED:</p> <p>That the Action Plan be deferred for consideration at the next meeting.</p>
<u>Business Items – Items requiring written notice</u>	
23/2122	<p>Finances</p> <p>A) Payments for approval</p> <p>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 plus year end return £41.25 plus VAT. 2) G Prestwood reimbursement for 1&1 IONOS mail business £6.00 (inc.VAT) 3) H Reek reimbursement for black toner for printer - £94.99 (inc.VAT) <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 - £330.05 2) HMRC April - £82.40

	<p>3) Glendale Managed Services - £164.42 (exc VAT)</p> <p>B) Bank Balances and accounts reconciliation</p> <p>The period 1 budget monitoring report had been circulated prior to the meeting. The VAT reimbursement for 2020/21 had been sent to HMRC. The monthly bank reconciliation for April was also checked at the meeting.</p> <p>The Clerk reported that the 2020/21 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 30 June 2021.</p> <p>RESOLVED:</p> <p>(1) That the monthly report covering the period April 2021 be received.</p> <p>(2) That payments set out in section A be approved.</p>
24/2122	<p>Planning Applications</p> <p>The Clerk confirmed that an objection from the Parish Council in relation to planning application 142659 on the grounds of treatment of liquid waste but that if this risk could be mitigated then we would remove the objection. The Clerk had also asked the planning case officer about road safety measures and was awaiting a response.</p> <p>The Council had received two further planning applications since the previous meeting.</p> <p>Planning application 142754 3 Lancaster Green, Hemswell Cliff two storey extension – no objections.</p> <p>Planning application 142694 illuminated signs on the Caenby Corner roundabout – objection on the grounds of visual safety.</p>
<u>Next Ordinary Meeting – items not requiring written notice</u>	
25/2122	<p>Review of Councillor and Staff Training Needs</p> <p>The Council considered the training needs of councillors and staff in the 2021/22 as appendix C to the agenda. Any new Councillors would be able to attend the virtual training for new Councillors organised by LALC.</p> <p>RESOLVED:</p> <p>That the Training and Development Policy for 2021/22 be agreed.</p>

26/2122	<p>Dates, Times and Locations of Council meetings 2021/22</p> <p>It was noted that the schedule of meetings for 2021/22 had been approved at the previous meeting.</p>
27/2122	<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"> • AGAR and End of Year Accounts for 2020/21 • Village Signs • RAF Hemswell Day • Allotments • Goal Posts • Co-option of Councillor • Litter Bins • Action Plan 2021/22
28/21220	<p>Actions to be undertaken before the Next Ordinary meeting</p> <p>GP – Report on the three quotes for litter bins. HR – Submit response to the two planning applications HR – Prepare a Contaminated Land Consultant report HR – Process for co-opting a new Cllr HR – Seek additional quote for village signs HR – Report on goal posts GP/JR – Fix noticeboard back on the bus shelter GP – Trial weed killer on the moss growing on the tarmac HR – Update Cllr Perraton-Williams from the Parish Council PHC – Report the plastic pellet storage to WLDC officers HR – Invite Stephanie Marwood to a future meeting HR – Renew insurance for a further year and seek quotes for next year</p>
29/2122	<p>Exemption</p> <p style="text-align: center;">RESOLVED:</p> <p>That the meeting move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the quotes.</p>

30/2122	<p>Contaminated Land Consultant</p> <p>An initial quote had been received from the Contaminated Land Consultant and the Clerk to prepare a report for consideration at the next meeting. The Parish Council also wanted more information about the methodology.</p>
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The Meeting started at 7.30pm and closed at 9.13pm

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Signed:

Print Name:

Date: