

# Hemswell Cliff Parish Council

Minutes of the Ordinary Meeting of the Parish Council held on Monday 9 May 2016 in the Room of Requirement at Hemswell Cliff Primary School.

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

**In Attendance:** Luke Brown, WLDC Neighbourhood Planning Officer

**Apologies:** District Councillor Howitt-Cowan, County Councillor Strange and PCSO Julie McFaul

Minute Number	Item or Decision
	<b><u>Procedural Items</u></b>
<b>30/1617</b>	<p><b>Declarations of interest</b> Cllr Prestwood made a declaration in the respect that they Council was to reimburse him funds for the cost of a number of items. The decision for the Parish Council to purchase the items was taken at a previous meeting and Cllr Prestwood had not taken part in the decision. Cllr Prestwood also said that he would not take part in the discussion or decision to reimburse the funds at this meeting.</p>
<b>31/1617</b>	<p><b>Ball Park Committee minutes 13 April 2016</b> Council noted the minutes of the Ball Park Committee meeting held on 13 April 2016.</p>
<b>32/1617</b>	<p><b>Public Questions</b> No members of the public were present.</p>
<b>33/1617</b>	<p><b>Chairman's remarks</b> The Chairman thanked the outgoing Chairman, Cllr Kirman, for the sterling job she had done while in post.</p> <p>The Chairmen raised concerns around a possible traveller site development on the Caenby Corner estate. Partner organisations and agencies were currently looking into the issue and would keep the Parish Council up-to-date with developments.</p>
<b>34/1617</b>	<p><b>Clerk's Report</b> The Clerk reported that:</p> <ul style="list-style-type: none"> <li>• A number of poster would need to be placed in the Parish Council's notice boards at the start of June relating to the Annual Audit Return.</li> <li>• The Clerk reminder councillors about an upcoming Neighbourhood Planning Networking event on Saturday 11 June 2016. The Clerk was asked to circulate the details after the meeting.</li> </ul>

35/1617	<p><b>Police, crime and anti-social behaviour update</b></p> <p>PCSO McFaul's was unable to attend the meeting and instead sent through the following written report:</p> <ul style="list-style-type: none"> <li>• 19/04/16 – Vehicle nuisance on Buchanan Road. A female riding on a Quad bike with a small child on the front.</li> <li>• 10/04/16 – Criminal Damage, a property on Louisberg Road had stones thrown to the rear windows early hours of the morning. Fortunately, the windows did not smash, but were marked.</li> <li>• 08/04/16 – Criminal damage to a vehicle on Bettsworth Road. Rear window screen smashed.</li> </ul>
36/1617	<p><b>District and County Council update</b></p> <p>District Councillor Howitt-Cowan was unable to attend the meeting and Cllr Prestwood read out the following written report submitted by the District Councillor:</p> <ul style="list-style-type: none"> <li>• The Brown Holt Wind Farm planning application has been withdrawn.</li> <li>• The Local Plan consultation is currently ongoing and will close at the end of May.</li> <li>• The District Councillor is chasing issues to do with green space protection.</li> <li>• A planning application to build 40 houses at Lancaster Green is going to the Secretary of State – a resolution could be months away.</li> <li>• There are concerns about a potential traveller site at Caenby Corner.</li> <li>• The District Council thanked the Parish Council for its help in the last municipal year.</li> </ul>
37/1617	<p><b>Councillors' Updates</b></p> <p>Cllr Hann reported that there were some issues in planning the Jubilee Games, but the Committee was confident that the event would go ahead as planned. Planning for the Big Lunch was well advanced.</p> <p>Cllr Webber said that he had suffered from some ill-health recently, but hoped to get more involved.</p> <p>Cllr Richardson reported that a planning application had been submitted for a new AD digestate lagoon in the Bishop Norton/Glenthams Parish Council areas. That the Village Signs needed a small amount of repair work which he would see to. The Parade Ground memorial had some weeds and he asked Cllr Prestwood if he could use the Parish Council weed killer on them, which he agreed to do.</p>
	<b><u>Business Items</u></b>
38/1617	<p><b>Finances</b></p> <p>For item 10a 'A) Payments for approval' Cllr Kirman took the Chair.</p>

**A) Payments made:**

Cllr Hann proposed, seconded by Cllr Kirman that the following payments be approved, that electronic payments be made were indicated and that cheques be drawn up during the meeting for the other items:

- £185.46 – Clerk’s Pay April 2016 (to be paid electronically)
- £46.20 - HMRC (to be paid electronically)
- £10 – Lincs Accounting (to be paid electronically)
- £124.92 - Town and Country Groundcare April 2016
- £29.99 – G Prestwood for two locks for the container
- £5.25 – G Prestwood for fuel for leaf blower
- £118.80 – SmartWater Technology Ltd

**Resolved** – Council unanimously supported the proposal, the Clerk was instructed to make the electronic payments and the cheques were drawn up during the meeting.

Cllr Prestwood took the Chair again for the rest of the meeting.

**B) Bank Reconciliation:**

The Clerk updated councillors about the bank reconciliation and no questions were asked.

**C) Clerk’s membership of the Society of Local Council Clerks**

Cllr Prestwood proposed, seconded by Cllr Beevers, that Council continue to financially support the Clerk’s membership of the SLCC at a cost of £88 for the year.

**Resolved** - The proposal received unanimous support and a cheque was drawn up during the meeting.

**D) Purchase of a scanner/printer**

Council noted that it received £380 of funding was from NALC’s Transparency Fund and as part of the bid £90 was allocated to the purchase of a scanner/printer.

Cllr Prestwood proposed, seconded by Cllr Beevers, that Council instruct the Clerk to purchase a scanner/printer at a cost of no more than £90 and that the costs be reimbursed electronically with the receipts for the equipment presented at the next meeting of Council after purchase.

**Resolved** - The proposal received unanimous support and the Clerk was instructed to purchase the equipment.

**E) RoSPA Inspection**

Cllr Prestwood proposed, seconded by Cllr Webber, that a RoSPA inspection of the Ball Park site should take place at a cost of £65.

That Council in principle is minded to consider realising funds to allow

	<p>another member of the Council or Ball Park Committee to undertake RoSPA and facility inspection training, but that a decision would be made once a specific training date had been made known.</p> <p><b>Resolved</b> - The proposal received unanimous support.</p> <p><b>F) Purchase of buckets to move grit</b> Cllr Prestwood proposed, seconded by Cllr Hann, that Cllr Richardson purchase approximately 6 buckets at a total cost of £28 and that he would be reimbursed at the next meeting of Council.</p> <p><b>Resolved</b> - The proposal received unanimous support and Cllr Richardson was asked to purchase the buckets.</p>
39/1617	<p><b>Council Website</b> Council noted that it received £380 of funding was from NALC's Transparency Fund and as part of the bid £290 was allocated to the creation, development and maintenance of a new Parish Council website.</p> <p>Cllr Kirman proposed, seconded by Cllr Webber, that Council attempt to register the website address hemswellcliffparishcouncil.org.uk.</p> <p><b>Resolved</b> - The proposal received unanimous support and the Clerk was instructed to register the website address.</p> <p>Cllr Prestwood proposed, seconded by Cllr Webber, that Council approve spend for the creation of a website through the Nationbuilder platform. The transparency funding was accepted on the basis that Nationbuilder provides a comparatively cheap, functional, modern and easy to use platform. Annual subscription will cost approximately £160 (site costs is stated in \$) and would need to be paid for electronically.</p> <p><b>Resolved</b> - The proposal received unanimous support and the Clerk was instructed create the website.</p> <p>Cllr Prestwood proposed, seconded by Cllr Richardson, that Council to instruct the Clerk to undertake the development and day-to-day maintenance of the site.</p> <p><b>Resolved</b> - The proposal received unanimous support and the Clerk was instructed to undertake the development and day-to-day maintenance of the site.</p>
40/1617	<p><b>Annual Internal Audit Report 2015/16</b> Council to noted that the Annual Internal Audit was recently conducted by Teresa Granger, that no risk areas were identified and that in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.</p>

41/1617	<p><b>Annual Governance Statement 2015/16</b> Cllr Hann proposed, seconded by Cllr Webber, that Council approve the Parish Council's Annual Governance Statement 2015/16.</p> <p><b>Resolved</b> - The proposal received unanimous support and the relevant section of the Annual Return was signed.</p>
42/1617	<p><b>Annual Accounting Statement 2015/2016</b> Cllr Kirmann proposed, seconded by Cllr Hann, that Council approve the Parish Council's Annual Statements 2015/16.</p> <p><b>Resolved</b> - The proposal received unanimous support and the relevant section of the Annual Return was signed.</p>
43/1617	<p><b>Neighbourhood Planning and Planning</b> Luke Brown, Neighbourhood Planning officer at WLDC, gave a report about the progress made to date in this area. In particular, he outlined the funding available to the Parish Council and asked that the Clerk send an email about funding over to him as soon as it was received.</p> <p>Council noted that the Clerk will bring back proposals around the creation of a 'Neighbourhood Planning Committee' to the June Ordinary Meeting.</p> <p><b>Resolved</b> - The Clerk is to draft terms of reference for a Neighbourhood Planning committee and to approach members of the public to see if they wish to attend an initial meeting.</p> <p>Cllr Prestwood proposed, seconded by Cllr Richardson, that Council approve the Clerk's draft response to the Local Plan consultation.</p> <p><b>Resolved</b> - The proposal received unanimous support and the Clerk was instructed to submit the response.</p>
44/1617	<p><b>RAF Hemswell Day 2016</b> Cllr Beevers reported that she is working on getting a flyover for the event and that she had organised the bugler for the event. She also indicated that she would invite Scampton's Wing Commander, the Leader of WLDC, the Chair of WLDC and the Mayor of Gainsborough.</p> <p>Cllr Kirman said that she would approach the veterans about the event.</p> <p>Cllr Hann said that he would contact Kate Hearn and Mark Bristow.</p>
45/1617	<p><b>Big Lunch and Jubilee Games</b> Cllr Kirman proposed, seconded by Cllr Webber, that Council provide £100 of funding for the event and that the Residents' Group be asked to make an application to the Council's Small Grants Fund for a further £100 – providing the potential for £200 of funding in total.</p>

	<b>Resolved</b> - The proposal received unanimous support and the Clerk was instructed to inform the Residents' Group.
<b>46/1617</b>	<p><b>Resident's Group Newsletter</b> Cllr Kirman proposed, seconded by Cllr Webber, that Council defer the decision about whether or not to provide funding and that a representative of the Residents' Group be asked to attend a future meeting of Council to discuss the issue.</p> <p><b>Resolved</b> - The proposal received unanimous support and Cllr Prestwood was asked to invite a representative to a future meeting.</p>
	<b><u>Next Ordinary Meeting</u></b>
<b>47/1617</b>	<p><b>Items for inclusion on the next agenda</b></p> <ul style="list-style-type: none"> <li>• Newsletters</li> <li>• Bye Laws</li> <li>• RAF Hemswell Day</li> </ul>
<b>48/1617</b>	<p><b>Actions to be undertaken before the next meeting</b></p> <ol style="list-style-type: none"> <li>1. TC to circulate information about the Neighbourhood Planning event</li> <li>2. GP to weed spray the memorial.</li> <li>3. JR to purchase grit buckets.</li> <li>4. GP to forward domain register site details to TC.</li> <li>5. TC to forward email to Luke Brown about funding.</li> <li>6. TC to offer a meeting invite and set up terms of reference for a Neighbourhood Plan committee.</li> <li>7. GP to invite a representative of the Residents' Group to a future meeting to discuss newsletters.</li> <li>8. GP to ask Angie Waplinton about the need to book the room of requirement in the future.</li> <li>9. TC to send Small Grant application form to the Residents' Group.</li> </ol>
<b>49/1617</b>	<p><b>Date and time of next Ordinary Meeting</b> The date of the next Ordinary Meeting of the Parish Council was confirmed as: Monday 6 June 2016, starting at 7:30pm, it will take place in the Room of Requirement at Hemswell Cliff Primary School.</p>

Meeting started at 7:30pm and closed at 9:44pm

Document published on 31 May 2016

**Signed:** .....

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

**Date:** .....

Minutes Verification. Signature: ..... Date: .....