

Hemswell Cliff Parish Council

Minutes of the Ordinary Meeting of the Parish Council held on Thursday 4 July 2016 in the Room of Requirement at Hemswell Cliff Primary School.

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

In Attendance: West Lindsey District Council (WLDC) Officers Luke Brown and Shayleen Towns


Apologies: Councillor Hann

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

Minute Number	Item or Decision
<u>Procedural Items – items not requiring written notice</u>	
68/1617	Declarations of interest No declarations were made.
69/1617	Minutes of the meeting held on 6 June 2016 Councillor Richardson proposed that the minutes be accepted as a true and proper record of the meeting, Councillor Beevers seconded, and the minutes were approved.
70/1617	Hemswell Cliff Master Plan Shay Towns gave an update to members about the Master Plan and provided a handout to members. Luke Brown gave an update about the progress made with the Neighbourhood Plan. Resolved – A first informal meeting of the Neighbourhood Planning Committee will be held on Monday 18 July 2016 in the hall at the school. The Clerk will let people know about the event and book the hall. The Clerk was asked to share Shay Towns' contact details.
71/1617	Ball Park Committee minutes if the meeting held on 9 June 2016 Council noted the minutes of the Committee. Cllr Prestwood reported that issues around the cracked panel on the climbing frame had been reported and would be fixed. The RoSPA inspection has been booked for August. Issues around the installation of street furniture are being worked through.
72/1617	Public Questions No members of the public were present.

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73/1617	<p>Chair's remarks</p> <p>The Chair reported that:</p> <ul style="list-style-type: none"> • Houses have been approved for the Lancaster Green site despite objections by the Parish Council. • The County Council is set to making reductions to grass verge cutting. • WLDC is meeting with landlords about issues around Buchanan Road and Louisburg Road.
74/1617	<p>Clerk's Report</p> <p>The Clerk reported that:</p> <ul style="list-style-type: none"> • That a consultation about the establishment of a combined authority is ongoing. • The Annual Return has been sent in. • Issues around the need to back pay a pay increases had been resolved. • The Clerk will look at a Facebook site about the history of RAF Hemswell as it might contain information that is useful for the Parish Council's website.
75/1617	<p>Police, crime and anti-social behaviour update</p> <p>In PCSO McFaul's absence the Clerk made the following report known to Council:</p> <ul style="list-style-type: none"> • 18/06/16, Vehicle nuisance of a group of youths riding a moped on the basketball court. Police attended with no trace of the moped. • 28/06/16, Vehicle nuisance of a Quad bike on Buchanan Road being ridden by young children. Police attended with no trace of Quad bike. <p>It was reported that the Parish Council's bus shelter opposite the Post Office on the A631 had had a number of panels smashed. Councillor Prestwood and Richardson said they would inspect the damage and make recommendations about any emergency work that might be required.</p>
76/1617	<p>District and County Council update</p> <p>The Clerk handed round a written report that District Councillor Howitt-Cowan had submitted in his absence.</p>
77/1617	<p>Parish Councillor Update</p> <p>Councillor Prestwood reported that work had started on the new website, poor grass cutting on management company land (Preim) still needs addressing and working to deal with issues around grass cutting on our land.</p>
<u>Business Items – Items requiring written notice</u>	
78/1617	Finances

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A) Payments made

Cllr Kirman proposed, seconded by Cllr Prestwood, that the following payments be approved, cheques drawn up during the meeting and electronic payments made by the Clerk where indicated.

- £198.96 – Clerk's Pay June 2016 (to be paid electronically)
- £2.37 – Clerk's expenses – annual return recorded post (to be paid electronically)
- £49.80 - HMRC (to be paid electronically)
- £10 – Lincs Accounting (to be paid electronically)
- £124.92 – Town and Country Groundscare (to be paid electronically)

Resolved - The proposal received unanimous support, the payments approved and the Clerk was instructed to make electronic payments where indicated.

B) Bank Reconciliation

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

C) Budget Monitoring

The Clerk updated councillors about the budget projection and no questions were asked.

D) Updated Written Contract of Employment

Cllr Beevers proposed, seconded by Cllr Richardson, that the new written contract of employment for the Clerk be approved.

Resolved - The proposal received unanimous support and the new written contract of employment for the Clerk was approved and signed during the meeting.

E) Ball Park Maintenance Fund

Council noted that the 2016/17 budget made allowance for a certain amount of funds to be spent on the upkeep of the Ball Park and equipment to achieve that aim.

Cllr Kirman proposed, seconded by Cllr Richardson, that Council delegate the power to the Clerk to spend up to £50 of the Ball Park Maintenance budget on purchasing consumables to ensure the maintenance and upkeep of the Ball Park site.

That no more than £50 (cumulative value) shall be spent before 31 March 2017. The amount will be reviewed at the time the 2017/18 budget is set in January 2017 and the arrangement formally reviewed at the next Annual Meeting in May 2017 and all other Annual Meetings thereafter.

Before any purchase is made the Clerk must notify two parish councillors. Payments will be made electronically. All receipts will be

	<p>presented to the next meeting of Council and the amount spent will be included on the agenda as an item for noting.</p> <p>Resolved - The proposal received unanimous support and was approved.</p> <p>F) Removal of dead tree Cllr Prestwood proposed, seconded by Cllr Beevers, that Council should remove a dead hawthorn tree on the main field at the cost of £45.</p> <p>Resolved - The proposal received unanimous support and the Clerk was asked to instruct Town and Country Groundscare to remove the tree.</p> <p>G) Ball Park Site Secured Fixings Cllr Kirman proposed, seconded by Cllr Prestwood, that option 2 'full 2-way security fixing kit for all six items at a cost of £85.82' be approved.</p> <p>Resolved - The proposal received unanimous support and was approved. Councillor Prestwood was asked to purchase the screws and the Clerk was instructed to pay him electronically on receipt of proof of purchase.</p>
79/1617	<p>Review and Adoption of Policy Cllr Beevers proposed, seconded by Cllr Kirman, that Council approve the updated Risk Management document and adopt the following policies:</p> <ul style="list-style-type: none"> • Community Engagement Strategy • Training and Development Policy <p>Resolved - The proposal received unanimous support and the policies were approved.</p>
80/1617	<p>Establishing Parish Council by laws Cllr Richardson proposed, seconded by Cllr Prestwood, that the issue of formally establishing bye laws for Parish Council green space be deferred for six months.</p> <p>Resolved - The proposal received unanimous support and was approved.</p>
81/1617	<p>RAF Hemswell Day 2016 A brief update was given.</p> <p>Resolved - The Clerk is to produce and get printed flyers for the event.</p>
<u>Next Ordinary Meeting – items not requiring written notice</u>	
82/1617	<p>Items for inclusion on the next agenda</p> <ul style="list-style-type: none"> • RAF Hemswell Day • Neighbourhood Planning

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	<ul style="list-style-type: none"> • Purchase of Christmas Tree • Updating Financial Regulations
83/1617	Actions to be undertaken before the next meeting <ol style="list-style-type: none"> 1. TC to send round the dates for the Neighbourhood Planning meeting. 2. JR/GP to inspect the bus stop. 3. The dead hawthorn tree is to be removed.
84/1617	Date and time of next Ordinary Meeting The date of the next Ordinary Meeting of the Parish Council was confirmed as: Monday 5 September 2016, starting at 7:30pm, it will take place in the Room of Requirement at Hemswell Cliff Primary School.

Meeting started at 7:30pm and closed at 9:50pm

Document published on 29 August 2016

Signed: *G.M. Prestwood*

Print Name: ..G..M..PRESTWOOD

Date: ..5/9/16

Minutes Verification. Signature: *G.M. Prestwood* Date: ..5/9/16