

Hemswell Cliff Parish Council

Minutes of the Ordinary Meeting of the Parish Council held on 5 September 2016 in the Room of Requirement at Hemswell Cliff Primary School.

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

Apologies: Councillor Webber

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>	
85/1617	<p>Declarations of interest No declarations were made.</p>
86/1617	<p>Minutes of the Ordinary Meeting Held on Monday 4 July 2016 Councillor Kirman proposed that the minutes be accepted as a true and proper record of the meeting, Councillor Richardson seconded, and the minutes were approved.</p>
87/1617	<p>Ball Park Committee: Minutes of the Meeting Held on Thursday 1 September 2016 Council noted the minutes of the meeting.</p> <p>Resolved: Paul Donaldson, a volunteer and member of the Ball Park committee, will be given a set of keys to the storage container.</p>
88/1617	<p>Public Questions No members of the public were present.</p>
89/1617	<p>Chair's remarks The Chair reported that:</p> <ul style="list-style-type: none"> • The Clerk had written a letter to a local landowner about the straw issue. Councillor Howitt-Cowan is also looking into the issue. Councillor Richardson said he would invite the person who manages the transport of the straw to the next meeting. • A planning application was recently lodged about increasing the tonnage of materials going into the AD digester site on the business park. <p>Resolved: The Clerk was instructed to write up an objection to the planning application referred to above.</p>
90/1617	<p>Clerk's Report The Clerk reported that:</p> <ul style="list-style-type: none"> • The Parish Council would need to look into the issue of setting up

	<p>a pension.</p> <ul style="list-style-type: none"> • The new website is almost ready to 'go live'. • That he had over the summer gained a CiLCA and was now a qualified clerk.
91/1617	<p>Police, Crime and Anti-Social Behaviour Update PCSO McFaul's gave her apologies and no issues were raised.</p>
92/1617	<p>District and County Council update In the absence of District Councillor Howitt-Cowan the Clerk read out a report which the District Councillor had prepared for the meeting.</p> <p>The Clerk also read out a report by WLDC officer, Shay Towns, about the possibility of setting up a PSPO to deal with a number of anti-social behaviour issue. The Clerk said that he would send the report to all councillors after the meeting.</p>
93/1617	<p>Parish Councillor Update Resolved: The Clerk was asked to report to LCC that the flooding issue on the A15 near Spital is happening again.</p>
<u>Business Items – Items requiring written notice</u>	
94/1617	<p>Finances A) Payments for Approval Cllr Hann proposed, seconded by Cllr Kirman, that the following payments be approved, cheques drawn up during the meeting and electronic payments made by the Clerk where indicated.</p> <ul style="list-style-type: none"> • £263.53 – Clerk's Pay August (to be paid electronically) • £66 - HMRC (to be paid electronically) • £20 – Lincs Accounting (to be paid electronically) <p>It was also proposed that the issue of the Town and Country Ground Care payment be taken with the item later on the agenda.</p> <p>It was further proposed that note that the following:</p> <ul style="list-style-type: none"> • A payment was made since the last ordinary meeting made under the powers delegated to the Clerk to make emergency repairs. Two councillors were informed and the work was carried out: £85 – 24/7 Glazing and Locks (Bus stop repair) • That for contractual and legislative reasons the following payments were made between the last ordinary meeting and this one: <ol style="list-style-type: none"> i. £191.42 - Clerk's pay July ii. £47.80 – HMRC • That during the summer the following grant funding secured by District Cllr Howitt-Cowan was received in the form of remittance from WLDC: £400 – new equipment for the Ball Park

	<p>Resolved - The proposal received unanimous support, the payments approved, cheques were drawn and the Clerk was instructed to make electronic payments where indicated.</p> <p>B) Bus Shelter repair Cllr Hann proposed, seconded by Cllr Kirman, that the following the bus shelter be repaired at a cost of £365, which is to be paid electronically by the Clerk after the work is completed and an invoice issued.</p> <p>Resolved: Council to repair the broken windows at the bus shelter opposite the Post Office (A631) at a cost of £365. Councillor Prestwood said that he would raise the job with 24/7 Glazing.</p> <p>C) Bank Balances and Accounts Reconciliation The Clerk updated councillors about the bank reconciliation and no questions were asked.</p> <p>D) Budget Monitoring The Clerk updated councillors about the budget projection and no questions were asked.</p>
95/1617	<p>Declarations of Interest Mid-Year Review Resolved – No changes or updates are required to the register of interests and they will go online as soon as possible.</p>
96/1617	<p>Financial Regulations Cllr Prestwood proposed, seconded by Cllr Beevers, that the new financial regulations be adopted to bring the Council in line with the latest legislation and practices.</p> <p>Resolved: The proposal received unanimous support and the new financial regulations were adopted.</p>
97/1617	<p>RAF Hemswell Day Resolved: Councillors Prestwood and Richardson will clean the site on Saturday 17 September 2016.</p>
98/1617	<p>Neighbourhood Plan Committee Cllr Richardson proposed, seconded by Cllr Beevers, that the revised Terms of the Reference for the Neighbourhood Plan Committee be adopted.</p> <p>They further proposed that Council appoint the following residents of Hemswell Cliff to the Committee:</p> <ul style="list-style-type: none"> • Cllr Will Hann • Cllr Vicki Kirman • Bethan Clayton • Mark Hurd

	<ul style="list-style-type: none"> • Connie Hurd • Ruth Smiles <p>They also proposed that Council note that officers of West Lindsey District Council will be present at the Committee's meetings to provide advice.</p> <p>Resolved: The proposal received unanimous support, the revised Terms of Reference were adopted and the new committee members appointed.</p>
99/1617	<p>Christmas Tree</p> <p>Cllr Kirman proposed, seconded by Cllr Richardson, that the Council purchase new lights at a cost of £47.95. That Councillor Prestwood purchase the lights and be reimbursed electronically by the Clerk upon receipt of an invoice.</p> <p>Resolved: The proposal received unanimous support and was approved.</p> <p>Resolved: Councillor Richardson to investigate the costs of purchasing a tree from Fillingham and report back to the November meeting of Council.</p>
100/1617	<p>Grounds Maintenance</p> <p>Cllr Richardson proposed, seconded by Cllr Beevers, that the Clerk be instructed to write a letter to Town and Country Ground Care outlining the following:</p> <ol style="list-style-type: none"> a) That the Council would only pay for the work carried out in July 2016. No payment will be made for August 2016 because it appears that no work was undertaken; b) That Town and Country Ground Care would be given two weeks (from the date of the letter) to return to the agreed schedule of work in the specification, and; c) That if after two weeks, the specification has not been met, the Parish Council would terminate the arrangement with Town and Country Ground Care, make no further payments to Town and Country Ground Care and seek the services of a different grounds maintenance company. <p>Resolved: The proposal received unanimous support and the Clerk was instructed to write the letter as soon as possible to resolve the grounds maintenance issue.</p> <p>Council also resolved that the Clerk should pay £124 for the work undertaken in July electronically.</p> <p>Council further resolved that the issue would be discussed again at the October 2016 meeting.</p>

Next Ordinary Meeting – items not requiring written notice	
101/1617	<p>Items for Inclusion on the Next Ordinary Meeting Agenda</p> <ul style="list-style-type: none"> • Dog Kennel Lane Bus Shelter – brambles and ivy removal • Grounds Maintenance • Straw in the village • Shay Towns to provide a report in person • The future of RAF Hemswell Day
102/1617	<p>Actions to be Undertaken Before the Next Ordinary Meeting</p> <ol style="list-style-type: none"> 1. TC to draft and submit and objection to the AD digeste planning application 2. GP to purchase Christmas tree lights 3. JR to investigate the costs associated with the purchase of a Christmas tree 4. The memorial is to be cleaned up in advance of RAF Hemswell Day 5. GP to arrange with 24/7 Glazing to repair the bus stop
103/1617	<p>Date and Time of the Next Ordinary Meeting</p> <p>The date of the next Ordinary Meeting of the Parish Council was confirmed as: 3 October 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 9:27pm

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Signed:

Print Name:

Date: