

North Somercotes Parish Council

Minutes of the Annual Meeting meeting of North Somercotes Parish Council and the monthly meeting of the Council held on Monday 21st May 2018 at 6.30 pm in the Luke Walmsley Pavilion

There was 1 member of the public present and the Chairman opened the public session at 6.39 pm

Public Session

- a. **Any Policing Update – none available**
- b. **Comments from members of the Public on agenda items or issues for consideration for future agenda**
 - i. **Future Planning Application – Land on Conisholme Rd** – a member of the public provided a drawing and short note in respect of an application to be submitted to ELDC and stated that he would be pleased to receive the support of the Parish Council for the Development. The Chairman noted that the general policy of the Parish Council was to support reasonable development and that the council would give the application full consideration when it was submitted. He thanked the member of the public for attending, who then departed.
 - ii. **Work to Trees covered by Tree Preservation Order on Churchill Rd** – the Clerk noted that she had received a query from someone concerned about work to protected trees next to Clarkson in the grounds of Mount Pleasant, especially during nesting time. She had taken a copy of the TPO map and advised the person who had instructed the work to be done to contact the ELDC Tree Preservation Officer, as they appeared to have misunderstood the fact that all the trees in the grounds were in fact protected (A6 on TPO map) and should not have work done to them without permission being granted first.
 - iii. **Village Speedwatch** – two new volunteers had come forward, who were also very kindly going to do litter picking as well. High vis vests and equipment provided and risk assessment and safety instructions gone over.

The Chairman closed the public session at 6.49pm and opened the formal meeting.

Annual General Meeting and Monthly Meeting

21/5/18-1 Election of Chairman and Vice Chairman

- a. **Chairman** – Cllr Brooks confirmed his willingness to stand for the position of Chairman and there being no other nominations, it was proposed, seconded and unanimously RESOLVED to appoint Cllr Brooks as Chairman following which he signed the Declaration of Acceptance of Office.
- b. **Vice Chairman** – The Chairman confirmed Cllr Drewery's willingness to stand for the position of Vice Chairman and there being no other nominations, it was unanimously RESOLVED to appoint Cllr Drewery as Vice Chairman.

21/5/18-2 a. Present – Cllr Stephen Brooks (Chairman), Cllr Neil Drewery (Vice Chairman), Cllr Stuart Arundel, Cllr Zoe Dowson, Cllr John Kennedy, Cllr Danny McNally (from 7.41), Cllr Trisha Newman, Cllr Paul Walmsley, Cllr Ros Webster, Mrs Sheila Pearce – Parish Clerk and Responsible Financial Officer.

b. Apologies for Absence – it was RESOLVED to accept Cllr Marti Hopper's and Cllr Roger Maidens' absence/reasons.

21/5/18-3 To receive any declarations of pecuniary or non-pecuniary interest on any item on the agenda in accordance with the Localism Act and the Council's Code of Conduct and Standing Orders – none declared.

21/5/18-4 Appointment of Councillors as representatives on Village Organisations/Committees/Working Groups:

The following councillor representatives were nominated:

- a. Playing Fields Association – Cllr Dowson and Cllr Walmsley
- b. Police Panel – Cllr Newman
- c. Emergency/Flood Planning – Cllr Newman/Parish Clerk
- d. Village Hall Committee – any communications to be sent to the Clerk
- e. DTE Wildlife Group – Cllr Newman/Parish Clerk
- f. Chapel Fields Working Group – Cllr Brooks (Chairman) Cllr Walmsley, Cllr Kennedy, Parish Clerk
- g. Footpaths/Bridleways – 2018 reviews – former Cllr Ward has offered to undertake these
- h. Cemetery Committee - all Councillors

21/5/18-5 Current Status of Parish Council Policies, Procedures, Rules and Regulations

The following was noted:

- a. Code of Conduct – currently under review
- b. Standing Orders – currently under review
- c. Financial Regulations – currently under review
- d. Freedom of Information – currently under review

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21/5/18-6 Data Protection Legislation Changes

- a. It was RESOLVED to accept the proposed draft of the Data Protection Policy and it was also RESOLVED to accept the Data Breach Policy.
- b. It was noted that the amended legislation which removes the requirement for parish councils to appoint a Data Protection Officer was expected to be confirmed shortly
- c. Councillors noted the ongoing programme of work that will be identified by the Clerk and implemented to meet the changes, including the Clerk's attendance on relevant training on 7 June 2018.

21/5/18-7 Cemetery

- a. the proposed changes to Cemetery Fees were reviewed and it was RESOLVED to adopt these with effect from 1 June 2018. Changes to the Cemetery Rules & Regulations to be reviewed after the Clerk has attended the update burial training regulations in September 2018, to ensure that the burial rights issue is satisfactorily dealt with.
- b. the date for Annual Cemetery Review Meeting was agreed as the 30th June at 10.30 am.

21/5/18-8 Review of Pay for Parish Council Employees and Resolve the way forward

It was RESOLVED to adopt the proposed rates of pay for interment of caskets, stand-by and plaque installation.

21/5/18-9 Parish Council Donations 2018/19 – Budget of £500 (section 137 monies) and £150 (other monies)

- a. The previous year's donations and current requests/proposed donations were discussed. The following donations were RESOLVED:
 - i. £50 to CAB
 - ii. £50 to Age uk Lindsey
 - iii. £200 to Communication Magazine
- b. The allocation of £210 to St Mary's for Grass Cutting of the redundant section was noted having been agreed as part of 2018/19 budget setting.
- c. the action taken by the Clerk in liaison with ELDC following the lack of response in respect of the project for the outstanding monies from the S106 agreement was noted. Subject to confirmation from ELDC, this means that the £600 should now be available to be considered for other suitable projects, so the Clerk will place a further note in the Communication magazine to elicit suitable projects for the s106 monies rather than leaving the monies sat in ELDC's bank account.

Monthly Meeting - commenced at 7.23pm

21/5/18-10 23rd April 2018 Meeting Minutes – it was RESOLVED to adopt and sign the notes as accurate minutes.

21/5/18-11 Clerk's Report on matters outstanding – the Clerk updated on the following for information only:

- a. Data Protection changes – new policies and actions undertaken
- b. Public enquiry for FP18 – village meeting held, instructing of legal counsel and preparation of evidence continuing
- c. Footpath Claims – research of legal position and historic documents underway
- d. Coastal Path – support to landowners by provision of historical parish council/RAF information on coastal path use. Seal Season Meeting held - notes of actions to be written up
- f. Annual Audit completed and submitted
- g. letter to housing minister on Chapel Field/Local Plan issues – agreed with Victoria Atkins MP office to write to Mrs Atkins and request her assistance in dealing with these issues
- h. Flood forum position – contacted MP for update
- i. War Memorial grant application – confirmed applicable but unlikely given number of applications so costs of having work done to be calculated and discussed
- j. emergency planning – outstanding
- k. Annual Parish Meeting notes – outstanding

21/5/18-12 To consider any Planning applications received

- a. **N/132/00753/18 - Erection of a toilet block, SOMERCOTES ACADEMY, KEELING ST** – following discussion concern was expressed that there did not appear to be any access to outside toilet facilities for those students with disabilities in the proposed new outside block; the Clerk was asked to reflect this in the response indicating unable to support if this was the case.
- b. **N/132/00886/18** – it was RESOLVED to support the extension to the dwelling, THE LILACS, CONISHOLME ROAD
- c. **N/132/00663/18** – a Section 191 application to determine the lawful use of the annex as additional accommodation to the dwelling known as Inglewood, South Road was noted.
- d. **N/132/00602/18** - it was RESOLVED to support the Extension and alterations to the existing dwelling to provide a sitting room, bedroom, dressing room and bathroom. TAI WINDS, CEMETERY ROAD
- e. **Any other urgent planning matters/applications - none**

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21/5/18-13 Highways, Paths and Lighting – to discuss/resolve the way forward on relevant Highways issues

- a. verbal update on problem log - water leak on Conisholme Rd on the bend, water leaking again down Marsh Lane.
- b. Seal Season traffic management arrangements – next meeting to be held in August when all actions should be in hand, eg temporary traffic orders, once way signage etc.
- c. FP18 - further letter done with attachments and Counsel to produce Statement of Case for the 29th May 2018. Clerk to arrange further meeting of those who may wish to speak at the Enquiry
Cllr McNally joined the meeting at 7.41
- d. Any other urgent highways issues
 - i. Evison Way – confirmed that lighting is switched off at midnight as county council lights
 - ii. New signage on Marsh Lane – original signage has been removed and the large and unattractive new signs now seems to result in confusion sending people the wrong way against the traffic on very narrow roads – needs to be raised with Lincs CC and a 'to the sea' sign and/or car park/Donna Nook sign installed asap.
 - iii. Anglian Water compound Marsh Lane – Cllrs considered that this was in a disgraceful state, overgrown and untidy – Clerk to raise with Anglian Water.
 - iv. Sign on Playing Field Corner looks like it is in need off attention again – Clerk to investigate.

21/5/18-14 To receive reports from councillors who are representatives on Village Organisations/Committees

- a. **Playing Fields Association** - Cllr Dowson – 9 June Party in the Park – Klout plus hog roast and first drink. Some damage had been done to the Bollards at the Bowls Club entrance, plus a break in to the old building and the latch on the gate to the bottom of Chapel Field was broken. The entrance with shutter in the Pavilion has been done.
- b. **Police Panel/Speedwatch** – Cllr Newman – Increase in burglaries on the coast, homeless problem in Skegness, new Speedwatch arrangements to be rolled out.
- c. **Emergency/Flood Planning** – Cllr Newman/Clerk – Pending.
- d. **Village Hall Committee** – No report
- e. **DTE Wildlife Group** – Cllr Newman/Clerk – no report

21/5/18-15 Finance and Audit

- a) the bank reconciliations for the current and investment accounts for May 2018 were received, checked by the Chairman and noted.
- b) It was RESOLVED to approve the schedule of income and expenditure for May 2018 and the payments were checked and authorised.
- c) following discussion, it was RESOLVED to redact the signatures on the Audit sheets for Internet publication in light of Data Protection requirements and risk management, contrary to the Auditors position. The original sheets with signatures are available for viewing from the Clerk.
- d) to deal with any urgent other Financial matters – the Clerk noted that a cash payment had been received for a memorial, but the Post Office would no longer take cash payments. She had therefore paid it into her personal account and then made a transfer for the amount to the Parish Council's account.

21/5/18-16 General Correspondence for May, Website Updates and Communication were received

- invitation from Chief Constable to attend Remembrance Event training session – Clerk and Cllr Newman
- LALC update – see Chapel Fields example on front cover
- Lincolnshire Fire and Rescue response to Stopping Up/Diversion of FP18 impact on Emergency services

21/5/18-17 To note/agree items for Discussion or inclusion at next meeting - Monday 25 June 2018 at 7pm

* Proposals for Investment of reserves * meeting dates for 2019 * next steps for Chapel Fields Development

The Chairman thanked everyone for attending and closed the meeting at 8.15pm

Sheila Pearce

Parish Clerk and Responsible Financial Officer