

North Somercotes Parish Council

Minutes of the Annual Meeting of North Somercotes Parish Council held on Monday 15th May 2023 At 6.30 pm immediately followed by the Monthly meeting

There were no members of the public present. Cllr Rickett was in attendance from 7.20pm. The Chairman thanked everyone for attending and opened the Annual Meeting of the Council at 6.30 pm

15/5/23-1 Election Results – Confirmation of councillors and appointment of Chairman and Vice Chairman

Councillors had signed their Declaration of Acceptance of Office, completion of Declaration of Interests Forms and Election Expenses forms, prior to commencing the meeting.

a. Appointment of Chairman – there being no other nominations and Cllr Brooks confirming his willingness to stand again for the position, it was unanimously RESOLVED to appoint Cllr Brooks as Chairman and he signed the Declaration of Acceptance of Office as Chairman and took the Chair.

b. Appointment of Vice Chairman - there being no other nominations and Cllr Drewery confirming his willingness to stand again for the position, it was RESOLVED to appoint Cllr Drewery as Vice Chairman, and he signed the Declaration of Acceptance of Office accordingly.

Suspension of Standing Orders at 6.34pm while public session took place

Public Session

The Chairman called for a moment of silent reflection and thought for former councillor Marti Hopper who sadly had passed away at the weekend. After a minute's silence councillors expressed their condolences, and the Clerk was asked to send a note of sympathy to the family from the council.

a. Comments/updates from District and County Cllrs -

Cllr Rickett/Cllr McNally – no additional comments.

b. Comments from members of the Public on agenda items or issues for consideration for future agenda

- **Any update on the Post Office provision** – the Clerk has been in touch again with the Post Office contact who has confirmed that they should have a hopefully positive update in the next two weeks.
- **Follow up on public concerns re defibrillators not accessed/used on recent casualty** – The Clerk read out the response from Marsh Medical Practice – Councillors commented on this and asked the Clerk to follow up with EMAS and the other defibrillator locations as previously discussed to ensure EMAS knew of all machines and see if these could be all unlocked as well as displaying the location of the other machines in the parish.
- **Drain clearance/leaving of debris on side of road** – Cllr McNally has followed this up – see item 13 below.
- **Procedure for reporting abandoned/stolen vehicles problems using 101 – Abandoned Mini on Willerton Rd and motorcycle left in the ditch on Warren side** - the Chairman noted the difficulties he had experienced recently and it was discussed that such problems with 101 need to be reported so that the police are aware of the problems of reporting any issues, and that the 101 system including the online reporting option appears to be unfit for purpose.
- **Incidents of wildlife crime/negligent discharge of air rifle/gun** – this has been reported to the police and is being dealt with by the Wildlife crimes officer, and the problems using 101 to report another dead swan was noted – see also item 15 below. Acting Assistant Inspector Ian Cotton at Louth has however offered to speak directly to members of the public experiencing problems with reporting the dead swan on Brickyard Fisheries Lane. However, the alleged injury from an air rifle/gun does not appear to have been reported to the police.
- **Chapel Field Garden Problems** – the Clerk noted a conversation that she has had with occupants of the properties at Chapel Field and the apparent problem with lack of drainage in the rear gardens, and alleged lack of satisfactory follow up/investigation by Platform. She noted that Cllr McNally has raised other issues about Platform/other social housing in the village and that these issues are being followed up, so this problem will be added to it. The Clerk will aim to visit to ascertain the details of the issue raised in order that the Council can help with a satisfactory resolution.

The Chairman closed the public session and recommenced the formal meeting at 6.58 pm

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Annual General Meeting and Monthly Meeting

15/5/23-2 a. Present: Cllr Stephen Brooks (Chairman), Cllr Neil Drewery (Vice Chairman), Cllr Stuart Arundel, Cllr John Kennedy, Cllr Roger Maidens, Cllr Trisha Newman, Cllr Lynda Plater, Cllr Shaun Smalley, Cllr David Wallis, Cllr Paul Walmsley, Sheila Pearce – Parish Clerk & Responsible Financial Officer.

b. Apologies for Absence – It was RESOLVED to accept Cllr Daniel McNally's absence owing to another meeting commitment at Lincoln.

15/5/23-3 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.

15/5/23-4 General Power of Competence – it was RESOLVED to Adopt the General Power of Competence, as the Council is satisfied that it meets the criteria for eligibility, this being:

- The number of Councillors elected at the election on 4th May 2023 (excluding co-opted/appointed Councillors) equals/exceeds two-thirds of the total number of seats on the Council (11 out of 11)
- The Clerk has completed relevant GPC training and holds one of the two sector-specific qualifications, in this case the Certificate in Local Council Administration (achieved 24 September 2015).

“The North Somercotes Parish Council resolves from 15th May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence”

15/5/23-5 Appointment of Councillors as representatives on Village Organisations/Committees/Working Groups

The following were confirmed as representing the various organisations/committees:

- a. Playing Fields Association – Cllr Paul Walmsley
- b. Police Panel – Cllr Trisha Newman
- c. Emergency/Flood Planning – Cllr Trisha Newman/Clerk
- d. Village Hall Committee – no nominees
- e. DTE Wildlife Group – Cllr Trisha Newman/Clerk
- f. Cemetery Committee - all Councillors
- g. Footpaths/Bridleways – 2023 reviews – Cllr Plater and Cllr Brooks
- h. Chapel Fields future use/sale - all councillors

15/5/23-6 Current Status of Parish Council Policies, Procedures, Rules and Regulations

- a. Code of Conduct – it was RESOLVED to adopt the revised Code of Conduct – to then be placed on circulation with the Standing Orders and Financial Regulations for Cllrs to read and sign accordingly.
- b. Standing Orders – completed
- c. Financial Regulations – completed
- d. Freedom of Information – to be reviewed later this year
- e. E. General Data Protection Regulations – to be reviewed later this year
- f. Emergency /Flood Planning – to be agreed

15/5/23-7 Cemetery

a. following discussion it was RESOLVED to adopt the Clerk's proposed changes to the Cemetery fees with effect from 1 June 2023.

b. the Clerk will circulate the proposed changes required to the Cemetery Rules & Regulations shortly.

c. Date for Annual Cemetery Meeting – the Clerk will propose an evening meeting rather than a weekend date, and this should be combined with looking at Chapel Field to look at the condition of the land and any work required in preparation for considering options.

15/5/23-8 Review of Pay for Parish Council Employees additional tasks and RESOLVE the way forward

- following discussion, it was RESOLVED to adopt the Clerk's proposed rates of pay for standby duties, interment of caskets and installation of plaques with effect from 1 June 2023.

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15/5/23-9 Parish Council Donations 2023/24

The Clerk outlined the available monies included in the 23/24 budget of £500 (section 137 monies) and £2,000 other monies. £1,000 of the £2,000 had been nominally set aside for the Youth Club, but this has already been allocated to the shortfall in the Zero Carbon Grant funding to cover the costs of the LED replacement lighting at the pavilion and playing field, which the Youth Club will benefit from. It was noted that if the Youth Club does require any assistance with funding during the year, for example for training or additional equipment, then this can be considered at the time of application, against any available funding.

a. Following discussion it was therefore RESOLVED to donate £200 for the Communication village magazine and
b. it was also RESOLVED to donate the funds to cover the remaining shortfall in the Zero Carbon grant monies of £424.81.

c. The grant request for the Swimming pool changing rooms refurbishment is pending, and the Clerk will look to see what funding may be available from elsewhere to apply for when this application for assistance is received.

End of Annual General Meeting agenda items

Monthly Meeting

15/5/23-10 Minutes of 24th April 2023 Meeting – It was RESOLVED to adopt the notes as accurate minutes, and they were signed and dated by the Chairman.

15/5/23-11 Clerk's Report on matters outstanding – for information only

a. Cemetery – request to contractor for cost of redistributing spoil heap – see 15 below, agenda for annual meeting in preparation, quote received for the costs of inputting historic records into database – see 15 below, contractor instructed to proceed with bench fitting around tree **b. Amenity Area** – additional quotes sought **c. Zero Carbon Parishes project** – confirmation of funding received to bank awaited **d. Toilets refurbishment** – quotes sought **e. Setting up Work Email Addresses** – to be done shortly **f. Planter** – to be ordered **g. Environment Agency** – Donna Nook Monitoring Report still awaited **h. English Coastal Path** – still awaiting confirmation of route **i. Chapel Field** – to be examined by councillors in July to decide on any actions required and potential options, contractor instructed to repair gate **j. Mike Gildersleeve booked to attend 26 June meeting** **k. Woolpack Meadows rental** – agent authorised to proceed as agreed at April meeting **l. Notes from the Annual Parish Meeting** – circulated **m. Hedgehog Champions** – see 15 below **n. St Mary's Redundant Section Wall** – quotes being sought for urgent remedial work **o. Sycamore Tree outside St Mary's Church Hall** – work booked by St Mary's **p. request to ELDC for cost of additional Dog Waste bin on Bank End** – following request at the Annual Parish Meeting **q. dates for 2024 meetings** – now circulated **r. War memorial request for additional inscription** – liaising with Leakes to look at practicality and costs **s. ELDC response to complaint about toilets lack of privacy** – this has been circulated to councillors.

Cllr Rickett entered the meeting at 7.20pm.

15/5/23-12 To consider any Planning applications received and RESOLVE the way forward

a. N/132/00948/23 - Extension to existing dwelling to provide additional living accommodation and erection of a detached double garage. DAMAR, CONISHOLME ROAD. Following discussion, it was RESOLVED to support the application.

b. to note planning applications granted:

N/132/02421/22 - Erection of a detached self-contained annexe with 3no. integral garages and stores on the site of existing outbuildings which are to be demolished. LITTLE PADDOCKS, CONISHOLME ROAD.

c. to note planning applications refused: none

d. Planning Applications appealed:

Plot 6 Tulip Way, Conisholme Rd – Appeal Ref - APP/D2510/W/22/3310724 – outcome still awaited

e. Enforcement Issues/Actions – to discuss and RESOLVE the way forward/receive updates on potential enforcement issues:

i. Static Caravan sited on land adjacent to the Brooks, Church End (approved menage) – investigation ongoing

ii. Lodge/caravan on land off Bridleway from Church End, near Shoalwater - investigation ongoing

iii. Land off Coastguard Road Donna Nook (Bespoke) N/132/02073/22 –LAND OFF, COASTGUARD ROAD, DONNA NOOK – investigation ongoing

f. Any other urgent planning matters/applications

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15/5/23-13 Highways, Paths and Lighting:

a. verbal update on problem log, including:

- i. **Locksley Close/Evison Way Public Right of Way** – improvement work will be done in summer
- ii. **South Rd** – any update on programme date
- iii. **Warren Rd drainage** – any update on programme date

Cllr McNally was unable to attend the meeting but had confirmed to the Clerk that he has chased up LCC Highways regarding programming for South Rd repairs and Warren Rd drains, and also fed back the state of the roads after the recent drain clearance when the debris removed from the drains had then been left on the side of the road (Churchill Rd and Jubilee Rd), just to be washed back into the drain when it next rains.

b. Lack of compliance with the 40mph speed limit on Conisholme Rd – the Clerk updated on the request to Lincs Road Safety Partnership, who have agreed to deploy a speed monitoring device to inform any options that can then be considered. Clerk to speak to landowner and suggest location as discussed.

c. any additional issues/other urgent issues to be reported

- i. **Drain Clearance on Jubilee Rd** – as noted above, the debris taken out of the drains had been left behind to get rinsed back into drain, which was a pointless exercise and Cllr McNally will follow this up.
- ii. **First Public Footpaths cut** - the Clerk noted that the contractors were expecting to work on the verges and first (of 3) public rights of way cuts on Thurs and Fri 25/26 May.
- iii. **Two new Trees in the verge on Evison Way** – these appear to have been planted by a homeowner. Clerk to check.

15/5/23-14 To receive reports from councillors who are representatives on Village Organisations/Committees

a. Playing Fields Association - Cllr Walmsley – Party in the Park to be held on 12/8 – tickets will go on sale in June.

b. Police Panel – Cllr Newman – information has been passed on to the Area Inspector regarding local wildlife crimes and other incidents of concern, some of which do not appear to have been reported to police.

Arrangements are in hand for the Community Beat Manager to come and talk to the community, and the issues with trying to use the 101 phone/internet reporting system that have arisen in connection with various incidents are being followed up also.

c. Emergency/Flood Planning – Cllr Newman/Clerk - no report

d. Village Hall Committee – no representative

e. DTE Wildlife Group – Cllr Newman/Clerk – No update so far on John Boisson's replacement as Training Safety Officer at RAF/DTE Donna Nook.

15/5/23-15 Finance and 22/23 Audit

- a. the bank reconciliation for April and May (to date) was received, checked, and signed by the Chairman
- b. it was RESOLVED to approve the updated schedule of receipts of £24,696.84 and payments of £21,101.75 for April and May 2023 to date
- c. the Clerk noted that the Annual Audit has now been submitted as the Internal Auditor's signed form has been returned.
- d. to consider any further quotes received for the Toilets and Amenity area and RESOLVE the way forward – none received but another builder has been to see the premises with the Clerk and asked to quote.
- e. It was RESOLVED to purchase the £150 Hedgehog Champions pack to donate to the Primary School to engage local children/families with the aim to provide Hedgehog highways between gardens.
- f. Following discussion, it was RESOLVED to purchase a dispenser and dog waste bags for the Playing Field to see if this helps with people not picking up at a cost of £87 Dispenser, and £29 for the bags, plus installation on a wall/pole. The Clerk has also asked ELDC to quote or suggest alternative arrangements for provision of a bin on Bank End/Eau Bank/Conisholme Rd.
- g. to deal with any urgent financial matters
 - i. **spoil heap at the Cemetery** – it was RESOLVED to proceed with two days @ £350 per day for two workers to trim off the grass on the top of the spoil heap and open up sunken grave spaces and fill with the soil from the heap, and then take stock of whether the remainder, if any, will need to be distributed around the boundary hedgerows.
 - ii. **Scripti** – it was RESOLVED to continue with the work to enter the historic information into the cemetery database from the old ledgers – £2,972 plus vat, as part of the agreed expenditure to digitise the cemetery records in line with statutory requirements.

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15/5/23-16 General Correspondence for May, Website Updates and Communication inc ELDC response to concerns re toilet provision – a letter has also been received from ELDC regarding more trees/hedge plants, which will be followed up as needed to replace some failed fruit trees in the playing field orchard, and also to continue with the hedgerow creation at the Cemetery.

15/5/23-17 Agenda items for the meeting to be held on 26th June 2023 in the Village Hall

Agenda for Cemetery Annual Inspection and Chapel Field Inspection, application to renew the request to list the Donna Nook AWR as an Asset of Community Value, any update on the War Memorial Inscription request, quote updates,

Parish Clerk and Responsible Financial Officer

The Chairman thanked everyone for attending and closed the meeting at 7.52 pm