



Minutes of the Annual Meeting of the Parish Council held on Friday 12th May 2017

In the chair: Councillor Heselwood

Present: Councillors Stuchfield, Padfield, Keys and Brown, Clerk Mrs. V. Brown, District Councillor Gray

In attendance: 5 members of the public.

Public Forum: No questions were raised.

1. **Appointment of Chairman:** It was proposed by Cllr. Stuchfield, seconded by Cllr. Keys and agreed by all that Councillor Heselwood be re-elected as Chairman. She duly signed the acceptance of office.
2. **Appointment of Vice Chairman:** There were no proposals for this appointment. The position was left vacant.
3. **Update declarations of Disclosable Pecuniary Interest.**
No updates were required.
4. **Chairman's remarks and welcome:** The Chairman welcomed everyone to the meeting.
5. **Apologies for absence and reasons given:** Cllr. Bell due to health reasons. It was agreed to accept the reason given for this apology.
6. **Declaration of Disposable Pecuniary Interests under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 made under the s.30 (3) of the Localism Act 2011.**
Councillors Padfield, Heselwood and Brown advised that they all had interests in agenda item 12, regarding Bardney Clays. The Clerk confirmed that the completed application for dispensation duly approved by the Clerk and signed accordingly on 20th June 2016 in respect of this matter is still in force, and Councillors are therefore able to discuss the item.
7. **Minutes of the meetings held on 13th January 2017:** It was proposed by Cllr. Stuchfield, seconded by Cllr Keys and agreed by all, to approve the minutes. The Chair duly signed the minutes as a true record.
8. **To receive reports from District and County Councillors and Police (If available).**
Councillor Gray had previously made an update to the Annual Parish Meeting earlier in the evening.
9. **To consider casual vacancies to the Parish Council.**
At this time there are no applicants.
10. **To appoint representatives of the Parish Council to:**
 - a) Horncastle Area Committee – Cllr. Heselwood proposed, seconded and agreed by all.
 - b) Gautby Village Hall Committee – Vicki Brown (Clerk), proposed, seconded and agreed by all.
 - c) Footpath Monitor - Cllr. Stuchfield, proposed, seconded and agreed by all.
 - d) Tree Monitor – Cllr. Padfield, proposed, seconded and agreed by all.
 - e) Arboriculture consultant – Mike Sumner, proposed, seconded and agreed by all.
 - f) Community Emergency Wardens – Cllrs. Heselwood, Stuchfield and Vicki Brown proposed, seconded and agreed by all.

11. Financial Matters

- a) **To consider and agree the Annual Governance Statement 2016/17:** The Chair read out the Annual Governance Statement. This was approved by all Councillors. It was proposed by Cllr. Stuchfield, seconded by Cllr Keys and agreed by all to be accurate. It was duly signed off.
- b) **To receive feedback from the Internal Audit and complete the Annual Return Accounting Statements:**
- i. The Clerk advised that the Internal Auditor had not been able to complete the audit yet. However, this can be carried out after the Annual Return Accounting Statements are completed and signed off by the Council; as the deadline for making the Annual return to the external auditors is 23 June 2017. Councillors will be provided with a copy of the Internal Audit report when it has been received and it will be placed on the next meeting agenda for discussion.
 - ii. The Chair read out each item of the Annual return and the form was completed. It was proposed by Cllr. Keys, seconded by Cllr. Stuchfield and agreed by all to approve the accounting statement and year-end accounts. The Chair duly signed the paperwork, countersigned by the Clerk. Clerk to return the audit paperwork to the internal auditor for completion and then forward on to the external auditors to meet the deadline.
- c) **To agree the insurance policy for 2017/2018:**
- i. It was proposed by Cllr. Brown, seconded by Cllr. Padfield and agreed by all to continue the 3 year insurance agreement with Came & Co/Aviva; ie the final year of a 3 year agreement at a cost of £305.40 It was noted that this premium was slightly less than the 2017/18 budget for insurance cover, which was £320.
- d) **To review 80p per month payment for electricity charges for each AED:**
- i. It was proposed by Cllr. Brown, seconded by Cllr. Keys and agreed by all to maintain the charge at 80p per month.
- e) **To approve payments to be made by the Parish Council:** It was proposed by Cllr. Stuchfield, seconded by Cllr. Brown and agreed by all to make the following payments:

Date	Payee	Item	No.	Cheque no	Amount
01/05/2017	CPRE	Best Kept Village entry	V1	692	18.00
01/05/2017	LALC	Subs	V2	693	137.12
12/05/2017	Mrs V Brown	Clerk's wages	V3	694	644.72
12/05/2017	Mrs V Brown	Expenses	V4	695	21.99
12/05/2017	Mrs V Brown	Expenses	V5	695	9.60
12/05/2017	E-On	Kiosk Electricity	V6	696	34.55
12/05/2017	Came & Co	Insurance	V7	697	305.40
12/05/2017	Gautby Village Hall	Document Storage	V8	698	36.00
12/05/2017	Gautby Village Hall	AED Electricity	V9	698	9.60
12/05/2017	Mrs J Heselwood	Mileage to meeting	V11	700	19.20

It was noted that the first 2 cheques in the list were signed and sent off prior to the meeting, due to payment deadlines being before the meeting date.

It was agreed by all that the following payment not be made at this time, as this relates The Clerk magazine and SLCC subscription for the benefit of the Clerk and should be delayed until the appointment of a new Clerk.

	From				Amount
12/05/2017	SLCC	Subscription	v10	699	

Receipt of the following money was noted:

	From	Relating to			Amount
18/04/2017	Lincolnshire County Council	Precept			£6000 (via BACS)

f) To review F.O.I. photocopy charges

- i. It was agreed by all not to increase the photocopying charges at this time.

12. To consider planning application made to West Lindsey District Council by Bardney Clays in respect of land at Bardney Airfield – reference 135996

The Chair outlined the history of the application and asked Cllr Gray to provide an update from East Lindsey’s point of view. He advised that ELDC had given permission in 2016 for shooting with a number of conditions; some of which had been complied with and others not as yet. As a result of the conditions not complied with, enforcement action is ongoing. Following lengthy discussions with Councillors and having looked at the documentation provided, it was proposed by Cllr Keys, seconded by Cllr Stuchfield and agreed unanimously that the parish council object to the application, and that the Clerk respond to West Lindsey with the following:

“Councillors are very concerned about the fact that a noise abatement order has had to be issued. In addition, in June 2016 the applicant led the council to believe that the emphasis and focus of their activities would be those other than shooting, because of the objections locally to the noise of shooting. However, this application seems to show an increased area of shooting from the original application (134453) and presents the opportunity for non-stop shooting 7 days a week, 9am to dusk (sometimes under the guise of occasional corporate events, between Mondays and Wednesdays). There are various issues which concern the council, such as a lack of accuracy (as far as Councillors are aware, a booking system was initiated, but is no longer in use), incomplete information in the documentation supplied and the open-ended nature of the application regarding opening hours. In addition, the potential volume of users and resultant detrimental effect of noise caused by the activity of shooting on the site is a major concern, as it will lead to loss of amenity for locals and visitors alike who will be unable to enjoy their gardens and quiet countryside, which is becoming increasingly rare, as well as being the primary reason for people wanting to live and visit here.

The council supports the corporate activity centre, without clay pigeon shooting, and would support limited shooting as per our original comments; ie as long as the maximum noise impact levels are between the NOEL and LOAEL levels of the DEFRA noise policy statement for England, dated March 2010.

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As properties in Gautby and Minting, some up to 3 miles away, are still being affected by the noise of the shooting, at what are presumably fewer hours and fewer numbers of clients than wished for, if the applicant had in fact secured permission to carry out shooting at the proposed levels. The size and scale of the proposed operation means that the noise will be detrimental to the health and well-being of those living within earshot, which is a significant area and at least 3 miles away from the site.

The unresolved situation has been ongoing for several years now and appears to have already had an extremely detrimental effect on the health and well-being of some people living within earshot. The Council wonders why the applicant does not appear to have engaged with local communities and individuals who are affected, and in addition, would wish to explore a way forward, whereby the applicant, the 2 district councils (both of whom refused permission for clay shooting) and local residents could work together to identify a robust, mutually acceptable solution.

It was agreed by all that this Council objects to this planning application in its current form.”

13. To consider adopting a new planning protocol in respect of planning applications:

The following protocol was agreed dependent upon the timeframe by which a reply was required:

1. Comment deadline is after the next (*scheduled/planned*) parish council meeting and an agenda has not yet been published – Clerk to put application on agenda and councillors views fed back to ELDC after meeting by the Clerk.
2. Comment deadline is shortly before next (*scheduled/planned*) parish council meeting and agenda has not yet been published – Clerk to contact ELDC to extend the deadline for parish council comments and feedback after the meeting as above.
3. Comment deadline is too far before the next (*scheduled/planned*) parish council meeting to allow a time extension for councillors' comments; action depends on nature of application:

Clerk to contact all councillors and forward the application to them. If any councillor wishes the application to be discussed at a parish council meeting, he or she should contact the Chair of the Parish Council who will then call an extraordinary meeting, within the usual legal timeframe and before the comment deadline. Should no Councillors request an extraordinary meeting, the power to respond to the application is delegated to the Clerk. In this scenario, if Councillors had any comments which they would like to be forwarded to ELDC, the Clerk should add these to the response of “no formal objections”. In addition, Councillors can make these comments directly to ELDC as individual residents.

It was proposed by Cllr Keys, seconded by Cllr Stuchfield and agreed by all that unless it was felt necessary to call an extraordinary meeting, the Clerk would act as above.

14. To agree timetable and venue of parish council meetings up to and including March 2018.

Councillors considered draft meeting dates. However, since it was felt that another meeting may be required before September to discuss any planning developments; it was agreed by all to defer setting any dates for the time being. It was proposed by Cllrs Keys and Seconded by Cllr Heselwood and agreed by all that extraordinary meetings could be held at Minting Park Farm café on Saturday PM if necessary.

15. Ongoing Matters

a) Broadband update

This item had been previously discussed at the Annual Parish Meeting and Councillors agreed that there was no extra information to discuss.

b) Highways

The Chair advised that she and the Clerk had held a meeting with Cllr Davies of the LCC Highways department and he had been shown the state of the roads. He advised that work was due to be carried out in Gautby; however, on the council's website there is no mention of this. Clerk to check back with Cllr Davies as to the reason for this.

c) Emergency Plan and attendance at Resilient Communities Conference, June 15, 2017

It was agreed by all for the Chair and Clerk to attend the free Resilient Communities Conference, on June 15, 2017 in Lincoln.

d) Best Kept Village entry and care for wildlife

Clerk confirmed that this application had been made as the deadline was before the meeting.

e) Update on Sebastopol bid

This item had been previously discussed at the Annual Parish Meeting and Councillors agreed that there was no extra information to discuss.

16. To agree the recruitment process to replace the Parish Clerk, including decide how to advertise, recruit and interview candidates, terms and conditions of employment etc.

a) Councillors discussed the draft advert, job description and person specification. It was agreed to advertise in the VillageLincs newsletter, by email, on Facebook and via the LALC network to other Clerks. It was agreed that there be flexible working hours and pay should range from £2000 per annum to a maximum of £2600 depending upon qualifications etc.. It was agreed that there is a need to save paper, ink, time and money by reducing the need for paper copies of many documents and that a good projector could be purchased to remove the need for paper copies of planning applications at meetings.

b) A small committee will need to be formed to select and interview candidates, Cllr. Keys can assist if interviews are held on a Friday or Saturday; otherwise the Chair and Clerk to carry out the process.

17. To receive reports from the Clerk and Councillors on matters outstanding and not on the agenda.

a) A councillor reported that a resident is frequently visited by a stray dog but apparently the dog warden will not do anything about it, as it may have an owner somewhere. The councillor agreed to speak to the resident for further information.

b) The Clerk advised that a consultation had just been received from ELDC on Dog Control Orders becoming Public Space Protection Orders. It was proposed by Cllr Stuchfield, seconded by Cllr Keys and agreed by all to accept ELDC plans as stated on their website. Clerk to report back to ELDC.

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18. To consider correspondence received since the last Council meeting.

The Council noted receipt of the following correspondence:

The Clerk Magazine	May 2017
Wicksteed playground	2017
Glasdon Local Councils	
Clerks & Councils Direct	March & May 2017
Came & Company Council Matters	Spring 2017

19. To agree agenda items for the next meeting

It was agreed to provide members of both churches the grant application form as they both need to purchase replacement lawn mowers. Budget planning for 2018-19.

The Chairman declared the meeting closed at 9.50 pm