

Please note that these are draft minutes until approved at the next Parish Council meeting.



Minutes of the Annual Meeting of the Parish Council held on Tuesday 12th May 2015

In the chair: Councillor Heselwood

Present: Councillors Laver, Padfield and Stuchfield

In attendance: No members of the public.

Public Forum: No questions were raised.

1. **Appointment of Chairman:** It was proposed by Cllr. Stuchfield, seconded by Cllr. Laver and agreed by all that Councillor Heselwood be re-elected as Chairman. She duly signed the acceptance of office.
2. **Appointment of Vice Chairman:** : It was proposed by Cllr. Heselwood, seconded by Cllr. Stuchfield and agreed by all that Councillor Laver be elected as Vice-Chairman. He duly signed the acceptance of office.
3. **Update declarations of Disclosable Pecuniary Interest.** All Councillors completed new Disposable Pecuniary Interest declarations as required following the election. Clerk to forward copies to East Lindsey for their records.
4. **Chairman's remarks and welcome:** The Chairman welcomed everyone to the meeting; the first since the recent uncontested election; and noted that Miss Bell had stepped down from the council after many years' service and the chairman thanked Miss Bell once again for her service to the community, and that a new Councillor, Geoff Keys has joined the Council.
5. **Apologies for absence and reasons given:** Cllr. Keys due to work commitments. It was agreed by all to accept the reason given for these apologies.
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.**
No interests declared.
7. **Minutes of the meetings held on 17th March 2015:** It was proposed by Cllr. Stuchfield, seconded by Cllr. Padfield 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).**
None available.
9. **To consider casual vacancies to the Parish Council.**
Following the uncontested election; there are 3 vacancies, all in the ward of Minting. At this time there are no applicants. Clerk to report to East Lindsey.
10. **To appoint representatives of the Parish Council to:**
 - a) Horncastle Area Committee – Cllr. Heselwood and Vicki Brown (Clerk), proposed, seconded and agreed by all.
 - b) Gautby Village Hall Committee – Cllr. Laver, 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.

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- e) Arboricultural consultant – Mike Sumner, proposed, seconded and agreed by all.
- f) Flood wardens – Cllrs. Heselwood and Stuchfield, proposed, seconded and agreed by all

11. Financial Matters

- a) **To receive feedback from the Internal Audit and complete the Annual Return:** All Councillors were provided with a copy of the bank reconciliation. The Chair read out the internal auditor's letter. It was proposed by Cllr. Stuchfield, seconded by Cllr. Laver and agreed by all to accept the internal auditor's report.

The Annual Return was completed. It was proposed by Cllr. Stuchfield, seconded by Cllr. Padfield and agreed by all to approve the accounting statement, annual governance statement and year-end accounts. The Chair duly signed the paperwork, countersigned by the Clerk.

- b) **To agree the insurance policy for 2014/2015:**

It was proposed by Cllr. Stuchfield, seconded by Cllr. Laver and agreed by all to begin another 3 year insurance agreement with Came & Co/Aviva; ie the first year of a 3 year agreement at a cost of £293.05. It was noted that this premium was a slight reduction on the previous year.

- c) **To approve payments to be made by the Parish Council:** It was proposed by Cllr. Stuchfield, seconded by Cllr. Laver and agreed by all to make the following payments:

Date	Payee	Relating to	No.	Cheque no	Receipt	Amount
12/05/2015	Councillor's Expenses	Printer Ink	v1	633		31.98
12/05/2015	Hall Hire	Minting Village Hall	v2	634		48.00
12/05/2015	EKM Ltd	Grass cut Gautby	v3	635		54.00
12/05/2015	E-On	Kiosk Electricity	v4	640		20.48
12/05/2015	Woodhall Spa Museum	Wendy Radford's Internal Audit Fee	v5	636		50.00
12/05/2015	Broker Network	Insurance	v6	637		293.05
12/05/2015	Mrs Brown	Clerk's wages	v7	638		313.01
12/05/2015	CPRE	Best Kept Village	v8	639		15.00

Receipt of the following money was noted:

	From	Relating to		Amount
21/04/2015	Lincolnshire County Council	Precept		£4851(via BACS)

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It was noted that with Miss Bell no longer being a Councillor, a new signatory is required for the bank account. Clerk to organise this. In the meantime, Cllr. Heselwood was required to countersign the cheques, one of which was for her; as there were no other signatories. This was agreed by all.

12. To consider changes required by the Transparency Code for Parish Councils with an annual turnover not exceeding £25,000.

The Chair read through the LALC summary of the Transparency Code, provided to all councillors. She advised Councillors that as the website is currently being updated anyway, the extra information which must be provided can be added there; however, this will require extra work. It was noted that the Council will follow the procedures as set out in the document. Clerk to establish with LALC the procedure for sharing information in respect of tenders, as these are by their nature confidential; and the documentation is not specific in this area.

13. To agree timetable and venue of parish council meetings up to and including March 2016.

It was proposed by Cllr. Heselwood, seconded by Cllr. Stuchfield and agreed by all to keep the parish council meetings on Tuesdays and to inform Cllr. Keys, so that he is able to attend as many meetings as possible. The dates are:

Tuesday 21st July 2015 – Gautby Village Hall

Tuesday 15th September 2015 – Gautby Village Hall

Tuesday 17th November 2015 – Minting Village Hall

Tuesday 19th January 2016 – Minting Village Hall

Tuesday 15th March 2015 – Minting Village Hall, all at 7.30pm

14. Ongoing Matters

a) Broadband update

Cllr. Stuchfield advised that BT are not able to provide any better service to his home as the distance is too great from the fibre-optic cabinet. It appears that only homes at the top end of Silver Street have superfast broadband. Clerk to check with the resident who has made a complaint to BT about the service, to find out the latest information.

b) Highways

The Clerk advised that the Green is not an adopted road. Clerk to check the route of the footpaths which cover the Green, as if they cross over the bridge, it may be the County Council's responsibility to maintain them.

c) Emergency Plan

Defibrillator – Cllr. Laver asked about how useful it would be if someone is alone, or just 2 people are in the house; Cllr. Padfield suggested that Cardio Pulmonary Resuscitation (CPR) training could be beneficial for residents in this situation and this could be provided later in the year by EMAS. Clerk to add the information in the next newsletter. Further discussion on the siting of the defibrillator will need to take place and more information is required about the maintenance and running costs. However, fundraising will continue. It was noted that new Councillor Keys has a disaster planning qualification.

d) Dog Poo and other similar issues

Since the reminder about dog poo bags was put in the village newsletter, there has been no dumping of full poo bags. However, there are still some cases of poo not being collected. Clerk has requested some posters from ELDC and these will be distributed when they arrive.

It was noted that there was an incident recently, when a car load of teenagers was seen using the parish playing field as a race track. Cllr. Gray suggested that the local PCSO and East Lindsey be informed of any future incidents.

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e) Trees

It was noted that the application no. 0018/15/TCA to remove a tree under a preservation order has been granted by East Lindsey.

f) Postponement of Wild flower initiative in Gautby

It was agreed by all that this initiative is to be postponed until later in the year, due to time pressures.

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

CLlr Laver advised that there have been a number of tyre dumping incidents. He noted that there does not seem to be anywhere to dispose of tyres and this may lead to dumping. Clerk to check with the County Council regarding disposal information.

17. Correspondence received since the last Council meeting

The Council noted receipt of the following correspondence:

The Clerk Magazine	May 2015
Clerks & Councils Direct	May 2015
LALC News	2/2015
Eibe playspace leaflet	
HAGS SMP play equipment leaflet	
Came & Co Council Matters - Spring 2015	Spring 2015
Colourfence leaflet	
ELDC Letter re Area Committee	
Pensions Regulator Letter	
Viking Catalogue	Spring 2015

18. Agenda items for the next meeting on 21 July at Gautby Village Hall:

PCSO Briggs to be invited regarding the incident on the parish playing field.

The Chairman declared the meeting closed at 9.30pm