

Thurlby Parish Council
Minutes of the Annual Meeting of Thurlby Parish Council (Min 17-01) held on the 16th May 2017 at 8.30 p.m. in the Lawrance Park Hall, Thurlby

Present: **Councillors:** R Bill, N Bradley, E Lunn, M Reece, R Rose, B Sadler and A Thomas
 Residents: none
 Others: Bernard Champness – Clerk,

Open Forum

Although a resident was present there was no open form and the meeting was formally opened at 21.12

1. To elect a Chairperson and to receive the Chairperson's Declaration of Acceptance of Office and if not then received to decide when it shall be received

1.1 Barry Sadler was the only nomination. It was **resolved** Cllr Sadler be duly elected as Chair for the following year. He duly signed the Acceptance of Office and this was witnessed by the Clerk The Clerk was asked to record the thanks of the Parish Council to Cllr Sadler for his hard work regarding the speed re-active sign.

2. To elect a Vice Chairperson

2.1 Sandip Samra was the only nomination and it was **resolved** that Cllr Samra should be Vice Chair for the following year.

3. To appoint representatives for Local Charities and organisations –

It was **resolved** that the following would be appointed:

3.1 **Lawrance Park Community Association** - Cllrs A Thomas & R Rose.

3.2 **Causeway Charities** – Cllrs Bradley and B Sadler

3.3 **Jonathan Ward and Anne Fisher Charities** – Cllrs Sadler & Dobson

3.4 **Churchyard Committee** – Cllrs Lunn and Rose

3.5 **Neighbourhood Police Panel** – Cllr Rose

4. To appoint signatories for cheques and a Press Officer

4.1 **Resolved:** Cllrs Sadler, Thomas, and Dobson. The Clerk should remain as a signatory but will not sign cheques which is in line with the Financial Regulations. It was pointed out that we did not sign that many cheques but we still required Councillors to sign the vouchers to approve payment being made.

5. To adopt the Standing Orders, Financial Regulations & Risk Assessment and to consider the further inspection of the cemetery/headstones

- 5.1 In view of the fact that the Standing Orders had recently been amended it was felt that no further changes were necessary. This also applied to the Financial Regulations. It was agreed that the Risk Assessment would be looked at by the Chair and the Clerk who would report back. The headstones would be inspected by the Clerk and Cllr Thomas.
Cllr Sadler asked whether it was appropriate to get someone else to help him move the Reactive Sign and collect the data. It was agreed that this matter be dealt with as a agenda item next month.

6. Apologies for absence, acceptance of Apologies & noting of resignations received

- 6.1 Apologies were received from Cllr Scott (personal) Cllr Dobson (work) Cllr S Samra (personal)
- 6.2 Resolved that the apologies be accepted.
- 6.3 The Clerk reported that he had contacted South Kesteven regarding the resignation of G Roulstone and the appropriate notice had been placed on the website and in the noticeboards. The Clerk would soon enquire if any resident had requested an election.

7. Declaration of Interest – To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item

- 7.1 No one declared an interest in any

8. Minutes of the Meeting of the Parish Council held on the 5th April 2016 (Min16-11)

- 8.1 **Resolved:** That the minutes were signed by the Chair as a correct record after a few amendments were made to Item 208.1 , third paragraph taking out the words “which meant” and stating a new sentence with the word “There”. Although not correcting the minutes it was pointed out that the request from Stephen Holland regarding the Village Link was not on the agenda. This had been discussed in the Annual Parish Meeting and this request and his e-mail would be put on the June agenda.

9. Clerks Report and correspondence received

- 9.1 The clerks report had been circulated in advance of the meeting. A few questions were asked and answered.

10. Report from the District and County Councillors

- 10.1 No reports were given as this was done at the Annual Parish Meeting.

11. Planning applications:

- 11.1 **S17/0764** - Section 73 application for the variation of Condition 2 (approved plans) of S15/1017 to allow for alterations to garage at: The Cottage, 18 High Street, Thurlby, **Response** by 30th May 2017. **Resolved** no objections.

12. To discuss whether we take up the offer of a 3 (Annual Premium £359.65) or 5 year (Annual Premium £340.73) undertaking with Community Lincs Insurance Services

- 12.1 Details of the proposal made by Community Lincs Insurance services and it was pointed out that the premium this year was £378.58.If we signed up to either the 3 year or 5 year plan we would be making a savings. **Resolved:** that we sign up to the 5 year plan.

13. To decide if anyone wishes to attend the Resilient Communities conference on the 15th June

2015

13.1 Details of this conference had been circulated and no one was able to attend.

14. To discuss possible training in line with the Training Policy

14.1 It was pointed out that we had a Training policy and it was expected that all new Councillors should undergo training to give them a better understanding of what they could or could not do as an individual or as a group. There was no specific training course at the moment and it was agreed that as and when training course were received these would be circulated

15. Audit of 2016- 2017 Accounts – the list of documents below had been circulated in advance.

15.1 **To Note Internal Auditors Report – Resolved:** that the report was noted and that there was no specific problem which needed to be addressed.

15.2 **To approve the Annual Governance Statement 2016/17. Resolved:** that the Annual Governance statement be approved after this was considered in detail.

15.3 **To accept the Accounting Statement 2016/17 as a true record. Resolved:** that the Accounting Statement for 2016/17 be accepted as a true record.

15.4 **To sign the Annual Return and submit for Audit. Resolved:** that the Annual return be signed by the Chair and submitted for Audit. The Annual return was duly signed by the Chair Cllr Sadler.

16. To receive an update on the Neighbourhood Planning process

16.1 There was nothing to add to what had been stated at the Annual Parish Meeting, A report which had been sent by Stephen Holland had been circulated in advance.

17. To discuss whether we wish to receive a hard copy of the LALC Newsletter (2017-18) at a cost of £5 per annum

17.1 **Resolved:** that we sign up to receiving 2 hard copies of the LALC Newsletter

18. To discuss if anyone wishes to attend Safeguarding in the Community on Wednesday 17th May from 9.30 a.m. to 3.30 p.m. at the Pavilion, London Road, Louth

18.1 **Resolved:** that no one could attend at short notice.

19. To discuss the request from a resident to be employed as a Litter Picker

19.1 Details of the person who had applied for the position had been circulated in advance. It was agreed that she be invited to attend the meeting in June when hopefully an agreement could be reached on what work needed to be done and if this was a suitable candidate.

20. To discuss the survey result priorities and what action is necessary to deal with them.

20.1 The only outstanding issue was the overhanging trees in front of 10 The Green. Cllr Sadler explained that he had not had chance to speak to the resident but the work had still not been undertaken. As a result it was agreed that we would now notify LCC and to ask them to take the appropriate action.

21. To receive an update on the Cemetery to include grass cutting and maintenance

21.1 Cllr Thomas said that the cemetery was in good order and the grass was being cut and the bushes would be cut back later in the year. There was a problem in that someone was placing dog poo into the green waste bin which Cllr Thomas had to remove before the bin was put out. He understood that dogs were not allowed in the cemetery. In view of what was reported at the Annual Parish Meeting the clerk was asked to send an updated map of the cemetery to Cllr Thomas. This meant that there was an extra copy to use if anything happened to copies being held by the Clerk.

22. To discuss matters raised at the Annual Parish Meeting which needed action to be taken.

22.1 Resolved that the matter of the Village Link and the proposal put forward by Stephen Holland be placed on the June agenda.

23. For any Councillor to produce a written report of any meeting that he/she has attended as representatives of the Parish Council

23.1 There was no written report although Cllr Sadler had given details at the Annual Parish meeting of the recent meeting he had attended with 8 other Councillors with the Lincolnshire Road Safety Partnership regarding a crossing at Thurlby crossroads.

24. To confirm Expenditure

[£120.00 – C S Harris (grass cutting in cemetery)]

[£90.00 – ICMM (annual subscription)]

£393.26 – LALC (Annual fees and publication)]

£80.00 – C S Harris (grass cutting in Cemetery)

£114.00 – Scribe 2000 Ltd (Cemetery software license)

£308.40 – Scribe 2000Ltd (accounts software licence)

£378.58 - Community Lincs Insurance Services (Insurance Premium)

££333.10 – G S Parkes (Internal Audit fee)

£110.00 – Ian Bratley ((registration, Hosting fees and e-mail support)

£300.00 – Ian Bratley (design additional page for Neighbourhood Planning team)

£33.00 – Alan Thomas (green bin license for Cemetery)

£40.00 – B M Champness (use of home as office)

£429.69 – B M Champness (salary)

£2000.00 - Lawrance Park Association (half precept request)

£5.00 – Lincolnshire Fieldpaths Ass (annual subscription)

£8.39 B M Champness (large envelope and 2 books of stamps)

[] denotes those payments paid between meetings, which have been approved by the Chairperson and Vice Chairperson of the Parish Council or at a previous meeting but not listed

24.1 Resolved: that the above payments be made.

25. Members Questions - reminder only questions given to the clerk a week in advance will be answered.

25.1 Although not a question Cllr Rose wanted to express his disgust at we had once again decided to hold the Annual Parish Meeting and the Annual Meeting of the Parish Council on the same evening. This meant that speakers were asked to rush their report and did not have enough time for a discussion after the meeting. He would like the Council to reflect on this decision when the matter was discussed next year.

25.2 Cllr Reece asked the Clerk to compile a list of groups/organisations we gave grants to as he felt that the turn out by residents and groups to the Annual Pariah Meeting was poor.

25.3 There being no other business the meeting was formally closed at 22.04

- 26. The date of the next meeting** – to be held on **Wednesday 7th June 2017** at 7.30 p.m. in the Lawrance Park Social Room, Thurlby.

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