

**MINUTES OF A MEETING OF NORTHORPE PARISH COUNCIL
HELD ON TUESDAY 20TH OCTOBER 2020 AT 7PM
IN SCOTTON VILLAGE HALL, SCOTTON**

DRAFT MAY BE SUBJECT TO CHANGE

Present: Cllr Jaquelyn Thornber (Chair)
Cllr Rebecca Richardson
Cllr Andrea McGovern
Cllr April Harrison
Miss Danielle Lavery (Clerk)

In Attendance: Cllr Liz Clews via zoom
Cllr David Howe via zoom

The meeting was opened at 6:58pm.

Public question time- *Via issues raised through contacting the Clerk*

Headstone Approval

The Clerk explained that she was contacted by Ms Samantha Ayris regarding a headstone for her Fathers grave. The Cemetery Policy was read aloud (in areas it was applicable) to all present members and discussed the request from Ms Ayris. The Clerk is to contact the Vicar regarding this and email Cllr Clews with any questions regarding the Cemetery Policy. It was agreed to approve the headstone's erection.

Proposed Cllr Thornber
Seconded Cllr Harrison

Planning Application 141669

A planning application was submitted to the Parish Council for approval. The Clerk raised the proposed planning. The councillors had no comments

ACTION

The Clerk will respond to the Planning Officer with a response of 'No comments'.

1. Apologise for Absence

Apologies for absence were received from Councillor Neil Montgomery (Vice Chair), Cllr Lynn Dunk and Cllr David Howe (who attended the meeting via zoom for a short time) and reasons accepted.

2. Minutes of last meeting

The minutes of the previous meetings, including those which were held virtually, were agreed upon to be signed.
Proposed Cllr Harrison

Seconded Cllr Richardson

The Chair signed these and they will be uploaded onto the Parish Council's website by the Clerk.

3. Correspondence

Little John

The Clerk discussed the correspondence with the company Little John , which regards the Council's accountability. As the Parish Council does not receive funds exceeding £25,000 we are able to complete an Exemption Form, however due to having no access to the bank accounts it was agreed the Clerk will submit an estimated figure for income and outgoings, upon the advice of WLDC. The estimated figures are:

Income:

Precept £900

Grants: £10,000+£250

Totalling £11,150

Outgoings

Bank charges 7X£5

Totalling £35.

Proposed Cllr McGovern

Seconded Cllr Harrison

Insurance

The Clerk raised the issues the Council has had regarding the insurance company. Once again due to having no access to the bank account the Council has been unable to pay to reinsure the policy. WLDC have stepped in and payed the outstanding bill, with the agreement that once access to the bank is gained the Parish Council will repay.

Due to a confusion at the company the insurance has been refunded to WLDC. The Parish Council remains insured and WLDC have agreed to send payment again.

4. Matters Arising

Road closure and increased traffic through the village

Cllr Harrison raised concerns regarding the increase in traffic coming through the village due to the road closure between Blyton and Scotter, specifically issues regarding speeding through the village and extra litter on the streets.

Cllr Richardson shared this concern adding that on narrow roading, such as that between Scotton and Northorpe, the extra cars are not giving enough space when crossing in the road, causing people to hit the potholes at the side of the road.

Cllr Thornber agreed with the issues raised, especially the issue with speeding.

Cllr Harrison proposed contacting Highways England to request extra signing depicting 'Slow Down' and '30mph'.

ACTION

Cllr McGovern to contact Highways England as she has already done so to request signage for the playpark.

The Clerk to email Cllr Clews for support and advice regarding this.

Defibrillator

Cllr McGovern discussed the need for a defibrillator in the village and relayed the research she had done regarding the requirements and installation.

- The defibrillator will cost £300, this will also cover the cost of training 10 people from the village in using it.
- The defibrillator needs to be installed in or on a building which has power- the farm shed on Monson Road was proposed.
- An extra £30/year is paid to the owner of the building to cover any electrical costs.

All councillors agreed that this should be installed in the village, with the understanding that it is agreed with the owners of the farm building.

Proposed Cllr Thornber

Seconded Cllr McGovern

ACTION

Cllr McGovern will continue to look into the installation of the defibrillator.

5. Banking, outstanding invoices and Clerk's payment

Cllr McGovern explained the issues the Council has been having with removing previous signatories to the bank account and adding new ones, which are Cllr McGovern and the Clerk, Miss Danielle Lavery. She explained that once we have been added as signatories and have gained access to the account we will require 2 more signatories.

Cllr Harrison volunteered.

All agreed with this.

Cllr McGovern also updated the council on the progress of the paper work for the bank explaining that it had not yet been fully processed.

The Clerk then read outstanding bills and invoices

- LALC membership £25
- Outstanding payment to WLDC around £700+£400 (covering the insurance)
- Playpark zipline- no quotes found to fix this
- ROSPA inspection alterations to the playpark (£892)
- Laptop for the Clerk requires a protection update and resubscription to Microsoft Office
- Clerk to claim for hours worked since beginning in January (120 hours)

Cllr Clews suggested that the Clerk emails her regarding the issues with the laptop as WLDC may be able to update the laptop.

ACTION

The Clerk to email Cllr Clews for advice on support to update the Council's laptop.

Cllr McGovern raised concerns about the precept, that it will not cover the bills and the Clerk's hours. She asked for clarity on the responsibilities of the Clerk and what jobs she should be completing (e.g. notes, minutes, agenda).

The Clerk agreed adding that she has struggled with the workload over the last 6 months. She explained that although she hadn't had training due to the current situation she had been seeking help from other Clerks in the area.

Cllr McGovern stated that help was needed and she felt that the Clerk had taken on too many jobs and responsibilities.

Cllr Clews added that LALC training was available, but due to not having a membership or access to the bank at present it has not been possible for the Clerk to attend one.

Cllr McGovern proposed getting the support of an experienced Clerk from a nearby Council to attend meetings and support our own Clerk as she has not had much experience, discussing the issue with the headstone and that the Clerk, along with some councillors do not have experience of being on a Parish Council and required more support.

Cllr Thornber agreed adding she felt Miss Katie Storr (Senior Democratic and Civic Officer at WLDC) had been very helpful but felt they had had little support from WLDC since re-establishing in January, adding the difficulty with accessing the bank account had made things even harder.

Cllr Clews suggested contacting the Clerk from Morton or Laughton for support giving a contact email for them.

ACTION

Cllr Thornber to contact the Clerk from Morton or Laughton

Cllr Clews to contact the clerk from Laughton to find out his responsibilities.

Cllr McGovern reiterated that it needed to be clear for the Clerk what her responsibilities were as over the past few months she has been completing tasks, such as research, that Cllr McGovern didn't feel was her responsibility.

Cllr Harrison raised the question of a job specification and contract, which the Clerk explained she had not received.

Cllr Clews offered to contact LALC to request a copy of theirs.

The Clerk's 120 hours were agreed at a rate of £9.77/hour totalling £1172.40.

It was suggested by Cllr Richardson that any motion should be put in 6 days prior to a meeting can be put onto the agenda, but anything short of that should not be added. Cllr Richardson also suggested that any jobs that the Clerk may do, outside of her remit, should be made aware to all councillors before being assigned to the Clerk. Cllr Richardson felt that when Parishioners were aware of the Clerk's wage they may not understand the reason for the payment- so it should be agreed what the Clerk's responsibilities are and anything beyond them all councillors are notified and agree.

Proposed Cllr Thornber

Seconded Cllr Harrison

6. Councillors responsibility

Cllr Richardson raised the concern that at present the Parish Council are not meeting the needs of the village or spending the precept in the best way.

Cllr Harrison agreed adding that in the current situation the Clerk's hours are defensible.

Cllr Thornber agreed with this.

Cllr McGovern pointed that the precept for this year was spent on the Clerk's wages and reiterated the need for a job specification for the Clerk to ensure that any other jobs are being fulfilled by the councillors.

The Clerk also added that with no Annual General Meeting there has been no transparency or meeting where this can be explained to Parishioners.

Issues with the councillors not fulfilling their agreed jobs was raised by Cllr Thornber who explained that Cllr Montgomery had not been attending to issues with the Play Park and that due to Covid-19 Cllr Dunk and Cllr Harrison had also not been able to tend to the villages flower boxes. The Clerk added issues with the notice boards in the village not locking properly to which Cllr Thornber offered to help fix.

Cllr Harrison suggested that when responsibilities had been allocated, which was not possible at this time with 3 councillors absent, the Clerk contact those with tasks prior to a meeting in order to ensure the agenda is updated where needed.

Cllr Thornber stated that she felt that Councillors needed to take personal responsibility for tasks and that when emailing, ensure that all councillors are included as lack of communication resulted in some councillors not being able to attend the meeting due to numbers.

The attendance of councillors was discussed as it was raised that Cllr Montgomery had only attended one meeting since February.

It was agreed that the issue of attendance would be added to the next agenda and discussed

Proposed by Cllr Richardson
Seconded Cllr McGovern

7. Play Park

At present the zip line in the park is not in use due to damage and for safety reasons has been dismantled. Since the last ROSPA inspection in November the issues raised about the play park have not been addressed due to no access to the bank. Cllr McGovern contacted PlayDale (the park's manufacturer) and raised a price of £892 which would update the playpark from the issues raised in the previous ROSPA inspection. She added that in a previous discussion Cllr Montgomery had explained that there had been funding in place for the upkeep of the park, which she had not been able to find. Due to Cllr Montgomery being absent from the meeting, this will be raised via email and discussed in the next meeting.

It was also agreed that two further prices would be researched to propose at the next meeting. Cllr Thornber will also speak to Cllr Montgomery for support on this as he has experience with sourcing resources for the play park.

8. Hedges

At present the cutting of the hedges and verges is the responsibility of the village as the previous Parish Council entered into a 2 year agreement with LCC, which handed this responsibility to the village in return for payment of £54.48

Cllr McGovern disagreed with the policy and felt it was in the best interest of the village for the verges and hedges to be cut by LCC as they require no payment and will ensure the village is kept tidy.

All agreed.

Proposed by Cllr McGovern
Seconded Cllr Richardson

9. Scotton Village Hall for meetings

It was suggested that the Parish Council continue to use Scotton Village Hall for Parish Council meetings as it allowed face-to-face discussion. However, due to social distancing and current government guidance this would not be possible. It was agreed that meetings should instead take place via zoom to ensure all councillors safety and member of the public would be informed and shown how to access the meetings via Facebook and the noticeboard.

10. Skip

Cllr McGovern reported suggestions made by parishioner via Facebook that they would like the Parish Council to organise a communal skip. All councillors agreed to this. It was agreed that Cllr McGovern would find 3 quotes for the rent of a skip and a location for the skip to be kept would be found. This will be put onto the next agenda to agree a location and provider.

Cllr McGovern also explained that the Parish Council were required to create a yearly plan or task list which was based on the needs of the village. This plan would be organised and carried out by the Parish Council. It was agreed that this would be looked at on the next agenda.

11. Village help and support

Cllr McGovern reiterated that the Parish Council should be offering help and support wherever possible to Parishioners during the pandemic. A grant of £250 was awarded to the council to help those in the village.

Cllr Thornber and Cllr McGovern have both been doing shopping for people living in the village and it was agreed that this support should be restated to the village that we have funding that we can use to help people where needed.

12. Neighbouring Parishes and Support

It was suggested by Cllr McGovern that the Parish Council met with other councils in the surrounding area for support, to share good practice and to create valuable links to neighbouring communities. All councillors agreed and this will be discussed at the next meeting where a date will be made with all councillors present.

13. Library Bus

Cllr McGovern raised the idea of restarting the Library Bus visiting the village, explaining that Parishioners had suggested this idea to her. Cllr McGovern will find out what interest there is in the village to ensure the minimum amount of support is there before we commit to requesting one.

14 Date of the next meeting

The Parish Council will next meet on the 17th November at 7pm via zoom. The Clerk will create a meeting nearer the time and share the information with parishioners.

CLOSE MEETING

The Meeting closed at 9:02

SIGNED:..... **(Chairman)** **DATED**