

NORTHORPE PARISH COUNCIL

Minutes of the Parish Council Meeting held in Scotton Village Hall on Tuesday 24th June 2014 at 7.30 pm.

THESE MINUTES ARE IN DRAFT FORM UNTIL APPROVED AT THE NEXT COUNCIL MEETING

Present: Councillor Brenda Dunk (Chairman)
Councillor Neil Montgomery
Councillor Julie Ann Montgomery
Councillor Lyn Marasco arrived at 7.42 pm and left the meeting at 9.03 pm

In Attendance: 2 members of the public

1/5/14 Apologies

Apologies were received from Councillor Paul Marasco and reason accepted.

2/5/14 Election of chairperson

Councillor Brenda Dunk was re-elected as Chairman.

3/5/14 Approval of the minutes of the last meeting

The minutes of the previous meeting had been circulated and were signed by the Chairman and accepted as a true record.

4/5/14 Visit from PCSO

The planned visit did not go ahead as the PCSO was unable to attend due to a shortage of available staff. It was **RESOLVED** to try to arrange another visit to discuss local concerns, particularly regarding the ongoing problem of stray dogs in the village and also the Neighbourhood Watch scheme.

5/5/14 Declarations of interest

There were no declarations of interest.

6/5/14 Clerk's pay review

It was proposed by Councillor Dunk to fix the Clerk's pay scale at Scale SCP20 as approved by National Association of Local Councils. The proposal was seconded by Councillor J. Montgomery and it was **RESOLVED** to implement this pay scale.

7/5/14 Accept and approve items agreed by email consensus between meetings, and to agree to add this practice to parish Standing Orders when reviewed

Since Council meetings are only held every two months it was felt there was a need for a procedure to approve emergency items between meetings. It was proposed by Councillor Dunk that a process of approval by email consensus be developed. All such emails once approved by all Councillors should be forwarded to the Clerk who could then make a list for official approval and minute reference at the following meeting. This was seconded by Councillor N. Montgomery and it was **RESOLVED** to adopt this.

Items which had already been approved by email consensus and needed full approval and minute reference at this meeting were:

Purchase of water carrier and arranging for extra grass cuts – proposed by Councillor Dunk, email approval received from Councillors N. Montgomery, J. Montgomery, P. Marasco, L. Marasco.

Final payment to outgoing Clerk – email approval received from Councillors P. Marasco, J. Montgomery.

Purchase of Post Crete and Zip ties for the plants – proposed by Councillor Dunk, email approval received from Councillor J. Montgomery.

Councillor L. Marasco joined the meeting during the discussion of this item.

8/5/14 Receipts and payments made and outstanding to approve

The following payments were approved:

Cheque number	Payee	Reason for payment	Amount	Date of payment
100088	MM00217	Plants	19.97	5/4/14
300060	Campaign to Protect Rural England	Best kept village entry fee	15.00	25/4/14
300061	Judith Bates	Temporary clerk payment	56.00	19/5/14
300062	April Harrison	Previous clerk's final salary	523.09	19/5/14
300063	Garden Angels	Grounds maintenance	75.60	19/5/14
300064	LALC	New clerk training	22.00	19/5/14
300065	B. Dunk	Plants & concrete	34.33	22/5/14
300066	Came & Company	Insurance	278.95	29/5/14
300067	Scotton Village Hall Management Committee	Hire of hall for Council meetings	24.00	24/6/14
300068	WLDC	Refund of election payment	95.00	24/6/14
100089	B. Dunk	Water carrier	31.99	24/6/14

Councillor Dunk proposed that the payment to Scotton Village Hall could be made on an annual basis rather than after each meeting. This was seconded by Councillor L. Marasco and it was **RESOLVED** to try and arrange this.

Councillor Dunk had bought a water carrier for easier watering of the verges and planters. She had also arranged with Garden Angels to provide a grass cut behind the Village Hall for £30.00 and to include this in future regular cuts for £65.00 per cut instead of the current £63.00. This was approved.

9/5/14 Accept quote from Came & Company for insurance renewal and approve payment

The annual quote was £278.95. This was proposed by Councillor Dunk and seconded by Councillor J. Montgomery.

10/5/14 Approve and sign 2013/14 accounts ready for external audit

The Annual Governance Statement 2013/14 on the Annual Return was signed by Councillor Dunk as Chairman. However in light of as yet unresolved discrepancies from the previous year she felt unable to complete the tick boxes in the statement. The Return will be submitted this week in order to meet the deadline. After some discussion regarding the discrepancies no definite **RESOLUTION** was made as to the best way forward on this.

A question was raised from a member of the public regarding the asset register which appeared to have some items missing (namely a shed and a greenhouse). Councillor N. Montgomery agreed that these items should be on the asset register for the PC. He also advised that a lot of money had been raised for the purchase of various items, some of which were on the PC asset register, and some which would be on the asset register for the Village Hall which was previously held as a separate entity. However since the responsibility for the playing field and the Village Hall had now passed back to the PC the lines between the three sets of accounts had become somewhat blurred over time and he would need to locate the files relating to the Village Hall and the playing field in order to access the asset registers relating to them.

The meeting was closed to public participation at 8.38 pm.

11/5/14 Lincs. Road Safety Partnership

A letter had been received from Lincs. Road Safety Partnership regarding the possible purchase of speed warning signs for the village. The signs are expensive and the possibility had been discussed at the last meeting of sharing the cost and use of the signs with other villages in the area. Councillor Dunk reported that some other villages had been contacted but were unwilling to share the cost. She had contacted Highways and they suggested the Council apply for a local council grant to cover the

cost of a speed re-active sign which was in excess of £2,000. Councillor Dunk proposed contacting the county council to see if they would finance this. Councillor J. Montgomery seconded the proposal and it was **RESOLVED** for Councillor Dunk to do this.

12/5/14 Road surfacing

The B1205 is in very bad condition. Road markings in yellow have been noticed in various places, which would suggest work starting sooner rather than later, although nothing more seemed to be happening. It was **RESOLVED** that the Clerk would write to Highways to ascertain their progress.

13/5/14 Gardener for verges

Councillor Dunk had been maintaining the verges and pots for some time but it was now becoming too much for her and she suggested using a contractor. It was **RESOLVED** that the Clerk would write to a local contractor to obtain a quote for this work.

14/5/14 Grass cutting

This has now been done although the weeds were still a problem. Highways are responsible for weed removal but are proving difficult to tie down to specific times.

15/5/14 Playing field

The black bin seems to have disappeared from the playing field. Councillor Dunk proposed the putting up of laminated notices on the bins asking the public to be careful to put the correct rubbish in each bin, and also alongside the verges asking the public to keep off them. This was seconded by Councillor N. Montgomery.

A second goal post is needed but it was decided this was not urgent.

The shed needs to be erected.

The netball posts need to be put up properly or disposed of. It was proposed by Councillor Dunk and seconded by Councillor N. Montgomery that they be removed.

A reminder has been received from RoSPA that the annual inspection is now due. Clerk to deal.

16/5/14 Best kept village

Councillor J. Montgomery reported that the inspection teams had been round and reported that Northorpe is a nice village but Chapel Lane had let us down in the competition.

Councillor L. Marasco left the meeting.

17/5/14 Correspondence

General correspondence was read out and noted:-

1. Northorpe PCC regarding sale of Village Hall.
2. Business Centre of the Pelican Trust offering print services.
3. Central Lincolnshire Joint Strategic Planning Committee regarding the launch of the Central Lincolnshire Local Plan.
4. Press release from Lincolnshire Energy Switch regarding local households being able to save money on energy bills – posted on notice board.
5. North Lincolnshire Council regarding Draft North Lincolnshire Local Development Framework – Housing & Employment Land Allocations.
6. WLDC – agenda for Annual meeting.
7. WLDC – European Parliamentary Elections – posted on notice board.
8. Advantis Credit Ltd. regarding Village Hall – Councillor N. Montgomery is dealing with this.
9. Central Lincolnshire Joint Strategic Planning Committee asking for update for the village profile on their website – clerk notified them that we now have a children's play park in the village.
10. Brown's Holt Wind Farm – minutes of meeting held in March.
11. Co-operative Bank – change of contact details for Clerk.
12. Lincolnshire County Council regarding closure of Northorpe Level Crossing – posted on noticed board.
13. Email remittance advice for payment of £95.00 paid from WLDC for venue hire for European Elections – Clerk advised them payment should have been sent to PCC and arranged to refund payment (see minute reference number 8).
14. Email Brown's Holt Wind Farm regarding dates for preview session for councillors prior to exhibitions being opened to the public.

15. RoSPA reminding the annual inspection of the play park is now due (see minute reference number 9).

16. Email received from a parishioner regarding discrepancies in the previous year's parish accounts which had been identified during public inspection (see minute reference number 10).

18/5/14 Items for parish magazine

Councillor Dunk advised that she would deal with this.

19/5/14 Items for July Agenda

These would be advised by email.

20/5/14 Date of next meeting

The next meeting has been fixed for Thursday 24th July 2014 at 7.30 pm. in Scotton Village Hall.

The meeting was closed at 9.07 pm.

Minutes prepared by Lynn Dunk, Clerk to Northorpe Parish Council.

SIGNED:..... (Chairperson) DATED