

SKILLINGTON PARISH COUNCIL

Grantham, Lincolnshire

Chairman: Graham Page Vice-Chairman: Richard Wrigley

Councillors: Neville Clark, Francis Disney, Stuart Millington, Anita Sheehan.

Parish Clerk: Vicky Page (Mrs), The Old School, Colsterworth Road, Skillington, Lincs. NG33 5HF

Telephone: 01476 330281 e-mail: clerk.spc@gmail.com

Notes of the meeting of the Parish Council held at Skillington Village Hall on Monday, 6th February 2017 2016 at 7.30pm. Please note that these Minutes are published in draft form and are subject to ratification at the next meeting of the Council.

Present: Cllr G. Page (Chairman), Cllrs N. Clark, F. Disney, S. Millington, A. Sheehan and R Wrigley

In attendance: Mrs V. Page (Parish Clerk)

1. **Apologies for absence:** Cllr Bob Adams (LCC & SKDC)
2. **Notes of the Parish Council Meeting on 9th January 2017** amended from original draft were agreed and signed into Minutes
3. **Councillors' Declarations of Interest:** none
4. **Matters arising from the minutes:**
 - 4.1. 13.5/12.1 Neighbourhood Plan – final amendments are now being made before submission to SKDC later this week and uploading onto the Skillington Life website. It was noted that there had been a good response to the Parish Council consultation. After submission to SKDC there will be a six week consultation period after which responses will be made as required and an independent examiner will be appointed. Once the document is finally agreed SKDC will arrange a referendum. All charges for these stages, other than any amendments, will be met by SKDC.
 - 4.2. 16.10/11.4 Casual Vacancy on Parish Council: no progress has been made in filling the vacancy on the Council.
 - 4.3. 16.12/8.7 Retirement of Parish Clerk: a Job Description and Terms of Employment have been drawn up and the vacancy has been advertised within the village. If no suitable candidates come forward before the March meeting of the Council, the post will be advertised more widely.
 - 4.4. 16.10/11.2 Hedge on corner of Grantham Road: it is understood that further work will be done to clear the undergrowth from the street light.
5. **Planning applications:**
 - 5.1. S16/2668 Mr William Murdoch – steel framed span from an existing shed as an extension to the building at Manor Farm – the Clerk has reported the Council's comments to the Planning Officer – Joe Mitson.
6. **Cemetery:**
 - 6.1. **Maintenance:**
 - 6.1.1. Complaint received regarding removal of memorial stone and vase in area where maintenance has been carried out and condition of grave on left hand side of the Cemetery: the Chairman and Clerk met with the relative concerned and the missing flat stone was discovered under the vase which had been repositioned incorrectly; it was noted that an area on the Church side of the Cemetery was very uneven and agreed that this would be levelled as a matter of urgency.
 - 6.1.2. Ground maintenance contract not completed in 2016: the payment to Nic Barker agreed at the last meeting has been made; the requested receipt has not been received.
 - 6.1.3. Planned maintenance in 2017: the next phase of ground maintenance is due to start on 13.2.17.
 - 6.1.4. Shed roof: the quotation for the removal and disposal of the asbestos roof is £550.00 plus VAT with £500.00 plus VAT for replacement. It was agreed that the quote for removal and disposal only should be accepted with replacement being undertaken locally. Proposed by Cllr Sheehan, seconded by Cllr Wrigley.
 - 6.1.5. Unstable headstones: following a meeting between the Clerk and a representative of Linnells stonemason, it was agreed that Cllr Wrigley and the Clerk will carry out a tilt test of all headstones in the Cemetery, after which any unstable stones will be temporarily braced for support. The families concerned will be contacted and asked to have the stones made safe; if this is not done within, say a two month period, the affected stones must be laid flat.
 - 6.2. Installation of memorial headstone and additional inscription to existing kerb: a memorial headstone, as agreed, has been installed; an invoice has been issued for an additional inscription on an existing kerb.
 - 6.3. Cemetery Records: the Clerk has been carrying out an ongoing project of correcting and updating the Cemetery Records by cross-referencing all the available information; records for the right-hand (Chapel) side are nearly complete.

Signed: Chairman

Date

7. Bank Balances at 31st January 2017:

- 7.1.1. Yorkshire Bank a/c: £9,111.69 (uncleared debit £300.00 Nic Barker) (includes Neighbourhood Plan Grant)
 7.1.2. HSBC Community a/c: £0
 7.1.3. Melton Mowbray Business 100 Day Notice a/c £12,756.63: transfer of £1,000.00 made during January 2017

7.2. Q3 Internal Audit: to be carried out in February

7.3. Payments received in January: none

7.4. Invoices for payment February: **N.B.** Cheque to Nic Barker £300.00 signed by Chairman and Vice-Chairman between meetings as agreed at January meeting. Cheques were signed by the Chairman and Vice-Chairman:

Date of Invoice	Name	Details	Date & Minute No. of Approval	Net Amount £	VAT £	Total Amount £
20.1.17	Robert Keith	Professional services to support preparation of Neighbourhood Plan (funded by Grant) (N.P.)	Approved by NP Steering Group 18.1.17	2,498.00		2,498.00
30.1.17	Colsterworth & District Parish Council	Community Cleaner: January 2017 (including emptying of 4 dog bins @ £2.50/bin/2 x month	6.10.14 Page 2091 Item 8.6.	115.46		115.46

8. Clerk's Report:

8.1. Highways Issues:

- 8.1.1. Colsterworth Road: erosion of edge of road surface (run off) reported to LCC
 8.1.2. Lords Lane: notification of closure of Lords Lane for one day during w/c 1.3.17 received
 8.1.3. LCC Highways Reorganisation: notification received of re-organisation of LCC Highways

8.2. Parish Council Archives: the Clerk has received a large number of old Parish Council documents, minutes and maps from the former Chairman of the Council, Michael Claxton; these will be sorted in due course, irrelevant papers destroyed; all minutes, account books, cemetery records and items of important historic interest will be retained and stored as appropriate.

8.3. The Paddock Hedge: Cllr Sheehan will contact the tenants to discuss the section of the hedge which has not been cut.

9. Matters to be discussed at this meeting: no new topics arising

10. District and County Councillor's Reports

11. Any matters arising at the discretion of the Chairman:

- 11.1. Wall Outside The Old School, Colsterworth Road: the Chairman reported that a section of the supporting wall outside The Old School has been knocked down; he has contacted LCC Highways.

The meeting closed at 8.25pm

The next meeting of the Parish Council will take place on Monday, 6th March 2017 at 7.30pm at Skillington Village Hall

Signed: Chairman

Date