

SKILLINGTON PARISH COUNCIL

Grantham, Lincolnshire

Chairman: Graham Page Vice-Chairman: Richard Wrigley

Councillors: Neville Clark, Francis Disney, Stuart Millington, Rory Grindey, 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 Annual General Meeting of the Parish Council held at Skillington Village Hall on Wednesday 3rd May 2017 at 7.30pm. N.B: 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: Cllr Bob Adams (LCC & SKDC), Mrs Sue Mortimer, Rory Grindey and Mrs V. Page (Parish Clerk)

1. **Apologies for absence:** Cllr Andrea Webster (SKDC)
2. **Election of:**
 - 2.1. **Chairman:** the Clerk took the Chair. Cllr Page was proposed by Cllr Sheehan, seconded by Cllr Disney and unanimously elected. The Council thanked Cllr Page for his chairmanship over the previous year. Cllr Page signed a Declaration of Acceptance of Office then resumed the chairmanship of the meeting.
 - 2.2. **Vice-Chairman:** Cllr Wrigley was proposed by Cllr Disney, seconded by Cllr Clark and unanimously elected. Cllr Wrigley signed a Declaration of Acceptance of Office.
3. **Notes of the Annual Parish Meeting and Meeting of the Parish Council on 3rd April 2017** were agreed and signed into Minutes
4. **Councillors' Declarations of Interest:** none

Rory Grindey left the room

5. **Consideration of Volunteer for Co-option onto the Council:** Rory Grindey had volunteered to fill the Casual Vacancy caused by the resignation of Dave Featherstone. His co-option was proposed by Cllr Clark, seconded by Cllr Sheehan and agreed unanimously. **Mr Grindey returned to the room** and signed his Declaration of Acceptance of Office.

Cllr Millington joined the meeting at 7.40pm

6. **Review of:**
 - 6.1. **Standing Orders:** no changes were proposed
 - 6.2. **Financial Regulations:** it was agreed that no changes should be made at present but a further review should be carried out following the appointment of the new Clerk.
 - 6.3. **Appointment of Internal Auditor:** the Chairman and Clerk expressed their gratitude to Fiona Hatchman for her help in the preparation of the year end accounts. Cllr Wrigley proposed her re-appointment as Internal Auditor, this was seconded by Cllr Clark and agreed unanimously.
 - 6.4. **Terms of reference and appointment of councillors to the Planning Committee:** no changes were proposed.
 - 6.5. **Register of Fixed Assets:** no changes were proposed.
 - 6.6. **Risk Management:** no changes were proposed at present but the Risk Management will be reviewed after the appointment of the new Clerk.
 - 6.7. **Accounts held with Yorkshire Bank, HSBC and MMBS and the signatories to these accounts:** no changes were proposed at present however the HSBC account will be closed as soon as possible.
 - 6.8. **Subscriptions to other bodies:** it was agreed that the subscriptions to LALC and CPRE should be continued; it was felt that the CPRE might be able to help with the preservation of the Viking Way. Proposed by Cllr Sheehan, seconded by Cllr Millington and agreed unanimously.
7. **Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting:** it was agreed that will be held on the first Monday of the month except when that falls on a Bank Holiday: meetings in January and April 2018 will be on the second Monday and the meeting in May 2018, the AGM, will be on Wednesday, 9th May.
8. **Insurance for the year to 31st May 2018:** quotations received from Came & Co (AXA), Community Lincs (Zurich) and directly from Zurich were considered. It was agreed that Community Lincs quotation of £257.84 inclusive per annum for a three-year term should be accepted. Proposed by Cllr Disney, seconded by Cllr Grindey.

9. **Matters arising from the minutes:**

Signed: Chairman

Date

- 9.1. 13.5/12.1 Neighbourhood Plan: the SKDC consultation has now finished and the Plan sent to the independent inspector: a few minor comments were received and any necessary changes will be made after the Inspector's report is received. The Plan will then go to Referendum.
- 9.2. 16.12/8.7 Retirement of Parish Clerk: an application has been received from Sue Mortimer of Colsterworth, who was present at the meeting. The Chairman and Clerk had already had a meeting with Mrs Mortimer and it was agreed that Cllrs Wrigley and Sheehan would conduct a further interview. A start date of 1st June is envisaged.
- 9.3. 16.10/11.2 Hedge on corner of Grantham Road: the hedge overhanging the footpath has been cut back but there are still several tall branches blocking the street light which is the property of SKDC. It was noted that the property in question is now on the market.
- 9.4. 17.2/8.3 Paddock Hedge: the Chairman will contact the tenants of the Paddock to discuss the length of hedge which has not been cut.
- 9.5. 17.3/11.1 Surface water in Sproxton Road/Back Lane & flooding in garden in Fishwell Close: it is understood that the residents in Fishwell Close have had new drains laid to alleviate the flooding in the garden. The ongoing problem of surface water in Sproxton Road/Back Lane has not been resolved. The Clerk has sent a summary of the correspondence on this issue with LCC Highways since October 2013 to Cllr Webster. Cllr Adams asked to be kept informed.

10. Planning applications:

- 10.1. S16/1464 Mr S. Clark – Crabtree Road: storage lagoon for liquid organic waste. *In consultation with Environmental Protection and Environment Agency with regard to the Conditions under which Permission was granted.*
- 10.2. S17/0205 & 0206 Mr S. Coleman- The Abbey, Park Lane: internal and external alterations to listed building including new and replacement windows and doors, removal and insertion of internal walls, landscaping and patio. *Planning Committee's comments sent to SKDC. Pending consideration by SKDC*

11. Cemetery:

11.1. Maintenance:

- 11.1.1. Shed roof: a new roof of poly-plastic bitumen roof sheets has been installed.
- 11.1.2. Unstable headstones: three headstones have now been made safe and one laid down as a temporary measure. The Clerk will send a reminder to those families who have been in touch but have not yet arranged for the stones to be made safe; a further strong letter to those who have not responded with a deadline of 1st June.

12. Payments and Accounts:

- 12.1. Bank Balances at 30th April 2017:
- 12.1.1. *Yorkshire Bank a/c: £5,226.04*
- 12.1.2. *HSBC Community a/c: £577.71 (payment by LCC Highways made into this a/c in error)*
- 12.1.3. *Melton Mowbray Business 100 Day Notice a/c £12,953.39*
- 12.2. Report of Internal Auditor: the Internal Auditor has completed the report for the External Auditors.
- 12.3. The Annual Accounts to 31st March 2017 were presented. Approval was proposed by Cllr Disney, seconded by Cllr Clark and agreed unanimously. The accounts were duly certified by the Chairman and Clerk/RFO.
- 12.4. Consideration and approval of Annual Governance Statement for External Auditor. Announcement of period of exercise of Public Rights to be dated 2.6.17 and period to commence on 5.6.17 and end on 14.7.17. All sections of the Annual governance statement 2016/17 were considered, agreed and duly signed by the Chairman and Clerk/RFO..
- 12.5. The Accounting Statements for External Auditor were considered, agreed and duly signed by the Chairman and Clerk/RFO
- 12.6. Payments received in April

Date of Invoice	Name	Details	Notes	Total Amount £
1.4.17	SKDC	Precept £4,569 & Council Tax Support Grant £131 for 2017/18	As in Budget	4,700.00

12.7. Invoices for payment in May: cheques signed by the Chairman and Vice-Chairman

Date of Invoice	Name	Details	Date & Minute No. of Approval	Net Amount £	VAT £	Total Amount £
11.4.17	Mumby Landscapes Ltd	Ant treat on eastern half of the Cemetery	5.12.16 Page 2143 Item 6.1.3	115.00	23.00	138.00
22.4.17	BDG Mowing	Mowing 21/3, 5/4 and 17/4: Village - £159; Churchyard - £111. Also 5/3 LCC grass cut area £80.00	5.12.16 Page 2143 Item 4.4	350.00		350.00

Signed: Chairman

Date

29.4.17	Colsterworth & District Parish Council	Community Cleaner: April 2017 (including emptying of 4 dog bins @ £2.50/bin/2 x month)	6.10.14 Page 2091 Item 8.6. **Includes increase in minimum wage	118.76		118.76
2.5.17	CCS Waterwell Construction	Materials and labour: new roof on Cemetery Shed	6.3.17 Page 2149 Item 6.1.2	117.32	23.46	140.78

- 12.8. An HSBC cheque was signed by the Chairman and Cllr Clark transferring the balance of £577.71 to the Yorkshire Bank account.
- 12.9. It was agreed that a transfer of funds from the Yorkshire Bank account to the MMBS 100 day account should be made between meetings after the preparation of a Cash Flow.
- 12.10. A VAT claim for the period 1.10.16 to 31.3.17 has been made in the sum of £504.16

13. Clerk's Report:

- 13.1. LCC Highways: grass cutting 2017: LCC have confirmed that the PC will cut the verges in the 2017 season and receive the 20% grant.

14. Matters to be discussed at this meeting:

- 14.1. Increase in minimum wage to £7.50 from 1.4.17: payable to Community Cleaners. Also the National Joint Council for Local Government Services recommends an hourly rate of £10.730 for Parish Clerks on SCP22 from 1st April 2017; this is an increase of 10.7p/hour.

15. District and County Councillor's Reports: Cllr Adams thanked the Chairman and Clerk for their help, he then briefed the Council on matters arising:

- 15.1. Changes at SKDC and ongoing matters.
- 15.2. The Planning Officer concerned with the earlier application for Change of Use of The Blue Horse PH was unable to gain entry on a recent inspection.
- 15.3. A1 - rubbish on verges following the clearance of overgrown verges: LCC Highways has delegated the clear-up to SKDC.
- 15.4. New Co-op in Colsterworth: believed due to open in October but work has not yet started.

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

- 16.1. 16.06/11.2 Crabtree Road Quarry: the road is once again badly affected by lime from unwashed lorry wheels. Cllr Adams will follow this up. The Chairman will contact CESL and Clerk will contact the Planning Enforcement Officer.
- 16.2. It was noted that traffic measurements have been carried out on Crabtree Road and Stainby/Skillington Road
- 16.3. The fly-tipping in Park Lane has been removed.
- 16.4. Buckminster Lane: the verge opposite the bungalows is being damaged where vehicles pass parked cars. The Clerk will inspect and report to Highways.
- 16.5. It was agreed that the planning issues at the Blue Horse would be an Agenda item at the next meeting.

The meeting closed at 9.00pm

The next meeting of the Parish Council will take place at 7.30pm on Monday 5th June 2017 at Skillington Village Hall

Signed: Chairman

Date