

SKILLINGTON PARISH COUNCIL

Grantham, Lincolnshire

Chairman: Graham Page Vice-Chairman: Richard Wrigley

Councillors: Neville Clark, Francis Disney, Rory Grindey, Stuart Millington.

Parish Clerk: Sue Mortimer (Mrs), 16 Stephenson Close, Colsterworth, Lincs. NG33 5GP

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Notes of the meeting of the Parish Council held at Skillington Village Hall on Monday 4th June 2018 at 7.30pm. Please note: 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, R. Grindey & R. Wrigley.

In attendance: Cllr Bob Adams (LCC & SKDC), Mrs Pamela Harrison and Mrs S. Mortimer (Parish Clerk).

The Chairman welcomed Mrs Pamela Harrison to the meeting and introduced her to the Parish Council.

1. **Apologies for absence:** Cllrs F. Disney & S. Millington and Cllr Andrea Webster (SKDC).
2. **Notes of the Annual General Meeting of the Parish Council on 9th May 2018** were agreed and signed into minutes.
3. **Councillors' Declarations of Interest:** Cllr Clark declared an interest in item 5.3
4. **Matters arising from the minutes:**
 - 4.1. 17.3/11.1 Surface water on Sproxtion Road/Back Lane: The Chairman reported that Mr Winterton from the Witham Internal Drainage Board had met him at Sproxtion Road to check the ditch on the North side and that no sign of a culvert had been found but if one was cut it would cause water to flow across the road at the corner. It was discussed that the best solution would be to dig a culvert to cross under Sproxtion Road to the ditch on the South side and that this discussion would be opened up with Highways, and in the meantime to ensure the ditches are kept clear.
 - 4.2. 18.3/4.2 Matters relating to the meeting with Local Highways Manager to discuss Highways issues: The Chairman had forwarded details of the resurfacing works requirement at the crossroads outside the Cross Swords to Cllr Adams for his assistance, Cllr Adams advised that there is an 18 month plan for resurfacing works. The Clerk to chase work scheduled for grassed area at access to Chapel (17.11/Item 9.1)
 - 4.3. 17.12/9.1 Casual vacancy on Parish Council following resignation of Cllr Sheehan: Vacancy remains open.
 - 4.4. 18.4/9.1 Vacancy following resignation of Parish Clerk:
Mrs Harrison left the room.
 The Chairman reported that the Parish Council had received an application for the vacancy from Mrs Pamela Harrison and that she had been interviewed by himself and Cllrs Wrigley & Grindey and that a reference had been received. The terms of appointment and appointment of Mrs Harrison as Parish Clerk with effect from 1st June 2018, together with arrangements for the transition were proposed by Cllr Grindey, seconded by Cllr Cllr Clark and unanimously agreed.
Mrs Harrison returned to the room and accepted the appointment.
 - 4.5. 18.5/5.6 GDPR Policy: The Vice-Chairman proposed adopting the standard GDPR Policies produced by the LALC and customised and tailored to the needs of Skillington Parish Council, to include: Data Breach Policy, Data Protection Policy, Records Retention Policy, Subject Access Request Procedures & GDPR Security Compliance Checklist, this was seconded by Cllr Grindey and unanimously agreed. The Clerk to circulate final documentation to all Cllrs. Any queries or comments to be raised at a future meeting. The Chairman reminded the Clerk & Cllrs that all data no longer in use was to be deleted in a timely manner.
5. **Planning applications:**
 - 5.1. S18/0706 Ms M Whittle – Blacksmiths Cottage, Buckminster Lane: erection of porch to south elevation. The Planning Committee has no grounds for objection. Pending consideration by SKDC.
 - 5.2. S18/0735 Mr & Mrs Herrick – Land adjacent to Fairmount and Rosajama, Lords Lane: demolition of outbuildings & construction of 2 no. split level dwellings with associated hardstanding and landscaping. Representations have been agreed by the Council and made to SKDC. Pending consideration by SKDC.
 - 5.3. S18/0923 Mr C Clark – Lower Farm, Colsterworth Road: prior notification relating to the erection of an agricultural building. Pending consideration by SKDC.
 - 5.4. Any late Planning Applications submitted: None.
6. **Cemetery:**
 - 6.1. Headstones: The Clerk to arrange for the headstone at Plot 24/H20 to be laid down & charge relatives for the work. Two further headstones to be laid down as the Clerk has been unable to trace relatives. Linnells have been asked to quote for work and one further quotation to be obtained.
 - 6.2. Any maintenance or other matters arising: None.

Signed: Chairman

Date

7. Payments and Accounts:7.1. Bank Balances at 31st May 2018:

7.1.1. Yorkshire Bank a/c: £4,877.15 as per bank (£3,912.37 after cheques cleared & invoices paid).

7.1.2. Melton Mowbray Business 100 Day Notice a/c £12,110.13.

7.2. Payments received in May:

Date of Invoice	Name	Details	Notes	Total Amount £
1.5.18	I.M. & R.E. Bowen	Paddock Rental: May – July 2018	Agreement dated 24.11.16	125.00
1.5.18	S.K.D.C.	Grant: Community Cleaner April – September 2018	As in Budget	610.75

7.3. Invoices due for payment for May at June meeting:

The Agenda was taken out of order to discuss item 9.1 Defibrillator Maintenance costs:

The Chairman reported that when the defibrillator was installed there had been no provision for on-going maintenance costs. Mr Cluskey, one of the original villager volunteers, had arranged a replacement battery and had approached the PC for reimbursement. It was proposed by Cllr Wrigley that it was right for the Parish Council to cover the ongoing costs for the defibrillator at approximately £100-£150pa and to reimburse Mr Cluskey for the battery, seconded by Cllr Clark and unanimously agreed.

Cheques signed by the Chairman and Vice-Chairman:

Date of Invoice	Name	Details	Date & Minute No. of Approval	Net Amount £	VAT £	Total Amount £
31.05.18	Colsterworth & District Parish Council	Community Cleaner: May 2018 (including emptying of 4 dog bins @ £2.50/bin/2 x month)	6.10.14 Page 2091 Item 8.6	121.93		121.93
31.05.18	BDG Mowing	Mowing: 18.4/2.5/16.5 Village £159 & Churchyard £111; LCC grass cut area 9.5 £80	5.12.16 Page 2143 Item 4.4	350.00		350.00
31.05.18	Andrew Cluskey	Defibrillator battery: paid to Community Heartbeat Trust	Item 9.2 below	235.00		235.00

7.4 Presentation & certification of Annual Accounts to 31st March 2018: Approval of the annual accounts, as circulated, previously presented at the APM and audited by the Internal Auditor on 3rd May 2018, were proposed by Cllr Grindey, seconded by Cllr Wrigley and agreed unanimously. The accounts were duly certified by the Chairman and Clerk/RFO.

7.5 Consideration & approval of Annual Governance Statement for External Auditor: Announcement of period of exercise of Public Rights to be dated 8.6.18 and period to commence on 11.6.18 and ending on 20.07.18: All sections of the Annual Governance Statement 20017/18 were considered, proposed by Cllr Clark, seconded by Cllr Grindey, agreed and duly signed by the Chairman and Clerk/RFO.

7.6 Consideration and approval of Accounting Statements for External Auditor: The Accounting Statements for External Auditor were considered, proposed by Cllr Clark, seconded by Cllr Grindey, agreed and duly signed by the Chairman and Clerk/RFO.

8. Clerk's Report:

8.1. 18.01/9.1 Felled Lime tree in Churchyard – damage to stone wall: It was reported by the Chairman that the Churchyard wall has been rebuilt and cemented and that this is now complete.

8.2. 18.4/4.1 Blocked drains in the village: The drains in The Square and Park Lane have been jetted by SKDC. The drain in Church Street requires clearing of earth and debris but the outlet is not into the Highways drainage system. Following the Chairman's meeting with Witham Internal Drainage Board, this appears to be owned and responsibility of bordering landowners.

9. Matters to be discussed at this meeting:

9.1. Defibrillator maintenance costs: discussed previously when agenda taken out of order.

9.2. New system for reporting highways faults at: www.lincolnshire.gov.uk/faultreporting: The Parish Council were advised of the new link to the Highways Portal for reporting faults.

10. District and County Councillor's Reports: Cllr Adams advised that the issues with potholes and road repairs were improving and that priority given was now in order of the road type; also that the Council were looking at making their systems compatible with the Fix My Street app.

Signed:

Chairman

Date

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

11.1. The Chairman advised the Parish Council that the Village Hall were intending to apply for a full licence and that there was a meeting planned on 24th June 2018 open to all residents.

The meeting closed at 8.35pm

The next meeting of the Parish Council will take place at 7.30pm on Monday 2nd July 2018 at Skillington Village Hall.

Signed: Chairman

Date