

SOUTH KELSEY & MOORTOWN PARISH COUNCIL
 Email: Clerk@southkelseyandmoortownparishcouncil.gov.uk

**Draft Minutes of the Parish Council Meeting
 held in the Village Hall on 8 April 2024 at 7pm**

Present: Cllr Tina Wiles (Chair), Cllr Nicola Hall, Cllr Carol Niven and Cllr Garry Dickinson

Absent: County Cllr Tom Smith and District Cllr Peter Morris

In attendance: Gina Andrews (Clerk) and no members of the public in attendance

Update from County Councillor:

WLDC/LCC: Cllr Morris and Cllr Smith were unable to attend the meeting as it clashed with the West Lindsey District Council Meeting.

Cllr Morris sent through a report via email prior to the meeting:

At the District Council's budget meeting on 4 March 2024 members approved an increase in our precept of 2.99% the maximum allowable under the current regulations. This decision follows a period of high inflation that had a significant impact on our costs of services.

An election for a Police and Crime Commissioner for Lincolnshire will be held on Thursday the 2nd of May. Electors will be required to present an accepted form of photo ID to be issued with a ballot paper.

Each of our litterbins and dog bins will shortly have an asset number sticker attached to them. These will feature a unique QR code enabling residents with mobile phones to immediately report full or damaged bins for attention by the team. A confirmation message will be received back advising what action will be taken and thanking the reporter.

Formal Parish Council Meeting commenced; Standing Orders invoked:

24/36 To receive apologies and reasons for absence:

District Cllr Peter Morris and County Cllr Tom Smith

24/37 To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non-pecuniary interest in agenda items, not previously recorded on Members' Register of Interests:

None noted.

24/38 To approve draft minutes of the Parish Council held on 4 March 2024:

It was proposed, seconded and RESOLVED that the minutes of the Parish Council Meeting held on held on 4 March 2024 be accepted as true records and duly signed by the Chair.

24/39 Clerk's Report on Matters Outstanding and Correspondence:

The Clerk presented her report and summary of correspondence received to the meeting.

It was noted that:

- Wave are due to disconnect the water on 19 April 2024 and will be meeting with the Clerk on site. **ACTION GA**
- The Final Year Submission for 2023/24 has been completed and submitted to PAYE/HMRC.
- The Annual Governance and Accounting Returns (AGAR) paperwork has been received for completion prior to the May meeting. **ACTION GA/CN**
- The free portrait of his Majesty the King has been ordered.
- The WLDC defibrillator maintenance service will increase to £106 (inc. VAT) from 1 April 2024.

24/40 Policies for review, approval and adoption:

Draft policy documents (a-d) were circulated to members the week prior to the meeting. After discussion, it was proposed, seconded and RESOLVED that the:

- a) Grant Policy be approved and adopted;
- b) Grant Application Form be approved and adopted;
- c) Internet Banking Policy be approved and adopted; and
- d) Pre-election Period Policy be approved and adopted

After discussion, it was further proposed, seconded and RESOLVED that all policies in place be reviewed at the Annual Meeting of the Parish Council. **ACTION GA**

24/41 Finance Summary and Accounts for Payment:

- a. After review, it was proposed, seconded and RESOLVED that the Accounting Statements for the period 01/04/23 - 31/03/24 be approved as true record of the financial activity of the Parish Council and that the Unity Trust Bank statement dated 31 March 2024 reconciles against the accounting statements, with a Y/E closing balance of £25,733.26.
- b. After review of the Schedule of Payments and invoices received it was proposed, seconded and RESOLVED that the following payments be approved for settlement:
 - South Kelsey Village Hall hire 4 March 2024 2.5 - **£20**
 - South Kelsey Village Hall main hall hire/kitchen charge 16 March 2024 - **£54**
 - Refreshment costs of Tesco & Aldi reimbursement to Cllr Wiles - **£20.54** (inc VAT)

AND that the following contractual obligations be noted, such payments authorised for settlement as set out in the 'List of Contractual Payments 2023/24' in accordance with the Financial Regulations item 5.6:

- AJ Williams grass cutting 28 March 2024 - **£79.80** (inc VAT)
- Clerk's March wage and expenses (inc. overtime authorised on 4 Mar-24) PP12 - **£419.80**

- Unity Trust Bank bank charges 05/12/23-04/03/24 - **£18**

AND that the following payments be ratified in accordance with the Financial Regulations item 5.6:

- South Kelsey Village Hall room hire 12 February 2024 - **£8**
 - HP Instant Ink March 2024 reimbursement to Clerk - **£5.49 (inc. VAT)**
- c. After review, the Unity Trust Bank paperwork to update bank mandate and savings account application, were duly signed by three authorised signatories ready for submission by the Clerk. **ACTION GA**
- d. After review, it was proposed, seconded and RESOLVED that the updated Asset Register as at 2023/24 Y/E be approved and published on the website and that the details contained therein be quoted on the AGAR paperwork.
- e. Councillors reviewed the Summary of Accounts for 2023/24 Y/E, starting position and budget recommendations for the 2024/25 Financial Year. After discussion, it was proposed, seconded and RESOLVED that the RFO's recommended amends for the 2024/25 budget contained therein be approved. It was further proposed, seconded and RESOLVED that the Grants budget be split in two, with £110 for Grants and £110 for Charitable Donations. The Clerk is to update the Summary to reflect the updated 2024/25 budget and correct any typos prior to publication on the website. **ACTION GA**
- f. After review, it was proposed, seconded and RESOLVED to authorise the 2024/25 List of Contractual Payments as circulated the week prior to the meeting.
- g. After review, it was proposed, seconded and RESOLVED to authorise a standing order with Unity Trust Bank to reimburse the Clerk on the 14th monthly for H P Ink Replacement paid to HP Inc UK Ltd, as set out in the 2024/25 List of Contractual Payments.
- h. After discussion, it was proposed, seconded and RESOLVED to authorise the Clerk's stationery requirements for the new Financial Year, including a fire proof storage bag up to the sum of £50, with reimbursement to be ratified at the next available council meeting.
- i. After review, it was proposed, seconded and RESOLVED to authorise the allotment invoice for 2024/25 and that this be sent to the allotment holder ASAP. **ACTION GA**

24/42

Planning:

FOR DISCUSSION:

147965 - 7 March 2024. Planning application for change of use from storage/scrap yard to site for 10no. holiday lodges. Watermill Farm Leisure Park, Land off, Station Road, Moortown, Market Rasen, Lincolnshire, LN7 6HZ. After discussion, it proposed, seconded and RESOLVED that the PC submit objections on the grounds of the accumulative effect this development will have on the resources of the community, issues with regards to noise causing a nuisance for local residents, an increase of

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traffic on already substandard roads and with the proposed site being in close proximity to residents properties. **ACTION GA**

148062 - 25 March 2024. Planning application for erection of roof over existing livestock enclosure. Winghale Priory Farm Waddingham Road South Kelsey Market Rasen LN7 6PN. After discussion, it proposed, seconded and RESOLVED that the Parish Council submit no objections. **ACTION GA**

24/43 Community Event, 16 March 2024:

Councillors reported they were pleased with the attendance to the event and welcomed the opportunity to engage with the local community. The event was supported by both local councillors, County Councillor Tom Smith and District Councillor Peter Morris. It was noted that 100% of people who attended were in full support of the regeneration of play area in South Kelsey Park.

Councillors would like to thank the Litter Pickers, the South Kelsey Village Hall Committee, the Parochial Church Council and local councillors for their contributions to the community event.

24/44 South Kelsey Park & Play Area:

a. Park/play area update. The meeting noted that the signs stating the play area is closed were being ignored by local youths. After discussion regarding restricting access to the play area, it was proposed, seconded and RESOLVED that more substantial signs were required and that Cllr Niven be authorised to purchase new signs, safety tape, heavy duty chain and padlock, with reimbursement to Cllr Niven being paid from the Park Parish Repairs budget and ratified at the next available council meeting. **ACTION CN/GA**

It was further proposed, seconded and RESOLVED that the swings be removed ASAP. **ACTION GD**

Cllr Hall reported that the Community Ownership Fund bid had been unsuccessful due to the feasibility study and confirmed that the re-submission deadline was 10 April 2024. After discussion, it proposed, seconded and RESOLVED that the Parish Council re-submit the bid for the amount of £80,000 with £64,000 from the Community Ownership Fund and £16,000 from the Parish Council.

b. Receive inspection reports. Cllr Dickinson confirmed that inspections for March and April 2024 had been completed and that damaged structures remain in the same state with action required ongoing. Checklists to be filed with insurance papers. **ACTION GA**

c. South Kelsey Park Charity. After discussion, it was proposed, seconded and RESOLVED that the ongoing review of the charity management be deferred.

d. Park Group Terms of Reference and email. After review, it was proposed, seconded and RESOLVED that the Terms of References previously circulated, be approved for adoption and that an email address be set up ASAP. It was further proposed, seconded and RESOLVED that the Park Group's first meeting be arranged with members of the public invited to attend. **ACTION GA/ALL CLLRS**

24/45 Community Speed Watch:

- a. Pole installation.** Cllr Niven reported that South Kelsey's pole has now been installed, with Moortown's to follow.
- b. Radar Cameras, purchasing.** After discussion, it was proposed, seconded and RESOLVED that the cameras be ordered, with payment being made as soon as the invoice is received and ratified at the next available council meeting. It was further proposed, seconded and RESOLVED that the WLDC grant balance of £1000 and the VAT amount of £900 required for the payment of the invoice be paid from the Community reserves budget, with the full amount being reimbursed to the budget line when received from WLDC/VAT reclaim. **ACTION GA**
- c. Radar cameras, installation.** Cllr Dickinson reported that Lincolnshire Road Safety Partnership has confirmed the Parish Council is permitted to install cameras on to the poles. Cllr Dickinson further reported that the health and safety requirements have been confirmed as follows:

As a minimum, yellow PPE coats/vests should be worn and, work should be carried out in pairs, but preferably three, with one acting as a banksman/lookout and for assistance when working with ladders. Parking a vehicle alongside or in front of the works (with amber flashing lights activated) would be advisable. Please ensure that all signs are properly secured. **ACTION GA**

24/46 Village Hall Committee:

Cllr Wiles reported that the Village Hall Committee is made up of people that use the hall and recommended that Parish Council members join the Village Hall Committee. After discussion, it was proposed, seconded and RESOLVED that Cllr Wiles and Cllr Dickinson put themselves forward to join the Village Hall Committee and attend the Village Hall Committee Annual General Meeting on 18 April 2024.

24/47 Roads and Footpaths:

Councillors discussed the multiple reports made to Fix My Street regarding the degradation of footpaths on Station Road. County Council have confirmed they are aware but have no plans to repair footpaths at present.

Councillors expressed concerns with the hazardous condition of footpaths and roads, including:

- Footpaths towards Holten Le Moor which is narrow, sandy and broken.
- Footpaths between Moortown and South Kelsey which have degradation.
- State of highway adjacent to Station Farm Park, with concerns that tarmac has crumbled away close to what appears to be a temporary wire screen which has been put across the previous entrance to the park which was condemned by Highways. If a car and lorry pass on this portion of road, a serious accident may occur.

After discussion, it was proposed, seconded and RESOLVED that the Parish Council request a site visit with Lincolnshire County Council and that Cllr Tom Smith be contacted. **ACTION GA**

24/48 Insurance update:

It was noted that insurance quotes be sought and presented to the Annual Meeting of the Parish Council for review and approval. It was also noted that the Speed Radar Cameras and poles will need to be added to the policy. **ACTION GA**

24/49 Items for the Agenda of the Annual Meeting of the Parish Council on Tuesday 7 May 2024:

- Election of the Chair and signing of DOA
- Governance Statement
- AGAR paperwork
- Financials
- Policies for review
- Planning applications
- Community Speed Watch update
- South Kelsey Park / Working Party Group
- Roads & footpaths

Parish Council meeting closed at 21.00

Date and Time of Next Meeting

to be held at the Village Hall, South Kelsey
on Tuesday, 7 May 2024 at 7pm

Meeting Minutes Approval

These minutes have been accepted as a true and accurate record of the meeting.

Signed: _____ Dated: _____ Minute Ref: _____

Chair of Parish Council