

SOUTH KELSEY & MOORTOWN PARISH COUNCIL

Email: southkelseyparishcouncil@outlook.com

**Draft Minutes of the Parish Council Meeting
held in the Village Hall on 4 September 2023 at 7pm**

Present: Cllr Tina Wiles, Cllr Nicola Hall and Cllr Craig Marriott

Absent: Cllr Alan Niven, Cllr Carol Niven, Cllr Harry Felstead-Solley, District Cllr Peter Morris

In attendance: County Cllr Tom Smith, Gina Andrews (Clerk), Garry Dickinson and one member of the public

Public forum for parishioners to ask questions:

Residents raised concerns regarding the following:

- Lorry drivers' vehicles catching branches overhanging in the road.
- Openreach Broadband Project; there are nine vouchers awaiting validation. Construction is underway, starting in Howsham.

Update from County Councillor:

LCC: County Councillor Tom Smith confirmed that the issues around pot holes is ongoing and that he will continue to raise with Highways for updates.

Formal Parish Council Meeting commenced; Standing Orders invoked:

121/23 Declaration of Acceptance of Office by new Chair, Cllr Tina Wiles

As resolved at the meeting on 7 August 2023, whereby Cllr Tina Wiles was elected as Chair of the Parish Council, the Declaration of Acceptance of Office as Chair was duly signed by Cllr Wiles and witnessed by the Clerk. This is to be retained by the Clerk.

122/23 To receive apologies and reasons for absence:

It was proposed, seconded and RESOLVED to note apologies from Cllr Alan Niven, Cllr Carol Niven, Cllr Harry Felstead-Solley and Cllr Peter Morris with valid reasons for absence accepted.

123/23 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

124/23 To approve draft minutes of the Parish Council held on 7 August 2023:

It was proposed, seconded and RESOLVED that the minutes of the Parish Council Meeting held on 7 August 2023 be accepted as a true record and duly signed by the Chair.

125/23 Co-option of Member & Declaration of Acceptance of Office

It was noted that a co-option application had been received from Garry Dickinson and reviewed by the Parish Council. The Chair introduced Mr Dickinson to the meeting. After consideration it was proposed, seconded and RESOLVED that Garry Dickinson be co-opted as a member of the council.

The Declaration of Acceptance of Office for Cllr Garry Dickinson was signed and witnessed by the Clerk. This is to be retained by the Clerk.

It was noted that the Clerk will provide to Cllr Dickinson the:

- Members' and Co-opted Members Code of Conduct for review, along with the Receipt of Code of Conduct form for completion; and
- Register of Members Interest form for completion.

126/23 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 the fallen community speed watch sign had been located and reattached by Cllr A Niven, after the issue was raised by a member of the public.

The Clerk reported that the bank account application with Unity Trust Bank was near completion with KYC paperwork being sought for Unity Trust Bank. The Clerk reported that Unity Trust require the PC's business plan and recommended that the budget be provided to Unity Trust Bank, along with the requested proof of identity, bank statements and cheque for £500 to open the account.

It was proposed, seconded and RESOLVED that the current budget be presented to Unity Trust Bank with the account opening application submission paperwork and cheque for £500 .

The Clerk reported that the Senior Elections Officer of West Lindsey District Council confirmed in writing that they have not received requests from ten electors for an election to take place and that the Parish Council may now co-opt a replacement Member. It was further noted that the Clerk will make the necessary arrangements to post a notice seeking candidates for co-option at each of the notice boards in the Parish.

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Other correspondence: Cllr Smith re Councillor Volunteer Scheme. It was noted that this item has been added to the agenda for discussion.

127/23

Policies for Review

Draft policy documents were circulated to members the week prior to the meeting.

After discussion, it was proposed, seconded and RESOLVED that the:

- **Reserve Policy** be approved and adopted with the following update:-
 - at item 5.1 state the Parish Council is yet to adopt the Neighbour Development Plan;
- **Data Protection Policy** be approved and adopted. The meeting noted that registration with the Information Commissioner's Office (ICO) should be looked into for best practice and to check if this would incur any ongoing costs.
- **Document and Electronic Data Retention Policy** be approved and adopted.

128/23

Finance and Accounts for Payment:

It was proposed, seconded and RESOLVED that the following accounts payable be settled:

- South Kelsey Village Hall invoice for August 2023 - £36
- LALC Annual Training Scheme 2023/24 - £120

The following contractual obligations were noted (such payments resolved to be settled during the meeting of 3 April 2023 in accordance with the Financial Regulations item 5.6):

- Clerks wages/expenses, August 2023 - £308.94/£36.05 TOTAL £344.99
- AJ Williams grass cutting August 2023 - £159.60

Finance recommendations: After discussion, it was proposed, seconded and RESOLVED that the following recommendations be implemented and brought before council at the next meeting for approval:

- update the current budget to include a contingency fund of 3 months of running costs; and
- that the budget information be split to show the costs broken down for Clerk's wage, Clerks Training and Clerk's expenses, Councillor Training, hall hire, defibrillator and community maintenance costs, IT and publishing requirements.

ACTION TW/GA

129/23

Planning:

147172 - received 8 August 2023. Proposed alterations and extension to swimming pool enclosure and changing block. Moortown House, Brigg Road, Moortown, Market Rasen, Lincolnshire, LN7 6JA. After discussion, it was

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proposed, seconded and RESOLVED to file no objections and note that Parish Council supports this application. **ACTION GA**

147099 - received 18 August 2023. Planning application for change of use of land for siting of 47no. static caravans. Watermill Farm Leisure Park, Station Road, Moortown, Market Rasen, Lincolnshire, LN7 6HZ.

Councillors discussed how the project could adversely affect wildlife, trees and hedges on the proposed area and noted the survey carried out did not include specific details of any species of animals and plant life. Councillors also raised concerns regarding the strain on services within the local community.

It was therefore proposed, seconded and RESOLVED that the PC object to this planning on grounds of the accumulative effect this development will have on the resources of the community and that as the application is deficient in giving specific ecological details, it is difficult for the Parish Council to exercise its right to evaluate the impact on mature trees/hedges and wildlife in need of protection. **ACTION GA**

It was further proposed, seconded and RESOLVED that the Parish Council make a freedom of information request to the GP in Caistor to ascertain the numbers of people accessing their services that live outside of the area. **ACTION NH**

130/23

Defibrillators:

Cllr Marriott reported that WLDC have confirmed the Parish Council has an online account where the PC can log-in to review the maintenance, uses and battery life of the defibrillators within the Parish. Cllr Marriott confirmed that details will be forwarded to the Clerk and members as soon as this becomes available.

After discussion, it was proposed, seconded and RESOLVED that defibrillator guidance training be sought for Councillors. **ACTION CM**

131/23

Litter Picking Kits - update on enquiries made

The meeting noted that whilst enquiries are sought it will wait to implement a plan to utilise the litter picking kits and that no further action is required at present.

132/23

Neighbourhood Plan - update on forthcoming meeting:

After discussion, it was proposed, seconded and RESOLVED that members arrange an informal catch-up to research and review ways to engage with the local community regarding Neighbourhood Plan and that the meeting booked on 13 September be postponed. **ACTION CM**

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133/23 **Parish Council Communication to Local Community - Church Newsletter update:**

Deferred until Cllr C Niven is in attendance.

134/23 **Community Speed Watch / Community Funding Application update:**

The meeting noted that the process of gathering data to be included on the application was making good progress.

After discussion, it was proposed, seconded and RESOLVED that, if the grant application for speed radar signs is successful, the cost of attaching signs to poles (approximately £300 each) be incurred by the Parish Council and that funds from the Community Infrastructure Levy be used for this purpose.

135/23 **Councillor Volunteer Scheme:**

The meeting noted the correspondence received from Cllr Smith regarding the Councillor Volunteer Scheme.

After discussion it was proposed, seconded and RESOLVED that should the Parish be included in the scheme, the Parish Council would spend approximately £200 in providing volunteers with the necessary equipment for the refurbishment of the Moortown bus stop.

The meeting noted that a risk assessment would be looked into. **ACTION CM**

136/23 **Items for the next Agenda - 2 October 2023:**

- Finance and Budget - update & approval
- Planning
- Banking update
- Policies for review
- Personnel Committee

Parish Council moved to closed session at 20.20 to discuss exempt information

Date and Time of Next Meeting

to be held at the Village Hall, South Kelsey
on Monday, 2 October 2023 at 7pm