

Allington Parish Council

Minutes of Parish Council Meeting held in the Village Hall
Wednesday 9 May 2018

Present: Councillor Bosworth Councillor Reynolds
 Councillor Ashby Councillor Plummer
 Councillor Sharp Councillor Jackson
 Sharon Milne (clerk)

Also present:

County Councillor Mark Whittington

1. Election of Chairman

1.1 Cllr Bosworth received nominations to continue to be the Chairman. After a show of hands, Cllr Bosworth was elected unanimously to act as Chairman for the forthcoming year.

2 Election of Vice Chairman

2.2 Cllr Sharp was nominated to act as Vice Chairman for the forthcoming year. After voting by a show of hands Cllr Sharp was elected to be the Vice Chairman for the year 2018/19.

3 Chairman's remarks

3.1 The Chairman welcomed all Councillors to the meeting and thanks them for electing him as Chairman. It was noted that this is the last year before Parish Council elections are due in May 2019.

4 Apologies

4.1 Cllr Cant sent her apologies as she was working away.

4.2 District Councillors Hannah Westropp and Pam Bosworth also sent their apologies.

5 Declarations of Interest

5.1 There were no declarations of interest.

6 Appointment of other offices and committees

6.1 After discussion it was agreed that councillors would remain on the advisory groups as last year: Cllrs Bosworth, Cant and Ashby would sit on the Planning Consultation Advisory Group and Cllrs Jackson, Sharp, Plummer and Reynolds would sit on the Playing Field Advisory Group.

6.2 Cllr Bosworth, as Chairman, would also represent the Parish Council on the Village Hall Management Committee.

7 Dates of Parish Council meetings for the ensuing year

7.1 The Council will meet on the following dates:

Wednesday 9 May 18
Wednesday 11 July 18
Wednesday 12 September 18
Wednesday 14 November 18
Wednesday 9 January 19
Wednesday 13 March 19

7.2 The date for the next Annual Parish meeting is Wednesday 8 April 2019.

8 **Review of Standing Orders and Financial Regulations**

8.1 Councillors reviewed and unanimously agreed the present Standing Orders and Financial Regulations.

9 **Minutes of the annual meeting held on 14 March 2018**

9.1 The minutes were confirmed as a true record and signed by the Chairman of the meeting.

10 **Annual Parish Meeting feedback**

10.1 The Annual Parish Meeting held in April went well and the feedback was positive. Diane Henson from the NHS spoke about the Sustainability and Transformation Plan (STP). There was lengthy discussion on the matter and Diane answered a number of questions from villagers.

11 **Determination of Grants for the year 2018/19**

11.1 The following grants were agreed unanimously:

£2,000 to the Village Hall Management Committee to help keep letting fees low,
£50 to the Village shop to help with the upkeep of the shop's notice board

12 **Determination of Donations for the year 2018/19**

12.1 The following grants were agreed unanimously:

£50 – Lincolnshire and Nottinghamshire Air Ambulance,
£100 – to the village Church
£100 – to Allington News
£100 – Twinning Association.

13 **Correspondence received since the meeting held on 14 March 2018**

13.1 The clerk reported on some of the correspondence received and sent.

- a) Correspondence re: Best Kept Village competition 2018
- b) Invitations and responses for Annual Parish Meeting held 11 April 2018
- c) Confirmation of Data Protection registration with Information Commissioner's Office
- d) Came and Company, Parish insurance renewal
- e) Public consultation of Lincolnshire Waste Management Partnership
- f) NALC legal briefing regarding Custodian Trustees
- g) Highway Division updates on the status of local roads and repairs
- h) Copy of Rural Crime newsletter
- i) Guidance from LALC regarding the GDP Regs effective 25 May 18

- j) Info: Lincolnshire Police Rural Safety Campaign Strategy
- k) GYFC details of pitch hire for season and payment

13.2 Regarding point (a) the clerk will prepare and send the Best Kept Village competition entry. **(Action point: Clerk)**

14 **Representations made to the Parish Council since the agenda has been set**

14.1 There were no representations made to the Council after the agenda had been set.

15 **Review of Village Plan**

15.1 Cllr Ashby stated that a meeting had been arranged with a representative from Community Lincs, who would be helping guide and advise the working group. The meeting will be on Thursday 12 July in village hall. Approximately 10 villagers have shown an interest in getting involved, which is excellent news.

16 **Social Media Policy**

16.1 Cllr Bosworth spoke about the already circulated draft Social Media policy. After discussion the policy was agreed by Councillors unanimously. The policy gives the Parish Council's position on various aspects of social media use. It also includes guidelines on Officer and Parish Councillor responsibilities when using such channels of communication. The policy will be posted onto the website.

17 **Village Cross update**

17.1 There was no further information to update Councillors. Cllr Bosworth will write to English Heritage to ask them what procedure needs to be followed now as the authority given by English Heritage to restore the cross is now over 5 years old. This authority will need extending. **(Action point: AB)**

18 **General Data Protection Regulations (GDPR) & Freedom of Information (FOI)**

18.1 The Clerk reported that she had audited the Parish Council's files. Other than employees whose details are held for employment purposes the only other personal data held by the Parish Council are a few email addresses of villagers. These email addresses are solely used for invitations to the Annual Parish Meetings held in April. The clerk will contact each person for their consent to continue to hold their details, as directed by the General Data Protection Regulations (GDPR). **(Action point: clerk)**

18.2 Cllr Bosworth spoke about the already circulated model scheme for Freedom of Information. The Freedom of Information Act 2000 gives rights of public access to information held by public authorities. After discussion the model scheme was unanimously adopted by the Parish Council and will be reviewed annually at the Annual Parish Council meeting in May.

19 **Village Hall matters**

19.1 There was no one in attendance representing the Village Hall at the meeting – no village hall matters were discussed.

20 **Playing field matters:**

20.1 Cllr Sharp reported that there were one or two items of maintenance still outstanding at the playing field but these matters were in hand and will be undertaken soon.

Cllr Bosworth reported that the planning application for the new building at the field is almost ready for submission to South Kesteven District Council. It is hoped that the application process will be underway by the end of the month. **(Action point: AB)**

Cllr Ashby spoke about the Community wood. More sapling have been planted with rabbit guards, however the pathways within the wood are becoming overgrown. It was decided to ask the Hempsteads to mow/trim the pathways to cut back the vegetation. Cllr Jackson would contact them to request this. Whilst in touch it was agreed that he would also ask whether they would weed kill the pavements around the village as they have done in previous years **(Action point: GJ)**

Cllr Jackson said that he had been asked by the Women's Institute whether it would be possible for them to plant an oak tree in the wood to commemorate their 100th anniversary. This was a lovely idea and agreed unanimously. Cllr Jackson would inform the WI. **(Action point: GJ)**

The car parking situation was reviewed. Cllr Plummer stated that he believed that the field and verges had been noticeably better this year. Allowing the football spectators to park at the far end of the field had contributed to this improvement despite concerns that doing so may have caused the field problems. Parish Councillors were happy that there had been improvements. Nevertheless Cllr Sharp would continue to have further discussions with GYFC to improve parking further.

Cllr Sharp and Bosworth had, independently, asked for quotes for the painting and refurbishment of the Community shelter on the Green. Detail of the quotes will be discussed at subsequent meetings.

21 Planning matters

21.1 Applications received and determined since the last Parish Council meeting on March 2018:

Approval; The Old Stables, The Green – conservatory to the rear

Application and approval: Dovecotes, Bottesford Road – single storey rear and side extension

Application and approval: The Old Barn, Main Street – single storey porch to side

22 Financial matters

22.1 The clerk reported on the income and outgoings since the last meeting on 14 March 2018:

Income total - £3200.29

Parish Council
<ul style="list-style-type: none">• Bank interest - £2.45• SKDC Community Cleaner grant - £407.16• GYFC Pitch hire - £601.50• VAT reclaim £2016/17 - £2189.18

Outgoings total - £2016.96

Parish Council
<ul style="list-style-type: none">• P E Hempstead – £646.62 (LG(MP)A 1976 s19)

- Opus Energy - £22.19
(LG(MP)A 1976 s19)
- Padlocks to secure toilets at field (SA) - £7.38
(LG(MP)A 196 s19)
- Chairman's expenses ink - £33.51
(LGA 1972 s112 (1))
- Chairman's expenses APM refreshments - £34.96
(LGA 1972 s112 (1))
- 2 x benches for village - £1000.50
(PCA1957, s1)
- Payment of PAYE - £271.80
(LGA 1972 s 112)

Plus Clerk and Caretakers' salaries.
(LGA 1972 s 112)

Councillors unanimously approved the payments retrospectively.

- 22.2 The Annual Governance Statements were considered by Parish Councillors. Each statement was agreed unanimously by Parish Councillors. Section 1 Accounting statements were approved and signed by the Chairman.
- 22.3 The clerk presented the Statement of Accounts to the Council for the year 2017/18. The Parish Councillors considered and agreed the financial accounts.
- 22.4 Parish Councillors further authorised the clerk to pay by BACS, and record in the accounts her and the village caretakers' salaries throughout the year as necessary. Authority to continue to pay other bills by BACS and the electricity bill for the Playing Field by direct debit was also agreed.
- 22.5 The bank mandate was reviewed. The authorised signatories will remain as Cllrs Bosworth, and Cant.
- 22.6 The clerk gave details of the annual insurance renewal which had been received for £811.94. This takes into consideration the Council's long-term agreement which expires on 31st May 2020. The clerk will renew accordingly. **(Action point: clerk)**
- 22.7 It was agreed not to add further funds to the self-insurance ringfenced account.

23 **Any other business for future meetings**

23.1 The following would be on the agenda at the next Parish Council meeting:

- Village Cross

24 **Date of next meeting**

24.1 The next Parish Council Meeting will be on Wednesday 11 July 2018 at 7.30pm.

Signed: ----- (Chairman). Date: -----