



Minutes 02/2018 of Metheringham, Sots Hole and Tanvats Parish Council
Meeting held on Tuesday 26th June 2018 at 19:15 in the Village Hall,
Middle Street

Present: Councillors N Byatt, I Holmes, D Parry, S Peek, S Stocker and A Walker

In attendance: Apologies Received

Officer: S Stafford – Clerk

Public: 4 members of the public were present

1. **Chairman's Remarks:** The Vice Chairman Councillor Byatt, welcomed everyone to the meeting and a special welcome to the two prospective Councillors. A number of announcements were made relating to fire exits, conduct during the meeting, confidentiality of the closed session; that no recording, tweeting, blogging, videoing or photographing of this part of the meeting is authorized and a reminder to Councillors that they must abide by the members code of conduct.
2. **To resolve to accept Apologies for absence and reasons given:**
Apologies were received from Councillor A Cleland (personal), Councillor P Stallebrass (work commitments), Councillor J Kendrick (personal), Councillor S Wilson (personal), Councillor R Kendrick (North Kesteven District Council & Lincolnshire County Council) (personal) and Councillor J Money (North Kesteven District Council) (personal). It was **RESOLVED** to accept the apologies and reasons this was proposed by Councillor Stocker, seconded by Councillor Walker and all were in favour.
3. **Members Declarations of Interests:**
 - a) Declarations of interest: No declarations of interest were made.
 - b) Dispensations: There were no dispensations.
4. **Notes of the Annual Meeting of the Council:** Held on 15th May 2018 having been previously circulated, be approved as the minutes. It was **RESOLVED** to sign the minutes as a true record of the meeting, proposed by Councillor Holmes, seconded by Councillor Walker and all were in favour.
5. **Reports from representatives on outside bodies:**
 - a) Lincolnshire County Council (LCC): Unfortunately a report had not been received.
 - b) North Kesteven District Council (NKDC): Unfortunately a report had not been received.
 - c) Parish Dog Warden Report: The dog warden's report was circulated prior to the meeting.
 - d) Bracebridge Heath Neighbourhood Policing Team:
During the period 15th May 2018 to 26th June 2018 there has been 1 crime recorded as follows:
 - Criminal damage – St Wilfird's Church (downpipe and window broken) – 12-06-2018 or 13/06/2018.
 - e) To receive reports from Council representatives on other outside bodies:

Signed: _____

Dated: 23rd July 2018

- i) Village Hall Management Committee: A rumour had circulated about the resignation of some VHMC committee members, these are untrue.
- ii) Metheringham Swimming Pool: A complaint had been received and was rebutted by the pool management by detailing in a letter, their local water testing regime and that of NKDC's Environmental Health.

6. **Clerks report on matters outstanding:** The Clerks report was circulated prior to the meeting (Appendix 1).

7. **Financial matters:**

- a) **Financial Software:** To consider and resolve retrospective approval to purchase the Rialtas Suite Alpha Financial Management Software at a total cost for the 1st year of £639.00 (circulated with agenda). The Clerk explained the rationale for choosing RBS, both the systems are designed specifically for parish councils. The Clerk had visited Sleaford Town Council, who use AdvantEdge Accounting system and the Clerk and Councillor Cleland visited Welton Parish Council who use RBS. The system is single entry to receive multiple reports and Annual Return year end documents – comply with our needs. The Clerk and Administration Assistant are to be trained on 6th July 2018. It was **RESOLVED** to approve the purchase of the RBS system, proposed by Councillor Stocker, seconded by Councillor Holmes and all were in favour.
- b) **GDPR:** To consider and resolve to enroll with the Information Commissioners Office (ICO) at a cost of £40.00 per annum. The Clerk and Administration Assistant attended the GDPR training at Mablethorpe TC. The Clerk has carried out the ICO online test to establish if the parish council need to enroll with the ICO and the test states the parish council need to register. It was **RESOLVED** to register with the ICO at a cost of £40.00 per year, proposed by Councillor Byatt, seconded by Councillor Stocker and all were in favour.
- c) **SLCC National Conference:** To consider and resolve the Clerk and Administration Assistant attend the 2018 [National Conference](#) to be held at Forest Pines Hotel, Lincolnshire on the 10th or 11th October, as a day delegate at a cost of £125.00 each day per person. Councillor Byatt informed members of the motivational speaker and the Clerk explained the benefit of this type of event, the conference is local so an excellent opportunity to attend. It was **RESOLVED** the Clerk and Administration Assistant should attend, proposed by Councillor Peek, seconded by Councillor Stocker and all were in favour.
- d) **Accounts for Payment:** To consider and approve accounts for payment (circulated separately) (Appendix 2). The accounts for May were circulated, however due to issues with the bank and new financial software the June accounts will be approved at the July meeting. It was **RESOLVED** to make payment of the May 2018 accounts as detailed in Appendix 2, proposed by Councillor Stocker, seconded by Councillor Walker and all were in favour.
- e) **Financial Report:** To receive a report from the RFO on the PC finances, Income and Expenditure (circulated separately). The Clerk provided details on the progress made with the new accounts system.

Signed: _____

Dated: 23rd July 2018

8. **Correspondence:** To note general correspondence (publications and letters are available for inspection at the meeting).
9. **To receive verbal or written reports from Working Groups:**
Events: The events working group notes from 05-06-2018 were circulated prior to the Meeting. Councillor Peek reported the 1940's event is being progressed, but tickets need to be sold. The drinks reception will be held in the autumn. Working group meeting dates to be circulated to all.
10. **Boston Hospital – Children's Services:** To consider a request from Skegness Town Council to send a letter to our MP in relation to the potential closure of Children's services at Pilgrim Hospital. All members were in agreement that the children's services at Boston are crucial to the area and should remain open. It was **RESOLVED** to send a letter to our MP to strongly object to the potential closure of the children's services at Boston. Proposed by Councillor Parry, seconded by Councillor Holmes and all were in favour.
11. **MPC/033 - Councillor/Employee Protocol:** To consider and resolve approval of procedure MPC/033 Councillor/Employee Protocol (circulated with agenda). The protocol had been reviewed by the Staffing Committee and circulated prior to the meeting, it was **RESOLVED** to approve the document, proposed by Councillor Stocker, seconded by Councillor Walker and all were in favour.
12. **MPC Mission Statement:** To consider and resolve amendments to the MPC Mission Statement. Following a discussion it was agreed to have a Councillors open session to discuss the mission statement and MPC strategy. It was therefore agreed to **DEFER** this item to a future meeting. Proposed by Councillor Byatt, seconded by Councillor Stocker and all were in favour.
13. **Date, time and venue of next meeting:** Tuesday 24th July 2018 at 19:00, in the Village Hall.
14. **Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and the Public:** To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting. It was **RESOLVED** to exclude the press and public due to the confidential nature of the business to be considered, this was proposed by Councillor Holmes, seconded by Councillor Stocker and all were in favour.
15. **Metheringham Library Building High Street:** To receive an update in relation to the future of the Library building. Clerk to request latest document from LCC and circulate to members for final consideration.
16. **Council Vacancies:** To co-opt new members to the Parish Council. It was **RESOLVED** to Co-opt Mrs Walker to the Parish Council, proposed by Councillor Stocker, seconded by Councillor Walker, one against (Councillor Parry) and three in favour. It was **RESOLVED** to co-opt Mr Ward, proposed by Councillor Walker, seconded by Councillor Stocker, two against (Councillor Holmes and Councillor Parry) and two were in favour.

The meeting closed at 20:55.

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Dated: 23rd July 2018

Appendix 1 - Clerk's report

Date Raised	Description	Action Required	Action by	Progress dated	Update on Progress	Action Required by Date
2015	Pot holes/poor surface: Metheringham Fen Lane High Street, Prince's Street, Londesborough Way, Skipwith Crescent	List of issues sent to Cllr R Kendrick meeting held with highways on 26-07-17 Meeting with highways manager held 13-11-17	LCC	26-02-18	High Street is now scheduled for 2019-2020. Londesborough Way etc is schedule but no dates provided.	Overdue
Mar 2016	Q - Water pooling in the village hall car park.	Improve drainage	MPC	07-09-17	One quotation received.	TBC
07-03-17	Q – Extend car park Prince's Street	Obtain quotations	MPC	17-01-18	Vere Bros quote received, still waiting for Minster Surfacing and EKM.	TBC
15-11-16	Q - Currently limited publicity of village amenities	Cost businesses display sign	MPC SNS/SM	26-02-18	Contacted NKDC & Business List produced Requested quotations not yet received	TBC
21-02-17	Q - Cleaning of war memorial	Obtaining quotations	MPC SNS	29-05-18	Spoken to Lincolnshire Co-op, waiting for reply	Overdue
01-03-17	Land Registry	First registration of PC land documents sent to solicitors	MPC SNS	26-04-18	Complete	
20-04-17	Q - Access to pavilion	Make pavilion more accessible	MPC SNS/NB	09-05-18	Complete	
20-04-17	Q - Toilets for recreation field	Obtain quotations	MPC NB/SNS	17-05-18	No response to call for contractors	TBC
19-06-17	Request from resident for two seats to be installed on the NK grass area near the lagoon.	E-mail sent to resident	MPC C & ED w/group	20-09-17	Formal request to be sent to NKDC.	
06-07-17	Complaint re: Trees overhanging footpath 91 Lincoln Road	Reported to Councillor Kendrick	LCC RK	13-11-17	Multi-agency resolution in progress	Overdue
11-07-17	Illegal fly posting	Letter sent to Greenman	LCC	26-03-18	No reply received	Overdue

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Date Raised	Description	Action Required	Action by	Progress dated	Update on Progress	Action Required by Date
		asking if they are interested in the business signage proposal	RK		Enforcement Required by LCC, signs have been erected again on lamp and telegraph posts and on verges	
19-07-17	Pedestrian Crossing markings worn	Repaint Pedestrian Crossing	LCC RK	28-11-17	Waiting LCC highways	Overdue
08-08-17	Village entrance signs	Meeting with stone mason	MPC SNS	19-06-18	Plan & details submitted to LCC 30-01-2018, Two sites approved.	Spring 2018
	NHS Building	Purchase	MPC SNS	23-04-18	Complete	
06-09-17	Connection to mains water/sewerage Prince's Street for public toilets	Contact Anglian Water to obtain forms etc	MPC SNS	19-06-18	Forms obtained, planning permission is required and forms to be completed and submitted.	
26-09-17	Bike rack	Deliver and install	MPC SNS	09-05-18	Complete	
26-09-17	Lack of information on police report	Letter sent to the Inspector 23-10-17	LCC RK	08-05-18	Meeting with PCC arranged for 08-05-2018 by Cllr R Kendrick	May 2018
18-11-17	Complaint re parking on High Street	Waiting feedback from LCC	LCC RK	28-11-17		
23-01-18	Commonwealth War Graves signage required in village	Obtain approval and sign	MPC PC	21-05-18	Finger post sign received awaiting erection	June 2018
23-01-18	Armistice Day 2018	Meetings held with Reverend Alan Coates 25-01-18 & Mike Credland 08-02-18	MPC SNS/SW	June 2018	Ongoing	Nov 2018
31-01-18	Register Administration Assistant for ILCA	Clerk to register	MPC SM	26-02-18	Registered 31-01-18, Sabby to complete asap	July 2018
15-02-18	Register of Interests	Members to check their	MPC	26-02-18		March

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Date Raised	Description	Action Required	Action by	Progress dated	Update on Progress	Action Required by Date
		registers for potential updates	ALL			2018
26-02-18	New Councillors Inductions	Councillors Holmes, Stallebrass & Walker	MPC SNS	12-06-18	Complete	
06-03-18	Christmas Market Committee (CMC) request for meeting	Arrange meeting	MPC SNS	June 18	Not pursued by CMC - complete	
08-03-18	Speed Indicator Devices	Obtain x 2 sid signs	MPC SNS/PC/ NB/PS	20-06-18	SIDs delivered; brackets being positioned.	June 2018
21-03-18	The Stables 36b High Street. Long term future of the property.	Decision by NKDC empty homes group.	NKDC	20-06-18	Awaited	June 2018
12-03-18	Litter bins – Grange Road grass area	NKDC to monitor as they are extremely full	NKDC	20-06-18	Bins are still extremely full NKDC to send letters to potential offenders?	
21-03-18	Annual report – draft	Circulated to members for comments	MPC SNS	20-06-18	Complete, report delivered to households by the Scouts.	
21-03-18	Complaints re building work on Land 42-48 High Street	Spoke to agent waiting for s38 technical approval from LCC Highways.	MPC SNS	20-06-18	This has been resolved & work should be commencing again shortly. MPC to monitor	
22-03-18	Megaphone	Purchase suitable item	MPC	11-05-18	Complete	
18-04-18	Neighbourhood Police Poster	New poster required	BHNPT	20-06-18	Complete	
24-04-18	Complaint from resident re possible location of public toilets, Prince's Street	Attended AMC in May to raise his concerns again, was asked to send an e-mail	MPC	26-06-18	Awaited	
26-04-18	Parking Enforcement	Request to LCC for monthly updates	LCC RK		No response	
26-04-18	Parking issues on Paddock	Report to Police, waiting	MPC		No photos received - closed	

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	Lane	for photos from residents	SNS			
10-05-18	Request to F1 Group for Councillor e-mail addresses	Set up Councillor e-mails in line with GDPR	MPC SM	20-06-18	Complete	
29-05-18	LIVES Recruitment evening in the PC office.	SM to attend office 04-07-18	MPC SM	20-06-18	Advertised on facebook and MPC displays	
06-06-18	Obtain new Passive Speed Signs	Contact LRSP signs provided FOC.	MPC SNS	06-06-18	Complete	
06-06-18	Poor quality of urban grass cutting – Caroline Road /Station Road	Request to LCC to finish cut	LCC RK	20-06-18		
11-06-18	Cigarette Litter – High Street	Send letter to Whitehart requesting they erect a cigarette disposal unit	MPC SM	11-06-18	Letter sent	
13-06-18	Invite from RAF Digby	Respond with attendees details	MPC ALL	20-06-18	Two members would like to attend.	
18-06-18	Complaints re: road surface Newton Close & Wesley Close. Large vehicles eg the bin lorries turn in the close/cul-de-sac	Reported to NKDC to ask if the lorries can reverse into the close. Reported to LCC.	NKDC LCC	18-06-18	NKDC have agreed to do this. Residents informed	
18-06-18	Complaint re parking issues on Drury Street in close proximity to the doctors surgery.	Resident to report to LCC	LCC	18-06-18		
19-06-18	RBS financial software training	Training arranged for 06-07-18 in the PC Office	RBS MPC	20-06-18	Date confirmed	
20-06-18	Good Councillors Guides 2018	Request sent to LALC	MPC SNS	20-06-18	Copies Received - Complete	
20-06-18	Potential need for a strategy to recruit new Councillors	Produce Strategy	MPC SNS/DP			

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