



Minutes 05/2018 of Metheringham, Sots Hole and Tanvats Parish Council
Meeting held on Tuesday 25th September 2018 at 19:15 in the Village Hall,
Middle Street

Present: Councillors S Wilson (Chairman), N Byatt (Vice-Chairman), A Cleland, I Holmes, J Kendrick, D Parry, S Peek, S Stocker and S Walker.

In attendance: Councillor R Kendrick Lincolnshire County Council and North Kesteven District Council

Officer: S Stafford – Parish Clerk

Public: Two members of the public were present

1. **Chairman's Remarks:** The Chairman Councillor Wilson, welcomed everyone to the meeting. 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 M Ward (personal), Councillor P Stallebrass (personal), S McKechnie, Administration Assistant (personal) and Councillor J Money (North Kesteven District Council) (other commitments). It was **RESOLVED** to accept the apologies and reasons this was proposed by Councillor Byatt, seconded by Councillor Stocker and all were in favour.
3. **Members Declarations of Interests:**
 - a) Declarations of interest: Councillor Byatt declared an interest in agenda item 7f.
 - b) Dispensations: There were no dispensations.
4. **Notes of the Parish Council Meeting:** Held on 28th August 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, one abstention (Councillor Cleland) and six were in favour.
5. **Reports from representatives on outside bodies:**
 - a) Lincolnshire County Council (LCC): Councillor Kendrick provided a written report prior to the meeting.
 - b) North Kesteven District Council (NKDC): A report was given later in the meeting. .

Councillor Kendrick arrived at the meeting at the meeting at 20:08.

 - c) Bracebridge Heath Neighbourhood Policing Team: Unfortunately a report had not been received prior to the meeting. The Clerk had requested the police attend the PC meeting due to the incidents in the village, however the police were not in attendance.

Signed: _____

Dated: 30th October 2018

- d) To receive reports from Council representatives on other outside bodies:
- i) Village Hall Management Committee: Councillor J Kendrick reported she had attended a VHMC meeting there were 6 members present. The rain harvester problem has been resolved and approved by Anglian Water. The wheelie bin issue is still ongoing. The loft has been emptied. The electrics, boiler and fire extinguishers have been checked and the stage lighting repaired. Councillor Kendrick has a copy of the accounts, they will be forwarded for information.
 - ii) Metheringham Swimming Pool: A written report had been received from the pool committee and circulated to members. In relation to the suggestion that they may need to employ someone to run the tuck shop. The lifeguards are paid for their role as is the person responsible for the water checks etc. Councillor Parry to talk to Councillor Cleland (the swimming pool representative) regarding this.
 - iii) B1188 Community Police Panel: The last meeting took place at Nocton courtesy of Beeswax. The Community Police team are very proactive.

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

- MPC are extremely disappointed with the standard of the SID's they do not meet the ISO9001 accreditation. One of the signs does not work and the other has now failed. Councillor Holmes provided a list of issues that identified the items as not fit for purpose, it was agreed a letter should be sent and the items returned for a full refund.
- Councillor Parry has obtained from Blakemore, funding of £200.00 for refreshments and four volunteers for the RAF 100 event on 6th October 2018. This is extremely generous and will be a great help on the day.

7. **Financial matters:**

- a) **Mulching Mower:** To consider and resolve to purchase a Weibang Virtue 53 SMP mulching mower at a cost of £639.20. Details had been circulated prior to the meeting, the mower has a 5 year warranty. It was **RESOLVED** to purchase the mower at a cost of £639.20 from Tyson's Mowers, Branston. Proposed by Councillor Holmes, seconded by Councillor Cleland and all were in favour.
- b) **War Memorial Cleaning:** To consider and resolve the cleaning and repair of the war memorial at an approximate cost of £1,600.00. Two quotations had been received, it was **RESOLVED** to accept the quotation from E Gill & Sons (Memorials) Ltd, at a cost of £1,743.20 this includes cleaning of the memorial & steps, repair of the soldiers nose and to repaint all letters. All work will be carried out before 11th November 2018. Proposed by Councillor Byatt, seconded by Councillor Stocker and all were in favour.
- c) **Tree Survey:** To consider and resolve retrospective approval of a tree survey of parish council trees to be carried out by NKDC in accordance with their Service Level Agreement at a cost of £3.50 per tree. The Clerk had circulated the report and associated documents. The total cost for the survey and report 42 trees x £3.50 = £147.00. It was **RESOLVED** to approve the survey, proposed by Councillor Peek, seconded by

Signed: _____

Dated: 30th October 2018

Councillor Stocker and all were in favour. The Clerk will now obtain quotations to carry out the relevant work.

- d) **Business Credit Card:** To consider and resolve the parish council apply for a [business credit card](#) this is a short-term borrowing facility up to an agreed overall limit (maximum £10,000.00). The Clerk explained the reason for applying for a credit card. It will be used to purchase higher value items, approved by council (for example the SID signs) to give us greater protection. Councillor Byatt explained that Under Section 75 of the Consumer Credit Act 1974 the credit card company is jointly and severally liable for any breach of contract or misrepresentation by the retailer or trader. It was **RESOLVED** to apply for a business credit card, proposed by Councillor Byatt, seconded by Councillor Cleland and all were in favour.
- e) **Annual Return 2017/2018:** To approve Conclusion of Audit for 2017/2018 and posting of Notice for a period of 14 days. The documents had been circulated prior to the meeting, two issues were highlighted. The documents will be displayed in the noticeboard and on the MPC website. It was **RESOLVED** to approve the conclusion of audit and posting of notice for 14 days, proposed by Councillor Holmes, seconded by Councillor Stocker and all were in favour.
- f) **Accounts for Payment:** To consider and approve accounts for payment (Appendix 2). The Clerk had circulated the accounts for September. It was **RESOLVED** to approve the accounts for September this was proposed by Councillor Holmes, seconded by Councillor Stocker, one abstention (Councillor Byatt) and six were in favour.
- g) **Financial Report:** To receive a report from the RFO on the PC finances, Income and Expenditure (circulated separately). The Clerk circulated a report prior to the meeting. This included parish council income and major expenditure for September.

8. Correspondence:

- i) To note general correspondence (publications and letters are available for inspection at the meeting).

9. To receive verbal or written reports from Working Groups:

- i) Communications – 30-08-2018 (notes circulated with agenda) Further members are required for this working group.
- ii) Environmental – 04-09-2018 (notes circulated with agenda) Further members are also required for this working group.
- iii) Forward Planning – 13-09-2018 (notes circulated with agenda). A meeting with Community Lincs was held on 12-09-2018 to discuss consultation service. Waiting for quotation to be received. Site visits to be arranged at the North Hykeham Community Hub.

10. To receive reports on Outside Meetings:

- i) To receive a report from Councillor J Kendrick on First Aid at Work held on 13th September 2018. Councillor J Kendrick thoroughly enjoyed the course and found it extremely useful.
- ii) To receive a report from Councillor Holmes on Councillors Training Day held 18th September 2018. Councillor Holmes thought the day was very good, it put into place the need for policy/procedures. Good for networking with 16 Councillors from a variety of Councils. Heard some

Signed: _____

Dated: 30th October 2018

worrying stories generally around a lack of governance, but not appropriate to Metheringham Parish Council.

11. **HAGS play equipment:** To consider and resolve to take action in relation to outstanding repair work of the play equipment at Prince's Street. HAGS have been on site 25-09-2018, however all items have not been repaired, this is to be pursued with them. The HAGS fault reporting system is inadequate, this has been raised with them by Councillor Byatt.
12. **Full Council Meeting Date October:** To consider and resolve to re-schedule the October meeting from October 30th to October 23rd and decide accordingly. Following a discussion some members believe that the schedule of meeting dates should not be amended, as there is a vice chairman in the absence of the Chairman and an administration assistant to take notes in the absence of the Clerk. Councillor Holmes proposed and Councillor Cleland seconded the motion, one in favour (Councillor Wilson), one against (Councillor Parry) and five abstentions (Councillors Byatt, Kendrick, Peek, Stocker and Walker), therefore the motion was not carried.
13. **MPC-035 New Councillor Privacy Notice:** To consider and resolve to adopt MPC-035 New Councillor Privacy notice in accordance with GDPR guidelines (circulated with agenda). It was **RESOLVED** to adopt MPC-035 New Councillor Privacy Notice, proposed by Councillor Holmes, seconded by Councillor Cleland and all were in favour.
14. **MPC-036 E-mail Privacy document:** To consider and resolve to adopt MPC-036 E-mail privacy document in accordance with the GDPR regulations (circulated with agenda). It was **RESOLVED** to adopt MPC-036 E-mail Privacy document, proposed by Councillor Byatt, seconded by Councillor Holmes and all were in favour.
15. **MPC-037 Hirers Privacy Notice:** To consider and resolve to adopt MPC-037 Hirers Privacy notice in accordance with GDPR (circulated with agenda). It was **RESOLVED** to adopt MPC-037 Hirers Privacy Notice, proposed by Councillor Holmes, seconded by Councillor Stocker and all were in favour.
16. **MPC-038 Allotment Tenants Privacy Notice:** To consider and resolve to adopt MPC-038 Allotment Tenants Privacy Notice in accordance with GDPR (circulated with agenda). It was **RESOLVED** to adopt MPC-038 Allotment Tenants Privacy Notice, proposed by Councillor Cleland, seconded by Councillor Kendrick and all were in favour.
17. **MPC-028 – Communications Policy:** To consider and resolve to amend MPC-028 Communications policy (circulated with agenda). The Clerk explained the amendments in section 4 and 6 in relation to E-mail. It was **RESOLVED** to amend MPC-028 Communications policy, proposed by Councillor Holmes, seconded by Councillor Byatt, one abstention (Councillor Kendrick) and six were in favour
18. **MPC-039 E-mail Policy:** To consider and resolve to adopt MPC-039 E-mail policy (circulated with agenda). The Clerk and Councillor Holmes explained the reason for having a separate e-mail policy to protect members and staff. It was

Signed: _____

Dated: 30th October 2018

RESOLVED to adopt MPC-039 E-mail Policy, proposed by Councillor Byatt, seconded by Councillor Parry and all were in favour.

19. **Hiring Agreement:** To consider and resolve to adopt the hiring agreement for football pitches (circulated with agenda). It was **RESOLVED** to adopt the hiring agreement for the football pitches, proposed by Councillor Parry, seconded by Councillor Kendrick and all were in favour.
20. **Hiring Agreement:** To consider and resolve to adopt the hiring agreement for pavilion/recreation fields (circulated separately). Due to a number of organizations using & requesting to use the pavilion/fields it has been agreed to formalize. It was **RESOLVED** to adopt the hiring agreement, proposed by Councillor Stocker, seconded by Councillor Byatt and all were in favour.

Councillor Kendrick gave his report Universal Credit is now operational in NK. Councillor Money would like a meeting with members to discuss the latest on Neighbourhood Plans. The Clerk has sent an e-mail to Councillor Money requesting some suitable dates.

Councillor R Kendrick left the meeting at 21:03.

21. **Date, time and venue of next meeting:** Tuesday 30th October 2018 at 19:15, in the Village Hall.
22. **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 Byatt, seconded by Councillor Peek and all were in favour.
23. **Metheringham Library Building High Street:** To receive an update in relation to the future of the Library building. Councillor Wilson provided members with an update. The Clerk to contact Councillor R Kendrick to pursue LCC on our behalf.

The meeting closed at 21:20.

Signed: _____

Dated: 30th October 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 IH	07-09-17	One quotation received.	TBC
07-03-17	Q – Extend car park Prince's Street	Obtain quotations	MPC IH	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 SM	29-05-18	Spoken to Lincolnshire Co-op, waiting for reply	Overdue
20-04-17	Q - Toilets for recreation field	Obtain quotations	MPC NB/SNS	17-05-18	No response to call for contractors	TBC
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 asking if they are interested in the business signage proposal	LCC RK	26-03-18	No reply received Enforcement Required by LCC, signs have been erected again on metal street columns, lamp and telegraph posts and on verges	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	Spring 2018

Signed: _____

Dated: 30th October 2018

Date Raised	Description	Action Required	Action by	Progress dated	Update on Progress	Action Required by Date
					approved. Waiting for LCC to make contact again.	
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.	
23-01-18	Commonwealth War Graves signage required in village	Purchase new finger sign for war memorial garden. Obtain approval from the diocese to erect signs.	MPC PC REV AC	21-08-18	Finger post installed – complete. Approval required from the diocese, Rev Alan Coates obtaining consent	July 2018 Overdue
23-01-18	Armistice Day 2018	Meetings held with Reverend Alan Coates & Mike Credland	MPC SNS/SW	24-09-18	Ongoing - Further meetings arranged for early September	Nov 2018
15-02-18	Register of Interests	Members to check their registers for potential updates	MPC ALL	24-09-18		Overdue
21-03-18	The Stables 36b High Street. Long term future of the property.	Decision by NKDC empty homes group.	NKDC	24-09-18	Awaited	Overdue
24-04-18	Complaint from resident re possible location of public toilets, Prince's Street	Attended AMC in May & June PC meeting to raise his concerns, was asked to send an e-mail	MPC	24-09-18	Awaited	
26-04-18	Parking Enforcement	Request to LCC for monthly updates	LCC RK	21-08-18	No response	Overdue
20-06-18	Potential need for a strategy to recruit new Councillors	Produce Strategy	MPC SNS/DP			
01-08-18	E-mail received from Linden Homes, in relation to tree belt adjacent to Dunston Road	MPC to decide if they would like to take ownership of this land	MPC Env W group	23-08-18	Awaiting recommendations, Discuss at PC meeting	
15-08-18	Damp on front office wall	Contact NKDC	MPC	23-08-18	M Baldry from NKDC has	

Signed: _____

Dated: 30th October 2018

Date Raised	Description	Action Required	Action by	Progress dated	Update on Progress	Action Required by Date
			SNS		visited the office & will contact Kier Group to investigate problem	
23-07-18	LALC AGM	Members to attend	MPC ALL	23-08-18	Cllrs Cleland, Peek & Parry	Complete
27-08-18	1940's drinks reception	Organize	MPC ALL	24-09-18	Members required to assist with set up/take down in VH	
10-09-18	Grit Bins	Check they are full	MPC PC & DA	24-09-18		
11-09-18	MACLA	Organize meeting for interested parties	MPC SM/SNS	24-09-18		
12-09-18	Incorrect Badge Order	Informed Badgemaster	MPC SNS	24-09-18	Waiting correct order	
13-09-18	Urban Grass Cutting	Request information from LCC	MPC SNS	24-09-18	Information obtained, circulated to Environmental W Group to consider.	
18-09-18	Christmas Tree	Order	MPC SNS	18-09-18	Ordered	
18-09-18	Allotments	Find tenant	MPC SM/SNS	24-09-18	Plot 4 has a tenant	Complete
20-09-18	Wall – Church Walk	Repair damage	NKDC	24-09-18	Reported to Cllrs Money & Kendrick	
20-09-18	SID's not working correctly	Return to supplier for investigation/repair	MPC IH/SNS	24-09-18		

Signed: _____

Dated: 30th October 2018