



Minutes 01/2018 of Metheringham, Sots Hole and Tanvats Annual Meeting of the Council, held Tuesday 15th May 2018 at 19:15 in the Village Hall

Present: Councillors N Byatt, A Cleland, D Parry, S Peek, P Stallebrass and S Wilson (Chairman).

In attendance: Apologies Received.

Officer: S Stafford – (Clerk) and S McKechnie – (Administration Assistant)

Public: There were three members of the public present.

Councillor Wilson welcomed Councillors and three members of the public to the Annual Meeting of the Council. She expressed her deepest sympathy at the sudden loss of our longest serving Councillor Pete Ford, who passed away on Friday 4th May 2018. A minute's silence was held to pay our respects to Councillor Pete Ford.

1. **To elect a Chairman of the Council:** There was one nomination received; Councillor Sally Wilson. Councillor Wilson was proposed by Councillor Byatt seconded by Councillor Peek. Upon being put to the vote it was **RESOLVED** that Councillor Wilson be elected as Chairman for 2018-2019, in accordance with Local Government Act 1972 s15(2), proposed by Councillor Byatt, seconded by Councillor Peek and all were in favour. Councillor Wilson added she needs to be backed by the council, as she cannot do it alone. The sudden passing of Councillor Pete Ford has left a huge void in the council, but fellow councillors and staff need to put our mark on the village for Pete.

A member of the public left the meeting at 19:25.

2. **To receive the Chairman's declaration of acceptance of office:** Councillor Wilson accepted the office and signed the relevant paperwork.
3. **To elect a Vice Chairman of the Council:** It was proposed by Councillor Wilson and seconded by Councillor Cleland that Councillor Byatt be elected as Vice Chairman for 2018-2019 (Local Government Act 1972 s15(6)). Councillor Byatt was willing to stand. There being no other nominations it was **RESOLVED** Councillor Byatt be elected as Vice Chairman, proposed by Councillor Wilson, seconded by Councillor Cleland and all were in favour. Councillor Byatt added there are some important projects in the pipeline and we must get things moving.

The two members of the public left the meeting at 19:35.

4. **To resolve to accept Apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1):** Apologies were received from Councillor J Kendrick (personal), Councillor S Stocker (work commitments), 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

Signed: _____

Dated: 26th June 2018

apologies and reasons this was proposed by Councillor Wilson, seconded by Councillor Byatt and all were in favour.

5. **Members Declarations of Interests:**

- a) Declarations of Interest: There were no declarations of interest made at this time.
- b) Dispensations: None.

6. **To appoint representatives to outside bodies:** Members should consult with council prior to attending meetings and report back to council on a regular basis.

- a) Lincolnshire Association of Local Councils (LALC) County Committee: It was **RESOLVED** Councillor Wilson be appointed, proposed by Councillor Stallebrass, seconded by Councillor Cleland and all were in favour.
- b) B1188 Community Police Panel: It was **RESOLVED** to appoint Councillor Peek, proposed by Councilor Byatt seconded by Councillor Stallebrass and all were in favour.
- c) Village Hall Management Committee: It was **RESOLVED** Councillor Kendrick and Councillor Cleland be appointed to the VHMC, proposed by Councillor Peek, seconded by Councillor Stallebrass and all were in favour.
- d) Metheringham Swimming Pool: It was **RESOLVED** Councillor Cleland be appointed as the Swimming Pool representative, proposed by Councillor Parry, seconded by Councillor Byatt and all were in favour.

7. **Appointments to committees of the Council**

To consider and resolve to appoint members to serve on the committees of the Council

- Planning Committee: Councillors Byatt, Peek and Stallebrass.
- Finance Committee: Councilors Cleland, Parry and Wilson
- Staffing Committee: Councillors Byatt, Cleland, Kendrick, Peek and Wilson.

It was **RESOLVED** to appoint the above members to the committees of the council, proposed by Councillor Byatt, seconded by Councillor Parry and all were in favour.

8. **Appointments to serve on Working Groups**

To consider and resolve to appoint members to serve on the working groups.

- Community & Environment Developments: Councillors Holmes, Peek, Kendrick and Walker.
- Strategic Planning – Councillors Byatt, Cleland and Wilson.
- Communications – Councillors Stallebrass, Parry and Peek.
- Events – Councillors Kendrick, Peek, Stallebrass, Mrs Wright, Mrs Eva and Mrs Evans.

It was **RESOLVED** to appoint the above members and co-opt non-members to the working groups, proposed by Councillor Byatt, seconded by Councillor Stallebrass and all were in favour.

Councillor Stallebrass left the meeting at 19:54.

Signed: _____

Dated: 26th June 2018

9. **Parish Council Procedures:** To consider and review MPC Procedures – Appendix A (circulated with agenda). The staffing committee are to review documents relevant to that committee. The Clerk reviews documents for amendments on a regular basis. It was **RESOLVED** to accept the parish council procedures en-bloc this was proposed by Councillor Byatt, seconded by Councillor Peek and all were in favour.

Councillor Stallebrass returned to the meeting at 20:00.

10. **To resolve to appoint an Acting Responsible Financial Officer LGA 1972 s112(1) & LGA 1972 s151 – Sharon Stafford:** Councillor Wilson stated that the structure of councils differ as some have a Clerk and a separate RFO. It was **RESOLVED** to appoint the Clerk Sharon Stafford as the Acting RFO for the forthcoming year in accordance with Local Government Act 1972 s112(1) and s151 and Governance and Accountability for smaller Authorities in England 'proper practices'. This was proposed by Councillor Byatt, seconded by Councillor Parry and all were in favour.
11. **To resolve to appoint an Internal Auditor – John Wood:** It was **RESOLVED** to appoint John Wood as the internal auditor for 2018-2019, this was proposed by Councillor Cleland, seconded by Councillor Stallebrass and all in favour.
12. **Asset Register:** To consider and verify the asset register for 2018-2019 (circulated with agenda). The 2016-2017 external auditors report stated that items gifted to the parish council should be recorded on the asset register at a £1.00. These amendments have been made to the asset register and re-stated on the 2017-2018 annual return. It was **RESOLVED** to verify the asset register for 2018, proposed by Councillor Cleland, seconded by Councillor Stallebrass and all were in favour.
13. **To agree annual rent for Parish Council Allotments: £20.00 per allotment** Following a discussion, some members thought the rent should be increased. It was proposed by Councillor Parry and seconded by Councillor Peek to amend the above motion to £25.00 per allotment per annum and £12.50 per annum for a half plot. It was **RESOLVED** to increase the annual rent to £25.00 per plot, proposed by Councillor Parry, seconded by Councillor Peek and all were in favour.
14. **Notes of the Parish Council Meeting held on Tuesday 27th March 2018, to be approved and signed as the minutes (circulated with agenda).** It was **RESOLVED** to sign the minutes as a true record of the meeting, this was proposed by Councillor Byatt, seconded by Councillor Parry and all were in favour.
15. **Reports from representatives on outside bodies:**
- a) **County Councillor:** Councillor R Kendrick was not present at the meeting but had circulated an e-mail report prior to the meeting.
 - b) **District Councillor:** Councillor J Money was not present at the meeting but had circulated an e-mail report prior to the meeting.
 - c) **Parish Dog Warden Report:** Report circulated prior to meeting.
 - d) **Bracebridge Heath Neighbourhood Policing Team:**

Signed: _____

Dated: 26th June 2018

During the period 5th April 2018 to 5th May 2018 there have been 3 recorded crimes:

- 17-18/04/18 – Theft of a Mercedes Sprinter van from outside a property in Caroline Road. The vehicle tracker was discarded close by. 2 laptops and 2 mobile phones were in the vehicle at the time of the theft. Enquiries are ongoing.
- 16-18/04/18 – A single glazed window was broken at a property in Fen Road. There are currently no suspects for this.
- 28/04/18 – at 0420 hours a vehicle is captured on CCTV leaving the village hall car park and colliding with the left hand black metal gate. 3 males alight the vehicle and collect vehicle debris before getting back in and leaving. There are no witnesses. CCTV is to be reviewed.

e) To receive reports from Council representatives on other outside bodies:

- i) B1188 Community Police Panel: The next meeting will be held in September. Mr Waddington has resigned as minutes secretary from the police panel.
- ii) Village Hall Management Committee: Councillor Cleland attended the AGM on 09-05-2018. A treasurer is still required, this is being advertised on facebook etc. They currently have £5,500.00 in the bank. There are not enough volunteers. The next meeting will be held on 11 July 2018.
- iii) Metheringham Swimming Pool: The swimming pool opened for the 2018 season on Friday 11th May to coincide with the official Play Park Opening. They raised in the region of £200.00. Lifeguards are still required as the shortage could jeopardize the pool opening opportunities.

16. **Clerks report on matters outstanding:** A report was not circulated this month due to time constraints.

17. **Financial matters:**

a) **Insurance:**

- i) To consider and approve the Council's Insurance renewal premium due on 1st June 2018 at an approximate cost of £3,151.00. This takes into consideration a 3 year long term agreement and includes an annual 5% no claims discount (budgeted item). The total amount including IPT at the prevailing rate and including the NHS building is £3,239.70.
- ii) To consider and approve the parish council pay for the Metheringham Swimming Pool Management Committees insurance premium at a cost of £988.00.
- iii) To consider and resolve the parish council pay for the Metheringham Village Hall Management Committees insurance premium at a cost of £291.20.

It was **RESOLVED** to renew the insurance premiums as detailed above, proposed by Councillor Byatt, seconded by Councillor Parry and all were in favour.

Signed: _____

Dated: 26th June 2018

- b) **National Salary Award 2018-2019:** To consider and resolve national salary scales for all employees backdated to 1st April 2018, agreed by the National Joint Council for Local Government (NJC) and endorsed by National Association of Local Councils (NALC), Association of Local Council Clerks (ALCC) and Society of Local Council Clerks (SLCC) (circulated separately). It was **RESOLVED** to approve the salary scales for 2018-2019 (one year agreement), proposed by Councillor Stallebrass, seconded by Councillor Cleland and all were in favour.
- c) **Annual Return year ended 31 March 2018:**
- i) To approve, answer and sign Section 1 – Annual Governance statement 2017/2018. It was **RESOLVED** to approve and sign the Annual Governance Statement for 2017/2018, proposed by Councillor Byatt, seconded by Councillor Stallebrass and all were in favour.
 - ii) To consider, approve and sign Section 2 – Accounting Statements 2017/2018. It was **RESOLVED** to approve and sign the Accounting Statements, proposed by Councillor Parry, seconded by Councillor Wilson and all were in favour.
 - iii) To consider and approve publishing the approved and signed Annual Governance Statement and Accounting Statements, along with the documents for the exercise of public rights on the parish council website. It was **RESOLVED** to publish the above documents, proposed by Councillor Cleland, seconded by Councillor Byatt and all were in favour.
- d) **Accounts for Payment:** To consider and approve retrospective payment of the April accounts (report circulated separately).

Payment To	Receipt No.	Description	Amount
Scottish Power	001	Public toilet lighting - FINAL	22.74
Scottish Power	002	WM lighting - FINAL	6.61
Amazon	003	Stationery - ink toner (Brother)	43.56
Amazon	004	Stationery - ink toner (Brother)	43.99
Amazon	005	Stationery - ink toner (Brother)	43.56
LALC/NALC	006	Annual Subs etc	615.74
Eclipse Fencing	007	Materials - postcrete	24.95
Amazon	008	Foot pump	27.49
E-on	009	Quarterly energy supply - 1/1/18-31/3/18	1,993.38
Daisy Comm	010	LAP - phone line / calls 1/4-30/4/18	52.62
E-on	011	New columns 4 Kings Rd/ 17 Caroline Rd	2,098.00
Nicholas Hancox	012	Land Registry issues	630.00
Amazon	013	2 x scrabble boards (Library)	23.10
Eclipse Fencing	014	Materials - fencing items	41.55
Amazon	015	Ream of paper for Library	15.49
Amazon	016	Line marking paint	11.48
Amazon	017	Certificate frames	19.16
Marks & Spencer	018	AVM - refreshments	207.08
Janet Burrows	019	Cleaning LAP / Library	112.50
Meth Village Hall	020	April hiring fee	25.00
Amazon	021	AVM - accessories	18.05

Signed: _____

Dated: 26th June 2018

Sue/Ann	022	Staffing at AVM	40.00
Tesco	023	Deposit re glass hire fee	60.00
Employees	24/33	Salaries / pension / PAYE / expenses	4,381.81
Npower	034	LAP - Gas	243.05
Eclipse windows	035	Cleaning office windows	15.00
Amazon	036	AVM - napkins	4.12
Amazon	038	AVM - banqueting roll	16.99
Total Expenditure		April 2018	10,837.02

It was **RESOLVED** to agree the retrospective payment of the April accounts produced by Councillor Ford, this was proposed by Councillor Stallebrass, seconded by Councillor Parry and all were in favour.

- f) **Financial Report:** To receive a report from the RFO on the PC finances, Income and Expenditure (report circulated separately). Councillor Ford had produced the April report, which had been circulated prior to the meeting. The Clerk provided a brief overview of the actions taken and possible way forward.

18. **Correspondence:** To note general correspondence (publications and letters are available for inspection at the meeting). Correspondence was available for members to view.

19. **To receive verbal or written reports from Working Groups:**

Events – 01-05-2018 (notes circulated with agenda). Councillor Byatt reported the play park opening was well attended, however the timings were not correct. A post event analysis (PEA) will be produced. The Lincolnshire Echo & Sleaford Standard were present, which is good publicity for the pool. The swimming pool are in need of volunteers and lifeguards for the pool to remain open. The 1940's event is progressing, the Blighty Belles have been booked. Numbers for the drinks reception may need to be increased to 150 due to the amount of serving & military veterans in the village. Timings may be an issue. A press release is to be produced.

20. **Planning:**

- i) [18/0562/PNDEM](#) Proposal: Demolition of bungalow and refuse depot at 47 Sleaford Road and Council Depot, Metherringham, Lincoln, LN4 3DG. It was **RESOLVED** to support the application, proposed by Councillor Byatt, seconded by Councillor Peek and all were in favour.
- ii) [18/0549/ADV](#) Proposal: Consent to display externally lit hanging sign at Metherringham Squash Club, Fen Road, Metherringham, Lincoln, LN4 3AA. It was agreed to **OBJECT** to the application, the squash club is in a conservation area and members thought the size of the sign was too large. Proposed by Councillor Stallebrass, seconded by Councillor Peek and all were in favour.
- iii) [18/0521/HOUS](#) Proposal: Erection of 1.8m solid timber gates across driveway at 39 Middle Street, Metherringham, Lincoln, LN4 3EU. It was **RESOLVED** to support the application, proposed by Councillor Parry, seconded by Councillor Byatt and all were in favour.

21. **Annual Village Meeting 2018:** To review the Annual Village Meeting. The general feedback from the public has been positive in relation to the room

Signed: _____

Dated: 26th June 2018

layout/seating arrangements and presentation of certificates. In addition to some written feedback by councillors to the Chairman, Councillor Parry thought that it needed visual improvement with the addition of videos/photos of PC achievements. Need to attract a younger audience. Possibly include a raffle and Councillor Cleland didn't think the stands/table displays added much value to the event, as people didn't look at them. All comments/suggestions will be considered for next year's AVM.

22. **Privacy Notice:** To consider and resolve adoption of Privacy Notice MPC-034 in accordance with the General Data Protection Regulations (GDPR) (circulated with agenda). It was **RESOLVED** to adopt the privacy notice in accordance with GDPR, proposed by Councillor Stallebrass, seconded by Councillor Cleland and all were in favour.
23. **Date, time and venue of next meeting:** Tuesday 26th June 2018 at 19:15 in the Village Hall.
24. **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 Wilson, seconded by Councillor Byatt and all were in favour
25. **NHS Building and Metheringham Library Building:** To receive an update in relation to the NHS building and future of the Library building. Councillor Wilson informed members that the parish council had taken receipt of the keys for the NHS building. The roof is to be sprayed to remove weeds. Negotiations with LCC relating to the library are still ongoing; Councillor Wilson thanked Councillor Byatt and the Clerk for their efforts in producing the document for LCC.
26. **Dog Warden:** To consider recommendations from the Staffing Committee (document circulated separately). It was **RESOLVED** to implement options 1 & 2 of the confidential report, proposed by Councillor Parry, seconded by Councillor Byatt and all were in favour.
27. **Council Vacancies:** To co-opt new members to the Parish Council (documents circulated separately). It was **RESOLVED** to Co-opt Mr Holmes and Mr Walker to the Parish Council, proposed by Councillor Parry, seconded by Councillor Byatt and all were in favour.

The meeting closed at 21:30.

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Dated: 26th June 2018