

SCOTTER PARISH COUNCIL

Minutes of a Meeting of the Council held on 13th December 2010

PRESENT: Councillor C. Day (Chairman), Councillors C. Baker, B. Billam, M. Brown, J. Bullivent, D. Capes, S. Rayner and A. Sheardown, M. Brown (Clerk).

With no members of the public present, the meeting commenced at 7.16pm.

162 2010/11 : To receive and approve apologies for absence

Apologies were received from Councillors Armstrong and Fillingham who are unable to attend due to the icy conditions.

RESOLVED : To accept and approve the apologies from Councillors Armstrong and Fillingham.

163 2010/11 : To receive declarations of interest

An interest was declared by Councillor Day in relation to item 6 (minute ref. 167 2010/11) due to his involvement with the Playing Fields Committee and he stated his intention to refrain from voting on the matter. He also declared a prejudicial interest in relation to item 18 (minute ref. 179 2010/11) as, in consequence of the findings, work may be required by his company. He will leave the meeting room during that element of the discussion, with Councillor Brown temporarily taking the chair. Councillor Baker declared an interest in relation to agenda item 10 (minute ref. 171 2010/11) due to her involvement with Grace Church's youth activities and stated her intention to refrain from voting on the matter. She further declared a prejudicial interest in relation to agenda item 13 (minute ref. 174 2010/11) due to her involvement with the Friday Night project and stated her intention to leave the meeting room during that discussion. Councillors Billam and Sheardown declared an interest in relation to agenda item 5 (minute ref. 166 2010/11) due to their membership of the Village Hall Association and stated their intention to refrain from voting on the matter. No other declarations were made at this time.

164 2010/11 : To approve the notes of the Council Meeting held on 15th November 2010 as the Minutes

RESOLVED : To approve the notes of the Council Meeting held on 15th November 2010, as circulated, as the Minutes of that meeting. These were signed by the Chairman.

165 2010/11 : To consider the timing of the replacement of the ride-on mower.

The Council considered the paper provided, which showed that the annual depreciation does not vary up to and including the third year of operation. However, maintenance costs do vary, with year 3 costs likely to be significantly higher following the cessation of the warranty period (year 1) and the additional discretionary manufacturer's support (year 2). In consequence, it was :

RESOLVED : To replace the ride-on mower at the end of its second year of operation (i.e. in March 2011) at a part-exchange cost of c. £3685 plus VAT.

The annual mower service, planned for December 2010, now will not need to take place, at an estimated saving of £450 plus VAT. Considering the cost of exchange, it was further

RESOLVED : To increase the element of the machinery replacement reserve associated with the ride-on mower to £1850 per annum with effect from 2011/12.

166 2010/11 : To consider a request from Scotter Village Hall Association to release the donation provided for in the 2009/10 Precept and to include a further donation to the Association when setting the 2010/11 Precept.

The Council first considered the issue of the donation for the village hall set aside in the 2010/11 Precept and, in light of the planned projects in the forthcoming months and with the exception of Councillors Billam and Sheardown who abstained, it was :

Initialed Chairman

RESOLVED : To donate £4000 to Scotter Village Hall Association as provided for in the 2010/11 Precept. The Clerk will prepare a cheque to this value for signature at the January Council meeting. The Council then discussed the unquantified request for consideration of a grant during 2011/12 against the background of size of the Association's reserves (as witnessed by its most recent accounts) and the excess of income over expenditure generated in the last year and (with the exception of Councillors Billam and Sheardown) :

RESOLVED : Not to include a further donation to Scotter Village Hall Association in the 2011/12 Precept.

The Clerk is to write to the Association to stress that this decision is in light of current circumstances and does not prevent the Association from making future requests for support in light of planned projects.

167 2010/11 : To consider a request from Scotter War Memorial Playing Fields Committee to include £800 in the 2011/12 Precept to cover employers liability and public liability insurance at the fields

The Council has historically approved this annual request for recompense of insurance costs and included an amount of £800 in its Precept for 2010/11 to meet the expected request in March 2011 (currently estimated at £800). Whilst the cost in March 2012 is not known, the Council noted that the Committee has requested the same amount to be included in the 2011/12 Precept for this purpose. With the exception of Councillor Day who abstained, it was :

RESOLVED : To include an amount of £800 to cover the cost of employers liability and public liability insurance at the fields in the 2012/12 Precept.

168 2010/11 : To consider a request from Scotter Junior Football Club to include £1475 in the 2011/12 Precept to cover the cost of grass cutting and bank strimming at the playing fields.

The Council considered the letter of request from SJFC with accompanying quotation, showing how the sum requested would be spent during the 2011/12 cutting season and :

RESOLVED : To include £1475 in the 2011/12 Precept to cover grass cutting and bank strimming costs during that season, such monies to be released on receipt of invoices in substantiation.

The Council also noted that the club wished to submit a final invoice from the current year's cutting season for the Council's consideration and that settlement of this would exceed the donation set aside for the 2010/11 year by £28.25. It further

RESOLVED : To approve an increase to the 2010/11 donation to SJFC in the amount of £28.25 to enable settlement of the last invoice of the season.

169 2010/11 : To consider a request from Scotter United Football Club to consider awarding it a grant of £300 during the current financial year and to include an amount of £3050 in the 2011/12 Precept as a contribution towards planned project work

The Council considered the letter from SUFC, which requested support this year towards the costs of drainage at the second pitch to allow more matches to be played and further support during 2011/12 in relation to grounds maintenance costs and fees associated with the construction of new changing facilities. It also examined the financial position of the Club for the year ended 30th June 2010 and :

RESOLVED : To include £300 (to be made payable in January 2011) as a contribution towards drainage costs during 2010/11 and to include the sum of £3050 in the 2011/12 Precept towards grounds maintenance and fees associated with the construction of new changing rooms, such monies to be released on receipt of invoices in substantiation.

In the covering letter, the Clerk is to stress that the Council will support the payment of fees for the new facilities but would be most disappointed if, having done so, the scheme did not come to fruition.

170 2009/10 : To consider a request from Scotter Good Companions to include an amount of £436 in the 2011/12 Precept to cover the cost of meeting room hire

The Council considered the letter from Scotter Good Companions, which requested the Council's support in meeting the costs of hire of a room for its meetings. It also examined the financial position of the club and its expected bank balance at the end of its financial year (31st January 2011) and :

RESOLVED : That, in accordance with its powers under section 137 of the Local Government Act, 1972, the Council intends to include £436 in the 2011/12 Precept to cover the cost of meeting room hire for Scotter Good Companions (such monies to be released on receipt of invoices/receipts in substantiation) which, in the opinion of the Council, is in the interests of the inhabitants of the Parish and will benefit them in a manner commensurate with the expenditure.

171 2010/11 : To consider a request from Grace Church for the release of the donation of £1k set aside towards youth work during 2010/11 and to include an amount of £1260 in the 2011/12 Precept to cover room hire and refreshments for the Wednesday youth club.

The Council considered the letter from Grace Church requesting support for its activities against the background of the recently received funds towards this work received via Lincolnshire Police and the extremely healthy financial state of the Church and, with the exception of Councillor Baker who abstained,

RESOLVED : To make a payment of £500 in relation to the Wednesday youth club during 2010/11 on receipt of substantiating invoices/receipts to at least that value.

The Council then considered the request for support during 2011/12 for the Wednesday night activity for under 13's. Considering that the facility is now branded as a church activity rather than a youth club and taking into account the financial position of the church, it was agreed that no funds could be specifically set aside for this purpose during 2011/12 but that, should the facility become a secular youth club, Grace Church would be more than welcome to approach the Council again for support.

172 2010/11 : To consider a request from Scotter Tennis Club to include an amount of £3500 in the 2011/12 Precept as a contribution towards the cost of fencing around the new courts

The Council considered the letter from the Club and noted that it is several years since it requested any financial support. It also considered its most recent accounts and the plans underway to construct new courts and

RESOLVED : To include a sum of £3500 in the 2011/12 precept towards the cost of erecting fencing around the new tennis courts, such funds to be released on receipt of invoices/receipts in substantiation.

173 2010/11 : To consider a request from the Parish Plan Committee to include an amount of £1000 in the 2011/12 Precept to cover the costs of administration and printing of the revised plan

The Council considered the letter received and noted that the lack of review of the Parish Plan is now beginning to hamper applications for funds, as funders are looking for recent evidence of need. The intention is to carry out a full review of the plan during 2011. To this end, it

RESOLVED : To include a sum of £1000 in the 2011/12 Precept to cover the costs of administration and printing of the revised Parish Plan, such funds to be released on receipt of invoices/receipts in substantiation.

Councillor Baker left the meeting room at this point

174 2010/11 To consider the level of support to be provided for the Friday Night project

The Council considered the paper provided in support of this item and

RESOLVED : To set aside an amount of £1500 during the remainder of 2010/11 and to include the sum of £5000 in the 2011/12 Precept to cover the minimum running costs of the Friday Night project.

Councillor Baker then returned to the meeting room.

175 2010/11 : To consider a request from West Lindsey Citizens Advice Bureau to include an amount in the 2011/12 Precept in support of its work.

The Council considered the request for assistance against the background of the significantly increased debt-management workload faced by the local CAB due to the current economic downturn and

RESOLVED : To include £200 in the 2011/12 Precept in favour of West Lindsey Citizens Advice Bureau, such monies to be paid in April 2011.

176 2010/11 : To consider and approve the Council's Precept requirement for the financial year 2011/12

The Council considered the paper circulated with the agenda in relation to this item, which included an evaluation of payments expected for the rest of 2010/11 and an estimate of payments expected to be made in 2011/12, an evaluation of the income expected for the rest of 2010/11 and an estimate of income expected in 2011/12 (excluding the Precept amount) and an evaluation of the likely excess of expenditure over income in the running of the recently adopted areas of public open space during 2011/12. The expected payments figures were amended in light of the resolutions already passed at the meeting. The Council then considered the proposed payments and receipts on a line by line basis and made the following specific resolutions in support of or to amend the paper :

In the event that WLDC agrees (at its meeting of 13th December 2010) to move to all-out four-yearly elections commencing in 2011,

RESOLVED : To include an amount of £1000 as Parish Election Expenses when returning the Precept demand to WLDC.

Until such time as a decision is made in relation to the party to carry out the annual memorial inspection process, it was

RESOLVED : To retain the memorial safety testing reserve.

With the extremely low levels of interest currently available for deposited funds, it was

RESOLVED : To provide sufficient sums in the 2011/12 precept to cover the excess of expenditure over income that is likely to result from the maintenance of the new areas of public open space and to investigate investment options with a view to increasing the rate of interest.

With some wear and tear starting to be visible, it was

RESOLVED : To include £450 in the 2011/12 Precept to re-paint the War Memorial plinth.

In light of the economic situation, it was

RESOLVED : To maintain the budget for general maintenance and seat/litter bin replacement at the reduced level of £200 in the 2011/12 Precept.

Considering the progress that is now being made in relation to the playing fields projects and the need for seed funding to attract funds from major providers, it was

RESOLVED : To include a sum of £3000 in the 2011/12 Precept towards community projects.

With a new Clerk expected in post working an average of 60 hours per month, it was :

RESOLVED : That the budget for meeting room and office hire in the 2011/12 Precept should cover the costs of hiring the office for an additional morning each week.

It was further :

RESOLVED : That, in accordance with its powers under section 137 of the Local Government Act, 1972, the Council intends to make a donation of £75 in 2011/12 for a poppy wreath which, in the opinion of the Council, is in the interests of the inhabitants of the Parish and will benefit them in a manner commensurate with the expenditure.

On the conclusion of the line by line examination and taking into account the resolutions already passed, the summary position is as follows :

Opening Cash Book Balance at 01.04.2010	13,801.40
Add Projected Receipts to 31.03.2011	<u>125,461.22</u>
	139,262.62
Less Projected Payments to 31.03.2011	<u>63,655.48</u>
Projected Closing Bank Balance at 31.03.2011	<u><u>75,607.14</u></u>
Opening Cash Balance at 01.04.2011	75,607.14
Less Mower Replacement Reserve at 01.04.2011	-
Less Memorial Safety Reserve at 01.04.2011	1,200.00
Less The Granary & Elizabeth Close reserves at 01.04.11	64,500.00
Less Key Deposit Reserve at 01.04.11	48.00
Less Budgeted Payments for 2011/12	<u>55,249.48</u>
	- 45,390.34
Add Budgeted Income for 2011/12 (excl. precept)	<u>6,068.46</u>
Nett Expenditure (excl. precept)	-39,321.88

The Council then considered and discussed an appropriate level of contingency to be applied to this figure to cover unexpected expenses and to allow for a year end bank balance and it was :

RESOLVED : To submit to the District Council a Precept for 2011/12 to cover general expenses in the amount of £42750.

This represents a reduction of 10% in the level of general expenses requested compared with 2010/11. The necessary paperwork in support of this will be completed and signed once confirmation has been received from WLDC regarding the position with respect to parish elections during 2011.

177 2010/11 : To note the outcome of a meeting regarding flood protection in Scotter village

The Council considered the paper provided in support of this item and noted its content. The Council can take no further action in relation to it until such time as the preferred option has been fully costed by the Environment Agency and LCC. The Council noted that a copy of a letter, sent to LCC, had been received from residents of Lindholme. This has been included in the circulation to Councillors for information.

178 2010/11 To consider a response to WLDC's request for support against plans to reduce the number of West Lindsey councillors

The Council considered the paper provided by WLDC in support of this item. At the conclusion of its deliberations, it

RESOLVED : To support WLDC's position that 36 Councillors are required in the District Council, considering the area covered by West Lindsey and the number of parishes involved.

Initialed Chairman

179 2010/11 : To receive a report on the safety inspection of Parson’s Field

Councillor Day reported that he had inspected the field since the heavy snows and had found that a number of trees have been felled under the weight of the snow. A major tree has fallen into the pit and several hawthorn trees have broken in half. Currently, there is only one that is affecting a pathway and this needs to be removed. However, at the current time, the snow and ice present would make its removal too dangerous, so it will need to be removed as soon as it is safe to do so. Work will also be required on the broken trees at a point in time, although this is not urgent. Councillor Day asked that all Councillors visit Parsons Field to examine the problem in readiness for a discussion about it at the January Council meeting. With the Council needing to consider how to deal with the current urgent matters, Councillor Day then left the meeting room, with Councillor Brown temporarily taking the chair. Having discussed the matter, it was

RESOLVED : To instruct the emergency contractor to remove the felled tree from the pathway and carry out any other tree work regarded as being of an immediate safety concern as soon as it is safe to do so.

Councillors will then attend site to assess the need for further work on the broken trees. The Clerk will ensure the topic is an agenda item for the January 2011 meeting.

Councillor Day then returned to the meeting room and resumed his duties as Chairman.

180 2010/11 : To agree which Councillors will be responsible for safety inspections of the cemetery and the playgrounds for the next month

Councillor Brown stated his willingness to continue with the cemetery inspections and Councillor Sheardown will also continue with the playground inspections. The Clerk reported that, similarly to Parsons Field, the heavy snows had caused some problems with trees on the cemetery driveway. The Village Person has removed some overhanging and broken branches but has raised a concern that a fir tree on the left hand side of the driveway and approximately half way towards the roundabout is leaning at a more marked angle than previously. Whilst it is not seen as an imminent danger (the Chairman having examined it), it was

RESOLVED : That Councillor Capes will inspect the tree and, if he regards it as appropriate, engage the services of Aspen Tree Services for its removal.

181 2010/11 : To receive new correspondence not already included above

Other items of correspondence (not already considered above and received prior to the December Meeting) were placed on circulation to Councillors at the meeting. If the need arises to take action in relation to any of this correspondence, it will be an agenda item at a future meeting.

182 2010/11 : To note income received during November 2010 and to approve the November 2010 cash book and its reconciliation to the bank statements

The Council noted the following income received during November 2010.

<u>DATE</u>	<u>PAYER</u>	<u>DETAILS</u>	<u>RECEIPTS</u>
01.11.10	H.M. Revenue & Customs	VAT repayment	291.96
02.11.10	Lincolnshire Police	Grant towards running costs of Friday Night project	1376.00
05.11.10	Co-operative Bank	Interest - current account	2.83
16.11.10	WLDC	Repayment of Broadband rental, Nov '10 (including adjustment)	12.83
29.11.10	H.M. Revenue & Customs	VAT repayment	267.23
		TOTAL RECEIPTS	1950.85

It then examined the cashbook as at end of November 2010 and its reconciliation to the bank statements and

RESOLVED : That the cashbook at the end of November 2010 should be signed by the Chairman and Clerk as a true record.

Initialed Chairman

183 2010/11 : To approve payments to be made

The Council examined the accounts to be paid for supplies and services received since the last meeting and :

RESOLVED : That the following payments should be approved.

<u>CHEQUE</u>			<u>NET</u>		<u>TOTAL</u>
<u>NO.</u>	<u>TO WHOM PAID</u>	<u>PARTICULARS OF PAYMENT</u>	<u>VALUE</u>	<u>VAT</u>	<u>PAYMENTS</u>
Direct Debit	Talk Talk (was Tiscali)	Phone calls, October 2010	11.19	1.96	13.15
402149	Silica Lodge Garden Centre	4 No. replacement trees for The Granary	81.67	14.29	95.96
402150	H.M. Customs & Revenue	PAYE & NI, Month 8	405.21	-	405.21
402151	Mrs M. Brown	Wages	634.43	-	
		Mileage	2.40	-	
		Printer cartridge for laser printer	61.98	10.85	
		Stationery	4.43	0.78	714.87
402152	Mr. J. Lyon	Wages	512.54	-	512.54
402153	WLDC	Litter picking service - November 2010	136.44	23.88	160.32
402154	Green Stripe Garden Mch'y	Repairs to idler pulley - ride-on mower	78.51	13.74	
		Fix hydraulic leak - ride-on mower	79.09	13.84	185.18
402155	North Lincolnshire Council	Annual fee for e-mail account management	41.72	7.30	49.02
402156	Lincolnshire County Council	Contribution towards pedestrian crossing	1000.00	-	1000.00
402157	John Hoult & Co.	Land Registry fee for land registration	40.00	-	40.00
Direct Debit	Multidata	Broadband & phone line rental, Dec. 2010	32.43	5.68	38.11
			3,122.04	92.32	3,214.36

184 2010/11 : To take any points from members, identify items for the next agenda and to note urgent items of interest.

The Clerk reported that she had received confirmation that WLDC has approved the bid for funds, made under the Councillor Initiative Fund, for items to be used at the Friday Night Project in the amount (exclusive of VAT) of £406.69. Proof of purchase, via receipts, must be provided to WLDC by 25th February 2011 latest if the funds are to be captured. The Chairman will liaise with Councillor Baker to effect the purchase of the items.

The Chairman declared the meeting closed at 8.43pm.

Clerk:

Chairman:

Date:

Initialed Chairman