

**“DRAFT COPY”**

**LEA PARISH COUNCIL**

Minutes of the Annual Parish Council meeting held on Monday 18<sup>th</sup> May 2015 in the Butler’s Pantry, Lea Park at 7:40 pm.

**Present:** Councillor P Simon (In the Chair)  
Councillor Mrs Humphrey  
Councillor G W B Linegar  
Councillor Mrs J Brown  
Miss J H Bates (Clerk)

**Apologies:** Councillor Mrs F Anderson  
Councillor Mrs J Milne  
Councillor R Iredale

15 Minutes open public forum :- Councillor Linegar informed the Council that a “fracking” leaflet had been put through all doors in the village. He also informed Councillors that Betty Law who had served the Council in the 80’s and 90’s as clerk had sadly passed away.

**1/5/15. To Elect a Chairman, following which the Chairman will take the Chair and make the declaration of Acceptance of Office.**

It was proposed by Councillor Brown to Elect Councillor Simon as Chairman, seconded by Councillor Humphrey. Councillor Simon accepted the position and signed the Declaration of Acceptance of Office

**2/5/15. To Elect a Vice-Chairman**

It was proposed by Councillor Linegar to elect Councillor Diane Humphrey as Vice Chairman, seconded by Councillor Brown with all in favour, Councillor Humphrey accepted.

**3/5/15 All Elected Councillors to sign Declaration of Acceptance of Office of Councillor (s.83(4),LGA1972)**

All Councillors signed the declarations and handed to the clerk.

**4/5/15. Election of Committees**

It was **RESOLVED** to appoint membership to the committees as follows:-

**Emergency Committee** – Chairman, Vice-Chairman, Councillor Brown and the clerk

**Planning Committee** – Chairman, Vice-Chairman, any other councillor and the clerk

**Park Committee** – Chairman, Vice-Chairman, any available Councillor and the clerk

And to recognise the Friends of Lea Park as official volunteers of Lea parish Council.

**5/5/15. Apologies for absence and reasons given.**

Apologies for absence were received from Councillor Anderson, Iredale and Milne & reasons accepted.

**6/5/15. To receive declarations of interest in accordance with the Localism Act 2011 and to receive any applications for dispensation. Members may make any declarations at this point but may also make them at any point during the meeting.**

There were no declarations of interest

**7/5/15. To approve the minutes of the last meetings 23.03.15**

It was proposed by Councillor Linegar and seconded by councillor Humphrey and resolved to sign the minutes as a true record.

**8/5/15. Review and Adopt Code of Conduct/ Standing orders/Media Policy**

Code of Conduct had been circulated, and new wording for section 26 of the Standing orders, along with the Media policy, it was resolved to adopt both policies and the alteration to the Standing orders.

**9/5/15. Review and adopt Financial Regulations**

It was agreed to implement part 1.1 , and with part 4.1 and 4.6 revised to figures agreed it was **RESOLVED** to adopt the policy.

**10/5/15. Review and confirmation of arrangements for insurance cover in respect of all insured risks - Asset Register**

It was **RESOLVED** to renew Insurance cover with Came & Co, with a new fixed 3 year arrangement, and forward remittance of £846.11.

In regard to the Asset Register, Councillor Humphrey will organise a valuation on Butlers Pantry, and the Play equipment has been inspected and hence re-valued. With this in mind the play inspection will be circulated to consider at the next meeting but to proceed with Mr Hewitt's quotation for repairs to the slide area at £640 + VAT.

**11/5/15. Review of Council's employee's pay and condition of service.**

The Chairman had asked the clerk to review her hours, it is apparent that all the work required does not fit into the 4 hours allowed, with several examples of other parishes, it was resolved to increase the weekly hours to 6 ½ with immediate effect. The Chairman also had received the Clerk's resignation from the post, due to other commitments she would no longer be able to carry on as clerk, and the July meeting would be her last day, with the Chairman thanking her for all her work, it was resolved to advertise the post and the Interview panel be the Chairman, the Vice Chair and the clerk.

**12/5/15. Establish or review the Council's complaints procedure**

No changes required.

**13/5/15. Establish or review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

No changes required..

**14/5/15 Clerks Report on Outstanding Matters**

WLDC have been given the number of the lamppost from where the bin is missing opposite 87 Gainsborough Road, they will replace asap. Both heater switches have been replaced.

The cricket club have been asked when they would be removing their broken screen from the pitch, this will be raised at their next meeting.

**15/5/15. Correspondence**

General correspondence was read out and noted.

Michael Lewis – application for relief clerk – advised no such post at present

Bill Cowan – formal resignation from Council

Meter Plus – arrange and appointment for meter change

**16/5/15. Quotations ref bench and bus shelter maintenance**

Councillor Humphrey had not as yet obtained anything in writing from Simon Chapman – will chase

**17/5/15. Grasscutting**

There were one or two areas of concern that Councillor Humphrey raised, she had ironed out most of these with the new Contractor. The clerk had received new maps from LCC which they would like re-highlighting what our Contractor does to update the records. The cricket field was not being cut although it had been done twice only the outfield was now being done. Councillor Linegar said he would talk to the Cricket club who would tend to this themselves. The contractor also advised that he is having to clear cans from around the goalpost before he can start cutting, Councillor Linegar stated that if he knows when the contractor is coming he will go down and do this first, and also asked Councillor Humphrey to ask the contractor not to park in front of the park gates.

**18/5/15. Friends of Lea Park**

A new picnic bench has been purchased and delivered with the help of a donation/grant. The area near the pond has been set with grass seed, and the area around the play equipment has been filled with woodchip. Councillor Linegar also requested that the clerk write to the cricket club to see when the fence would be finished near the pond.

**19/5/15. Butlers Pantry - Acis**

The clerk had made contact with Acis to see if there was any news on the boundary issue, nothing as yet but they would chase up. The windows for the pantry would hopefully be made and fitted either the middle week of June or the last week of June.

**20/5/15. Lea Park – Tree Arborist in connection with Insurance  
Key for Cricket Club to the park**

The clerk had checked with the Insurance Company and an Arborist report is required for the trees in the park, she had made contact with someone and was awaiting a reply.

She also asked if a key to the park could be made available to the cricket club, there was a spare one in the Pantry, Councillor Linegar offered to take this and hand it over to the cricket club.

In reference to the cricket club, Councillor Milne had met with the gentleman handling all the grants (Dave Carter). The feasibility study money is confirmed, they are still looking into a new pavilion, to make the wicket in a playable condition they are looking in the region of £20,000. They are still looking at the whole project as a community project and looking at the possibility of another tennis court, as at present you have to be a member of Lea Tennis Club to use theirs.

**21/5/15. Village Signage**

Nothing further to report at present.

**22/5/15 Planning Applications WLDC 132694 – Redcote Residential Home**

This had been circulated and observations submitted without resolution of council as per standing order 2.xvii, nothing further to add to this from what had been said at the public meeting.

WLDC – Notification of a Tree preservation Order on the land off Willingham Road.

**23/5/15 Financial matters/Audit Paperwork to approve and sign for submission/Donation Amounts**

**RESOLVED** to accept the financial statement dated with payments totalling £2406.68 (incl VAT of £254.90) and receipts of £14027.50

The Audit paperwork had been completed and was duly signed

It was **RESOLVED** to make the following donations to the following groups within the village:-

**Lea Village Hall** – to leave as last year at £150.00

**St Helens Church** – to leave at last year at £500.

**Friends of Lea Park** – Councillor Linegar on behalf of Friends of Lea Park said they would not be requiring a donation at this point, this was accepted by all on the Proviso that should their situation change then they could ask the Parish Council for help if and when needed. Councillor Linegar pointed out here that he would find out the contact of someone the church used for the Fire Extinguishers, at a much more reasonable price that what we had paid.

**24/5/15. Items of information to be noted and if necessary to be dealt with at the next meeting**

The date of the next meeting to be Monday 6<sup>th</sup> July at 7pm, with all business concluded the meeting closed at 9.15pm.

Signed.....(Chairman) Dated.....