

Minutes of the Parish Council meeting held on 28<sup>th</sup> November 2017 at Sutton St Edmund Village Hall commencing at 7.015 pm.

Cllr C Winch in the Chair.

In Attendance Cllr C Hunns, Cllr Russell, County Cllr N Pepper, one member of the public and Mrs Ripley Parish Clerk.

The Vice Chairman greeted all present

There followed a short public forum where the lack of visibility at the junction of Broadgate and South Eau Bank was discussed.

### **The member of public left the meeting at 7.10pm**

Cllr Winch reported than Cllr G Lee had resigned from the Council

**1. 58.17 Apologies for absence and reasons given**

Cllr Coleman sent his apologies and Council RESOLVED to accept his reasons.  
District Cllr Seymour sent his apologies

**2. 59.17 To receive declarations of interest in accordance with the Localism Act 2011 and to consider any applications for dispensation.**

None

a. Cllr Russel was granted a dispensation to take part in item 18, setting the Budget and precept.

**3. 60.17 Notes of last meeting held on 25/7/17 to be approved as minutes**

The Notes were taken as read, approved as minutes and signed by the Vice Chairman.

**4. 61.17 Police matters**

The Clerk reported an incident of Hare coursing in the village this morning (this has been reported to the Police).

**5. 62.17 Clerks report on outstanding matters**

The Clerk reported the following:

- All correspondence from the July meeting has been dealt with
- The allotment tenant has now paid his outstanding allotment rent with interest
- Cllr Russel has kindly installed the new dog waste bin at the playing field
- Mr Hunns has kindly painted the Telephone Kiosk free of charge
- Maintenance work of Telephone Kiosk has been completed (other than installation of defibrillator signs)
- Parish Council Face Book page has been opened

**6. 63.17 Finance:**

- a. Items under sec 137: None  
b. Payments for approval

Date	Payee	Ref	Item	Chq No	Net	VAT	Gross
28/7/17	Mrs J Ripley	T13	Wages July		£217.80		£217.80
14/8/17	X2 Connect Ltd	T14	Kiosk paint 2.5l		£50.08	£10.02	£60.10
24/8/17	SLCC	T15	Training Seminar		£34.50	£6.90	£41.40
28/8/17	Mrs Ripley	T16	Wages Aug		£217.60		£217.60
28/8/17	Playsafety Ltd-f	T17	ROSPA Inspection		£133.00	£26.60	£159.60
29/9/17	LALC	T18	Training day		£25.00		£25.00
29/9/17	Mrs Ripley	T19	Wages Sept		£217.80		£217.80
9/10/17	HMRC	T20	PAYE		£163.40		£163.40

17/10/17	Spalding Rect Feoff	T21	Allotment rent		£400.00		£400.00
28/10/17	Mrs Ripley	T22	Wages October		£217.80		£217.80
28/11/17	Mrs J Ripley	T23	Expenses		£167.62		£167.62
28/11/17	Mrs McKinnon		Litter collection	100816	£72.00		£72.00
28/11/17	Information Commissioner		Data Protection reg	100817	£35.00		£35.00
28/11/17	Mrs Ripley	T24	Wages Nov		£217.80		£217.80
27/7/17	Bin Shop	T25	Dog bin		£93.48	£18.70	£112.18

Council RESOLVED to pay accounts as put before them

c. Money In: Allotment Rent £529 + £290.00. Interest £7.60

d. Bank reconciliation and spend against budget for 2nd quarter to end September 2017

Cllr Winch checked and signed the bank statements

#### **7. 64.17 Correspondence**

- a. SHDC – Electoral register update
- b. Andrew Deptford- defibrillator replacement part costs (item12)
- c. Mossops – Reply to clerk’s letter x2 (item14)
- d. SSE Village Hall – Newsletter (circulated)
- e. Grant Thornton – Completed Audit  
No observations or reports
- f. SLCC – Regional Training Seminar
- g. Cllr Pepper – Newsletter (circulated)
- h. BT – Update on Phone Kiosk (circulated)
- i. SHDC – Electoral register update
- j. LALC – NALC legal briefing on Data Protection legislation reform (circulated)
- k. LALC – AGM and Conference invite (circulated)
- l. SHDC – Electoral register update
- m. LALC – Consultation on Broadband universal service obligation (circulated)
- n. Play safety - ROSPA inspection report (circulated)
- o. RVS – posters for notice boards
- p. SHDC Planning – invite to training evening (circulated)
- q. LCC – National libraries week (circulated)
- r. Skegness Town Council - request to support LCC fairer funding (circulated)
- s. LCC - request to support LCC fairer funding (circulated)
- t. Sutton Bridge Parish Council – Invite to Police and crime Commissioner meeting (circulated)
- u. LALC – Update on GDPR (circulated)
- v. LALC- Information on subscription increase (circulated)
- w. Cllr Lee – Resignation
- x. Barclays – Changes to Customer Agreement
- y. James Chadwick – Quotation (item 8)
- z. Playmaintain – Quotation (item 8)
- aa. NALC – Nomination form for committee (circulated)
- bb. LCC – Scrutiny review – Impact part night street lighting (circulated)
- cc. ICO – Registration document
- dd. Barclays – Bank statement
- ee. Cllr Pepper- Newsletter (circulated)

#### **8. 65.17 To discuss Playing Field**

- a. Update Inspection Rota  
Council RESOLVED as follows:  
Cllr Hunns December & March. Cllr Russell January. Cllr Coleman February.  
The Clerk reminded Councillors to send report sheets to her to action and file.
- b. To RESOLVE on maintenance work needed for ROSPA report  
The Clerk read the Council 3 quotations received for re-setting the two play boards.  
Council RESOLVED that as these were both low risk on report and there was no movement at present the work would not be necessary.

- c. To Resolve on enhancement and improvements to play equipment following feedback from parishioners

Clerk read response to poll from Council web site.

19 people had taken part in the poll and would all like to see improvements.

4 = Swings

10 = Adult Gym equipment

2 = Other

3 = General improvement

Clerk to look into funding from Wryde Croft Wind Farm.

Face Book page to be updated and suggest Parishioners write to the Clerk with their ideas and attend the Parish meeting in March to take this project forward.

**9. 66.17 Highways:**

- a, Update on outstanding matter.

Report on meeting with Highways at junction of Broadgate/South Eau Bank (Cllr Coleman)

In Cllr Colemans absence Cllr Pepper informed Council that a site meeting had been held between himself, Cllr Coleman, Highways and The Lincolnshire Road Safety Partnership. The outcome of which was for Highways to install a warning sign for” Blind Bend” and Paint “SLOW” on the road, it was also suggested that the first action with regards to the hedge causing the visibility problem would be for a Parish Councillor to visit the owner of Four Horseshoes and request a restructure of their hedge.

Council RESOLVED that a councillor visit the owner of Four Horseshoes and report outcome to those present at the site meeting.

- b. New matters to report.

Cllr Hunns reported the Give way sign to the left of the junction of Luttgate with South Eau Bank was obscured by foliage, Clerk to report to Highways.

**10. 67.17 Planning:**

**Consultation:**

H19-0807-17 Mr Johnson & Miss Husband, 241 Broadgate  
Proposed extension and alteration (circulated)

**Approval:**

H19-0647-17 Mr & Mrs P Ecuver, The Hollies, 18 Broadgate  
Barn conversion to holiday let (re- application of H19-0091-17 including details of all conditions)

H19-0652-17 Mr & Mrs C Fear, Holly Tree Farm, Hallgate Rd  
Proposed change of use Agricultura building to dwelling (prior approval)

H19-0807-17 Mr Johnson & Miss Husband, 241 Broadgate  
Proposed extension and alteration

**Refusal:**

**Enforcement Notices:** None

**Appeals:**

**11. 68.17 Update on Parish Council Facebook Page and Resolve accordingly**

Defer to next meeting.

**12. 69.17 Defibrillator project, to update and Resolve accordingly**

**a. Update on defibrillator installation**

The Clerk informed Council of the following:

- BT have now installed power to the Kiosk
- Electrician is organised for week beginning 4<sup>th</sup> December to install the cabinet
- Cost will be £150 - £200 depending on where the socket must be placed
- The Defibrillator signs can then be installed on Kiosk

- Defibrillator can then be installed with first aid items
- Clerk will register defibrillator with the ambulance service

The defibrillator will need a weekly inspection, following a discussion and due to the low numbers of Councillors, the Clerk offered to do this up until the next Council meeting. This was RESOLVED.

**13. 70.17 Reform of Data Protection Legislation and Resolve accordingly**

The Clerk updated Council on the training she attended.

Council was given a list of data it holds and parties it is shared with.

The Clerk advised Council that as the Data Controller it would be advisable for them to undergo training. She also informed them that as of May 2018 they would need a Data Protection Officer in place, to have updated their Data protection policy and privacy notices (model documents will be provided by LALC). The registration fee to ICO will increase to £55pa and a list of data held will need to be published on the web site.

**14. 71.17 To discuss Village Hall Lease and Resolve accordingly**

Following a discussion, it was RESOLVED for the Clerk to write to Village hall committee to request an informal meeting.

**15. 72.17 Allotments**

**a. Report on Inspection**

The Clerk reported that allotments are clean and tidy.

**16. 73.17 To Resolve to support Lincolnshire County Councils Fairer Funding Campaign**

Council RESOLVED on the above, Clerk to write to MP.

**17. 74.17 To Discuss Items for Parish Meeting and Resolve accordingly**

Council RESOLVED to include:

- Play equipment
- Community Working Group
- Councillor recruitment drive

**County Cllr Pepper left the meeting at 9pm**

**18. 75.17 To Resolve on Budget for 2018 and set Precept accordingly**

**a. To Resolve on holding reserve funds for replacement of play equipment at end of its useful life**

Council RESOLVED to start building a fund and to put £500 in for 2018-19 budget.

Council discussed the figures put before them in 2018-19 budget, amended as saw fit and RESOLVED to accept them.

Council RESOLVED to set the precept for 2018-19 at £6450.00.

**19. 76.17 Date of next meeting: March 27th, 2018 at Village Hall**

**20. To Resolve for the council to move into closed session for discussion of the following agenda items. Due to the confidential nature of the business to be transacted.**

This was unnecessary as there was no member of public or press present.

There being no more business to transact the meeting closed at 9.30pm.

Signed

Chairman