

Minutes of the Annual Parish Council meeting held on 27<sup>th</sup> May 2014 at Sutton St Edmund Village hall commencing at 7.15pm.

Cllr Ramkaran in the Chair.

In Attendance: Cllr Rogers, Cllr Watts, Cllr Morris, Cllr Coleman, one member of the public & Mrs J Ripley, Parish Clerk.

The Chairman greeted all present.

There followed a short Public Forum where views on the planning applications for Solar panels (H19-0360/0364-14) were discussed.

1) **13.14 To Elect a Chairman:**

Cllr Rogers proposed Cllr Morris, this was seconded by Cllr Watts, Council RESOLVED that Cllr Morris be elected as Chairman.

2) **14.14 Chairman's declaration of acceptance:**

Cllr Morris signed his declaration of acceptance.

3) **15.14 Elect Vice Chairman**

Cllr Coleman was proposed and seconded Council RESOLVED that he be elected as Vice Chairman.

4) **16.14 Apologies:**

None

5) **17.14 Declarations of interest & dispensations in accordance with Localism Act 2011:**

None

6) **18.14 The Notes from the last meeting:**

Held on 4<sup>th</sup> March 2014 were taken as read, approved and signed by the chairman.

7) **19.14 Police Matter**

None

8) **20.14 To Discuss applications for Co-option to Parish Council**

Council had received one application; this was from Mrs Clare Hunns from Gaunockgate. Cllr Coleman proposed this application be accepted; Cllr Rogers seconded this and item was RESOLVED.

9) **21.14 Adopt New Financial Regulations**

These were read & amended. Cllr Rogers proposed they be accepted, Cllr Watts seconded this and item RESOLVED

10) **22.14 Review the following:**

a. Council representation on external bodies

Poors Land Charity: Cllr Rogers 4 years 2011-2015

Cllr Watts 4 years 2013-2017

Cllr Coleman 4 years 2014-2018

Educational Charity: Cllr Rogers 3 years 2013-2016

Cllr Coleman 3 years 2014-2017

Village Hall committee: Cllr Rogers

b. Inventory of Council land and assets

Assets were reviewed and agreed.

c. Insurance cover

This was discussed and Council RESOLVED cover to be sufficient at this point in time.

Council RESOLVED to enter into another 3 year term with Came & CO to save 5% each year.

d. Councils and Employees membership of other bodies

Clerk member of SLCC & Council member of LALC

e. Council complaint procedure

In place, reviewed and agreed

f. Handling of requests made under Freedom of information Act 2000

In place, reviewed and agreed

g. Council procedure for dealing with press/media

As per S.O. No 21

h. Councils Risk Assessment Policies

These were updated in May 2014 and findings to be dealt with by end of the year.

i. Anti-virus Software

Updated May 2014

j. Standing Orders & Financial Regulations

Standing Orders were renewed in November 2013 and Financial Regulations May 2014

k. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

New dates issued

**11) 23.14 Clerks report on outstanding matters:**

All correspondence from the March meeting has been dealt with.

The VAT return has been submitted for the last financial year.

One Allotment rent to April is still outstanding.

**12) 24.14 Finance:**

Payments for approval

**Accounts for Payment**

Date	Payee	Ref	Item	Chq No	Net	VAT	Gross
27/5/14	Mrs J Ripley	T5	Expenses May		£87.20		£87.20
27/5/14	Mrs M Potter		Internal Audit	100789	£45.00		£45.00
27/5/14	Came & Co	T6	Insurance premium		£265.00		£265.00
27/5/14	Spalding Rectory Feoffees		Allotment Rent	100790	£375.00		£375.00
28/5/14	Mrs J Ripley	T7	Wage May		£208.92		£208.92
28/6/14	Mrs J Ripley	T8	Wages June		£208.92		£208.92

**Money In**

SHDC: £5355.00 Precept & Grant

Allotment Rent for ½ year to 5<sup>th</sup> April: £529.00

a. To sign off End of Year Accounts for 2013/14

The Clerk handed out a Bank reconciliation showing the accounts to the end of 2013/14. These were read & it was proposed that they be accepted, item RESOLVED.

b. To Nominate Bank Mandate signatories

It was proposed that they stay the same for the next year.

**13) 25.14 Training requirements for year**

The clerk will send out a list of events available and councillors to bring requirements to next meeting.

**14) 26.14 To review findings and effectiveness of Internal Audit**

Council reviewed their internal audit procedure and found it to be very effective.

Cllr Rogers proposed Council accept the findings of the internal audit, Cllr Ramkaran seconded this, item RESOLVED.

**15) 27.14 To organise shelving for the Phone Kiosk**

As discussed at the Parish meeting it is proposed to use the Phone Kiosk as a place to bring unwanted books for Parishioners to swap. Following the update to the risk assessment and the report of the door rotting and a hinge damaged, it was proposed for Cllr Morris to inspect this and report to the next meeting prior to any further action being taken.

**16) 28.14 Correspondence:**

The following correspondence had been received:

- a. SHDC – Copies of meeting agendas and minutes
- b. LCC-4all information and poster
- c. SHDC Vacancy for Parish Councillor
- d. LRSP – Community Speed watch Trial (circulated)
- e. Grant Thornton – Audit Forms (item 20)
- f. HM Rev & Customs – PAYE Information
- g. SHDC-Precept and Grant
- h. South East Lincolnshire Plan – information (circulated)
- i. LALC – News
- j. LCC – Bus timetables
- k. LCC – Highways Information (item 19b)
- l. John Castley & Co – letter informing Council of his retirement.
- m. Mr Marthews – email re vision for traffic at the junction of Broadgate and South Eau Bank (item 19 b)

**17) 29.14 To Discuss Playing Field**

The dog bin has now been emptied.

A number of items were highlighted following the risk assessment; these will be rectified by Cllr Morris by the end of the year

The Play area inspection is to be booked for September.

**18) 30.14 Planning:**

**Consultation:**

H19-0163-14 Bernard Matthews Ltd, Luttongate farm, Luttongate

10 x Biomass Heating packaged plant rooms (circulated)

*Council supported this application*

H19-0360-14 CS Gent & Sons Ashlea Farm Guanockgate Rd

Installation of photovoltaic panels for generation of electricity from a renewable resource

H19-0362-14 CS Gent & Sons 40 Acre poultry site Guanockgate Rd

Installation of photovoltaic panels for generation of electricity from a renewable resource

*Council request that the above two applications be deferred and resubmitted with details of the acreage to be covered by panels and a plan for screening of the area. Also that a landscape and residential impact survey be carried out.*

H19-0386-14 CS Gent & Sons 40 Acre poultry site Guanockgate Rd  
Siting of an agricultural workers mobile home in connection with existing free range egg unit.  
*Council request a three year clause be put on this application*

H19-0363-14 Mr Grange 71 Broadgate  
Replacement house and creation of garden  
*Council Support this application*

**Approval**

H19-0163-14 Bernard Matthews Ltd, Lutington Farm, Lutington  
10 x Biomass Heating packaged plant rooms

**Refusal:** None

**Enforcement Notices:** None

**Appeals:** None

**19) 31.14 Highway matters:**

**a.** Update on outstanding matter

The Bin next to the Bus stop has still not been fixed and is now overflowing again. Clerk to contact SHDC again.

**b.** New matters for report

Road closures of one day during June and July are planned for Lutington and Broadgate

It has been reported that the visibility for traffic at the junction of Broadgate and South Eau Bank is once again a problem. Cllr Morris to look into the cutting back of the bushes to the left of the junction. Highways have advised

council many times that the hedge to the right of the junction is within legal limits.

**20) 32.14 To complete Annual Return Accounting and Governance Statement:**

The Clerk read out the accounting statement and council RESOLVED to accept this.

The Chairman then signed the statement. The Clerk then went through the annual governance statement with council who RESOLVED to answer yes to each section.

The Chairman signed the statement.

**21) 33.14 Date of next meeting:**

Set for Tuesday 29th July 2014 at 7.15pm

There being no further business the meeting was declared closed at 7.55pm

Signed:

Chairman

Dated