

Minutes of the Annual Parish Council meeting held on 30th May 2017 at Sutton St Edmund Village Hall commencing at 7.05 pm.

Cllr M Coleman in the Chair.

In Attendance Cllr C Winch, Cllr C Hunns, District Cllr Seymour, County Cllr Pepper and Mrs Ripley Parish Clerk.

The Chairman greeted all present and read out resignation letters from Cllrs M Morris, T Morris and J Jarret.

1. **17.17 To Elect a Chairman**
Cllr Coleman was proposed, seconded and elected as Chairman.
2. **18.17 Chairman's declaration of acceptance**
Cllr Coleman signed his declaration of acceptance to the office of Chairman.
3. **19.17 To Elect Vice Chairman**
Cllr Winch was proposed, seconded and elected to office of Vice Chairman.
4. **20.17 Apologies for absence and reasons given**
PCSO F Bennett sent her apologies.
5. **21.17 To receive declarations of interest in accordance with the Localism Act 2011 and to consider any applications for dispensation**
None.
6. **22.17 Notes of last meeting held on 28/3/17 to be approved as minutes**
The Notes were taken as read, approved as minutes and signed by the Chairman.
7. **23.17 Police matters**
There were no specific matters to report for Sutton St Edmund from report sent by police.
8. **24.17 To Resolve on Co-option for vacancy of Parish Councillor and recruitment drive**
There were no applications.
Following a discussion, it was proposed for the clerk to put new notices on all boards and update advert on website. Each Councillor was given an application form and will attempt to recruit a new member each.
The idea of opening a Parish Council Face Book page was mentioned and will be put on the agenda for July meeting.
9. **25.17 Review the following and Resolve accordingly:**
 - a. Delegated powers to the Clerk
It was proposed that in light of the length of time between meetings to delegate the Clerk the power to continue the defibrillator project provided it stay within the agreed budget of £2500 and she keep the Council updated by e mail, this was seconded and RESOLVED. All other powers remain in place.
 - b. Council representation on external bodies & reporting to Council
 - i) Elect a council representative Education Charity
Cllr Coleman was re-elected to the position for 3 years.
SSE Poors Land Charity: Cllrs Hunns, Coleman & Winch
SSE Education Charity: Cllr Coleman & Hunns
Wryde Croft Wind Farm: Cllr Hunns, Cllr Winch stepping in when necessary
SSE Village Hall: Cllr Winch
 - c. Inventory of Council land and assets
The Clerk issued the updated version the Asset register to Councillors
 - d. Insurance cover

This was due for renewal. The Clerk informed Council of six separate quotations. Following a discussion, it was RESOLVED to accept the quotation of £280 from Came & Co with Inspire Insurance (with a 3 year tie in) which adequately covered the Council's needs.

- e. Councils and employee's membership of other bodies
Council: LALC
Clerk : SLCC
- f. Council complaint procedure
As per Councils policy
- g. Handling of requests made under Freedom of information Act 2000
As per Councils policy
- h. Council procedure for dealing with press/media
As per Councils Standing Orders
- i. Councils Risk Assessment Policies
In process of being reviewed by Cllr Coleman
- j. Anti-Virus Software renewal
Renewed in May 2016 for 2 years
- k. Standing Orders and Financial regulations
Reviewed and updated in 2016 and 2015
- l. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
As per list issued in Dec for 2017

10. 26.17 Clerks report on outstanding matters

All correspondence from the March meeting has been dealt with.

Cllr Coleman has completed a comprehensive risk assessment of the phone Kiosk.

This has highlighted the maintenance work needed for the Clerk to arrange along with the installation of the defibrillator signs to replace the Telephone signs in place at present.

BT have granted permission for the free use of electricity in the box to the defibrillator for a term of 7 years.

Holicon electrical have provided a quotation for fitting the defibrillator.

11. 27.17 Finance:

Payments for approval

- a. Payments under section 137: None
- b. To Resolve on 1%, pay increase for Clerk as per NALC

This was proposed, seconded and RESOLVED

Accounts for Payment

Date	Payee	Ref	Item	Chq No	Net	VAT	Gross
7/4/17	HM Rev & Cust	T1	PAYE		£161.80		£161.80
7/4/17	Spalding Rect Feoffees	T2	Allotment rent		£400.00		£400.00
28/4/17	Mrs J Ripley	T3	Wages April		£217.82		£217.82
30/5/17	Mrs M Potter	T4	Internal Audit 2016/17		£45.00		£45.00
30/5/17	Mrs K McKinnon		Litter collection	100847	£72.00		£72.00
30/5/17	Mrs J Ripley	T5	Expenses		£138.60		£138.60
30/5/17	Mrs J Ripley	T6	Wages May		£217.82		£217.82
30/5/17	Came & Co	T7	Insurance		£280.00		£280.00

Money In

SHDC: £6100.00 Precept. Allotment Rent for ½ year to 5th April: £529.00 VAT refund £377.94

c. End of year reconciliation

d. End year spend against Budget

Both the above were inspected and agreed, Cllr Winch signed Bank statements.

e. To elect a new bank mandate signatory

Deferred to later meeting with more members present.

12. 28.17 To sign off End of Year Accounts

It was proposed, seconded and RESOLVED for the Chairman to sign off the end of year accounts.

13. 29.17 To Review findings and effectiveness of Internal Audit

Council reviewed their internal audit procedure and found it to be very effective. It was proposed Council accept the findings of the internal audit, this was seconded and item RESOLVED

14. 30.17 To Discuss Village Hall Lease and Resolve accordingly

Following a discussion, it was proposed that the Clerk send a letter to the Village Hall Committee inviting them (minimum of 2 representatives) to a meeting with the Parish Council to discuss the renewal of their tenancy agreement in 2018. Council will also be requesting copies of the last five years' accounts and minutes to be provided prior to the meeting. Date to be 3rd July, 7pm at Village Hall. This was seconded and RESOLVED.

15. 31.17 To Discus outcome and future of Village working party and Resolve accordingly

It was agreed that the last working party was a big success and a second will be planned at a future date.

16. 32.17 Correspondence

- a. Grant Thornton – External Audit forms
- b. Cllr M Morris – Resignation letter
- c. Minutes of Wryde Croft Wind Farm meeting (circulated)
- d. Cllr T Morris – Resignation letter
- e. Cllr J Jarrett – Resignation letter
- f. Norris & Fisher – Insurance Brokers
- g. LCC – Highway information update (circulated)
- h. LCC – Highways – Temporary road closures (item 19)
- i. BT – Agreement for use of electricity on phone kiosk
- j. Came & Co – Insurance renewal
- k. Norris & Fisher – Insurance quote
- l. Aon – Insurance quote
- m. Lincolnshire Resilience Forum – letter
- n. Holicon Electrical – Quotation.

17. 33.17 To discuss Playing Field

The annual play equipment inspection was discussed, it was then proposed to use Play Safety for an official ROSPA report, this was seconded and RESOLVED.

The Clerk to circulate a copy of inspection rota and check list to all Councillors.

18. 34.17 Planning:

Consultation:

H19-0207-17 Mr K Rowbottom, 273 Broadgate

Single storey extension to rear of property

Council supported this application

H19-0367-17 T Gilby & J Waite, Guanockgate Rd

Proposed residential log cabin

Sutton St Edmund Parish Council strongly object to this application.

The area in question is outside the settlement area and the application is non-essential and contravenes Policy SG4 of the 2006 Local Plan.

H19-0465-17 S Anderson & J Dewsbury, 3 Cross d

Proposed 3 bedroom bungalow (re-application of H10-0637-16 following refusal)

Council supported this application

Approval :

H19-0249-17 Mr Walsh, Lutington Farm, 15 Lutington

Proposed Extension

H19-0183-17 Mr Okine , The Oaks, 251 Broadgate

Works on TPO No2 1989

H19-0207-17 Mr K Rowbottom, 273 Broadgate

Single storey extension to rear of property

Refusal:

H19-0145-17 Mrs M Morris, Land off Broadgate Next to 323

Residential development

Enforcement Notices: None

Appeals:

19. 35.17 Highways:

a. Update on outstanding matters

The following have been reported to LCC and work completed:

Large Pot hole in Broadgate opposite numbers 321 & 323

Subsidence of road on Lutington close to number 34

Corner of Lutington and Highstock lane broken away

Street light in Cross Rd overgrown with conifers, Cllr Hunns to inform Clerk of light number.

Road name signs missing from Chapel Rd at junction with Broadgate and Guanockgate at junction with Badgate have been reported to SHDC.

b. New matters for report:

South Eau Bank B1166 will be closed for a period of 3 days during 5/6/17 to 23/6/17

Hallgate will be having re-dressing work over the next few months

District Cllr Seymour left the meeting at 8.30pm

20. 36.17 To complete Annual Governance Statement

The Clerk went through the annual governance statement with council who RESOLVED to answer “yes “to each section other than section F as a Petty cash system is not applicable.

The Chairman signed the statement.

21. 37.17 To complete Annual Return Accounting Statement

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

22. 38.17 Date of next meeting: Tuesday July 25th at Village Hall

23. 39.17 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 proposed, seconded and RESOLVED.

County Cllr Pepper left the meeting at 8.40pm

24. 40.17 Allotments

a. To discuss late rent payments and Resolve accordingly

The problem of constant late payment of rent by a tenant was discussed at length.

It was proposed to commence charging interest on the late payment and for the Clerk to seek advice from Councils land agent. Clerk to inform tenant that no further letters to chase rent would be sent in the future as this had been going on for too many years. As per the tenancy agreement it is the tenants responsibility to pay the rent in arrears on time. If future payments were late then notice would be served as per the tenancy agreement.

The above was seconded and RESOLVED.

There be no more business to transact the meeting closed at 9pm.

Signed

Chairman

Date