

Minutes of the Annual Parish Council meeting held on May 22nd 2018 at Sutton St Edmund Village Hall commencing at 7.00 pm.

Cllr M Coleman in the Chair.

In Attendance Cllr C Hunns, Cllr Russell, Cllr Bowman, Cllr Thorne, District Cllr Seymour and Mrs Ripley Parish Clerk.

**1. 28.18 To Elect a Chairman**

Cllr Coleman was proposed, seconded and elected.

**2. 29.18 Chairman's declaration of acceptance**

Cllr Coleman signed his declaration.

**3. 30.18 To Elect Vice Chairman**

Cllr Hunns was proposed, seconded and elected.

**4. 31.18 Apologies for absence and reasons given**

County Cllr N Pepper, WPCSO Bennett & the press sent apologies.

**5. 32.18 To receive declarations of interest in accordance with the Localism Act 2011 and to consider any applications for dispensation**

None

**6. 33.18 To Resolve on Co-option for vacancy of Parish Councillor**

Council RESOLVED to co-opt Mr C Thorne to the Council, Cllr Thorne signed his declaration of acceptance to office.

**7. 34.18 Notes of last meeting held on 28/3/17 to be approved as minutes**

The Clerks notes were taken as read and signed as minutes.

**8. 35.18 Police matters**

None

**9. 36.18 Review the following and Resolve accordingly:**

- a. Delegated powers to the Clerk  
Council RESOLVED for Clerk to continue paying invoices between meetings.
- b. Council representation on external bodies & reporting to Council  
Cllr Coleman = Poors Land Charity and Education Charity  
Cllr Hunns = Poors Land Charity and Education Charity  
Cllr Bowman = Poors Land Charity
- c. Inventory of Council land and assets  
Updated asset register for 2018 handed to all Councillors
- d. Insurance cover  
Adequate insurance cover was put in place and renewed from May 2018
- e. Councils and employee's membership of other bodies  
Council = LALC Clerk = SLCC
- f. Council complaint procedure  
Policy in place
- g. Handling of requests made under Freedom of information Act 2000  
Policy in place
- h. Council procedure for dealing with press/media  
As per policy and Standing Orders
- i. Councils Risk Assessment Policies  
To be updated for July meeting by Cllr Coleman

- j. Anti-Virus Software renewal  
Renewed in May 2018 for 2 years
- k. Standing Orders and Financial regulations  
Financial regulations in place  
Standing Orders, Draft of NALC 2018 version handed out by Clerk, Council requested Model to be distributed to all Council. Council will form a working party to amend as they see fit and send draft to Clerk for printing and adoption at July meeting
- l. Determining the time, place and number of ordinary meetings of the full council up to and including the next annual meeting of full council.  
Meetings to stand at July, November and March. Budget to be increased for next year to cover 6 meetings.
- m. To Resolve on Inspection Company for Annual play area report.  
Council RESOLVED to use Play safety
- n. The use of BACS and Internet banking  
Council to contact LALC for advice
- o. General Power of Competence: To Resolve that Council meet the prescribed conditions to for eligibility  
Not an election year.
- p. To delegate the Chairman power to agree up to 5 hours overtime for the Clerk per month.  
Defer to next meeting

**Cllr Seymour left the meeting at 7.45pm**

#### **10. 37.18 Clerks report on outstanding matters**

The Clerk reported the following:

- All correspondence from the March meeting has been dealt with
- VAT refund has been submitted
- Internal Audit has been completed
- The Problem of the Dog bin on the corner of Broadgate and Chapel road not being emptied has been passed to SHDC Street Service manager on 2 occasions

#### **11. 38.18 Finance:**

Payments for approval

- a. Payments under section 137

#### **Accounts for Payment**

Date	Payee	Ref	Item	Chq No	Net	VAT	Gross
8/4/18	HM Rev & Cust	T1	PAYE		£163.40		
28/4/18	Mrs J Ripley	T2	Wages April		£217.80		£217.80
22/5/18	Mrs M Potter	T3	Internal Audit 2017/18		£45.00		£45.00
22/5/18	Mrs K McKinnon	T4	Litter collection	100822	£72.00		£72.00
22/5/18	Mrs J Ripley	T5	Expenses		£185.30		£185.30
22/5/18	T A Blackamore	T6	Grass Maint 2017		£640.96	£128.19	£769.15
22/5/18	Came & Co	T7	Insurance premium 2018		£285.60		£285.60

Council RESOLVED to make payments as put before them

#### **Money In**

SHDC: £6450.00 Precept. Allotment Rent for ½ year to 5<sup>th</sup> April: £819.00

- b. End of year bank reconciliation  
Clerk handed copies to all Councillors and Cllr Thorne checked against bank statement.
- c. End year spend against Budget  
Clerk issued to Council
- d. To elect a new bank mandate signatory

- Cllr Thorne was proposed, seconded and item RESOLVED
- e. To Resolve on overtime payment for the Clerk  
Council RESOLVED to pay Clerk 10 hours

**12. 39.18 To sign off End of Year Accounts**

Council RESOLVED to sign of Accounts for 2017-18

**13. 40.18 To Certify that Sutton St Edmund Parish Council is exempt from a limited assurance review.**

Council RESOLVED they were exempt and completed the form.

**14. 41.18 To Review findings and effectiveness of Internal Audit**

Council Read the Internal Auditors report and found it satisfactory.

Council reviewed their own internal procedures and found them to be very effective.

Council RESOLVED to accept the findings of the internal audit.

**15. 42.18 To Discuss Village Hall Lease and Resolve accordingly**

Council discussed the last meeting with the Village Hall committee.

Council RESOLVED to agree all points from meeting, the Clerk inform Councils solicitor

And request draft lease be drawn up.

Draft lease to be sent to all Council for agreement and then sent to Hall committee for approval.

**16. 43.18 GDPR compliance**

- a. To adopt the Data Map (circulated)
- b. To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy (circulated)
- c. To adopt the Privacy Policy (circulated)  
Council RESOLVED to adopt the above.
- d. To receive completed Security Compliance Checklists from all councillors  
All Councillors completed the forms.
- e. To note that the council is already registered as a Data Controller with the ICO

**17. 44.18 Correspondence**

- a. LALC – Magazine (circulated)
- b. Came & Co – News (circulated)
- c. LCC – Waste Strategy Consultation (circulated)
- d. Rural Crime newsletter (circulated)
- e. Mossop & Bowser – Terms of Business
- f. LCC Highways – Temporary Road Closures
- g. HMR&C – Changes to VAT166 claim
- h. Solicitor – reply to Councils questions (circulate)
- i. Longstaff – information on valuation
- j. LALC – GDPR update (circulated)
- k. LALC – New Standing orders
- l. Came & Co – Insurance renewal for 2018
- m. Lincolnshire Police and Crime Commissioner – National crime survey (circulated)

**18. 45.18 To discuss Playing Field & Resolve accordingly**

Recent inspection of play area and carpark were discussed.

It was proposed for the Clerk to get a quotation on the following:

Recommendation and quotation to build up ramp from car park to road

Tree root at edge of car park under kerb to be levelled

Four corner posts on Trim Trail, recommendation and quote to stabilize.

Council RESOLVED for Clerk to have power to authorise work to the sum of £1200.00.

(4 votes in favour, Cllr Huns voted against)

Quotation to clean all equipment other than trim trail and teenage shelter, Council RESOLVED to give Clerk power to spend up to £100.00.

Plan for new equipment deferred to July meeting.

#### **19. 46.18 Planning:**

##### **Consultation:**

H19-0147-18 Mr M Price, West of Bank House Farm, South Eau Bank, Throckenholt

Proposed 2 storey 4 bedroom dwelling (circulated)

*Council have concerns over the entrance onto a dangerous section of highway*

H19-0393-18 Mr & Mrs Allen, Hooters Hall, 147 Broadgate

Proposed internal alterations, demolish existing porch. Alterations to windows (circulated)

*Council supported this application*

H19-0437-18 Mr Broker, South of 41 Coronation Ave, Throckenholt

5 bedroom, 2 storey barn style dwelling, garden, and stables

*Council support this application*

H19-0440-18 Mr & Mrs Simmons, 168 Eye Farm, Broadgate

Stables and Implement Store

*Council do not support this application due to over development of the site*

##### **Approval:**

H19-0136-18 Mr Broker, Coronation Ave, Throckenholt

3 bedroom dwelling (circulated)

H19-0256-18 Mr New, Station House, French Drove

Proposed storage building and extension of domestic curtilage

##### **Refusal:**

**Enforcement Notices:** None

**Appeals:** None

#### **20. 47.18 Highways:**

- a. Update on outstanding matters

None

- b. New matters for report

Broadgate between New Fendyke ( due to accident)

Chevrons missing, and side of road dangerously dropped away. Clerk to report to Highways.

#### **21. 48.18 To complete Annual Governance Statement**

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

#### **22. 49.18 To complete Annual Return Accounting Statement**

The clerk readout the accounting statement and explained any variances, council RESOLVED to accept this.

The Chairman then signed the statement.

#### **23. 50.18 Date of next meeting: Tuesday July 24<sup>th</sup> at Village Hall**

#### **24. 51.18 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 not necessary as there were no members of public present

#### **25. 52.18 To Resolve on Staffing issues**

Council RESOLVED to award the Clerk the standard 2% NALC pay increase.

There be no more business to transact the meeting closed at 9.45pm.

Signed

Chairman

Date