

## MINUTES FROM THE PARISH COUNCIL MEETING ON 6<sup>TH</sup> DECEMBER AT 7PM IN THE PARISH ROOMS

Present: Cllr D Cartwright (Chair) Cllr L Corten-Miller Cllr M Dales Cllr A Foster  
Cllr C Parker County Councillor W Gray

3 Members of the public

Also present: Acting clerk J Slaymaker

1.12/21 The Chair welcomed everyone to the meeting

### 2.12/21 To consider and approve any apologies of absence

Cllr Amaral and Cllr Wilkinson-White sent apologies. These were accepted.

### 3.12/21 To declare pecuniary interests for any items on the agenda and to consider requests for dispensations

Cllr Corten-Miller wished to abstain from discussing item 11a.

### 4.12/21 Open Forum

Concern was raised regarding speeding through the village and also mobility scooters using the main road due to obstructions on the pavement. It was reported that a 30mph warning sign is not always visible. There was a suggestion that '30mph' is marked on the road to remind road users of the speed limit. A resident offered the Council help concerning the promotion of the Parish Rooms.

### 5.12/21 To approve the draft notes of meeting held 1st November 2021

It was resolved to accept the notes as a true record of the meeting.

### 6.12/21 To approve the draft notes of extraordinary meeting held 10th November 2021

It was resolved to accept the notes as a true record of the meeting.

### 7.12/21 To approve the draft notes of the Finance Committee meeting held 15th November 2021

It was resolved to accept the notes as a true record of the meeting.

### 8.12/21 To receive a report from the County Councillor

The Cllr Gray's report had been circulated prior to the meeting and will be placed on the Council's website. There is a new LCC online engagement platform <https://www.letstalk.lincolnshire.gov.uk/> for people to access public consultations and engagement activities. The provision of the 'horse' signs have been agreed in principal by LCC, but there is no date available at the moment. Cllr Gray will investigate the current position regarding the long running drainage issue on Raithby Road. It was also noted that a lamp post on Church Lane has been awaiting repair since May. Cllr Gray will also chase up the Archer traffic survey. He will investigate whether '30mph' can be marked on the road and/or the speed limit extended to include Raithby hill or count-down marking made on the road to remind drivers that they are about to enter a 30mph zone.

### 9.12/21 To receive a report from the District Councillor

The District Councillor was not able to attend the meeting.

### 10.12/21 Finance

#### a. To note financial position

It was noted that the current account: £5,813.06 and the reserves account:£27,743.43.

#### b. To approve any automated, retrospective and future payments to be made

The following payments were approved:

Description	Supplier	Net	VAT	Total
training	Lincolnshire Ass of Local Councils	22.50	4.50	27.00
electricity	E.ON Electricity Solutions Limited	32.67	1.63	34.30
Mileage	J Slaymaker	30.60		30.60

internal audit	Lincolnshire Ass of Local Councils	137.75	27.55	165.30
grass cutting	R M Holmes	55.00		55.00
training	LALC	22.50	4.50	27.00
cleaning	S Foster	£111.60		£111.60

**c. To note any income received since the last meeting**

The following income was noted:

Description	Supplier	Total
hall hire	Tai Chi Classes	56.00
hall hire	Book Swap	14.00
VAT refund	HMRC	323.36 * (includes accounting error)
Interest		0.18

One member of the public left the meeting at this point.

**d. To receive the interim internal audit report from V Clark and note action required**

It was noted that s.137 payments are separately recorded on Scribe. The registration requirements of the self-employed cleaner will be looked at by the Staffing Committee in the New Year. The spending procedures in the Finance Policy and Standing Orders will be reviewed in May. The Asset inspection record will be considered in January. The last policy required for the GDPR requirements, the Record Retention Policy will be reviewed in January. The monthly income and expenditure is now contained within the body of the agenda. Terms of Reference are required for the Planning and Staffing Committee. These will be looked at in May. There are outstanding Health and Safety matters. It is hoped that Cllr Amaral might help to put these procedures in place. The copy of the Council's insurance has been placed on the Council's website.

**e. To discuss options for the 2022/23 precept and agree a figure**

It was resolved to increase the precept demand by 3% to £4672.00

**f. To discuss and agree the draft allocation of the Reserves fund**

It was resolved to allocate the Reserves Fund as set out below:

£1,000	Allotment reserve
£4,000	Community projects
£2,000	Election costs
£1,000	Environmental improvements
£7,500	General reserve (recommended 6- 12 month running costs)
£300	Office equipment replacement
£10,000	Parish Rooms
£2,000	Precept reserve
£1,000	Street furniture replacement
£320.31	Village events (ring-fenced)
<b>£29,120</b>	

**11.12/21 Planning**

**a. To consider any planning applications since the last meeting**

Cllr Foster and Cllr Corten-Miller did not vote on the decision concerning planning application ref N/088/02410/21 - Siting of a shepherd hut to be used as a holiday let at 138 Main Road, Hundleby. It was resolved that 'no objection' be recorded.

**b. To note any planning decisions and/or appeal notifications since the last meeting**

Planning permission has been granted for 28 Main Road, Hundleby, ref N/088/00915/21.

**12.12/21 To discuss village issues**

**a. To receive a report regarding the proposed yellow lines at the Gables junction and BT telegraph pole outside no. 110, Main Road, Hundleby**

Cllr Gray reported on the site meeting with residents from Main Road and the Gables held on 18<sup>th</sup> November. Cllr Foster, the clerk and Jeane Gibson from LCC Highways also attended. The position of yellow lines was determined and accepted by the representatives present (lines from the allotments entrance to a point opposite no. 60 Main Road, on the southern side of the road). LCC will now send this proposal for

public consultation. Cllr Gray reported that photographs and details of the telegraph pole had been sent to Kyra Nettles at LCC for advice, however he is waiting for a response.

**b. To note action taken regarding tree work at The Beeches, Main Road, Hundleby**

Members were updated about tree work undertaken on a copper beech. The ELDC Arboricultural Officer is investigating the matter.

**c. To discuss the provision of a speed camera**

Members resolved in principal to the provision of a moveable speed camera and costings and suppliers will be looked at in the New Year.

**d. To receive an update regarding the Carols Round the Tree event**

The tree has been placed on the Green and an event will take place on Thursday 16<sup>th</sup> December at 6.30pm. The Hundleby Inn are providing refreshments. The risk assessment will be made available to the clerk for insurance purposes.

**e. To receive an update concerning the allotments entrance and Christmas tree plantation**

Members resolved to discuss this item next meeting when it is hoped all the quotations will be received.

**13.12/21 To discuss internal Parish Council issues**

**a. To note occupancy numbers for Parish Rooms with regard to fire safety**

It was noted that the current occupancy number for the Parish Rooms was 60.

**b. To receive an update concerning replacement light fittings in the Parish Rooms**

Members resolved to discuss this item at the next meeting when comparable quotes would be available.

**c. To note the additional winter hirer conditions for the Parish Rooms relating to COVID**

It was resolved to inform users of the Parish Rooms and potential hirers of the updated ACRE hire conditions.

**d. To receive and approve the clerk's contract**

It was resolved to approve the clerk's contract following the deletion of reference to a probationary period as this was no longer relevant.

**e. To review, approve and determine review dates for the following policies: Data Breach; Complaints; Privacy**

It was resolved to approve the policies and a review them in 2024. The policies will be placed on the Council's website.

**14.12/21 To receive correspondence and resolve action if required**

Email concerning A Pottle's resignation from the Council. Letter from Citizen's Advice asking for a donation. It was decided not to contribute at this time but to annually review a list of charities that the Council would donate money to.

**15.12/21 To note any communications from the Police since last meeting**

The December issue of the local Police newsletter is in the noticeboard and will be made available on the website.

**16.12/21 To consider any urgent business**

There was no urgent business to discuss.

**17.12/21 Items for next agenda**

Items for the next agenda include: to discuss Parish Rooms survey, asset register inspection record, speed camera, co-opting of a new Councillor, replacement light fittings in the Parish Rooms, Allotment entrance and tree plantation.

**18.12/21 If required to consider excluding the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the items to be discussed**

It was not necessary to exclude the public.

**19.12/21 To note the date of the next Parish Council meeting: Tuesday 4th January 2021 at 7pm.**

The Chair thanked everyone for attending. Cllr & Mrs Foster were thanked for decorating the Parish Rooms and the meeting closed at 8.50pm.