

## MINUTES OF THE HUNDLEBY PARISH MEETING HELD 5<sup>TH</sup> SEPTEMBER 2022 7PM IN THE PARISH ROOMS

Present: Cllr D Cartwright (Chair) Cllr L Corten-Miller Cllr M Dales Cllr A Foster  
Cllr P Maddison Cllr C Parker Cllr N Tilsley County Councillor W Gray 2 members of the public

Also in attendance: J Slaymaker, Parish clerk

1.9/22 Chairman's welcome

**2.9/22 To note apologies and accept valid reasons of absence**

The clerk received apologies and reason for absence from J Amaral. It was agreed to accept the apologies.

**3.9/22 To declare pecuniary interests for any items on the agenda**

No interests were declared.

**4.9/22 Open Forum**

None

**5.9/22 To receive and approve the draft notes of the meeting held on the 4<sup>th</sup> July 2022**

It was resolved to accept the notes as a true record of the meeting and the minutes were signed by the Chairman.

**6.9/22 To receive reports from the County Councillor and District Councillor**

The District Cllr did not attend. Cllr Gray had circulated a brief report which will be placed on the Parish Council's website. He encouraged people who were entitled to a free bus pass to apply for one and to use it. In the absence of District Cllr Grover, Cllr Gray reported on District matters. The move to Horncastle is on schedule and there will be satellite offices for certain officers. There are plans for working with existing organisations to provide for Community Hubs around the district with ELDC funding the overheads. The type of advice or support will vary on the location and need. The support for accommodation for people from Ukraine continues to be provided.

**7.9/22 Finance**

**a) To formally note financial position**

It was noted that the current account was £4,878.35, the reserves account: £7,745.51 and the 32-day access account: £20,004.67

**b) To formally note the bank reconciliations**

Bank reconciliations were noted and signed by Cllr Corten-Miller

**c) To formally approve any automated, retrospective and future payments to be made**

It was resolved to approve the following payments:

20.07.22	Eon electricity charges DD	£22.45 (£21.38 ex-VAT)
28.07.22	Viking office supplies	£19.15 (£15.96 ex-VAT)
11.08.22	Wave water bill DD	£32.42
16.08.22	Eon electricity charges DD	£23.30 (£22.19 ex-VAT)
05.09.22	Salary (August)	£207.28
05.09.22	S Foster hall cleaning June	£55.00
05.09.22	S Foster hall cleaning July	£47.50
05.09.22	Nick Preston Electrical Pats testing	£52.00
05.09.22	M Holmes grass cutting June	£44.00
05.09.22	M Holmes grass cutting July	£11.00
16.09.22	Eon electricity DD	£36.05 (£34.33 ex-VAT)
30.09.22	Salary (September)	£207.28

**d) To note any income received since the last meeting**

The following receipts were noted:

04.07.22	Yoga June sessions	£14.00
06.07.22	Tai Chi June sessions	£56.00
11.07.22	Bank interest Reserves	£0.22
11.07.22	Donation (sale of furniture)	£100.00
11.07.22	WI hall hire Apr-June	£48.00
21.7.22	Book Swap July	£18.00
27.07.22	Interest on 32 day account	£1.79
29.07.22	Community Café July	£22.00
02.08.22	Tai Chi July sessions	£48.00
02.08.22	Yoga /Aug sessions	£32.00
09.08.22	Bank interest Reserves	£0.26
12.08.22	Vat refund	£521.28
18.08.22	Book Swap August	£18.00
30.08.22	Community Café August	£22.00
30.08.22	Tai Chi August sessions	£80.00

**e) To consider annual payment of £35 to the ICO (Information Commissioners Office) by way of annual Direct Debit (Data Protection Act 2018)**

It was resolved to pay the ICO £35.00 per annum by Direct Debit.

**8.9/22 Planning**

- a) To consider any planning applications received since the last meeting and note an application received between meetings regarding amendment to application N/088/00830/22 -extensions to existing detached garage to provide additional living accommodation at 97 Main Road and ratify the informal comments made by Council members**

It was resolved to ratify the informal comments made concerning application N/088/00830/22 – 97 Main Road, that Members are pleased to note that the roofline has been altered. There remain concerns regarding the development forming a separate accommodation in the future.

- b) To consider information from a parishioner concerning the erection of a car port at Hundleby Grange on North Beck Lane and discuss appropriate action**

It was decided that the clerk make enquiries with ELDC to ascertain if planning permission is required for the development.

- c) To note any planning decisions and/or appeal notifications since the last meeting**

Members were updated on ELDC Planning Enforcement investigations regarding land at 114 Main Road.

**9.9/22 To discuss village issues**

- a) To receive an update on highways matters**

Correspondence had been received regarding an incident where a lorry traveling through the village badly startled two horses with riders. Cllrs felt that the installation of the Horse signs and the Speed Indication Device (SID) have gone some way to remind drivers to keep to the speed limit but speeding remained a concern. Cllr Gray confirmed that the County Council would not be extending the 30mph zone up the Raithby Road. The Chair to speak to the Road Safety Partnership to look at an Archer traffic survey; a police speed camera and a Community Speedwatch group. The issue to be mentioned at the joint meeting with Spilsby Town Council and neighbouring Parish Councils on the 8<sup>th</sup> September.

- b) To discuss the purchase of the bench from Parish Council funds under Parish Councils Act 1957 s.1**

It was resolved not to purchase a bench at this time.

- c) To note correspondence received from ELDC concerning Tree Work at The Pingle 55, Main Road Reference EZY/ 0079/22/TCA where comments were required before the September meeting**

Correspondence regarding proposed tree work at The Pingle, 55, Mian Road received between meetings, was noted. There were no comments.

**d) To arrange a date for the next village litter pick**

It was agreed to organise a litter pick on Saturday 22<sup>nd</sup> October.

**10.9/22 To discuss the Parish Rooms**

**a) To receive correspondence from the cleaner secretary giving one month's notice to terminate the agreement**

It was resolved that the Staffing Committee look at the cleaning contract and hours before advertising the position. The Council were very appreciate of all the hard work undertaken by Stephanie Foster, who is happy to continue in the role of Booking clerk with a short agreement put in place regarding GDPR requirements.

**b) To discuss the use of the tokens to control the Parish Rooms heating**

It was agreed to continue to provide heating tokens free to users of the hall and leave the token box unlocked. It was agreed to revisit this item in January 2023.

**c) To discuss the recommendation of the Finance Committee for the provision of wi-fi in the Parish Rooms**

It was decided that Cllr Cartwright discuss the option of a grant with Cllr Grover and to discuss at a later date.

**d) To receive an update from the Parish Rooms Working party**

The report had been previously circulated regarding a preliminary meeting with Spilsby Tennis Club to include building a new hall at the Tennis Club site as one of the four options available to the Parish Council. Quotes are being obtained for a feasibility study to look at the options in more detail. The cost of the feasibility study will be an agenda item for full Council in the future.

**11.9/22 To discuss internal Parish Council issues**

**a) To consider appointing the internal auditor through Lalc at a cost of £170 under Accounts and Audit (England) Regulations**

It was resolved to appoint an internal auditor through Lalc.

**b) To consider the terms of reference for the Finance Committee**

It was resolved to re-adopt the terms of reference for the Finance Committee with slight amendment.

**c) To consider the recommendation from the Finance Committee with regard to paying the clerk's expenses towards heating, electricity, telephone and wi-fi of £5/month under Local Government Act 1972 s.111**

It was noted that the Finance Committee resolved to pay £5/month towards clerk's expenses.

**d) To consider the recommendation of the Finance Committee to changes to the bank mandate and internal control processes**

It was noted that the Finance Committee approved changes to the bank mandate and internal control processes.

**e) To note that the updated allotment agreement has been signed**

It was noted that an updated allotment agreement had been signed.

**f) To consider signing the Nalc and SLCC Civility and Respect Pledge and consider adopting the Dignity at Work policy**

It was resolved to sign the Civility and Respect Pledge and adopt the Dignity at Work policy.

**g) To consider excluding the public and press under the Public Bodies (Admissions to Meetings) Act 1960 in order to discuss the clerk's July appraisal**

Members of the public, Cllr Gray and the clerk left the meeting whilst details of the appraisal were discussed. The clerk then returned to the meeting.

**12.9/22 To receive correspondence and resolve action if required**

Spilsby Town Council agenda for a round table discussion with neighbouring Parish Councils on 8<sup>th</sup> September, Anglian Water information regarding planned reservoirs (no location), Spilsby Police newsletter (displayed on the website and noticeboards), information about opting out of the External Audit process, ELDC purple-lidded paper and card briefing, Pollinator Awareness Conference (displayed on NextDoor and noticeboard), Good Homes Alliance survey (on Nextdoor,

website and noticeboard), Community defibrillator grant information, Louth Active Travel Scheme survey, Doris Johnson Peace of Mind Foundation

**13.9/22 Clerk and Councillor Reports (for information only)**

A broken street light was reported. Any highways issues can be reported through [fixmystreet.com](https://www.fixmystreet.com) and residents are encouraged to use this.

Agenda items for the next meeting: allotments - looking at stump removal; the use of the hall as a 'warm hub'; feedback from the Spilsby Town Council meeting.

**14.9/22 To note the date of the next meeting**

The date of the next meeting is Monday 3<sup>rd</sup> October 2022 at 7pm in the Parish Rooms

The meeting closed at 8.56pm