**Minutes of the meeting of Hundleby Parish Council held on 4th September 2023 at 7pm at the Parish Rooms Hundleby.**

**Present:** Cllr Lynette Corten-Miller (Chair)

Cllr Robert Bell Cllr Jenny Caitlin Cllr Malcolm Dales Cllr Philip Maddison

Cllr Christine Parker Cllr Natalie Tilsley

Also Present: Mrs Yvonne Smith (Locum Parish Clerk)

I member of the public.

Public Session

The Chair read out a card from the previous Clerk, Mrs Slaymaker, thanking the Council.

The Chair informed Councillors that Cllr Cherry Morgan had resigned due to personal reasons. The Clerk confirmed that ELDC Elections had been informed and that the notice to call an election had been displayed.

It was **RESOLVED** to move to the meeting due to no public wishing to speak.

**56. Apologies**

None received.

**57. Declarations of interest under the Localism Act 2011**

Cllr Caitlin declared an interest in agenda item 12 regarding Tree Preservation Order as a neighbour.

**58. Notes from Previous Meetings**

1. It was **RESOLVED** to accept the notes of the Full Council Meeting held on 3rd July 2023 as a true record.
2. It was **RESOLVED** to accept the notes of the Staffing Committee held on 16th August 2023 as a true record.

**59. Staffing Committee held on 16th August 2023**

1. Decisions made by the Staffing Committee

Para 4 -It was **RESOLVED** to change the committee name to Human Resources Committee

Para 7- It was **RESOLVED** that the replacement Clerk would receive 2 hours training per weeks and that the starting hourly pay would be spine point 5 on the NALC rates of pay.

1. It was **RESOLVED** to accept the revised Terms of Reference for the Human Resources Committee.
2. It was **RESOLVED** to accept the costs regarding the salaries for both Clerks.

**60. Reports**

1. Chair’s Report

The Chair tabled a report on the training undertaken at the LALC Annual General Meeting.

Cllr Bell said that the day was interesting; most of the questions had gone to the Crime Commissioners Representative.

Lincolnshire Day- The Chair reported that there was to be a yard sale, posters had gone up and residents had been visited to see if they wanted a stall and that 10 stalls had already been secured. She continued that an Event Notification Form had to be completed for Magna Vitae and a Risk Assessment needed to be carried out for the event.

The Chair reported that she and two other Councillors had interviewed the candidate for the Clerk’s position and had agreed that he would be most suitable and the HR Committee recommended to Full Council that Joseph Roberts be engaged as the new Clerk. A period of training would take place with him taking up the position from 1st December 2023. This was agreed by Full Council.

1. Parish Clerk’s Report

The Clerk tabled a report of her activities.

She reported that the windows in the Parish Rooms needed to be cleaned inside and out. Cllr Tilsley was delegated to place an advertisement for the cleaning of the exterior windows every six weeks and interested parties to be passed to the Clerk. Cllr Maddison volunteered to clean the inside windows monthly.

The Clerk had forwarded an email from Cllr Davies (LCC Highways) regarding a survey of gullies and drains to Councillors for consideration. Cllr Maddison was delegated to look at the website and ascertain if any had been missed by LCC.

**61. Meeting Dates for 23/24**

The Clerk produced a list of dates and explained that many Councils did not have a meeting in December.

Cllr Corten-Miller Proposed that the list of dates be tried for one year and not have a December meeting.

Cllr Dales made an amended Proposal that the December meeting be kept. After the motions were voted on taking the amended Proposal first as per Standing Orders.

It was **RESOLVED** to accept the dates which included a December meeting.

**62. Civility and Respect Pledge**

The Parish Council had taken the pledge previously.

**63. Defibrillator Bid**

Bids for defibrillators were being welcomed by The Government .Cllr Bell suggested the Grace Swan. Cllr Maddison said that that site had previously been suggested however there was too much ‘red tape’ involved. It was agreed that the Council should work out where one could go.

It was **RESOLVED** to submit an expression of interest.

**ACTION** –Clerk to submit the expression of interest.

**64. Bridging the Gap of Isolation Grant from ELDC.**

After discussion, Cllr Caitlin agreed to inform the Community Cafe about the grant.

**65. Chair and Clerk Training 4th October 2023**

It was **RESOLVED** that the Chair, Locum Clerk and new Clerk attend at a cost of £12.50 per person.

**66. Transfer of Funds.**

The Clerk explained that the cost of the replacement windows had been taken from the current account and this left an operating shortage. Also the cost of salaries had increased and this needed to be covered.

It was **RESOLVED** to transfer £2,000 from the 32 Day Account to the Current Account to cover costs.

**ACTION** – Clerk to make the transfer.

**67. Tree Preservation Application 0085/23/TPA- 18 The Gables, Hundleby.**

Councillors had visited the site. Cllr Maddison agreed that the suggestions for T23 (Sycamore) were acceptable. He recommended that crown of T25 (Norway Maple) should be reduced more than had been stipulated.

It was **RESOLVED** to support the application and that ELDC be notified of Cllr Maddison’s recommendations.

**68. Village Polls Update**

Flagpole - Cllr Parker reported that she had spoken to residents who were against it. Cllr Bell said that he had spoken to residents who wanted one. Cllr Maddison suggested having one just for events. He had one which was 5m tall and made of fibre glass. There had been differing views from residents and it was felt that a temporary one would suit the purpose.

Community Speed Watch – Cllrs Maddison and Parker had a meeting with Spilsby Town Council and the surrounding area Councils to discuss sharing the equipment.

**ACTION-** Clerk to contact Spilsby Town Council and ask for an update.

The Chair thanked everyone for their input.

**69. Parish Rooms Working Party**

The Chair tabled a report.

Cllr Dales asked if the Parish Council would have to pay for anything else. He said that he did not want to burden the residents by a raise in the Precept.

The Chair explained that the Working Party were still looking at the legal options for setting up an organisation for a new Community Hall with the Tennis Club and also that it was looking like it would be that all the members on the committee would not have any personal liability.  The Parish Council would be able to apply for Community and other Grants for this project.

**70. Gazebo/ Marquee Purchase.**

The Chair reported that the marquee which is normally used is not available for Lincolnshire Day as it is in use. She said that something was needed which was easy to erect and that could be used more than once. She said that she had investigated costings. Cllr Maddison said that Argos had one 4 x 3 m for £409. Cllr Bell asked how much one would be to hire and the Chair said £100. It was agreed that one could be borrowed for Lincolnshire Day.

**71. Planning Permission.**

Full Planning Permission was given to N/088/01174/23-56 Main Road Hundleby, extension to dwelling.

**72. Income and Expenditure for the Parish Rooms.**

The clerk tabled a report. The Chair asked about the insurance element and the Clerk replied that it would not be possible to isolate the amount as the insurance was as a whole. She also queried maintenance and the Clerk replied that she had only been asked for income and expenditure. It was decided that the hiring arrangements needed tightening up and a better system devised.

**ACTION-** Place Parish Rooms Hire on the Finance Agenda.

**73. Orders for Payment**

It was **RESOLVED** to accept all orders for payment.

The Chair closed the meeting at 8.40pm.