



Please note these are the draft minutes until confirmed as a true record by the Parish Council.

Minutes of the meeting of Hundleby Parish Council held on 5th January 2025 in the Parish Rooms Hundleby.

Present: Cllr Lynette Corten-Miller (Chair)

Cllr Robert Bell

Cllr Ruth Birkin

Cllr Philip Maddison

Cllr Christine Parker

Cllr Natalie Tilsley (Acting Temporary Parish Clerk)

It was **Resolved** to commence the meeting.

320. Apologies for absence

It was **Resolved** to accept apologies from Cllr Malcolm Dales and Cllr William Gray

321. Declarations of interest under the Localism Act 2011

No declarations were declared.

322. Draft minutes from Full Council Meeting held on 2nd December 2024

It was **Resolved** to accept the minutes from the previous meeting held on 2nd December 2024

323. Chair's Report.

Thanks were given to Cllrs. Dale and Maddison for the sterling work in erecting the Christmas Tree Lights and also to Andy and Steph Foster for the decoration of the Parish Rooms.

Storage is currently on the mezzanine level of the PR.

LCM had offered to complete the Grant form and forward to Cllr. Will Grover, this has been submitted. The £500 will be used towards the architect's fees. This has not yet been confirmed although numerous attempts have been made. LCM will chase further.

LCM will complete the precept forms and these will be submitted before the end of the month.

David Biggadyke has offered to provide a history talk, date TBC in February.

David Stonehouse is organising a quiz proceeds towards fundraising, date TBC.

Internal Auditor decision to be made as to whether we move forward and it was agreed to organise via LALC.

Laptop is working and has been used to submit payroll.

Memory stick has now been received although not yet looked to see what is on there.

324. Parish Clerk's Report.

Pre-cept forms have been received and forwarded to Cllr Corten-Miller for completion.

Cllr Tilsley is still working through the drive and it is up to date with current actions since the previous clerk left. Nothing has been looked at prior to this date.

Documents have been uploaded to the Parish website however difficulties with formatting. So some documents may not be in the right place, to be looked at further.

325. To discuss and approve a free meter upgrade from Eon(LCM)

It was **resolved** to approve the free meter upgrade

326. To receive a report from HR Committee (NT)

Cllr Tilsley gave thanks to Cllr Birkin, for her superb support and time taken leading the HR actions and activities during Cllr Tilsley's absence. A training needs analysis has been created and adopted, together with a working hours spreadsheet for use by the incoming Parish clerk. Current reviews are weekly and will move to fortnightly. A meeting was held last Friday which was positive and Maisie is settling in well.

SLA's are to be looked at in more detail on activities and when to respond, together with the employment contract in which details of the pension are required before final contracts are issued. The holiday entitlement is calculated at 3 hours a day on the basis that 2 days per week are worked to the total of 6 hours a week.

327. To receive a report from PRWP (LCM)

Nothing further to report.

328. To review cleaning arrangements for Parish rooms to ensure we have adequate cleaning hours in place (All)

It was noted that no cleaning has taken place in the PR during December and advance notification has not been received, some areas were sub standard.

It was **resolved** for Cllr Tilsley to contact the Contractor and arrange a review meeting.

Cleaning supplies are running low

It was **resolved** for Cllr Tilsley to order what is required.

329. To arrange a date to plant additional daffodil bulbs in the village for the community (PM)

It was **resolved** to accept 19 January 930am to meet at the green for planting of the bulbs.

330. To receive any updates on the condition of the blocked storm drains along Raithby Road and Partney Road (All)

On-going challenges are again highlighted and it was noted that the fire crew have been in attendance today to attempt unblocking of the drains as Springs was flooded again.

It was **resolved** to inform Cllr Gray again of this situation

331. To authorise the signing of orders for payment and to note income and bank balances for December 2024. (LCM)

It was **resolved** to accept the addition of a payment in the sum of £90 for the 6 monthly fire alarm service.

It was **resolved** to accept the bank reconciliation.

332. To receive any correspondence and note any action required.

A request for any allotment availability was received and actioned by Cllr Maddison.

Planning decision notifications have been received from ELDC for N/088/01575/24 and N/088/01726/44

The meeting **closed** at 7:55pm.