

HUNDLEBY PARISH COUNCIL

MINUTES OF THE MEETING HELD on SEPTEMBER 7th 2020

In the Chair

Dr D Cartwright

Councillors present:

Ms J Slaymaker, Ms. L Corten- Miller and Mr. P Maddison.

The Chairman welcomed the Councillors to the meeting and thanked Mrs Foster for cleaning the Parish Rooms ready for the meeting and for hirers.

1. Apologies.

Apologies were received from Councillors M Dales, A Foster, County Councillor B Aron and District Councillor W Grover. Their reasons were accepted.

2. Declaration of Interest.

No one had any interests to declare.

3. Minutes of the Ordinary Meeting held on the 4th March to be approved.

Councillors had already received a copy of the minutes. It was proposed by Cllr Cartwright and seconded by Cllr Corten-Miller that these minutes were accepted, all voted in favour. They were signed by the Chairman.

4. Minutes of the Annual General Meeting held on 3rd August to be approved.

Councillors had received a copy of these minutes. It was proposed by Cllr Cartwright and seconded by Cllr Maddison that these were accepted. All Cllrs voted in favour and they were duly signed by the Chairman.

5. Co-option of two new Councillors.

Ms Sarah Boulton and Mr Andrew Pottle had applied to the Parish Council to fill these vacancies. Their applications were discussed by the Cllrs.

Cllr Corten Miller proposed the acceptance of Ms Boulton and seconded by Cllr Cartwright.

Mr Pottle was proposed by Cllr Cartwright and seconded by Cllr Maddison.

All Cllrs were in agreement with these and both were elected as Councillors for Hundleby. The Clerk will prepare the paperwork for them to sign and the Chairman will deliver them, along with a Good Councillors Guide to welcome them to the Parish Council.

6. Adoption of new Policies.

The following policies had been forwarded to the Parish Councillors.

a) Safeguarding policy. It was agreed that the Chairman should be the Lead Officer and this policy should be put in place. Proposed by Cllr Maddison and seconded by Cllr Corten-Miller. All voted in favour.

b) Equality and Diversity, proposed Cllr Slaymaker seconded Cllr Corten-Miller. All in favour.

c) Transparency Code, Proposed Cllr Cartwright, seconded Cllr Maddison. All in favour of adopting this.

d) Allotment agreement. This will be deferred to a future meeting.

e) Health and Safety and f) Training Policy. This was deferred for discussion to the Staffing Committee.

7. Report from Vice Chairman on Fire Risk procedures.

Cllr Slaymaker reported that the fire risk assessment could be carried out by the Councillors and it was agreed that this should be done annually.

8. Annual Accounts.

These had been circulated to the Cllrs before the meeting. It was proposed by Cllr Cartwright and seconded by Cllr Corten-Miller that these were accepted. All voted in favour and they were signed by the Chairman. They will now be put on the website.

9. Financial Report from the Chairman of the Finance Committee.

Cllr Corten Miller reported to the Parish Council following meetings held by the Finance Committee.

The following resolutions were taken:

The signatories for cheque payments will be amended, Mrs P Badley and Mrs D Jacklin had now left the Parish Council so will be removed from the list and Cllrs Cartwright and Corten- Miller will be added. Proposed Cllr Maddison, seconded by Cllr Slaymaker all voted in favour

It was agreed that online banking will be used, (these forms will be sent off by the Clerk) proposed by Cllr Corten- Miller and seconded by Cllr Maddison.

The bankings can be carried out at the local Post Office, the Clerk had made enquiries and it was suggested that a business card would be the easiest method of paying in.

It was also suggested that a Hundleby Parish Council (Christmas Tree) Fund and Parish Rooms Fund should also be set up at a later date.

The VAT return should be dealt with quarterly.

Triplicate books had been purchased for the Clerk and the Booking Secretary.

The following cheques were presented for payment:

E J Tong & Son	£78.65	covid items for Parish Rooms
Nick Preston	£35.00	PAT test
R M Holmes	£161.00	Grass cutting 18.02.20 to 24.07.20
Mrs S Foster	£85.31	Cleaning materials.
E-on	£14.49	Electricity (actual) to 02.08.20

Yoga Club BACs transfer received £36.00

It was proposed by Cllr Cartwright and seconded by Cllr Corten- Miller that these are paid, all in favour.

After paying these the Bank balances are £16,608.22 in the Treasurers Account and £2741.81 in the deposit account.

10. Correspondence (for information only)

East Lindsey District Council notified the Parish Council that an application for tree work at Hundleby Grange, North Beck Lane. This had already been dealt with.

11. Requirement and positioning of notice boards.

It was suggested that a notice board could be near Bowmans Ridge and another at the end of Church Lane. Cllr Corten- Miller will investigate the price and sizes of notice boards. The Clerk will check with Cllr Aron regarding regulations for putting up notice boards.

12. Requirement and siting of grit bins.

This was discussed by Cllrs and it was resolved that these were not required at the moment, proposed by Cllr Cartwright and seconded by Cllr Maddison, all agreed. The bag of salt already delivered by L C C will be dealt with.

13. Items to be included on the October agenda.

a) Hall rental and heating token charges.

b) Staffing Committee report. A closed session will be held following the October meeting to discuss staff wages and contracts.

The meeting closed at 9.10 pm.