

HUNDLEBY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 5th OCTOBER 2020

In the Chair

Dr D Cartwright

Councillors present:

Ms S Boulton, Ms. L Corten- Miller, Mr A Foster, Mr. P Maddison, Mr A Pottle and Ms J Slaymaker.

District Councillor Mr W Grover also attended the meeting.

1.Apologies.

Apologies were received from Councillor M Dales due to the coronavirus, his reason was accepted. Cllr B Aron also sent his apologies.

2. Declaration of Interest.

Cllr A Foster declared an interest in item 5 on the agenda.

3. Minutes of the Ordinary Meeting held on the 5th October to be approved.

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

4. Resolutions from the private meeting to be ratified.

Councillors held a private meeting following the last meeting on 5th October. This was to discuss and decide on the Clerk's contract and salary and to decide on the increase in the contract gardener's payment. It was proposed by Cllr Foster and seconded by Cllr Slaymaker that these were seconded. All voted in favour.

5. To discuss and decide on the Cleaners contract.

The suggested contract for the cleaner had been circulated to the Parish Councillors before the meeting. Mrs Foster already worked for the Parish Council as a volunteer booking clerk and it was suggested by the staffing sub-committee that this was amalgamated with the cleaning job. It was proposed by Cllr Slaymaker and seconded by Cllr Maddison that this was approved, all Cllrs voted in favour.

6. To approve the payment of invoices for goods and services.

The following invoices were due for payment:

Mrs S Foster £74.40, cleaning Parish Rooms to 29.09.20

LALC £60.00, zoom subscription to 21.04.21

Woodco Office Equipment £9.58, 2 triplicate receipt books

Mrs S Hendy £126.66, October 2020

H M Revenue and Customs £31.67, tax on Clerk's salary

E-on £14.11, electricity to 02.10.20 (actual bill) taken by direct debit
Wave, Anglian water £25.47, water to 29.10.20, paid by direct debit

Receipts.

£92.00 for rental of the Parish Rooms.

£300.00 for allotment rent to 01.10.20

It was proposed by Cllr Corten-Miller and seconded by Cllr Foster that these were paid, all Cllrs agreed.

Cllr Corten- Miller told Councillors that she had met with the Clerk to set up internet banking so this was now in order.

7. Advice from the Clerk of Spilsby Town Council regarding preparation of the Precept.

Mrs Smith told the Cllrs that the first step was to decide on the budget required for expenses during the following year. She said this figure should only include expenditure as income could alter substantially depending on outside factors. She recommended that expenses should be overestimated to allow for price rises. It should allow for known expenses i.e. wages insurance, electricity etc followed by other items.

The tax base shown on the Precept form refers to the number of households paying full council tax, not the number of people in the Village.

Mrs Smith said that it was advisable to keep 6 months money in hand and the Council could ring fence monies for specific items and keep a bit in reserve for a rainy day.

The Chairman observed that if there was not enough money the Parish Council would not be able to undertake projects to involve the Villagers as all money was already used for maintenance and other running expenses.

Cllr Smith advised the Council that it was a good idea to inform Parishioners, on the website and the notice board, about any increase in the Precept, showing the figures and not percentages so they were aware of where the money was being spent.

The Chairman thanked Mrs Smith for her advice and help.

8. Report and discussion on cost and size of the notice boards.

Cllr Corten-Miller had done a lot of research into the price and size of notice boards and these had been circulated to the Councillors. She told the Cllrs that it was better to buy the best quality because they had a longer life. Cllrs said they would rather have a more traditional looking board, nothing too modern, although it was suggested that even if the board was modern looking it could be painted to fit in. The main thing was to decide on the top budget to be spent, and then decide accordingly. Grants can be applied for to help cover the cost (see item14) and the PCC had offered to pay £400 towards the cost.

The Chairman proposed that the maximum budget should be £2000. This was approved by the Cllrs, the Chairman and Cllr Corten- Miller will discuss this and bring ideas to the next meeting.

9. To suggest any items that could be included in the Precept figures at the next meeting.

Following discussions it was decided that the Parish Council should try and replace the crockery and chairs in the Parish Rooms.

Another suggestion was that the wall in the kitchen was very damp, caused by condensation, a de-humidifier will be put in the kitchen to see if that helped before deciding what to do about this problem.

10. Planning Applications.

Planning application ref N/088/0831/20. This was for change of use from holiday let to full occupancy at 158 Main Road. The planning sub-committee had discussed this and thought it should be supported. The Parish Council discussed it and decided that they had no objections.

Ref N/088/01955/20 for a second extension at 128 Main Road Hundleyby. This application had not been received in time to put on the agenda but the Council's opinion had to be in before the next meeting. This was discussed by the Councillors, the planning sub-committee were happy to support it and Cllrs agreed.

11. Fire Risk Assessment.

The Chairman thanked Cllr Pottle, with the help of Cllr Slaymaker, for preparing this. Cllr Pottle said that the Parish Rooms were a low risk environment. He felt that the main issues to be addressed were, flame retardant chairs (see item 13), the number of people allowed to use the Rooms at any one time, Cllr Pottle will ask the fire officer, apparently this differed if hirers were standing or sitting, the emergency lighting and the smoke detectors needed to be checked regularly and the hard wiring should be checked by an electrician every 5 years. Cllr Pottle will carry out a safety check. He agreed to act as Health and Safety Officer on behalf of the Parish Council.

12. Correspondence (for information only)

The Clerk had applied to LALC for the zoom subscription, this had been received and was used at the meeting.

The Clerk had been asked to check with the insurance company regarding the number of keys held by regular hirers etc. A reply had been received and this will be included on next month's agenda.

13. To discuss the purchase of chairs from the Franklin Hall.

The manager of the Franklin Hall in Spilsby had spoken to Cllr Cartwright to inform him that they were replacing their chairs and offered 50 chairs to the Parish Council at a cost of £2 each. It was decided to accept this offer because they were fire retardant and in better condition than the existing Parish Room chairs. The old chairs will be offered to a scrap metal dealer, they cannot be sold as they do not comply with fire safety regulations

14. Grant Forms received from Councillor Grover to be discussed.

Cllr Grover had advised the Parish Council that two grants were available, one was his Cllrs grant and the other related to covid information.

The Parish Council asked Cllr Grover if both grants could be used for similar items and it was agreed that the Councillors grant could be used to purchase a small notice board to be erected at the end of Bowmans Ridge, Cllr Grover said he could allow the Parish Council £250 towards this the Chairman thanked him for this. The Council will also apply for the covid related grant, (up to £1000) to

purchase a replacement notice board which would give Parishioners information on the covid situation.

15. Discussion regarding Christmas activities 2020.

Unfortunately, the Carols around the tree are not able to take place this year due to corona virus restrictions. It had been suggested that the maple on the green could be pruned and curtain lights put up. However, these were very expensive and would be difficult to put up and remove. Cllr Maddison offered to buy some battery lights and lend them to the Village for this year. The Chairman thanked Cllr Maddison for his offer.

16. Parish Charities.

Cllrs decided that this was not a Parish Council item so in future would not be put on the agenda. Cllrs will still be asked for their input regarding recipients for this charity.

17. Items to be included on the December agenda.

1. Budget and agenda.
2. Parish Room keys.
3. Contract for grass cutter
4. Health and Safety Policy.
5. Volunteering Policy.

The Clerk was asked to prepare a poster for the notice board to give names and contact details for the Parish Councillors and also the details of the volunteers organized by Ms Holland.

The Chairman thanked everyone for attending the meeting.

The meeting closed at 9.25 pm.