



## Minutes of the meeting of Utterby Parish Council held Wednesday 7th March at 7.00pm in the Village Hall

	Action
<p><b>18/3-1 Public Session</b> Five members of the public were present.</p> <p>a) One member of the public asked why the Clerk was spending valuable time getting quotes for a service we already used and were happy with. The Clerk explained that to conform with Financial Regulations we had to obtain quotes, but the length of service contracted for could be increased to more than a year to prevent re-quotes every year. Cllr Mr Jason Garrett-Pughe reported he had asked for quotes to be sought as he had no idea as to the costs of this service.</p> <p>b) One member of the public commented that she thought the letter read out from St Andrew's DCC at the February meeting had been pushed aside. Cllr Brian Frobisher read out, for the information of the public in the Forum, the letter that the Council received from St Andrew's DCC the previous week by email. This letter would be referred to later in the agenda.</p> <p><b>18/3-2 Record of Members Present and Apologies</b> Members Present. Cllr Mr Brian Frobisher (Chairman), Cllr Mr Jason Garrett-Pughe (Vice-Chair), Cllr Mr Graham Dalton, Cllr Mrs Glenda Thorneycroft and Clerk Maria Vincent. Outside Bodies: Cllr David Buckley ELDC Apologies received: Cllr Tony Bridges LCC, Cllr Mr Terry Buckley (by email not picked up until after meeting).</p> <p><b>18/3-3 Declarations of Interest</b></p> <p>a) Cllr Mr Brian Frobisher (Chairman), Cllr Mr Jason Garrett-Pughe (Vice-Chair), Cllr Mr Graham Dalton, Cllr Mrs Glenda Thorneycroft all declared an interest in matters relating to the village hall. 18/03-7 b. Dispensations given to Councillors for one day as otherwise item would never be discussed as without these Councillors there would not be a quorum.</p> <p><b>18/3-4 Minutes from 7th February 2018</b> <b>RESOLUTION:</b> To agree the minutes of the <b>7th February</b> meeting as an accurate record. Proposed, seconded, all agreed. Duly signed by the Chairman. <u>Clerk to upload on Website.</u></p> <p><b>18/3-5 Report from Outside Bodies</b></p> <p>a) ELDC Ward Member – Cllr David Buckley - present - I have been working away during the week and so have not been able to come to your meetings, but this week I am on leave. I am no longer involved in the Planning Committee or the Local Plan as I am away working on the day they meet. Last year there was a huge spike in planning applications due to the Local Plan coming in. Now planning applications will be harder to have approved and planning applications will only go to committee if there are a lot of local objections. Standard plans will be processed by the planning officers. If you do have a planning application you object to, ring or email me and also go door knocking to raise awareness.</p> <p>a) LCC Ward Member – Cllr Tony Bridges - Written email - Unfortunately, I am away on</p>	<p>Clerk</p>



business and will not get back in time for the meeting. Please give my apologies. The only thing that I have to report is that the Highways Dept will be repairing potholes in our area starting in the new fiscal year, from April onwards. I am not sure at this stage when the Louth North Area will be done but I hope to find out from the Portfolio Holder when he visits within the next four weeks. If there are any questions that arise during the meeting pertaining to LCC, please pass them on to me and I will reply or get an answer accordingly.

## 18/3-6 Council Matters, Actions and Communications

- a) Chairman's remarks – none
- b) Clerk's report - See Appendix 1
- c) The Council still has vacancies that can be filled by cooption.
- d) Annual Policy Review:
  - i. Financial Regulations: **RESOLUTION:** To change point 6.11. to read "Internet banking arrangements are available with the council's bank account. **Proposed, seconded, all agreed.**
  - ii. Standing Orders - **RESOLUTION:**
    - 1. Item 1 Rules of debate at meetings *Proposal* usage changed to *Motion*
    - 2. Removal Item 3 i *The photographing, recording, filming etc* to be removed and all bullet points renumbered
    - 3. Add to all items referring to the Data Protection Act 1998 (*soon to be The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679)*;

**Proposed, seconded, all agreed. Clerk to update policies**

Clerk

## Communications received

- a) Consultations
  - i. A consultation on proposals to tackle crime and poor performance in the waste sector & introduce a new fixed penalty for the waste duty of care - noted by Councillors
- b) Communications
  - i. Extended Hub Service in East Lindsey - noted by Councillors

## 18/3-7 Finance and Budgets

- a) Payments - to receive and resolve to accept payments
  - i. Clerk's salary and expenses £241.60
  - ii. HMRC - Tax for Clerk £38.80
  - iii. LALC refreshments Course in February for Clerk and Chair & February for Cllr Buckley - £24.00 4. DW Gibbs March cleaning - £20.00
  - iv. Noted that the LALC membership had increased from last year. Due for payment in April.

**RESOLUTION: To agree to make all payments above, Proposed, seconded and all agreed. Clerk to process**
- b) Grant applications - **PLEASE NOTE:** Cllr Mr Frobisher, Cllr Garrett-Pughe, Cllr Dalton and Cllr Thorneycroft are given dispensation by the Parish Clerk to discuss and vote on the Grant application.
  - i. St Andrew's Church - Cllr Mr Frobisher highlighted that St Andrew's had already received a grant during this financial year and the Grant Policy states

Clerk



<p>one organisation can only receive one grant in a financial year, therefore St Andrew's Church could not be considered - <b><u>Clerk to notify St Andrew's DCC</u></b></p>	<p>Clerk  Cllr Frobisher</p>
<p>ii. Village Hall - Grant of £100 awarded to Utterby Village Hall to assist with costs for car park and drainage. <b>RESOLUTION</b> grant of £100 awarded to Utterby Village Hall - Proposed, seconded and all agreed. Cllr Frobisher to arrange payment to village hall.</p>	
<p>c) Quotes discussed and awarded as below. Contract not awarded for the cheapest contractor in the case of verges and village green cutting, but for best value.</p>	
<p>i. Hedge cutting - <b>RESOLUTION</b> to award Hedge cutting to Tudor Grounds Maintenance - Proposed, seconded and all agreed. <b><u>Clerk to notify</u></b></p>	<p>Clerk</p>
<p>ii. Village Green cutting - <b>RESOLUTION</b> to award Village Green cutting to Tudor Grounds Maintenance - Proposed, seconded and all agreed. <b><u>Clerk to notify</u></b></p>	<p>Clerk</p>
<p>iii. Verge cutting- <b>RESOLUTION</b> to award Verge Cutting to Tudor Grounds Maintenance - Proposed, seconded and all agreed. <b><u>Clerk to notify</u></b></p>	<p>Clerk</p>
<p>iv. Mole treatment - Contract awarded to Mr Palmer so long as 'a treatment' covers the whole of the village where there are moles and not just one section. If this is not the case, contract to be awarded to Tom Corner. <b><u>Clerk to clarify and notify contractor</u></b></p>	<p>Clerk</p>
<p>v. <b>PLEASE NOTE:</b> This item was discussed after item iii b, but have kept in the agenda order for the minutes. A discussion was held as to any possible support for St. Andrew's Tree Appeal - Cllr Graham Dalton requested that the Council consider the request received by St Andrew's DCC. A number of trees with Honey Fungus in the church yard need to be felled at a cost of £3,500 The Clerk read out guidance received from LALC on the use of S137 in terms of community benefit and suggested that in giving St Andrew's financial support ensuring the trees are felled as soon as possible, that trees and shrubs on the village green would be less likely to become infected with the fungus. Cllr Mr Jason Garrett-Pughe asked that we take £500 from general contingency reserves to the s137 budget to give St Andrew's financial support with felling the trees</p>	
<p><b>RESOLUTION</b> £500 from general contingency reserves be moved to the current grant /s137 budget Proposed, seconded and all agreed.</p>	<p>Cllr Frobisher</p>
<p><b>RESOLUTION</b> £500 out of the current grant /s137 budget be awarded to St Andrew's DCC to go towards the cost of tree felling in the Church Yard. Proposed, seconded and all agreed. Cllr Frobisher to arrange cheque</p>	<p>Clerk</p>
<p><b><u>Clerk to update budget records</u></b></p>	<p>Clerk</p>
<p><b>18/3-8 Planning Matters</b></p>	
<p>a) N/192/1129/17 Land to the rear of St Helen's, Holywell Lane, Utterby - Advised Council planning now passed</p>	
<p>b) N_192_00409 Lilac Cottage, Main Road - <b>RESOLUTION</b> no observations made. Proposed, seconded and all agreed. <b><u>Clerk to comment online</u></b></p>	<p>Clerk</p>
<p><b>18/3-9 Parish Council Amenities (bus shelters, village green, etc)</b></p>	
<p>a) Best Kept Village Competition - Cllr Graham Dalton reported that this will cost £18 to enter the village into the competition. Application must be made by May 4th. Judging takes place over the summer and results in September.</p>	<p>Cllr Dalton</p>



<p>Areas considered by the judges are the Village Hall, Church, Bus Shelters, School and people's houses. Cllr Dalton to look into public liability insurance for people working in the community. Clerk to ask current insurance company as to cover for this in our current policy. Cllr Dalton to gather a group of volunteers and contact school and church once public liability insurance is in place.</p>	<p>Cllr Dalton  Clerk</p>
<p>b) Utterby Voice - Clerk distributed new edition to those in meeting and Cllr Dalton will arrange delivery to residents.</p>	<p>Cllr Dalton</p>
<p>c) Emergency Flood Plan template- Invite the Emergency Planning &amp; Business Continuity Officer to the AGM along with School, Village Hall and Church rep so that we can work on the Emergency Plan as a single community. <b><u>Clerk to contact all parties</u></b></p>	<p>Clerk</p>
<p><b>18/3-10 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc)</b></p>	
<p>a) LCC verge cutting Parish Agreement - email for noting of confirmation  b) Councillors noted the plants and trees on the guide sent from LCC (RHS) with reference to plants susceptible to Honey Fungus. It was reported that the Tree Survey from last year still needed to be actioned. <b><u>Clerk to circulate Tree Report.</u></b>  c) Manhole and traffic island update - Anglian Water should repair manhole. LCC have notified that repairs to traffic island and street lighting faults will be fixed as part of their wider programme of work,</p>	<p>Clerk</p>
<p><b>18/3-11 Notifications</b></p>	
<p>a) Letter from a resident along with photos of parking congestion in Grange Lane - Clerk to add to April agenda. <b><u>Clerk to notify resident</u></b></p>	<p>Clerk</p>
<p><b>18/3-11 Date and time of Next Meeting</b></p>	
<p>Utterby Parish Council meeting on Wednesday, 4th April, 7pm.</p>	
<p>The meeting closed at 8:45 pm.</p>	
<p>Signed: _____ Date: _____</p>	



## **Appendix 1**

Clerk's Report Meeting 7th March 2018

At the beginning of February I went on a LALC Clerk and Chairman's course which was very helpful. One of the items mentioned was some of the publications available, which I consider would be of great use to the Parish Council in general.

This month I have been getting quotes in for grass cutting, verges, and for the molehills, I have spent time checking through the Standing Order and Financial Policies.

I have reported the faults of the traffic island, manhole and street light out.

Alongside this I have been collating the information for the Utterby Voice and putting the magazine together, which arrived this week.

It was disappointing that I didn't receive as much info as I hoped for, and had to chase some articles time and time again, but was very pleased about the good articles I did receive in the end.

This month I have also been back tracking over the admin for the last year checking over the invoices etc .

Jenny Cooper who previously did the internal audit is no longer providing this service and so we need to find another person to do this. My enquiries so far haven't been fruitful.