



Minutes of the meeting of Utterby Parish Council held Wednesday 10th January at 7.00pm in the Village Hall

	Action
<p>18/01b-1 Public Session</p> <p>Three members of the public were present.</p> <p>a) One member of the public asked why the budget suggestions circulated now mentioned transferring specific reserves of £1,000 whereas at the previous meeting this had been mentioned as £100s? Cllr Mr Brian Frobisher (Chairman) responded that the budgets had been reconfigured to put money in specific areas so that everyone knew what it was to be used for as well as money in the general reserve so that if the Precept was to come in late then the Council can still operate. Also putting money in specific budgets means that if trees were to blow down, or example, the reserves would be there to pay for this to be dealt with.</p> <p>b) Another member of the public asked if we were now putting £1,000 into the specific budget for elections? Cllr Mr Brian Frobisher (Chairman) responded that if the Precept was raised and we had unallocated money in the budget, then questions would be asked and that the circulated information was a suggestion.</p> <p>c) One member of the public stated that although the parking issue in Grange Lane had improved it was still not good enough. Cllr Mr Brian Frobisher (Chairman) responded that we have contacted Lincs Police and they say nothing can be done.</p> <p>d) A member of the public wished it noted that no-one sat on the benches therefore it was a waste of time spending money on maintaining them.</p> <p>18/01b-2 Record of Members Present and Apologies</p> <p>Members Present. Cllr Mr Brian Frobisher (Chairman), Cllr Mr Jason Garrett-Pughe (Vice-Chair), Cllr Mr Terry Buckley, Cllr Mr Graham Dalton, and Clerk Maria Vincent.</p> <p>Apologies received. Cllr Mrs Glenda Thorneycroft</p> <p>18/01b-3 Declarations of Interest</p> <p>a) Cllr Mr Brian Frobisher (Chairman), Cllr Mr Jason Garrett-Pughe (Vice-Chair), Cllr Mr Graham Dalton all declared an interest in matters relating to the village hall.</p> <p>b) A Vote by Councillors to vote on the question "The Present Chairman should remain in Office". The Clerk explained that having been in contact with LALC this vote could not take place, only at the AGM. The Chairman could resign but no vote could take place.</p> <p>18/01b-4 Minutes from 6th September 2017</p> <p>Following the addition of the name of Cllr Mrs Glenda Thorneycroft on item 17/09-12 Co-option of candidate onto Parish Council. Proposed and seconded. All agreed and resolved to agree the minutes of the September meeting as an accurate record and they were duly signed by the Chairman. <u>Clerk to upload on Website.</u></p> <p>Minutes from 3rd January 2018</p> <p>A member of the public disagreed with content of the minutes and therefore they are to be</p>	<p>Clerk</p>



<p><u>amended by Clerk</u> and brought to the meeting in February.</p>	<p>Clerk</p>
<p>18/01b-5 Report from Outside Bodies a) ELDC Ward Member – No report received b) LCC Ward Member – No report received c) Rural Policing – No report received <u>Clerk to ensure Outside bodies receive agenda to meeting in February.</u></p>	<p>Clerk</p>
<p>The Chairman proposed that items under 18-01b-9 be brought forward to this point, which was seconded. For the purpose of these minutes, the items have been kept in original order.</p>	
<p>18/01b-6 Council Matters, Actions and Communications a) Chairman's remarks – no update b) Due to the resignation of Councillor J Anderson, a vacancy has arisen in the Office of Councillor for the Parish Council. If by 6 February, 2018 (14 days after the date of this notice) a request for an election to fill said vacancy is made in writing to the Returning Officer at the address below by TEN electors for the said Parish, (by providing a name, address and signature for each elector), an election will be held to fill the said vacancy; otherwise the vacancy will be filled by cooption. <u>Poster put on notice board.</u></p>	<p>Chairman</p>
<p>Communications received a) Complaint regarding website being out of date - replied to by Clerk. b) Letter sent ref cutting of hedge on A16 (minutes 3rd Jan). c) Letter sent ref complaint of parking in Grange Lane. d) The DRAFT PLAN Public Consultation from Lincolnshire Wolds was noted. <u>Clerk to reply to AONB</u></p>	<p>Clerk</p>
<p>Report reference Police / Highways regarding Concrete Bollards Grange Lane a) The Clerk had called Highways and been told that the owner of the property with the bollards had been written to and asked to remove them. The Clerk was asked if this had not been done and she confirmed it had not. On requesting written confirmation of progress the Clerk was asked to write to Highways. On doing this, it was proving difficult to get LCC to respond with progress. <u>Still to receive written information. Clerk to follow up.</u></p>	<p>Clerk</p>
<p>Clerk's report From commencement of employment on 3rd January 2018 I have carried out the following:</p> <ul style="list-style-type: none"> • Updating and monitoring of all payments and receipts since 5th April 2017. • Creation of new layout of budget excel sheet for easier understanding • Updating the basics of the website, uploading draft minutes and agendas • Letting the following bodies know of new parish clerk contact and of updated Councillors: <ul style="list-style-type: none"> ○ ELDC - Electoral Role ○ ELDC - Planning ○ LALC ○ LCC 	



- I have followed up the following:
 - Grange Lane bollards complaint
 - Grange Lane parking complaint
- I have dealt with, or am still dealing with
 - Complaint re out of date website
 - Enquired ref new tax bands (not yet released)
- Re-organised filing and email
- Printed out planning applications since September 2017

The Chairman thanked the Clerk for all the extra work undertaken over the last week. He wanted it noted that to date the Clerk had worked 20 hours as catch up and there would be a little while until work was up to date.

18/01b-7 Finance and Budgets

- a) The Chairman reported that he and the Clerk had spent many hours relaying out the financial information presented to Councillors' and the Members of the public so that the Specific Reserves would always be kept separate and not within the general budgets. As the current information was having to show the current year's budgets as well as next year's budgets and specific reserves, the sheets were a little complicated this year, but when 2018/19 budgets came in, the information layout would be far easier to read and understand.
- b) The 2017/18 budget currently had an under spend which would be part of the money being transferred to Specific Budgets. The Clerk also gave out printed spreadsheets covering all payments and monies received to date. (Appendix 1).
- c) **Proposed** that we increase the Specific Reserves by £2000 so that there would be £2900 in those accounts. TPOs and Green Structures - £1,000; Reserve for Asset Replacement - £1,000; Reserve for Elections £900. Proposed and seconded. All agreed.
- d) **Proposal** for Council Precept 2018-2019 - the only alterations to the suggested budget for next year was the increase of the LALC membership (the proposed budget was less than the current cost) and increased to £150 and the reduction of Other Green Structures Maintenance from £1000 to £900. Proposed and seconded. All agreed. Clerk to alter.
- e) **Proposal** to remove the £700 suggested for 2018/9 Specific Budgets_Proposed and seconded. All agreed. Clerk to alter.
- f) Set Precept for period 2018-2019 - following much discussion a **Proposal** that the Precept should be the same as the agreed budget for 2018/9 of £7657 so that the Parish Council wouldn't be eating into its general reserves. Proposed and seconded. All agreed. Clerk to alter.
- g) Payments
 - i. Payment for ICO (Information Commissioners Office) £35
 - ii. Payment for Village Hall room rent of £50
 - iii. Payment of expenses for £5 for internet security software for laptop as was out of date. Proposed and seconded. All agreed.

Clerk

Clerk

Clerk

18/01b-8 Planning Matters

- a) The Clerk had printed out any planning applications since September, but all had now been decided or too late to comment. The Clerk had now signed up to the Planning Portal and therefore all applications would be send digitally.



<p>18/01b-9 Parish Council Amenities (bus shelters, village green, etc)</p> <p>b) Bus Shelter - Due to the hedge growth, the back of the bus shelter is degrading and hedge trimming needs to take place as well as maintenance to the back of the bus shelter. <u>Clerk to investigate costs of cutting hedges.</u></p> <p>c) Village Green – The price for the cutting of the Village Green has increased to £32.50 per cut (Tudor Landscaping) Collect is the same price of £32.50</p> <p>d) Utterby Voice – The Clerk had obtained a price for 16pp x 200 print of £71. <u>The Clerk confirmed she was happy to put the Voice together (publish 1st March) if the contributions were sent to her. Proposed and seconded. All agreed. Clerk to do a poster for the notice board.</u></p> <p>e) Welcome Pack – Cllr Graham Dalton reported that he had given some out and that a new supply would be required.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>18/01b-10 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc)</p> <p>a) Grass cutting Verges - Prices had been requested for the verge cutting from the Louth side of Utterby from Ings Lane, through to the last house on the right on the way out Grimsby where you hit the unrestricted speed sign. Tudor Landscaping's price was £72 + vat per cut and Glendate £51.00+ VAT per cut (4+ cuts). It was thought that Glendale's cut would be as safety cuts and not as carefully carried out. <u>Clerk to confirm that Tudor can undertake strimming where there is concrete blocks and also if any price reduction if they receive both the Village Green cutting and the verges.</u></p> <p>b) Public Footpaths - The Chairman raised the issue of public walkways and as to whether they were included under the verges. <u>Clerk to check responsibility for grass cutting.</u> Cllr Mr Jason Garrett-Pughe reported that as far as he was aware the public footpaths covered 1 metre wide. There was concern regarding the wooden bridge area in Grantham's field and the unsafe area between the two fields.</p> <p>c) Street Lighting - It was noted that all bulbs had been changed. One is permanently on all the time and one is permanently off. <u>The Chairman to send lampost numbers to the Clerk to report to LCC</u></p>	<p>Clerk</p> <p>Clerk</p> <p>Chairman</p>
<p>18/01b-11 Date and time of Next Meeting Utterby Parish Council meeting on Wednesday, 7th February, 7pm.</p> <p>The meeting closed at 9:10 pm.</p> <p>Signed: _____ Date: _____</p>	