

Minutes of the Annual meeting of Utterby Parish Council held Monday 13th May 2019 at 7.00pm



20 Elections

It was **RESOLVED** to elect Cllr Alan Woodward as the new Chairman of Utterby Parish Council
It was **RESOLVED** that the election of a Vice Chairman would be deferred to a later meeting.

PUBLIC FORUM

- A member of the public requested that the Glendale staff not park on the footpath at Chapel Lane as his wife is in a wheelchair and cannot access the path if they park on it.
- It was reported that the site had now been cleared at the Fisheries, but residents and Councillors were concerned that a padlock should be put on the gate by the owners to deter trespassers onto the land. Cllr GT to look into this. **GT**
- It was reported that the for sale signs had been taken down (after notifying the estate agents) by a member of the public. It was noted that the Parish Clerk had written to both estate agents but they had not removed them. Further it was noted that the estate agents signs were not only a danger hazard obstructing the view for traffic pulling out of Church Lane, but they had not asked permission to put the signs there.
- Cllr GT reported that there had been a number of thefts around the area and asked if this could go on the website or in the Utterby Voice. It was suggested that it would be more immediate for Councillors to inform the local community by word of mouth or on social media which was more immediate.
- Further to the reporting of a road traffic accident in the Village, the Clerk reported that she had emailed Cllr Bridges in April at LCC about the increase in accidents / concerns of speeding through village and he had emailed to say on investigation there had been no reports of any accidents on the road.

21 Record of Members Present and Apologies:

Present - Cllr Alan Woodward (AW) (Chair), Cllr Terry Buckley (TB), Cllr John Mackin (JM), Cllr Nicola Mackin (NM), Cllr Glenda Thorndycroft (GT) and Cllr Jackie Woodward (JW).

In Attendance - Graham Dalton (outgoing Chairman) Clerk Maria Vincent and 4 members of the public.

Apologies Received - Cllr Ann Van Spall (AVS), Cllr Tony Bridges (LCC), Cllr E. Mossop (ELDC).

22 To receive any Declarations of Interest under the Localism Act 2011

None.

23 It was **RESOLVED** to approve as correct the minutes of the meetings 3rd April 2019 and 11th April 2019 after the removal of the word 18" on item 7c (3rd April 2019).

24 Council Matters, Actions and Communications

a) It was **RESOLVED** to form a Personnel Panel with the members Cllrs JW, TB and GT using the same terms of reference as the Panel had in 2016.

b) **Chairman's Report** - I would like to congratulate my fellow councillors on their election and thank them for standing for office. This is the first Utterby Parish Council to be elected in many years so thank you to everyone in the village who voted - with an electorate of 250 there were 116 ballot papers issued which is a 46.4% turnout. I would also like to thank members of the former Council Graham Dalton, Jason Garrett-Pugh and Brian Frobisher. They have served the village through what has been difficult time for the Parish Council and they deserve credit for this. Thanks especially to Graham Dalton, as Chairman, who has worked very hard in all areas of our village. He will be missed. I,

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along with this new Council will endeavour to serve all residents of Utterby, not only to maintain what is good about our village, but hopefully to improve and enhance it wherever possible. Also I hope that the residents of Utterby will contribute to this process and work with us to be successful. We cannot really be effective and efficient without their support and help. Finally I would like to thank our Parish Clerk, Maria who has worked tirelessly for the Council since her arrival. At times it has not been an easy task for her. I and our newly elected Councillors will rely on her knowledge and expertise to guide us through our meetings which I hope will be enjoyable and stress free for everyone concerned.

c) The Clerk welcomed the new Councillors and thanked those who had now left the Council. She reminded Councillors about the DPI forms, that needed completing as well as the expenses for elections forms which had to be completed and sent to ELDC even if nil expenses. Lastly she reported that the Councillors personal / business emails were not suitable for the scrutiny / transparency that is required of Councillors and so suggested that at the next meeting consideration was given to the best way to move forward. Lastly, she encouraged all councillors to look at going on some of the very good LALC courses. **ALL COUNCILLORS**

d) It was **RESOLVED** to review and adopt the new set of Standing Orders based on the NALC model (revised).

e) It was **RESOLVED** to approve the set of Financial Regulations (no changes made).

f) It was **RESOLVED** to approve the Code of Conduct (no changes made).

g) It was **RESOLVED** to approve the Risk Management Document (no changes made).

h) It was **RESOLVED** to approve the Council Information Document (update to personnel panel made).

i) It was **RESOLVED** to adopt the Model Publication Scheme FOI (new document).

j) It was **RESOLVED** to approve following policies (no changes). Risk Management Strategy, Safeguarding Vulnerable Persons Policy, Equal Opportunities Policy, Environmental Policy, Complaints Procedure, Health & Safety Policy.

k) There were no consultations to consider.

l) The Clerk notified the Council of the correspondence between the Speedwatch representative and a resident of the village.

25 Finance and Budgets

a) It was **RESOLVED** to accept the revised budget with £600 from 2018/9 balance to go to the new budget heading in current year 2019/20 of **elections** and to leave the **contingency budget-elections** untouched.

b) It was **RESOLVED** to accept and pass the payments below:

DW Gibbs	May bus shelter	345	£20.00
Staff	Salary + expenses April	346	£223.54
Tudor Maintenance	April x 2	347	£81.60
Norris and Fisher	Insurance	348	£258.52
Total			£563.66

26 Planning

a) It was **RESOLVED** to support the Planning Permission application - Extension to existing dwelling to provide an en-larged garage. - AVONDALE, CHURCH LANE, UTTERBY, LOUTH, LN11 0TH. **CTA.**

27 Parish Council Amenities (bus shelters, village green, etc)

a) **Welcome Pack.** It was **RESOLVED** that Cllr AW would take over the distribution of the village welcome pack to new residents.

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- b) **Utterby Up Campaign** - The Clerk reported that she had booked the litter picking equipment, had secured permission from LCC to have planters under the street signs, also that she had sent a spec requesting a quote for new signs and posts from the LCC supplier of street signs. Further arrangements to be decided at the June meeting.
- c) **Verges and Village Green** - Members of the Council were pleased with progress with the verge and village green cutting, but had concerns regarding the outbreak of dandelions on the village green. It was **RESOLVED** to arrange for a quote from the current grass cutting contractor on the village green to kill the dandelions and also to kill off the ivy and weeds around the circumference of the bus shelters. **CTA.**
- d) **Bus Shelters** - Cllr Thordycroft reported that she had cleaned the graffiti from one bus shelter but the other one needed re-staining to cover up the graffiti. Cllr GT will make a list of everything that needed doing on each bus shelter so that we could then arrange to get some quotes for the work. **GT**
- e) **Kissing Gates** - It was noted that the Kissing Gates needed remedial work carrying out on them and that the footpath was not cut by LCC (also mentioned by the FAV).
- f) **Utterby Voice** - It was noted that Cllr AW would write a Chairman's section and a piece on the village tidy up for the Utterby Voice and that we should encourage residents to write articles for the magazine each quarter. **AW**

28 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc

- a) The Clerk reported that the litter bin near to the bus shelter would be emptied more frequently by ELDC.
- b) The Clerk read out the report from the Footpaths Access Volunteer (FAV).
LCC mowing/cutting schedule for RoWs for 2019 will include 3 cuts during periods: 22/4-31/5 1/6-14/7 15/7-14/9
 - FP in Utterby village (kissing gates FP) by White House Farm is not included in LCC mowing/cutting schedule.
 - FP Peppin Lane to Little Grimsby Lane, & permissive BW Fotherby Halt to 400m northbound not included in LCC mowing/cutting schedule, neither are RoWs across crop fields which are responsibility of the landowner/farmer.
 - Highlighted need for 1st mow on parts of FP/BWs to Covenham. Also alerted LCC to a short FP reinstatement required.
 - Stile on Fotherby Common to North Elkington footpath damaged. LCC aware
 - Recent Grimsby and Louth Ramblers` Silver Lincs Way markers proving unsuitable in the field. LCC notifying L&G.

29 Notifications

None.

30 Date and time of Next Meeting

Parish Council Annual Meeting on Wednesday June 5th 2019.

Meeting finished at 9pm.

Signed _____

Date _____

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