



Minutes from the meeting of Utterby Parish Council held on Wednesday 4 May 2016 at 7.00pm in Utterby Village Hall

	Action
<p>16/05-1 Election of Chairman – signing of Declaration of Acceptance of Office Rod Must was nominated as Chairman of the Parish Council and confirmed that he was willing to continue in the role. The appointment of Cllr R Must as Chairman was therefore proposed, seconded and resolved. Cllr Must signed the Declaration of Office witnessed by the Parish Clerk.</p>	
<p>16/05-2 Election of Vice Chairman – signing of Declaration of Acceptance of Office Ann van Spall, in her absence was nominated as Vice-Chairman of the Parish Council. Cllr van Spall has previously verbally agreed that she was willing to continue in the role. There being no other nominations, the appointment of Cllr A van Spall was therefore proposed, seconded and resolved. The Council approved that the Declaration of Office will be completed at another time. The Clerk will send Cllr van Spall the Declaration of Office to complete.</p>	Clerk
<p>16/05-3 Record of Members present and apologies Present: Cllr R Must (Chairman), Cllr B Frobisher, Cllr N Mackin, Cllr A Woodward and Cllr J Woodward. Also in attendance was Mrs N Must (Parish Clerk). Apologies: Cllr A van Spall (Vice-Chairman). The Council accepted and noted the absence.</p>	
<p>16/05-4 To receive any Declarations of Interest on any item on the agenda None declared.</p>	
<p>16/05-5 Minutes from 6th April 2016 It was proposed, seconded and resolved to agree the minutes of the last meeting as an accurate record and they were duly signed by the Chairman.</p>	
<p>16/05-6 Public Session There were three members of the public present. The issue reported was the development proposal off Jacobs Close that will affect both Grange Lane and Chapel Lane and its effect on the village green. The Chairman responded that there was no intention of selling off a piece of the village green. However, if a request is made to re-shape the edge of the village green which will alleviate the visibility and traffic hazards at the junction, then the Council will consider the proposal and if agreed, the cost will be borne by the developer. There will be no financial implications for the Council regarding this matter. There was a query on whether the village green was registered as common land or owned by the Parish Council. The Clerk will research the registry records.</p>	Clerk
<p>16/05-7 Report from Outside Bodies – to receive reports from ELDC Ward Member – Cllr D Buckley was not present. LCC Ward Member – Cllr H Marfleet was not present. Rural Policing – No updates received from the Neighbourhood Policing Team</p>	
<p>16/05-8 Council Matters 1) Chairman's Remarks – The only update was regarding entry to the CPRE Best Kept Village Competition. Cllr A Woodward would send the Clerk the entry form he received. The Clerk did not get a copy. The form will be completed this weekend to reach the deadline date. 2) Review of Code of Conduct – The Council reviewed the Code of Conduct and it was proposed</p>	Cllr A Woodward/ Clerk



<p>and seconded to accept the Code as is until ELDC has approved a new Code which they are currently reviewing.</p> <p>3) Declarations of Interest – Councillors were provided with a new form to complete in light of training received. The Clerk requested that completed forms be submitted as soon as possible in order to send to ELDC Monitoring Officer.</p> <p>4) Clerk Annual Appraisal – The Clerk and Vice-Chairman met 24th April to complete her appraisal. A number of actions noted for Council information:</p> <ul style="list-style-type: none"> a) Extra copies of Council papers – Clerk to continue to have spare copies b) Length of meetings – try to ensure that meetings do not go beyond two hours. Shift agenda items and ensure that financial matters are dealt with early on when most councillors are available. c) Archiving – avoid storage at Clerk’s home and ensure relevant documents are sent to Lincolnshire Archives d) Effective management of public forum and attendance – to ensure that public participation is managed that is not disruptive to Council proceedings. <p>5) 2016/17 Insurance cover – It was resolved to accept the renewal quote from Came and Company.</p> <p>6) Village Fete event – The meeting was held 13th April; Cllr Frobisher was unable to attend due to work commitments. Mr J Anderson who attended the meeting reported that although there was support from the Church to do the catering, there were not enough residents to help with organising the event. The event will now not go ahead.</p>	<p>All Councillors</p>
<p>16/05-9 Finance and Budgets</p> <p>a) Payments – It was proposed, seconded and resolved to accept payments for May 2016 as follows:</p> <ul style="list-style-type: none"> i. Parish Clerk salary and expenses for April 2016– £161.24 ii. HMRC Tax on Clerk Salary - £35.80 iii. Came and Co Parish Council insurance 2016/17 - £273.75 iv. St Andrew’s Church DCC - £75.00 grant as agreed at previous meeting v. Utterby Village Hall Committee - £75.00 grant as agreed at previous meeting vi. Tudor Grounds Maintenance – Invoice 2065 for village green maintenance - £72.00 vii. Mr DW Gibbs – bus shelter cleaning May 2016 - £20.00 viii. There were no other urgent payments. The Clerk will settle the CPRE Best Kept Village Competition nomination entry fee via delegated powers when form is received. <p>b) 2016 Annual Audit of Accounts – The governance statements were read out and the Council confirmed in agreement and approved and signed by the Chairman and Clerk.</p> <p>c) 2016 Annual Audit of Accounts – The Clerk prepared and circulated the accounting statements for financial year 2015/16. The Council confirmed the financial position and the Chairman signed the form.</p>	<p>Clerk</p>
<p>16/05-10 Actions from Previous Meeting and Communications</p> <p>a) Clerk’s Report – Noted</p> <p>b) Letter from ELDC Leader – Noted</p> <p>c) Footpaths Claim – The Council noted the dates and the Chairman will read through correspondence and previous minutes to ascertain if the Council will need to attend the enquiry.</p> <p>d) Flood Forum Invitation from Victoria Atkins MP – Noted</p> <p>e) Pea Hens issue – A property in Burwell is interested in taking the peahens and will be happy to provide a cage for the peahens to be confined in. It was reported that the peahens regularly visit The Bungalow in Grange Lane. The Clerk to speak to the residents and liaise with both parties.</p>	<p>Chairman</p> <p>Clerk</p>



<p>16/05-11 Planning Matters</p> <p>a) Wind Farm Collaboration Group – no updates received</p> <p>b) N/192/00254/16 The Hollies – The Council noted planning permission granted.</p> <p>c) Development proposal off Church Lane – The Chairman had received communications from the developers who reported that submission of planning application has been delayed due to an ecological survey required to determine presence of great crested newts. The Chairman confirmed that coincidentally he met the consultant doing the survey</p> <p>d) N/052/00620/16 Wideacres, Ings Lane, Fotherby – The Council discussed this planning application and resolved not to support this latest submission which disparages the planning rules and system. If supported, it sanctions misguided practices, allowing developers to disregard any conditions with the knowledge that they will be able to defeat the system in the end. The enforcement action against the development should be resumed. Clerk to submit observations.</p>	Clerk
<p>16/05-12 Parish Council Amenities (bus shelters, village green, etc)</p> <p>a) Bus shelters maintenance work – The Chairman reported that Interskills started repairs today.</p> <p>b) Welcome Pack – Cllr Woodward provided a pack to new residents at Ashlea. New residents expected at White Cottage, Church Lane; signage showing it has been sold.</p> <p>c) Tree Preservation Orders – The Clerk reported that the application for TPOs on trees along Church Lane has not progressed. The IT system required by the Tree Officer to log the request is not working properly. However, it was confirmed that there was Dieback on the Ash Trees along the village green but no action required unless the infected trees become unsafe. The Tree Officer also complimented the Council for the newly planted trees. The Council noted its thanks to the Chairman and Cllr A Woodward along with another helper for doing the work.</p>	
<p>16/05-13 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc)</p> <p>a) A16 Refuge – The Clerk has reported the beacon not lighting up to LCC Highways.</p> <p>b) ELDC Footway Lighting – The Chairman with Cllrs J and A Woodward and the Clerk attended the collaboration group meeting at North Cotes on 15th April. It was decided that more information will be required by parish councils before they are able to consult residents regarding the streetlights. The Clerk will send a holding response to ELDC. The Clerk is also waiting for a copy of the letter that North Cotes sent to ELDC with details of information required.</p> <p>c) Parking issues at The Post House – The Clerk is still chasing LCC Highways and Police for a resolution.</p>	Clerk Clerk
<p>16/05-14 Date and time of Next Meeting</p> <ul style="list-style-type: none"> • Annual Parish Meeting on Wednesday, 18th May 2016, 7 pm (This is the annual meeting of residents of the village.) • Utterby Parish Council on Wednesday, 1st June 2016, 7pm <p>The meeting closed at 8:50 pm</p> <p>Signed: _____ Date: _____</p>	