



**Minutes of the meeting of Utterby Parish Council held
Wednesday 1st February 2017 at 7.00pm in the Village Hall**

	Action
<p>17/02-1 Public Session Two members of the public were present. No issues raised.</p> <p>17/02-2 Record of Members Present and Apologies Members Present. Cllr R Must (Chairman), Cllr A Van Spall (Vice-Chairman), Cllr J Woodward, Cllr A Woodward and Cllr B Frobisher Also in attendance: ELDC Ward Member Cllr D Buckley and Mrs N Must (Clerk) Apologies received. Cllr N Mackin</p> <p>17/02-3 Declarations of Interest The Chairman, Vice-Chairman, Cllr J and A Woodward declared their interest in Agenda item 17/02-8a. Their properties are adjacent to the site of the planning application to be discussed. All four Councillors were given dispensations in order for the agenda item to be discussed. The period of dispensation was restricted to this meeting only. The Clerk completed the dispensation forms.</p> <p>17/02-4 Minutes from 7th December 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>17/02-5 Report from Outside Bodies a) ELDC Ward Member – Cllr D Buckley did not have any update b) LCC Ward Member – Cllr Marfleet did not attend the meeting. c) Rural Policing – The Neighbourhood Policing Team reported (i) The joint surgery with Benson Court has been postponed until the Ward Manager returns from sick leave; (ii) There was criminal damage to a parked car on Chapel Lane. This was the third occasion that the same car had been damaged. It is not known if CCTV had been put up; (iii) There was one traffic incident whereby an elderly male driver became confused and required assistance. (iv) One road traffic incident at the A16/Pear Tree Lane when a car missed the junction and overturned.</p> <p>17/02-6 Council Matters, Actions and Communications a) Chairman’s Remarks – (i) The Clerk’s resignation after a three month period of notice becomes effective on 28th February. The Chairman expressed his thanks on behalf of the Council to the Clerk for her work and dedication to the job. (ii) The Chairman also informed the Council that he is retiring after the April meeting but will attend the May Annual Meeting to preside over the election of the next Chairman and Vice-Chairman. (iii) The Chairman sent his apologies for the March meeting as he will be away. b) Clerk’s Report – All actions completed and noted. c) Christmas Tree Festival – Cllr A Woodward reported that the Festival was a financial success. The DCC is intending to extend next year’s Christmas Tree Festival to two weekends to enable more visitors to attend. d) Parish Councillor Vacancy – There was a unanimous agreement to accept the application of Mr G Dalton to become a member of the parish council. The Clerk will</p>	<p>Clerk</p>



- provide Mr Dalton the necessary paperwork to begin his duties.
- e) **Parish Clerk and RFO Vacancy** –The Chairman referred members to the notes of the meeting of the Personnel Panel which took place on 10th January to consider the recruitment of a new Clerk. Subject to a few minor modifications, the Panel agreed to retain the terms and conditions of the present Clerk with the salary set according to the qualifications and experience of the successful candidate but still using national pay scales.

A member of the Panel later changed their mind and wished to see changes in the terms and conditions to reduce costs. The Chairman in consultation with the Vice-Chairman decided that the matter would need to be resolved by the full Council and he referred to a paper he had produced, sent out with the agenda, outlining the options available. His overall conclusion was that if the Clerk's hours were to be reduced but Council performance was to be maintained, members would need to agree what aspects of the work they would be prepared to take on themselves.

A full and frank discussion followed. A number of Councillors wanted to lessen the contracted hours, downgrade the recommended salary scale, withhold annual leave and sick leave entitlement, withhold or cap the mileage allowance and home working allowance and generally do the work to a lower standard to save hours. There were no suggestions on which parts of the work members would be prepared to do themselves. The Clerk advised that all employed staff have statutory entitlements and it would be unlawful to act on some of the suggestions made. Moreover, much of the work was financial which could not be done to a lower standard. She also reminded members of the difficulty the Council had in the past in recruiting and retaining a Clerk.

As no agreement was reached, the Chairman asked the dissenting Councillors to put forward definitive proposals which could be discussed at the next meeting, which they agreed to do.

- f) **Village Hall** – Mr J Anderson reported that he has resumed the Treasurer role and that there are currently five people on the Committee. Issues with the room bookings are now resolved and Mrs Scott has the laptop to ensure smooth running of room booking requests. Letters to current Trustees have been sent asking them to confirm their eligibility and continued patronage as Trustees.
- g) **Consultations**
- i. **ELDC 2017/18 Budget** – A number of Councillors had not read the consultation documents meaning that the Council was not able to respond.
- h) **Communications**
- i. **BT Phone boxes** – Request from BBC to interview the Council on its objection to the decommissioning of the phone box was noted. Both the Chairman and Clerk were on holiday at that time and no other Councillors were contacted.
 - ii. **LALC Magazine** – circulated and noted.
 - iii. **Modification to definitive map - North Ormsby Addition of public footpath adjacent to footpath no 357** – The Council resolved to support the addition of the public footpath.

17/02-7 Finance and Budgets

- a) **Payments** – It was proposed, seconded and resolved to sign payments for February

