



Record of Members Present:

Present - Cllr Alan Woodward (AW) (Chair), Terry Buckley (TB), Cllr John Mackin (JM), Cllr Nicola Mackin (NM) and Cllr Jackie Woodward (JW), Cllr Matthew Wright (MW).

Not Present – None.

In Attendance - Clerk Maria Vincent and Cllr Edward Mossop (ELDC).

62 Apologies Received

None.

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

None received.

64 Minutes

It was **RESOLVED** to approve the minutes of the Parish Council Meeting 4th November 2020 as correct and for the Chairman to sign a copy forthwith.

65 Council Matters, Actions and Communications

a) Co-option of Parish Councillor – NB: As only one candidate stood for co-option, the Council did not go into Closed Session. It was **RESOLVED** that Cllr Matthew Wright be co-opted onto Utterby Parish Council and he signed the Declaration of Acceptance of Office.

b) Chairman's Report – Cllr AW stated that he had spoken to Christine Vicary to explain that due to ill-health he would now be unable to post the Benson Court survey to householders in the village. He understood that ELDC would be leafleting the village in the next two weeks. Cllr AW also voiced his concerns regarding the lack of consultation regarding an extension being currently built on Church Lane (see planning item).

c) Clerk's Report – Nothing to report that wouldn't be covered in agenda items.

d) Communications – The Clerk read out an email received from London Hearts Charity regarding defibrillators. It was **RESOLVED** that as currently access and use of the Village Hall was limited, due to Coronavirus, the discussion regarding this would be deferred to a future meeting when the Covid crisis was not so significant.

66 Finance and Budgets

a) Payments - It was **RESOLVED** to accept and pass the payment for December - Information Commissioner Registration £40.00, Staff, salary/expenses November 2020 £196.73, DW Gibbs Dec bus shelter cleaning £20.00, Glendale Countryside Ltd November grass cutting £115.20, Jati Ltd (Cyan) – Pro forma 2 bramar benches and installation kits £897.49 **TOTAL 1,269.42**

b) It was **RESOLVED** that no extra payment process would be put in place for January unless an emergency payment was required and then all Councillors would be required to agree to the payment (via email) which would be ratified at the February 2021 meeting.

c) Bank Signatories - Following issues with HSBC requiring the two new signatories to present themselves with ID at the bank and this being not possible at this time, It was **RESOLVED** that Cllr MW would be a new signatory so that the Council had three signatories.

d) Bugets – It was **RESOLVED** to move the following budgets from Specific Reserves to the main budget headings.

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- i. £700 currently under 'New Signs Project' to 'Asset Repair & Maintenance (wooden structures)'
- ii. £900 in Specific Reserves for 'TPOs and Green Structures' to 'Other Green Structures Maintenance' and
- iii. And at least £1000 (Clerk to calculate following RESOLUTIONS to purchase wood work contracts a reasonable budget) from Specific Contingency Reserves (£7139.99) into General Contingency to allow for any other emergencies before end of March 2021.

e) **Precept for 2021/22** – It was **RESOLVED** that the Parish Clerk completes the Precept application to ELDC with the Chairman when documents are made available.

f) **Budget 2021/22** – The Councillors were asked to note the tabled draft budget and to bring any comments back to the February 2021 meeting when the budget would be Resolved upon.

g) It was **RESOLVED** to move the **CLOSED SESSION** item to the end of the meeting so that Cllr Edward Mossop (ELDC) could input regarding ELDC items. For the minutes, this item will be minuted in the agenda order. It was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters:

- Wood work – Kissing Gate, Millennium Tree bench and Notice-board. That being as out of three people asked to quote, only one had returned any estimates. These having been discussed with the contractor and a revised quotation given, it was **RESOLVED** that the Council would contract Mr G. Fitch for the following: Refurbishment of the Millennium Oak circular bench at a cost of £650. Refurbishment of the Kissing Gates on Church Lane at a cost of £400, refurbishment of the Parish Council Notice Board at a cost of £250.

67 Planning

a) **Updates to previous planning applications** – Following a call and a web submission to ELDC enforcement regarding the building of an extension on Church Lane which the Parish Council had not been consulted on, Cllr Mossop suggested that we contact the new Assistant Director of Planning, Mr Mike Gildersleeve. It was **RESOLVED** that the Clerk forward on our concerns to Mr Gildersleeve. Cllr AW was concerned regarding the removal of a fence in Jacob's Close which was in place to stop construction traffic accessing a building development. Cllr JM to report if traffic starts to use the route.

b) **Any urgent planning issues** - None

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

a) **Welcome Pack** – No new residents, but one due to move in Grange Lane.

b) **Utterby Tidy Up Campaign** – Cllr Mossop reported that the old signs advising of the path being impassable at the Kissing Gate were still up. Cllr AW said he would remove straight away.

c) **Verges and Village Green**– The Clerk reported the cutting had finished until March. Clerk to contact the Mole man again due to increase in mole hills.

d) **Village Trees** – It was **RESOLVED** that the Clerk should purchase 2 whitebeam trees at a cost of £80.10 each from Trees-online.co.uk – Clerk to use her own credit card and be reimbursed and co-ordinate with Woodpecker Tree contractors to plant.

e) **Utterby Voice** – The Chairman had completed his text and sent to the Clerk. The Clerk would organise the school, church and village hall editorial. To be printed in January 2021.

f) **Bus Shelters** – In good order.



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

- a) **Updates on previous issues** – The Clerk advised no reply had been received from Mr Grantham ref the bin on the village pond land. The Clerk said that the broken drain which had been reported following the last meeting, had been half repaired, Cllr TB said the bollards had been removed and drain still damaged. Clerk to follow up. Cllr Mossop advised that the Village Hall would be receiving info regarding an ELDC business interruption grant. Cllr AW advised he had received this and passed onto the Village Hall Treasurer.

70 Notifications

- a) None.

71 Date and time of Next Meeting

- a) Parish Council Meeting on Wednesday February 3rd 2021 – on Zoom at 7pm

The meeting finished at 8:31pm.

Signed _____

Date _____

DRAFT

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