



Public Forum

- There were 6 members of public in the forum. A member of the public wished to know why the agenda for the meeting hadn't been on the website. The Clerk reported that she had made an error as being in a new financial year she had added a new page but not made it live until this came to light on Monday. However the date of the meeting had been on the website and the agenda on the village hall board for a week.
- A member of the public wished to know if the Grange Lane issues had been settled? A discussion then continued regarding the parking and complaints that had been lodged (already in the agenda for the meeting) and that it would be discussed then.
- A member of the public said that the Louth Rural Police had said there was no issue with the parking, it was not illegal and that he considered the bollards at the bottom of the land which he understood to be on Highway's land to be a danger to people on foot due to reversing cars and lorries.
- A member of the public said that it was the large artic lorries and wide agricultural vehicles going up and down the lane that was causing an issue, and not the parked vehicles that were being complained about and wanted to know if there were any restrictions/laws and how did one go about applying a 3.5 ton limit. Cllr Garrett-Pughe replied that a limit wouldn't be imposed due to existing use. The member of the public then asked would they widen the road, Cllr Garrett-Pughe replied that it was very unlikely that Highways would take that action. The member of the public then said he parked half on path half on road but this was still not leaving room for the big vehicles to go by.
- A member of the public wished it minuted that information sent in a letter of complaint regarding his business was wrong and that his business is NOT run from two sites in the same lane with a stretch of public highway in-between - he did not run a single thing from the tractor store side.

1 Record of Members Present and Apologies:

Present - Cllr Mr Jason Garrett-Pughe (Acting-Chair), Cllr Mr Graham Dalton, Cllr Mrs Glenda Thorneycroft, Cllr Terry Buckley and Clerk Maria Vincent.

Apologies - Cllr Mr Brian Frobisher, Cllr David Buckley, Cllr Tony Bridges (not recorded at meeting but apologies sent by email).

2 To receive any Declarations of Interest on any item on the agenda

No declarations made.

3 Minutes from 7th March 2018

It was **RESOLVED** that the minutes of the 7th March 2018 meeting was an accurate record. Duly signed by the Acting Chair. Clerk to upload on Website. **CTA**

4 Report from Outside Bodies – to receive reports for information from:

- a) ELDC Ward Member - none
- b) LCC Ward Member - none
- c) Louth Rural Neighbourhood Policing Team - Fortunately, Utterby hasn't been the focal point of the recent significant spike in burglaries and thefts across the Louth rural areas but we have to stress the importance of not becoming complacent as some of our offences, have occurred when vehicles for example, have been left unlocked with spare keys left in a glove box!

Initials

Minutes of the meeting of Utterby Parish Council held Wednesday, 4th April 2018 at 7.00pm



We have seen a number of burglary dwellings occur whilst the occupants have been away on holiday so we would like to pass on that if you are leaving your property for any length of time, please utilise light timers/alarms as necessary and make neighbours aware to keep an eye out for anything suspicious or out of the ordinary.

Utterby, since 7th March 2018 from 1800 hours to 3rd April 2018 1730 hours, has had a total of 7 incidents recorded and are broken down as follows:-1x Violence – Crime of common assault recorded and the named offender known to the victim, was charged. 3x Concern for welfare, 2x RTC Damage Only, 1x Traffic Offence

PCSO Justin MEKKAOUI - Louth Rural Neighbourhood Policing Team

5 Council Matters, Actions and Communications

- a) Chairman's Remarks – None
- b) Clerk's Report – Appendix 1
- c) Vacancies in office of Councillor - this item was moved to the end of the meeting when the Parish Council went into Closed Session - refer to CLOSED SESSION items.
- d) Annual Review of policies: None
- e) Consultations to consider:
 - i. NALC review of Local Government Ethical Standards - Noted.
- f) Communications received:
 - i. Grange Lane - the Council discussed the email /letter and photos from local resident regarding the parking issues - This had been discussed at length in the public forum time. Cllr Dalton said he would look into a TRO (Traffic Regulation Order) which would mean the Local Authority consulting with the residents along the lane. It was requested that the Clerk follow up again on the bollard situation. **CTA**. It was suggested that we ask if the complainants would be willing to meet with members of the Parish Council and the Louth Rural Police to discuss the issues raised and to receive the Policing Team's feedback. **CTA** Cllr Dalton also quoted from the Highway Code, with reference to vehicles not parking on the pathway. It had apparently been suggested by the Rural Louth Police that a piece of land owned by the complainant may be a suitable place to park vehicles. Cllr Buckley noted that it wasn't for other people to provide land for people to park or turn around in.
 - ii. St Andrew's Church - maintenance of the churchyard - To reply to St Andrew's DCC that they can apply for a grant in November of this year (which would be funded from the 2019/20 budget) and apply for a grant in February 2019 which would be funded from any funds left in the current 2018/9 budget). Clerk to email the Secretary of St Andrew's DCC. **CTA**
 - iii. Lincs Rural Housing Association - Noted Clerk to reply that there is little housing development in the village. **CTA**
 - iv. Age UK letter was read out, looking for funding - Clerk to reply that there are no funds currently available for this appeal. **CTA**
- g) GDPR - ICO 12 steps document. The Clerk read out the 12 Steps and explained a little about the new GDPR regulations and the issues for Parish Councils requiring a Data Protection Officer, currently being negotiated by NALC with the ICO. Also the GDPR requires the Clerk to do a complete data audit, what information we have, where, and why. If no longer required to dispose of safely or remove from harddrives. Also as a part of the GDPR the Parish Council needs more secure, lockable cupboards. See finance item. **CTA**.
- h) Parish Meeting - The Clerk explained that representatives from the Church, Village Hall and Academy would be coming to the Village Parish Meeting, and that Steve Harris from Emergency Planning at LCC would be in attendance to show us how to put a plan together. Cllr Dalton will also contact a new resident in the village who is a First Responder to see if they could also give a short talk/demo.

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The Clerk asked if the Parish Council would be providing refreshments under budget S.137. This was considered, to be brought to the May 2nd meeting.

6 Finance and Budgets

a) Payments 2017/8

- LALC Course refreshments £8.00
- Utterby Village Hall Room hire Jan-March £80.00
- Maria Vincent salary and expenses £269.47
- HMRC HMRC tax on Clerks salary £56.20

2018/9 budget

- LALC - Subscription £160.27
- LALC - Training subs £70.00
- David Gibbs - bus shelter cleaning April - £20

It was **RESOLVED** to accept and make all payments. **CTA**

b) End of year Financial Report and 2017/18 budget payments/receipts for noting Appendix 2.

c) Budget for 2018/19 - revisions to consider as the Parish Council now have a clearer indication of costs following quotation, and also some new expenses to allow for such as lockable storage unit.

It was **RESOLVED** to alter the Budget 2018/9 and allow for the addition costs of

d) Items/services to purchase:

- i. Books - Arnold Baker Local Council admin £100 and Local Council's Explained £49.99
- ii. Lockable cupboard for the store room.

It was **RESOLVED** To give the Clerk delegated powers to purchase books to the cost of £150 and a lockable cabinet/cupboard to house the Parish Council documents up to a cost of £220. **CTA**

- iii. DPO (Data- processing Officer) Services - The Clerk referred to previous discussion about the new GDPR and that the Council should allow a cost of £150 per year for this in the revised budget.

7 Planning Matters

- a) The Council had been notified that an appeal that had been filed with the Secretary of State for the land adjacent to Halcyon on Chapel Lane. Appeal ref APP/D2510/W/18/3193833. This was planning permission that the Parish Council had rejected. Their objections will be forwarded to the Secretary of State along with the rest of the submission, but an opportunity to add to it or change it could be made. This was noted by the Parish Council. No Action Required.

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

- b) Hedge cutting - discuss quotes 2018/9 for Village Green hedge - This was discussed in the CLOSED SESSION refer to this section.
- c) Cutting of hedge by bus shelter outside hall. On confirming on a map that the boundary /hedge is on Parish Council land, the hedge will be added to the draft Asset Register. The Clerk will then ring the residents to discuss the situation with the hedge. The quotes for cutting this hedge was discussed in the CLOSED SESSION, refer to this section.
- d) Tree survey - This was discussed by the Council. One tree, the Acer is no longer and needs to be removed from the Asset Register and the Tree Survey. The Clerk to get quotes to undertake the work as per the Tree Survey. **CTA**
- e) Welcome Pack – Cllr Dalton reported on a new resident living in Grange Lane who is a First Responder.
- f) Best Kept Village - Cllr Dalton reported that he was looking to organise a Village Clear Up Day and is in the process of completing the application form that needs to be in for May. There was further discussion regarding what is looked at in the village.

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g) Assets Audit - review. Acer Tree to be removed. Printer added on. To follow up the telephone box ownership to see if Parish Council can retain. **CTA** To be reviewed at next meeting once the situation with the hedge near to Bus Shelter is ascertained. Clerk to update. **CTA**

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

a) Verges - updates for cutting schedule had been received from Lincolnshire County Council. Clerk to pass dates onto Tudor Maintenance for their information. **CTA**

10 Notifications - None

8:30pm members of the public left.

The Council RESOLVED to go into a CLOSED SESSION - under Schedule 12A to the Local Government Act 1972

The Council discussed the two applications for Parish Councillor by Co-option.

It was **RESOLVED** that both off the applications from:

1. Ann Van Spall and
2. Jacqueline Woodward

were accepted. The Clerk to arrange for the signing of Acceptance and DPI forms. **CTA**

The quotes for the hedge cutting of the Village Green and the hedge at the back of the Bus Shelter by the village hall were discussed.

It was **RESOLVED** that David Buckley be awarded the contract of cutting the village green hedge at a cost of £220 for 3 cuts. Clerk to send David Buckley an order. **CTA**

It was **RESOLVED** that David Buckley be awarded the contract of cutting the hedge at the back of the Bus Shelter by the village hall once we have plans with the boundary marked and following a call to the residents of the cottage. The cutting of the hedge was to be level with the gutter of the bus shelter (approx 4 ft taken off the current height and cut so that the depth of the hedge is taken out to allow walking around the back of the shelter allowing the grass to grow back. This will be at a cost of £200 for the initial cut and then £40 a trim after that time. Clerk to contact resident and send David Buckley an order. **CTA**

Date and time of Next Meeting

Utterby Annual Parish Council Meeting on Wednesday, 2nd May 2018, 7pm where the election for Chairman and Vice Chairman takes place.

Utterby Parish Meeting on Wednesday 16th May 2018 at 7pm

The meeting closed at 8:55pm

Signed:

Date:

Initials



Appendix 1

Clerks Report April 2018

1. I attended a New Clerks training day which was extremely helpful. It came to my attention that the way our agenda and minutes were presented were a little out of date now and so this has been updated for the new financial year. The course day also highlighted a number of other items that the Council need to consider which will be brought forward during the year.
2. It has taken some time to get all the information in place for the audit due to the disarray of paperwork and missing invoices/statements etc. The Clerk at Mablethorpe has agreed to do our internal audit (will just charge expenses for mileage). This will take place on Friday. External audits will be carried out differently this year for Parish Councils with less that £25k budget. It will be completed by the internal auditor and then posted on the website and village hall board.
3. One of the other important items we are looking at currently is GDPR the new general data protection regulations that come into force in May. This has major implications for all Parish Councils as local authorities (however small we are) we have to have a Data Protection Officer - this is currently being deliberated by NALC and LALC along with local government associations along with the ICO as to the most cost effective way it can be done. This will be on our agenda later in the meeting.
4. Due to having set the budget in a meeting following months of being without a clerk and any pc meetings, we find that some of the costs we allowed for in the 18/19 budget were not taken into account, or since then have changed. This being the case I have tried to update the budgets to be in line with these costs. This will be considered later in the meeting.
5. I have had a job trying to set up the internet banking again, hopefully this will now be processed.
6. The software on the laptop for HMRC salary tools was also causing errors in terms of submissions and so I spent what felt like an age on the phone trying to get this sorted. It is ongoing!
7. I have been in contact with our insurance company and have confirmation that if we are to take part in the Best Kept Village, volunteers on behalf of the PC will be covered by insurance whilst doing clear ups in the village.
8. Please note that the new Financial regulations and Standing Orders are on the website.
9. The feedback from the Utterby Voice seemed positive. Please do encourage residents to consider contributing towards this. Also do please let me know of any organisations that are not in that should be. One of the items that came up at the Course day was about charging for advertising. If we were ever to consider this, then we would have to register for VAT as this would not fall under the Council services, but a business and in that case we would have to operate on a level playing field. Many Parish Councils do have a Facebook page, and this may be something that is brought to the Parish Council for discussion in the future, if it felt that this would help with transparency.
10. On behalf of the Parish Council I have started to organise the bare bones for the Village Parish Meeting on May 16th which will include a talk from Steve Harris the emergency planning officer at LCC. It will be very useful to have as many residents come along, so if you can encourage neighbours to come along.
11. I have struggled greatly with the Parish Council laptop - incredibly slow. If the Council is happy I should like to use the external harddrive to work from (plugged into my own computer) then I will back up onto the laptop (so the other way around to how it had been). I will still use the laptop to do the HMRC payments.



Appendix 2

End of Year Finance Report - April 4th 2018

Last year, due to the lack of a Clerk for much of the year, spending was restricted to the basic requirements, so due to the lack of spending the Income, less expenditure and designated reserves stands at £3145.13 to be carried forward.

Some of the budgets were overspent, ie the Village Hall, due to the increase in rent as we now have use of the store room. LALCs fee structure changed and so again, this was an overspend.

The greatest under-spend was the salary budget due to no Clerk being in post.

Some of the money to be carried forward (approx £400) may need to be put towards the 2018/9 budget.

Originally the precept was set as the total for the 2018/9 budget, but at our meeting tonight this may be revised, due to some rising costs which have come to light since the setting of the budget.

However, this balance ensures that we can operate for the first month without having to wait for the Precept to be deposited and the Council can decide whether this amount of money should be kept in a contingency budget or into specified budgets.

Maria Vincent, Clerk and RFO to Utterby Parish Council
4th April 2018