



### Public Forum

There were 5 members of public present. A member of the public requested we pass on thanks for the good jobs done in cutting the verges and in treating the moles.  
A member of the public asked if we had a Complaints Procedure. The Clerk directed them to the website.

### Outside body reports:

1. Cllr Tony Bridges, LCC Ward Member - Appendix 1 - Councillors to report on main issues by Thursday 4th May so Clerk to forward to Cllr Bridges. CTA.
2. PCSO Justin Mekkaoui, Louth Rural Neighbourhood Policing Team - Appendix 2
3. Cllr David Buckley ELDC - Cllr Buckley was asked if ELDC had moved any further forward with becoming a borrowing council? It had not progressed any further at this point, however there should be an update shortly. If it goes ahead he believes it to be a positive for the council allowing it to help address the short fall in affordable and social housing.
4. Flooding had been an issue in Utterby with the torrential rain a few weeks ago, Chapel Lane and Church Lane both suffered localised surface water flooding. Benson Court car park also flooded and the Emergency services were in attendance to pump away the flood water. Cllr Buckley asked if anyone had called Anglian Water about the flooding in the village?
5. A member of the public asked if we ever got the results from traffic surveys. Councillors reported we didn't. Clerk to follow up and see if results can be obtained CTA. A discussion followed regarding concerns of the speed traffic is going through the village, especially large loads damaging the already bad potholes. Clerk to contact Safety Partnership to see if a speed recorder can be set up in the village. CTA.
6. Cllr Garrett-Pughe also reported that he thought the Council could ask for a reactive sign but that Cllr Brian Frobisher thought that these were not the ones that recorded speeds. The Council had asked to have a speed limit of 30 through the village but this had been rejected.

### 11 Elections

- a Election of Chairman** – Cllr Graham Dalton - Proposed by Cllr Jason Garrett-Pughe , 2nd Cllr Jackie Woodward. All agreed. Resolved that Cllr Graham Dalton be the Chairman of Utterby Parish Council.
- b. Election of Vice-Chairman** – Cllr Jason Garrett-Pughe - Proposed by Cllr Graham Dalton, 2nd Ann Van Spall. All agreed. Resolved that Cllr Jason Garrett-Pughe be the Vice Chairman of Utterby Parish Council.
- c. Cllr Ann Van Spall thanked Cllr Brian Frobisher for his time as Chair and for his work whilst there was no Clerk in place.

### 12 Record of Members Present and Apologies:

**Present** - Cllr Graham Dalton (Chair), Cllr Jason Garrett-Pughe (Vice-Chair), Cllr Terry Buckley, Cllr Jackie Woodward, Cllr Ann Van Spall, Cllr Brian Frobisher, Cllr David Buckley and Clerk Maria Vincent.

**Apologies** - Cllr Mrs Glenda Thorndycroft, Cllr Tony Bridges, Louth Rural Neighbourhood Policing Team

### 13 To receive any Declarations of Interest on any item on the agenda

Interest in

- a. Village Hall - Cllr Mr Graham Dalton, Cllr Mr Jason Garrett-Pughe, Cllr Mr Brian Frobisher
- b. Best Kept Village - Cllr Mr Graham Dalton
- c. Grange Lane - Cllr Mr Graham Dalton, Cllr Terry Buckley, Cllr Mr Brian Frobisher

Initials

# Minutes of the meeting of Utterby Parish Council held Wednesday, 2nd May 2018 at 7.00pm



## 14 Minutes from 4th April 2018

It was **RESOLVED** that the minutes of the 4th April 2018 meeting was an accurate record. Duly signed by the Chair. Clerk to upload on Website. **CTA**

## 15 Council Matters, Actions and Communications

### a) Chairman's Remarks

I would like to thank my fellow Councillors for their support in electing me to the post of Chairman. I would like to thank Councillor Frobisher for his work as Chairman, and all Councillors for their efforts over the past year. I would also like to welcome recently co-opted Councillors Jackie Woodward and Ann Van Spall to the Council. I'm sure their commitment and experience will be a tremendous asset to the Council. I consider it to be a great privilege to be Chairman and I'm looking forward to working with a full complement of Councillors for the benefit of the people of Utterby.

### b) Clerk's Report – Appendix 3

c) Annual Review of policies - The Clerk explained that many of the policies needed major updates, some were updated slightly. The policies were reviewed.

- i. Finance Regulations - (ref Audit Report)
- ii. Risk Management Strategy
- iii. Code of Conduct
- iv. Safeguarding Vulnerable Persons Policy
- v. Health & Safety Policy - NOT REQUIRED UNLESS 5+ EMPLOYEES Clerk to check if Councillors are counted as employees **CTA**
- vi. Equal Opportunities Policy
- vii. Environmental Policy
- viii. Complaints Procedure

All policy updates were **RESOLVED** and adopted by the Council.

d) Consultations to consider:

- i. LCC Waste Strategy Consultation - Cllr Jason Garrett-Pughe proposed that this item was for noting as it was written by those who knew the subject matter. **RESOLVED**.

e) Communications received:

i. Grange Lane - Cllr Graham Dalton explained that following the last meeting we should see if we can form a meeting with 2 Councillors, Lincolnshire Police and LCC. Cllr Brian Frobisher said if there was no traffic problem then he couldn't see what could be done, it was a disagreement between two neighbours and was dependent on whether an emergency vehicle could get down the lane. Cllr Ann Van Spall agreed it was a disagreement between neighbours.

The letter received from A.W. was read out in full with his permission.

It was asked if we had had correspondence from the Police? Cllr Jason Garrett-Pughe said he had not heard of any correspondence from the Police, that a meeting with the Police should be arranged to hear what the Police say and then a line be drawn under the situation.

Cllr Brian Frobisher continued that all the Council needed confirming that is was not a road traffic offence.

Cllr Graham Dalton asked had there been any written confirmation from the Police?

It was **RESOLVED** that a meeting be set up with the Police, two Councillors and the Clerk to clarify the parking situation and the bollards at the end of the lane. (NB Two Councillors voted against this proposal).

The Clerk reported she had again contact LCC regarding the bollards but still received no feedback or reply relating to information.

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- ii. Telephone Box Adoption - Two emails regarding the BT telephone box were read out. Cllr Jackie Woodward said that the current box needed to stay as it was as an emergency telephone and that also it would be expensive to maintain. It was agreed to continue with BT owning the box and until it was under threat of removal, the Council would not consider adoption. Clerk to reply to emails as above. **CTA**
- f) The Clerk reported that it was being 'Tabled' that Parish Councils would not have to have a DPO, it would be considered good practice but not mandatory. Still being considered. The Clerk read out a GDPR Audit she had put together and requested that Councillors suggest any other items the Clerk may not have considered. Appendix 4.
- g) Parish Meeting - it was RESOLVED that there would be Tea/Coffee, fruit juice and biscuits, the cost of which was to be covered by S.137. Clerk was to suggest that the Emergency Planning LCC officer Steve Harris be given a 20 minute slot. Clerk had printed out invite slips x 200 to be circulated around the village. Clerk to organise agenda. **CTA**

## 16 Finance and Budgets

### a) Payments 2017/8

1. Best Kept Village - Cllr Reimburse Graham Dalton £18.00
2. DW Gibbs - £20.00
3. Utterby Village Hall - £80.00 = £20 = £100.00 NOTE: POST MEETING THIS CHEQUE WAS DESTROYED AS ISSUED TO A DUPLICATE INVOICE - £20 TO BE PAID AT NEXT MEETING
4. CP Pest Control - £40.00
5. Tudor Grounds Maintenance - £159.00
6. David Buckley - £200.00
7. LALC Book Local Councils explained £53.25
8. Clerks Pay £155.42
9. HMRC £28.80
10. Cabinet reimbursement to Clerk with £30 +vat reduction from £184.80 to £148.80

Cllr Brian Frobisher objected to David Buckley being paid until he cut the hedge down to the original height (to the same height as the Bus Shelter gutter) stated by the Council and is was contravening the contract and going against the Financial Regulation Policy that we had just adopted.

The Clerk explained that she had spoken with Mr Buckley over the phone at the time regarding the situation with the hedge and that the owner of the house that the hedge bordered was very unhappy as so much depth had been taken out of the hedge that there was virtually no screening left. On calling Cllr Jason Garrett-Pughe she had then agreed that Mr Buckley should leave as is. Mr Buckley had said that he would go back and trim further when a bit more leaf growth.

Cllr Ann Van Spall said she wasn't happy for the hedge to be cut down in height further without someone going to talk to her. Cllr Brian Frobisher said that the owner of the property had been forewarned by him that it was Council property (part of the Village Green hedge) and that she didn't have to agree to how we cut it therefore it should be cut to the original height asked for. Cllr Jackie Woodward said she could not understand why we were all of a sudden cutting a hedge we never had, spending £200 on something that we hadn't needed to, if we had asked the resident to cut it. Cllr Brian Frobisher said that it was the Council's responsibility to cut the hedge and it's that the Council hadn't taken that responsibility on before. It was brought to light when they did the land registry.

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It was RESOLVED that the hedge be cut down to the height originally asked for before David Buckley was paid. (NB. This was a split vote and the Chair had the casting vote).

Regarding the cabinet, it was RESOLVED that the Council were happy to accept the dents and a refund as the cabinet would not be seen anyway and was usable. Clerk to claim refund. CTA

At this point the Clerk wanted it known that she was most unhappy with the earlier resolution to not pay David Buckley as in not paying him they were stating that they had no confidence in the way she had tried to tread the difficult path, and it was not Mr Buckley who should be held accountable but she herself.

Cllr Jackie Woodward after much discussion about the situation wished to propose that David Buckley was paid and he returned to trim more off as he had agreed.

Cllr Jason Garrett-Pughe stated that we had already made a resolution and we could not go back and change our mind. Discussion continued for and against...

At this point, 9:20pm the Clerk resigned verbally and left the meeting.

NOTE: NO RESOLUTION was made to pay the rest of the cheques though all signed due to the Clerk leaving.

At 9:30pm the Clerk returned to the meeting realising that if the meeting did not continue then the insurance policy could not be renewed on time and the Council not operate legally. Also the Annual Return needed completion.

NOTE: The Council did not go into CLOSED SESSION - there were no public in the forum.

- b) Internal Audit - the Council completed the forms, Clerk to upload to the website and send off Certificate of Exemption to the External Auditor CTA This item was carried out after item d
  - c) Precept - update - MOVED TO NEXT MEETING
  - d) Tree maintenance quotations to review - MOVED TO NEXT MEETING
- Insurance quotations 2018/9 - The quotes for the insurance companies were discussed. The Clerk told the Council that the cheapest of the quotes was from a company that had started doing Council packages two years earlier, previous to that had been involved in community and village halls. She had asked the company if there was anything they thought we had not included we should? He said no. We were covered for litter picks etc as volunteers for the Council. Cllr Jason Garrett-Pughe said if they were like for like then we should go with cheapest. Cllr Brian Frobisher checked that he insurance tax had been included in all quotes which they were.

It was **RESOLVED** to award the insurance cover contract for a 3 year period to Norris & Fisher (Insurance Brokers) Ltd at £260.26. Clerk to notify insurers. CTA

## 17 Planning Matters

- a) Lilac Cottage - For information NOT DISCUSSED
- b) Any urgent planning issues NOT DISCUSSED

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**18 Parish Council Amenities (bus shelters, village green, etc)**

- c) Updates on hedge near village hall, village green and hedge cutting NOT DISCUSSED
- d) Welcome Pack – to receive update on any new residents NOT DISCUSSED
- e) Best Kept Village - progress report NOT DISCUSSED
- f) Assets Audit - review, removals and additions NOT DISCUSSED

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

- a) Verges - update of cutting NOT DISCUSSED

**20 Notifications**

- i. Fields in Trust World War I and £5,000 funding projects Council updates NOT DISCUSSED
- ii. Tesco grants MOVED TO NOT DISCUSSED
- iii. Speed of traffic on A16 - concerns raised NOT DISCUSSED

**Date and time of Next Meeting**

**Utterby Parish Meeting** on Wednesday 16th May 2018 at 7pm which can go ahead without a Clerk as not a Council Meeting but organised by the Council for the Parish.

The meeting closed at 9.50pm

Signed:

Date:

Initials



## Appendix 1

Report from Cllr Tony Bridges

FYI, I attended the Overview Committee meeting this morning. The main item on the agenda was the Serco contract with LCC which expires in 2020. After considerable questioning to the Serco managers, the consensus by the Committee, was that the company needed to “beef up” its practices in order to secure the contract in 2020. Some members asked if it was possible to bring the IT and Telephony part of the contract back to LCC, in other words, “in house” but with the advance in technology, we neither have the capability, or the qualified staff to do this. It was decided to report to the Council Executive that the Overview Committee recommends that Serco be awarded the contract again, with the provision that they must deliver services to LCC with a more robust approach.

The pothole situation locally, continues to be a problem. I have arranged a visit by Cllr Richard Davies, Executive Councillor for Highways, to tour Louth North (my area), which includes Utterby, on 8th May. I intend to show him the “hotspots” and trust he will be able to bring forward the planned road infrastructure maintenance which is planned for September/October.

I trust you will have a good meeting and I am sorry not to be with you owing to another meeting which I am committed to attend.

### Further report sent

Next Tuesday, 8th May, at my request, the Executive Councillor for Highways is visiting the Louth North Division. Would you therefore please let me know where your Town and Parish Councillors consider are the main issues in your patch. Obviously, potholes is a contentious subject, though I am assured by the local Highways Officer that this will be attended to in September of this year. My meeting with the Executive Councillor is to try to bring forward the maintenance to ensure our local population and our holiday traffic do not suffer unnecessarily throughout the summer month.

Kind regards to all,

Tony Bridges  
Chairman - Environment & Economic Scrutiny Committee  
Chairman - Brexit Committee

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## Appendix 2

Please find below, a report for your Utterby annual meeting next Wednesday. I have compiled a list of incidents which cover from 03/04/18 1730 hours to 28/04/2018 2155 hours. Should anything change prior to your meeting of significance, I will email a further update.

Incidents recorded on our systems total 5 for Utterby. If these figures change of any significance before your meeting, I will email a further update to add to the below.

- 1x Traffic Offence – Vehicle seized for having no insurance
- 1x Admin Pre Planned Events
- 1x Missing Person
- 1x Nuisance Neighbour
- 1x Inconsiderate Behaviour (counter allegation to the nuisance neighbour incident above)

The main message we want to pass to everyone at the moment, as we are not seeing a reduction in burglaries etc from other villages, is that members of the public are encouraged to report ALL suspicious activity that they see, no matter how small it may seem. This will assist us at the very least to build up an intelligence picture. Ensure all neighbours keep a look out for each other.

Hope this is of help to you.

Kind Regards

PCSO Justin MEKKAOUI  
Louth Rural Neighbourhood Policing Team

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## Appendix 3

### Clerks Report - May 2018

This month started off with the preparation for the Internal Audit and then the audit itself carried out by Steve Fletcher, the Town Clerk at Mablethorpe. There were a couple of issues, which is in the report, but generally ok.

We have two new Councillors following last month's meeting and they are full signed up and completed their DPI forms.

I have sent out for the tree work quotations this month and also for the insurance.

I have been liaising with Sally at Ivy Cottage and David Buckley with regards to the hedge bordering her house and behind the bus shelter.

I know that there was an issue with the village green grass not being collected, but it was so long Tudor were unable to use the usual machine which had a collector on it being that it had not been cut since last September. Next year this should not be such an issue as the grass cutting will go on until October at least. The way of presenting the minutes has now changed, as you will see on the draft April minutes. The agenda items will run continuously through the year, as will the page numbers. This is the recommended way LALC suggest.

I have drafted a GDPR Audit which I will start to implement with the help of Councillors.

We have ordered the cupboard and one book (which was the one recommended by LALC). Although we have issues with the cupboard that will be sorted. The book should arrive soon.

There were many policies to go through this month as they are nearly all a year overdue. Some of the policies needed replacing altogether, such as the safeguarding one, as were a little out of date in terms of requirements which advise and protect both Councillors, employees and members of the public. The finance regs update is an important requirement.

This month's hours are higher than would be as this month's meeting is so early, that preparation work I usually do early the following month, had to be included in this month's time sheet.

I would like to now claim any extra time worked the following month to allow time for Councillors to agree this time instead of trying to have the time and payment authorised before entering the HMRC payment. Please remind everyone that articles are due by the beginning of next week latest.





## Appendix 4

### DPR AUDIT - Utterby Parish Council 2018 -April 26th 2018

#### Emails on Gmail

1. Any non contractual emails from pre 2016 need removing
2. 2016-2018 - Emails need removing if not relevant or current.

#### Cupboard

1. Documents in cupboard need sorting and those which are no longer required need disposing of safely. (see list of docs that need keeping and for how long).
2. All planning information needs disposing of as ELDC have all the info available.

#### Laptop & External Hardrive

1. All information needs deleting that is not current or relevant.
2. Hard drive needs encrypting.
3. Ensure all mailing lists (ie Utterby Voice) are deleted.
4. Discs - all discs with old information on need destroying.

#### Meeting Notes

1. Ensure Councillors understand that sensitive documents must be kept to themselves. Collect up all sensitive documents after meetings and return to the Clerk. All copies except for originals to be destroyed.
2. Request that Councillors regularly delete all emails with old meeting documents on.

#### Councillors files

1. All current and previous Councillors need to go through any files of information that they hold. Any confidential waste needs to be returned to the Clerk for disposal.

#### Contact with website /email sign up on Parish Website

1. In contact with Serco but admin there will not release when mailing list used.
2. Website does not have a SSL and therefore should not have forms GDPR Regs.