

REEPHAM PARISH COUNCIL

Minutes of Meeting

Methodist Schoolroom on Monday 22nd May 2018 at 7.30pm.

Present: Cllr D Perkins, who presided, Cllrs A Clay, P Stuffins, B Tebbs, J Oxby, N Ward and D World with the Clerk, Mr B Wharton.

C/Cllr I Fleetwood and D/Cllr C Darcel also attended

1. Election of Officers

- a) Election of Chairman 2018/2019. A proposal was made by Cllr P Stuffins that Cllr D Perkins be returned as Chairman. Cllr Perkins stated that, he would accept the office but that it should be known that, if he did so, he would not remain neutral on all issues. He would ensure that councillors had the opportunity to freely discuss all aspects but if he felt it necessary, he would speak out or raise proposals on controversial matters. Accepting this, the proposal was re-made by Cllr P Stuffins, seconded by Cllr J Oxby and it was unanimously resolved that Cllr D Perkins would be returned as Chairman.
- b) Election of Vice-Chairman. At the proposal by Cllr P Stuffins and seconded by Cllr N Ward it was resolved that Cllr J Oxby would be elected as the Vice-Chairman.
- c) Election of Committee members. At the proposal by Cllr J Oxby and seconded by Cllr P Stuffins it was resolved that the Committees be re-elected as they stood during the past year.
- d) Election of Reepham & C W Village Hall member. At the proposal by Cllr P Stuffins and seconded by Cllr J Oxby, it was resolved that Cllr D Perkins be Village Hall Member.
- e) The Acceptance of Office of Chairman form was duly signed by Cllr D Perkins

2. Apologies

Were received from Cllr S Crease and A Brammer, D/Cllr A Welburn and M Palmer.

3. Matters raised by members of the public

Nil

4. Minutes of Meeting held on 27th March 2018

At the proposal by Cllr N Ward, seconded by Cllr B Tebbs, it was resolved that the minutes be accepted

5. Clerk's report on outstanding issues

Reference the non-collection of rubbish bins from Church Lane because of the parked cars. The section of road involved is unadopted: neither LCC, WLDC nor the Police can do anything. It was noted that it may have been new residents at fault and a word from their neighbours could well be having a positive effect on bin day.

The Kissing Gate saga continues and is in the hands of the handyman and the Chairman.

6. Correspondence

D/Cllrs Welburn and Palmer – report for March/April/May.

C/Cllr Fleetwood – Report for April and May.

Stryker – info on defibrillator.

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WLDC – Agendas.
Wicksteed – Fund raising.
LCR – Magazine
HAGs – Magazine
Glasdon - Brochure.
Seafarers – Merchant Navy Day.
Community Lincs – Personal Data Policy.
WLDC – Public Realm Survey.
Cllr S Crease Notice of resignation for 1st August 2018.
Lincolnshire Road Partnership – info.
Return from March correspondence with complaint from Cllr D World that the question asked of Oliver Fytche-Taylor was not what he had wished to be asked. He had requested that the question of how a referendum vote could be assigned as local or community wide votes. This was noted.

7. Financial Matters

(a) Presentation of Accounts

PAYE	£ 235.21
B Wharton – Pay, telephone, PC delivery, Petty Cash	£1070.83
B Wharton - Norton Security renewal	£ 49.99
B Wharton - Microsoft Outlook subscription	£ 59.99
Greenfield Groundskeeping Services	£ 35.00
Glendale – Grass Cutting	<u>£ 548.77</u>
	£1999.79

At the proposal by Cllr N Ward, seconded by Cllr P Stuffins, it was resolved that these cheques be signed.

(b) Signing of Exemption from External Audit.

At the proposal by Cllr B Tebbs, seconded by Cllr N Ward, it was resolved that the Certificate of Exemption from the External Audit should be signed by the Chairman. This exemption is mainly because neither income, nor expenditure exceeded £25,000. The exemption is forwarded to the External Auditing Authority.

(c) Annual Governance Statement 2017/18

The Annual Governance Statement for 2017/18 was read out and confirmed. At the proposal by Cllr A Clay, seconded by Cllr D World, it was resolved that all sections be signed and accepted.

(d) Audit Accounts 2017/18 to be read out and signed.

The Annual Accounting Statement for 2017/18 was read out. At the proposal by Cllr N Ward, seconded by Cllr A Clay, it was resolved that this be accepted.

(e) Internal Audit. – is to be conducted by Mr K Thoy.

(f) Remittances.

HMRC – VAT refund	£1063.12
WLDC – Precept	£8000.00

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(g) Insurances.

Request for the second year of our agreement with Came & Co for the village insurance was presented. At the proposal by Cllr P Stuffins, seconded by Cllr J Oxby, it was resolved that this amount of **£414.85** be paid for the coming year.

8. Planning Matters

(a) Report by Planning Committee.

Report on application for 31 Station Rd and for 'Land to west of Fiskerton Road'.

(b) Extensions to dispensations in lieu of Declarations of Interest.

At the proposal by Cllr D World, seconded by Cllr J Oxby, it was resolved that the dispensations enabling the Councillors to discuss the Good's Farm development be extended for 1 year.

(c) Good's Farm Development

Nothing to add.

(d) Neighbourhood Plans.

Cllr D World reported on the progress of the Neighbourhood Planning Group. Membership of the group had changed significantly since its formation and Mr N Hewerdine had recently become Chairman.

4 Invoices were presented for payment and will be allocated against the Groundwork UK Grant.

Michael Robinson for Lincoln Print Centre	£ 21.60
Catherine Wilson for Historic England	£ 60.00
Mrs A Bulmer for Village Store delivery	£ 77.00
Mike Twort for Pelican Trust	<u>£ 117.00</u>
	£ 275.60

At the proposal by Cllr A Clay, seconded by Cllr J Oxby, it was resolved that these cheques be signed.

9. Data Protection.

It has recently been announced that Parish Councils will not be required to appoint a Data Protection Officer (DPO). However, the requirement to follow the new data protection directives remains. Copies of a Data Protection Policy, a Data Breach Policy and a Statement (spreadsheet) describing the usage, retention periods, etc of all data, had been circulated.

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At the proposal by Cllr D World, seconded by Cllr P Stuffins, it was resolved that all the documents be adopted into the Data handling procedures of the Reepham Parish Council.

10. Code of Conduct.

All members previously had accepted and signed that they would abide by the adopted Code of Conduct. Last year WLDC had adopted a revised Code of Conduct and requested all Parish Councils to decide whether this would be adopted by them. Copies of the revised code and the NALC equivalent code had been circulated for assessment.

At the proposal by Cllr J Oxby, seconded by Cllr A Clay, it was resolved that the Reepham Parish Council would adopt the revised Code of Conduct as advised by WLDC. All Councillors present signed for receipt and confirmed they would abide by this code. Missing councillors will be required to sign at the earliest opportunity.

11. Road and Footways

Reminder that the level crossing and adjacent roadworks would be completed on 10th June.

12. Field Footpaths and Bridleways

D/Cllr Welburn had mentioned the width of the footpath REEP125/1 leading off Kennel Lane. This narrows at this time of year until the owner on each side cut back their hedging. It was noticed that the field between this and REEP125/2 had had its edges trimmed, Cllr Ward, who owns the field declared that was not intentional and that the footpath still runs across the field, a clear footpath would be prepared as the crop grows.

13. Matters referred from Annual Parish Meeting

Nil.

14. Conservation Area

Nil.

15. Amenity Areas

Two reports had been received from our new inspector of play parks. He reports that the small roundabout is grating and will require at least greasing and perhaps something replacing. The main concern is that the soft rubber bases are lifting and might constitute a trip hazard. Clerk to investigate.

16. Business for next Agenda

Nil

Next Meeting 26th June 2018

Closed at 0852pm.