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## MEETING OF DIGBY PARISH COUNCIL

Minutes from the Parish Council meeting held in Digby War Memorial Hall on Wednesday 18<sup>th</sup> April 2018 at 7pm.

PRESENT Parish Councillors James Bourne (JB) Chairman, Tracy Bourne (TB), Gerald Garton (GG),  
County Councillor R Kendrick (RK)

In Attendance – Angie McDonald, Clerk and Proper Officer.

### PUBLIC FORUM

There were no members of the public present, it was RESOLVED to continue with the District and County Councillor reports

### DISTRICT & COUNTY COUNCILLORS MATTERS

a) Report from District Councillor Steve Clegg (SC).

Due to other meeting commitments SC could not attend this meeting.

b) Report from County Councillor Rob Kendrick (RK).

RK reported the Potholing Teams are starting to catch up. The Scrutiny Committee are looking into Lincoln Hospital Trust finances. The Non emergency ambulance service representative gave a report to the County Council and the service is showing improvements. Interviews for new Chief Executive are currently taking place.

GG asked whether traffic lights are to be installed at Holdingham round about. RK will make enquires.

GG asked about the future of the local bus service as we do not want to lose bus service in this area. RK confirmed a budget review of all services are taking place but the conclusions are not yet known

### POLICE

a) Incident Report

PSCO Woolerton was unable to attend the meeting and had forwarded a report. There had been no incidents in our area during the last month. The report had been forwarded to the councillors prior to the meeting.

### 1. **CHAIRMAN'S OPENING REMARKS.(18/051)**

a) The Chairman opened the meeting and welcomed everyone to the meeting. There were enough councillors present to form a quorum.

### 2. **APOLOGIES (18/052)**

a) Apologies.

Apologies were received from JF, RW, AM and CH. SC was attending a meeting at Sleaford Town Council. All reasons were accepted.

### 3. **DECLARATIONS OF PECUNIARY INTEREST & APPLICATIONS FOR DISPENSATION (18/053)**

a) Declarations of Interest.

GG declared an interest in item 6f as he is a School Governor.

### 4. **SIGNING OF THE MINUTES (18/054)**

a) It was proposed by GG, seconded by TB and RESOLVED to accept the notes of the Parish Council meeting held on Wednesday 21st March 2018 as a true and accurate record of that meeting.

### 5. **PLANNING MATTERS (18/055)**

a) Planning Applications Received.

18/0377/VARCON – Plot 4 Manor Farm Barns, North Street, application to vary condition 13 of 17/1688/FUL, removal of glazed link, annexe and reduction in the site area.

Including further amended plan of additional roof light to south elevation and landscaping 18/0378/FUL – Plot 6 Manor Farm Barns, North Street, amended plan including landscaping.

Objections had been sent regarding the new access to Plot 4 from North Street.

b) Decision Notice.

18/0258/HOUS – 59 Church Street, erection of a single storey side extension. Application approved.

## 6. GENERAL PARISH MATTERS (18/056)

### a) Councillors Areas of Responsibilities.

It was proposed AR takes over Chestnut Close. Thomas A'Becket Close be added to JF's responsibilities. All agreed.

**Action: Clerk to amend list, display on the Noticeboards and add to website.**

### b) GDPR (General Data Protection Regulations) and email address update.

LALC have provided model forms for adapting and adopting. The Clerk has completed the preliminary adaptation and forwarded some of the documentation prior to the meeting. The adoption of all these new procedures will be an agenda item at the May meeting.

It was agreed the review of the documents and forms by the council will be carried out by GG. On completion they will then be forwarded to all councillors prior to the May meeting.

### c) Councillor Training.

The training day for Councillors, provided by LALC, was attended by JB and AR. JB stated he found the course very useful and was pleased to hear other councils have the same issues regarding planning.

### d) Chestnut Close Open Space – Residents' Survey.

A total of 12 responses have been received to the Parish Council's recent survey letter about the management of the Open Space. Although 2 residents have stated they are happy to continue with the grass cutting it was felt by most that an alternative system should be in place. As several had stated that NK have failed at the original planning process and have not acted on behalf of the residents to settle the issue, it was agreed to write to the Chief Executive, Head of Planning and Head of Waste and Street Scene

It was agreed to update the residents of Chestnut Close once a response had been received.

**Action: Clerk to write letter of complaint to NKDC.**

### e) Annual Parish Meeting.

The Annual Parish Meeting was held on 4<sup>th</sup> April and was attended by 19 members of the public. Letters of thanks have been sent to all those who gave reports from the village groups. Items raised at the meeting were:

#### (i) Speeding along Church Street and Beck Street

It was agreed to discuss a speed monitor. Item to be added to the next agenda.

**Action: Add to next agenda**

#### (ii) Damage to the Cross by vehicles.

It was agreed to ask Highways to relook at the problem.

**Action: Clerk to contact Highways and inform RK**

### f) Grant for the Friends of Digby School.

GG took no part in this item. There was no longer a quorum to make a decision but the Grant Application Form will be sent to the Friends of Digby School to be completed and then the grant will be considered at the next meeting.

**Action: Clerk to forward the application form.**

### g) Overgrown Hedges around the Village.

A hedge in North Street is restricting the width of the footpath, it was agreed to ask the owner of the hedge to cut it back.

**Action: Clerk to send a letter**

### h) Review the Asset Insurance.

The insurance is due in May, the Clerk stated to would be prudent to review the policy and asset register.

### i) Billingham Area Good Neighbour Scheme (BAGNS).

The Chairman stated he has attended several meetings and Billingham were now at the stage to promote the Good Neighbour Scheme around the local area to ask for volunteers. He has sent a copy of the promotional information produced to the parish magazine.

## 7. HIGHWAYS (18/057)

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a) Site meeting held at Beck Street.

The site meeting took place on 3<sup>rd</sup> April with LCC Highways Manager Rowan Smith (RS) in the presence of JB, JF, GG and the Clerk.

The meeting had been called after a District Councillor at a NK planning meeting criticised the parish council for allowing the road to get in such a poor state of repair. The Parish Council have been reporting the poor condition of the road to Highways for over 20 years. RS confirmed it was not the responsibility of the Parish Council maintain the roads.

RS stated LCC would repair the potholes, but would not carry out any major repairs to the road until after the proposed building had taken place in the grounds of No.10.

8. **THE VILLAGE HALL (18/058)**

a) Notes from Village Hall Committee Meeting.

Meeting was delayed because of the Easter holidays.

b) Footpath Lighting in the grounds of the Village Hall.

JB has met with an electrician and a possible way forward to get the lights to work is to remove the current computer system that has failed and install a simpler system with a timer, a day/night sensor and a switch. To complete this and replace the damaged lights and reconnect the 107 lights along the footpaths would be £2900.

GG proposed this was too expensive and that amount of money could be spent in better ways to the benefit the village.

JB suggested he spoke to LCC, Amanda Bond, as they originally installed the system and put this situation to her.

9. **DRAINAGE (18/059)**

a) Updates from LCC, IDB or the Environment Agency.

JB reported there were no updates this month.

10. **PLAYING FIELD, PLAY AREAS AND VILLAGE GENERAL (18/060)**

a) Monthly Inspection of Play Equipment.

The report from March has been received by the Clerk. A new cap for the play unit has been requested by CH. The spinning equipment has now been replaced.

b) Review Key Fee/Ground Rents for Field Users.

It was agreed the key rent will remain as the Bowls Club 60.00, Pigeon Club 35.00. The Football Club will be charged £60.00.

It was RESOLVED to continue the contract for the pest control at a fee of £140.00. This is a reduction of £10.00 from last year.

c) Replacement Cover for Damaged Manhole.

During March it was reported that a manhole cover near the Bowls Club had been removed and was later found damaged in the nearby dyke. As this posed an immediate danger TB obtained a replacement cover at a cost of £50.00. JF fitted the cover.

11. **ALLOTMENTS (18/061)**

a) Allotment Association meeting.

JB reported there was a good turnout for the AGM, and read out the report. The Parish Council are pleased to hear things are going well.

12. **FINANCE (18/062)**

a) Bank Balances and Approval of Bank Reconciliation.

The bank balances were reported as –

Parish Council Account	28,363.67
Allotment Account	3,559.31
Mary Greswell Trust	223.37

b) Income Received.

These amounts are included in the reported bank balances.

Precept	16,267.14
Council Tax Support Grant	65.86

c) Approval of the Following Payments.

It was proposed by GG, seconded by TB and RESOLVED the following payment be made.

	<u>Invoice</u>	<u>VAT</u>	<u>Total</u>
Apr Salaries/Expenses	619.14		619.14
Autela	40.80	8.16	48.16
JMH (Manhole cover for playing field)	50.00	10.00	60.00
Mr Pesty - Pest control	140.00		140.00
Witham IDB	44.35		44.35
LALC (Trg lunch)	16.00		16.00

d) Changes to Payroll Processing and Charges due to GDPR.

Notification had been forwarded to all the councillors of the changes to the payroll processing system. There may be additional charges due to increased postage.

e) Approval of the End of Year Accounts.

The income and expenditure for the year was accepted and the bank balances verified. The Chairman and the RFO signed and dated the ledger. The accounts will be seen by the internal auditor before the next meeting.

**Action: Approve the AGAR at the next meeting.**

13. **CORRESPONDENCE (18/063)**

- a) LCC Funding Portal – Distributed to councillors 3.4.18
- b) LCC Waste Strategy Consultation - Distributed to councillors 3.4.18  
NKDC Waste Management Strategy Consultation – Distributed to councillors 9.4.18
- c) LCC Grass cutting programme for 2018 – Distributed to councillors 4.4.18
- d) Lincolnshire Police, copy of Rural Crime Newsletter – Distributed to councillors 9.4.18
- e) NKDC Review of Local Government Ethical Standards – Distributed to councillors 9.4.18
- f) Came & Company Spring Newsletter – Distributed to councillors 29.3.18
- g) NK Plan for 2018-21 – Copies of the plan have been received and distributed to the councillors

14. **DATE OF FUTURE MEETINGS (18/064)**

- a) 16<sup>th</sup> May (Annual Parish Council Meeting), 20<sup>th</sup> Jun, 11<sup>th</sup> July, 15<sup>th</sup> Aug, 18<sup>th</sup> Sep, 17<sup>th</sup> Oct.
- b) Change to November Meeting Date.  
As the Clerk will be absent for the planned November meeting it was agreed to move the meeting to 14<sup>th</sup> Nov  
**Action: Clerk to book the hall for the new date.**

15. **ANY BUSINESS TO NOTE FOR THE NEXT AGENDA (18/065)**

GG apologies May meeting  
TB apologies June meeting

16. **CLOSED SESSION (for confidential items in accordance with the Public Bodies Act 1960) (18/066)**

This item was not required

20.50 - There being no further business the Chairman declared the meeting closed.