

MEETING OF DIGBY PARISH COUNCIL

Minutes from the Parish Council Meeting held in Digby War Memorial Hall on Wednesday 17th April 2019 at 7pm

PRESENT Parish Councillors James Bourne (JB) Chairman; Tracy Bourne (TB); Gerald Garton (GG) and Colin Harvey (CH)

PUBLIC FORUM

3 residents attended the meeting and asked the council to support the concerns of residents for the development off North Street and to consider producing a Neighbourhood Plan.

DISTRICT & COUNTY COUNCILLORS' MATTERS

County Councillor Rob Kendrick (RK).

Cllr Kendrick was not present but had forwarded a report earlier in the month, this had been distributed to the councillors prior to the meeting.

District Councillor Steve Clegg (SC).

Councillor Clegg sent his apologies and asks that any items for his attention be forwarded to him.

POLICE

A written report was forward to the councillors earlier in the month. There had been no crime reported over the last month.

The 3 members of public left before the meeting commenced, the Chairman thanked them for attending.

1. CHAIRMAN'S OPENING REMARKS (19/048)

- a) The Chairman welcomed everyone to the meeting.

2. APOLOGIES and CO- OPTION (19/049)

- a) Apologies.
No apologies given.
- b) Uncontested Election Result- Advertise the 2 Vacancies.
NKDC have confirmed we can now advertise the vacancies to be filled by co-option. Posters have been placed in the noticeboards.

3. DECLARATIONS OF PECUNIARY INTEREST & APPLICATIONS FOR DISPENSATION (19/050)

- a) Declarations of Interest.
There were no declarations.

4. SIGNING OF THE MINUTES (19/051)

- a) It was proposed by GG, seconded by CH and RESOLVED to accept the notes of the Parish Council meeting held on Wednesday 20th March 2019 as a true and accurate record of that meeting.

5. PLANNING MATTERS (19/052)

- a) Planning Applications Received
18/1739/RESM – Reserved matters application for the erection of 9 dwellings, land off North Street – Amended landscaping scheme.
The landscaping had been incorporated as requested by the Parish Council on an earlier application. A request from residents to challenge the ownership of the track on which the entrance to the development has been sited, has been received. The Clerk confirmed the parish council are awaiting clarification from Highways.
- b) Decision Notice.
Nil received to date.

6. GENERAL PARISH MATTERS (19/053)

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- a) Annual Parish Meeting.
The notes from the Annual Parish Meeting had been distributed to the councillors prior to the meeting. There were no points or questions raised from the public requiring the attention of the council.
- b) Review of the Insurance.
The Clerk reported this is ongoing.
- c) LALC Training – Networking day for Councillors and Clerks.
The above training is to take place on 4th July at The Bentley Hotel. The itinerary of the day's events were discussed and was felt not to be useful at this time.

7. **HIGHWAYS (19/054)**

- a) Highways Issues.
GG asked that a pothole be reported that is on Church Street on the south side outside No.14
- b) Locations for the 30mph Reminder Signs.
It was agreed to have the replacement 30mph signs put up in the same location as the previous damaged ones.
Action: GG to put up the signs.

8. **THE VILLAGE HALL (19/055)**

- a) Village Hall Committee Meeting.
AR was not present and there were no comments from the latest meeting notes received.
- b) Village Hall Garden Maintenance.
 - i) Gardener
Mr K Hand has confirmed his hourly rate is to remain the same as last year.
16 cuts @ £16.00 per cut and £8.00 per hour for the garden maintenance
It was proposed by GG, seconded by JB and RESOLVED to accept these rates and ask Mr Hand to continue working on the Village Hall garden.
 - ii) Lawn Treatment
It has been confirmed a 25% reduction in the cost can be made by reducing the amount of visits over the year. The council agreed to accept this offer.

9. **DRAINAGE (19/056)**

- a) Updates from LCC, IDB or the Environment Agency.
The rates from Witham Drainage Board for the Allotment Field has been received at £44.35.

10. **PLAYING FIELD, PLAY AREAS AND VILLAGE GENERAL (19/057)**

- a) Monthly Inspection of Play Equipment
AR is to forward the latest inspection. GG has agreed to replace the missing disc from the maze equipment. The bark under the equipment was discussed and it was RESOLVED that if GG thinks it needs topping up the Clerk has permission to order the bark before the next meeting.
Action: GG to repair maze equipment and check bark levels.
- b) Work on Playing Field Boundary.
The Clerk confirmed the price for removing the saplings and brambles, in the playing field, along the boundary behind North Street will be £80.00. All was RESOLVED this work go ahead as soon as possible.
- c) Renewal of Pest Control Contract.
The renewal of the Pest Control contract is due, it is to remain at £140.00 for the year.
It was proposed by CH, seconded by TB and RESOLVED to continue with the contract.
Action: The Clerk to notify the Pest Control to continue the contract.
- d) Ground Rent for 2019-20.
It was proposed by CH, seconded by TB and RESOLVED the Ground rents for 2019-20 will be.
 - i) Bowls Club £60
 - ii) Pigeon Club £35
 - iii) Football Club Now £100, the introductory offer has now finished.
 - iv) Allotments £15.00 per plot with £5.00 surcharge to non-residents

249.

Action: The Clerk to send out the invoices.

11. **ALLOTMENTS (19/058)**

a) Allotment Association meeting.

JB had been unable to attend the last meeting but when the minutes are forwarded they will be distributed to the councillors.

12. **FINANCE (19/059)**

a) Bank Balances and Approval of Bank Reconciliation.

The bank balances were reported as:-

Parish Council Account	28,399.57
Allotment Account	4,159.96
Mary Gresswell Trust	5.45

The bank reconciliation was confirmed and balance from the previous year was discussed. It was agreed to leave the allocated amount for the future play equipment the same at this time and then to review it later in the year.

b) Income Received.

The Precept of £17,095.00 has been received and is shown in the above bank statement.

c) Approval of Payments:

It was proposed by GG, seconded by TB and RESOLVED the following payments will be paid.

	<u>Invoice</u>	<u>VAT</u>	<u>Total</u>
Salaries/Expenses	597.28		597.28
Village Hall Hire – Mar	12.00		12.00
Autela - payroll	47.00		47.00
Witham Drainage Board	44.35		44.35

d) 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: The AGAR to be approved at the next meeting.

e) Internal Audit

The Clerk confirmed the internal audit is booked for 1st week in May.

13. **CORRESPONDENCE (19/060)**

a) The Rural Bulletin – Newsletter. Distributed to councillors 26.3.19

b) From Digby PCC, a thank you letter for the donation towards the grass cutting of the Churchyard.

c) Councillor Kendrick’s Monthly County Update – Distributed to the councillors 2.4.19

14. **DATE OF FUTURE MEETINGS (19/061)**

Parish Council meetings for 2019

15th May, 19th Jun, 17th Jul, 21st Aug, 18th Sep, 16th Oct, 20th Nov and 18th Dec

Parish Council Annual Meeting – 15th May

15. **ANY BUSINESS TO NOTE FOR THE NEXT AGENDA (19/062)**

Daffodil planting for the Autumn

Beck side road maintenance and dog fouling in the area, dog fouling signs

16. **CLOSED SESSION (for confidential items in accordance with the Public Bodies Act 1960) (19/063)**

It was RESOLVED to go into CLOSED SESSION.

Pay Review.

It was agreed to award the Clerk a pay increase in line with the recommendations of the National Association of Local Council.

20.35 There being no further business the Chairman declared the meeting closed.