

**MEETING OF DIGBY PARISH COUNCIL**

Minutes from the Parish Council meeting held in Digby War Memorial Hall on Wednesday 17<sup>th</sup> January 2018 at 7pm.

**PRESENT** Parish Cllrs James Bourne (JB) (Chairman), Tracy Bourne (TB), John Fry (JF), Gerald Garton (GG),  
Amanda Redsell (AM) and Roger Wyness (RW).

In attendance – Angie McDonald, Clerk and Proper Officer

**PUBLIC FORUM**

There were no members of the public present so the Chairman proposed the meeting commence, this was RESOLVED.

**1. CHAIRMAN'S OPENING REMARKS. (18/001)**

- a) The Chairman welcomed everyone to the first meeting of the year.

**2. APOLOGIES (18/002)**

- a) Apologies.  
Apologies were received and accepted from Colin Harvey (CH) due to illness. Apologies were also received from District Councillor Clegg (SC) and County Councillor Kendrick (RK).

**3. DECLARATIONS OF PECUNIARY INTEREST & APPLICATIONS FOR DISPENSATION (18/003)**

- a) There were no declarations of interest.

**4. SIGNING OF THE MINUTES (18/004)**

- a) It was proposed by GG, seconded by TB and RESOLVED to accept the notes of the Parish Council meeting held on Wednesday 13<sup>th</sup> December 2017 as a true and accurate record of that meeting.

**5. COUNTY & DISTRICT COUNCIL MATTERS (18/005)**

- a) County Councillor Kendrick (RK).  
A report was received after the meeting and forwarded to the councillors.
- b) District Councillor Clegg (SC).  
SC sent a message of appreciation to GG for attending the planning meeting, and has offered his support in requesting Highways to improve the road surface along Beck Street.
- District Councillor Gray (DG).  
DG was not present but the following information was forwarded to the councillors. Dr Caroline Johnson MP will be holding a Cluster Meeting for the ward of Ashby de la Launde and Cranwell ward, in Cranwell Village Hall on 16<sup>th</sup> March at 7.00pm.
- c) PCSO Nicole Woolerton.  
There was an attempted burglary, Church Street.  
Hare Coursers have been caught at Digby and prosecuted

**6. PLANNING MATTERS (18/006)**

- a) Planning Applications Received  
17/1264/FUL - 10 Beck Street – This application was called to NKDC Planning Committee 9<sup>th</sup> Jan . GG spoke on behalf of the Parish Council. Our district councillors supported us. GG reported Cllr Gallagher criticized the parish council for allowing Beck Street to get into such a bad state of repair. For 20 years this council has requested road repairs in this area. It was agreed to pursue Highways through Cllr Kendrick to chase the road improvement in this area.  
**Action: Clerk to write to Highways and Cllr Kendrick**
- b) Decision Notice.  
17/1569/HOUS – 34 North Street, Erection of two storey side extension.  
17/1264/FUL – 10 Beck Street, Proposed replacement dwelling with double garage and the erection of 1 dwelling to the rear.
- c) 17/1688/FUL – Plot 4 Manor Barn, Erection of dwelling with integral annexe

**7. GENERAL PARISH MATTERS (18/007)**

- a) Transparency Fund, LALC drop in session.

It was agreed the Clerk could attend the Transparency Fund, drop in session provided by LALC on 1<sup>st</sup> Feb. Details of the NALC Diversity Survey were discussed and it was agreed the Clerk will complete the survey.

**Action: Clerk to complete the survey**

b) Training for New Financial Year.

The fee for the yearly subscription for the training scheme from LALC will be £70.00 for 2018/19.

It was proposed by GG, seconded by TB and RESOLVED to pay the subscription.

**Action: Clerk to complete subscription form and arrange payment for 1<sup>st</sup> April**

The Clerk has currently booked on to the following LALC courses, Data Protection & FOI, Meetings and Procedures, VAT/HMRC updates, Council Finances/Audit and Employment and Diversity.

A Councillors Training day will take place on 14<sup>th</sup> Feb – JB, JF, AR agreed to attend

**Action: Clerk to book councillors on course.**

Play Equip Inspection Training with Community Lincs has been confirmed for Tues 27<sup>th</sup> Feb at Dunston at a cost of £84.00.

It was proposed by JB, seconded by TB and RESOLVED, that GG should attend and the payment be made. GG will confirm availability to attend after checking his diary.

**Action: Clerk to notify Community Lincs that GG will be attending.**

c) Re-lettering the Names on the War Memorial.

Drapers Memorials have visited the War Memorial, they will clean the memorial and replace all the damaged enamelled lettering for £165.00. It was proposed by JB, seconded by RW and RESOLVED the work should be carried out.

**Action: The clerk contact Drapers Memorials to complete the work.**

d) Councillors' email addresses

It was agreed the councillors should have an email address for the sole use of council business.

**Action: The Clerk to set up email addresses for all the councillors.**

8. **HIGHWAYS (18/008)**

a) Community Speed Watch Scheme.

It was agreed that at this time we will not take part in the scheme. Once it has been established it was agreed to review the situation. Further 30mph restriction wheelie bin stickers are to be purchased to act as a speed deterrent.

b) Speed Awareness Sign for western Bus Shelter.

CH has not provided any details as yet, so it was agreed to remove this item from agenda for the present time.

9. **THE VILLAGE HALL (18/009)**

a) Village Hall Committee Meeting.

The notes from the January meeting will be distributed to the councillors as soon as they are available. JF informed the council the invoice for the Village Hall insurance has been received, it was agreed at the November meeting (minute 17/179c) that a grant of £400 would be given to help with the cost.

10. **DRAINAGE (18/010)**

a) Updates.

A meeting will take place on 13<sup>th</sup> Feb, with the Chairman and Clerk an representatives from LCC Flood Prevention Team to give and update on the Flood Relief scheme.

IDB have cleared the Chestnut Close dyke.

11. **PLAYING FIELD, PLAY AREAS AND VILLAGE GENERAL (18/011)**

a) Monthly Inspection of Play Equipment

A copy of the monthly inspection has not been received, but JF has been carrying out his daily visual checks and has nothing to report.

JB reported the bearing has been replaced and as soon as the weather gets warmer the equipment will be repainted. It is currently too cold for the paint to dry properly.

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12. **ALLOTMENTS (18/012)**

- a) Allotment Association meeting.  
JB attended the meeting and reported the water leak appears to be repaired as the water bill is much reduced. Fund raising events will take place during the summer months and the new constitution has been forwarded to parish council.  
There are plans to repaint the porta-cabin meeting place. JB agreed to obtain a price for the paint, and suggested the council may like to pay for this, it will be added as an agenda item for the next meeting.  
**Action: Agenda item – Purchase of paint**
- b) Allotment Field Rent  
The rent for the main field has still not been received  
**Action: JB to speak to Mr Maidens**

13. **FINANCE (18/013)**

- a) Bank Balances and Approval of Bank Reconciliation.  
The bank balances were reported as:
- |                          |           |  |  |
|--------------------------|-----------|--|--|
| PC Account               | 16,474.98 |  |  |
| Allotment Account        | 2,959.31  |  |  |
| Mary Gresswell Trust Acc | 479.32    |  |  |
- b) Income Received.  
Nil
- c) Approval of Payments  
It was proposed by JB, seconded by AR and RESOLVED the following payments be made.
- |                                   | <u>Invoice</u> | <u>VAT</u> | <u>Total</u> |
|-----------------------------------|----------------|------------|--------------|
| Nov Salaries/PAYE                 | 572.80         |            | 572.80       |
| Village Hall Insurance (Grant)    | 400.00         |            | 400.00       |
| Village Hall Hire Sep/Oct/Nov/Dec | 60.00          |            | 60.00        |
- d) Adopt the Living Wage Rate/ NALC increments  
It was proposed by RW, seconded by GG that from the 1<sup>st</sup> April the parish council pay the Real Living Wage of £8.75 per hour, all agreed.  
It was proposed by GG, seconded by RW that the increments for the Clerk, in-line with NALC recommendations, should be automatic, all agreed.
- e) Changes to VAT Claiming.  
HMRC has sent advance notification that there will be changes to the way Parish Councils claim VAT in the future. The exact changes will be clarified at a later date.
- f) Donation to Citizen Advice Mid Lincolnshire.  
Discussion on giving grants to organisations outside of the parish took place. It was agreed that donations and grants should be kept to local/village groups and organisations. It was proposed by GG not to offer a donation, this was seconded by AR and all agreed.
- g) Precept for 2018/19  
The precept calculator has been provided by NKDC. The NKDC grant has been reduced by just over half to £65.86.  
The proposed expenditure and income for 2018/19, based on the budget put to the council last month, has been entered and shows an increase of 4%. This equates to a total increase of £468.00 to the precept which is needed to help pay for the increased grass cutting due to LCC stopping this service and to cover the loss of the NKDC grant. This breaks down to a £3.16 increase per household to a Band D over the year.  
There were no suggestions put forward that could alter the budget so it was proposed by JB, seconded by JF to request the precept of £16,333.00. TB, RW and AR agreed, GG against.  
**Action: Clerk to apply for precept**

14. **CORRESPONDENCE (18/014)**

- a) LCC Funding Portal – Details distributed to councillors 8.1.18

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- b) LCC Notification of the Adoption of the Lincolnshire Minerals and Waste Local Plan: Site Locations – Distributed to councillors 18.12.17
- c) NALC Second Home Survey – Distributed to councillors 2.1.18
- d) Register of Electors, the latest copy of the register for Digby has been distributed to all the councillors.17.1.18
- e) Dog Warden Services, promotion of services available – Distributed to councillors 8/1/18
- f) LCC Children’s Services, consultation for children with special needs and disabilities (SEND) – distributed to councillors 9.1.18.
- g) NALC, Buckingham Palace Garden Party, nomination – Details forwarded to councillors 16.1.18  
Suggested names, D Hart, for all his past work in flood relief of the village and David Morter for his many years as Chairman.  
**Action: The Clerk will check on how many nominations can be put forward.**
- h) Community Lincs News and Updates Bulletin – Forwarded to all councillors 17.1.18

15. **DATE OF FUTURE MEETINGS (18/015)**

21<sup>st</sup> Feb, 21<sup>st</sup> Mar, 18<sup>th</sup> Apr, 16<sup>th</sup> May, 20<sup>th</sup> Jun

16. **ANY BUSINESS TO NOTE FOR THE NEXT AGENDA (18/016)**

Feb Meeting- Purchase of replacement litterbins for playing field  
Set date Clerks Appraisal.  
Hedges - 30 North St, 3 Beck St,  
Plan Annual Meeting of the Parish  
Painting of Allotment meeting room  
Grass cutting contract for 2018/19

17. **CLOSED SESSION** (for confidential items in accordance with the Public Bodies Act 1960) **(18/017)**

- a) Councillor’s Conduct.  
Clarification regarding a councillor’s conduct was discussed.  
**No Action required.**

20.30 – There being no further business the Chairman declared the meeting closed.