

**MEETING OF DIGBY PARISH COUNCIL**

Minutes from the Parish Council meeting held in Digby War Memorial Hall on Wednesday 21<sup>st</sup> February 2018 at 7pm

PRESENT Parish Cllrs James Bourne (JB)(Chairman); Tracy Bourne (TB); John Fry (JF); Gerald Garton(GG)  
Amanda Redsell (AM)  
County Councillor R Kendrick (RK)  
District Councillor S Clegg (SC)

In Attendance Angie McDonald, Clerk and Proper Officer

**PUBLIC FORUM**

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

**1. CHAIRMAN'S OPENING REMARKS.(18/018)**

a) The Chairman welcomed everyone to the meeting.

**2. APOLOGIES (18/019)**

a) Apologies

Apologies were received and accepted from Colin Harvey (CH), due to illness and Roger Wyness (RW) due to work commitments.

**3. DECLARATIONS OF PECUNIARY INTEREST & APPLICATIONS FOR DISPENSATION (18/020)**

a) There were no declarations of interest.

**4. SIGNING OF THE MINUTES (18/021)**

a) It was proposed by GG, seconded by TB and RESOLVED to accept the notes of the Parish Council meeting held on Wednesday 17<sup>th</sup> January 2018 as a true and accurate record of that meeting.

**5. COUNTY & DISTRICT COUNCIL MATTERS (18/022)**

a) County Councillor Kendrick (RK).

RK reported on a consultation taking place on special educational needs. The Chief Exec is stepping down. Highways have secured £1.7million grant to tackle potholes around the county.

The Police and Crime Commissioner has agreed to have a meeting with Parish councillors in May.

GG commented that we really would like to speak to our PCSO.

GG expressed concerns about quick fix pothole filling and gave examples of holes filled last year that need doing again.

GG is concern that we are getting nowhere with the adoption of the highway and footways at Chestnut Close.

RK made notes of these concerns.

b) District Councillor Clegg (SC).

SC thanked GG for attending and presenting the parish council's comments at the planning meeting for the application at Beck Street.

SC reported NKDC have decided not to take over the open space at Chestnut Close and has suggested the property owners enter into negotiations with the land owner. Discussion then took place where the parish council expressed their dissatisfaction with NK and LCC over the handling of Chestnut Close. SC agreed to help with any liaising, if able.

Universal Credit has been rolled out into this area, information can be found on the District Council website under UCAN.

The Airfield Trail has been relaunched.

c) PCSO Nicole Woolerton.

A report was forwarded to the councillors from our PCSO, there have been no incidents during the last month.

19.25 RK and SC left the meeting.

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6. **PLANNING MATTERS (18/023)**

- a) Planning Applications Received  
Nil notified at time of meeting.
- b) Decision Notice.  
Nil notified at time of meeting.

7. **GENERAL PARISH MATTERS (18/024)**

- a) Transparency Drop in Session.  
The Clerk attended the session on 1<sup>st</sup> Feb at the LALC offices and produced a report of actions for the councillors listing actions to assist with the new audit system. It was agreed these actions are implemented  
**Action: The Clerk to add information to the website**
- b) General Data Protection Regulations (GDPR) Training.  
The Clerk attended the training on 13<sup>th</sup> Feb at Cranwell and provided the council with information and a list of requirements needed to be implemented by 26<sup>th</sup> May.  
It was agreed additional hours will be required to implement the new procedures. It was proposed by JF, seconded by AR and RESOLVED the Clerk will receive an additional 4hrs a month, up to and including May.  
**Action: Clerk to commence the review of the council's data and storage of data.**
- c) Meetings and Procedures Training.  
The Clerk attended the training and produced a report of recommendations from LALC to help comply with the new audit and GDPR requirements. This included information on the layout of the agenda. It was agreed to consider the changes and make a decision at the next meeting how it is best to implement them.  
**Action: To be an agenda item for next month, the layout out of the agenda.**
- d) Chestnut Close .  
Correspondence received from NKDC stated they will not adopt the open space area. This was agreed this was not acceptable and JF stated the parish council should continue to strive on behalf of the residents to sort out ownership and responsibility of this open space. It was agreed to write back to NK objecting to the decision, but further information should be gathered from the residents first.  
**Action: A letter to be sent to all the residents of Chestnut Close, agenda item next month.**
- e) Annual Parish Meeting.  
It was agreed to hold the meeting on 4th April. The Clerk to book the hall and send out invites to the local groups.  
**Action: Clerk to commence preparations for the Annual Parish Meeting**

8. **HIGHWAYS (18/025)**

- a) Site Meeting at Beck Street.  
A site meeting has been arranged with Highways for Tuesday 3<sup>rd</sup> April at 13.00 hrs.  
It was agreed JB, GG, JF, AR and the Clerk will attend.

9. **THE VILLAGE HALL (18/026)**

- a) Village Hall Committee Meeting.  
A copy of the latest meeting notes have been distributed to the councillors and are on the website. JF forwarded thanks from the Committee for the grant towards the insurance, and in recognition the committee have agreed to reduce the charge of the parish council meeting hire to £12 a meeting. The external lights have been fitted to building.
- b) Signage.  
The Chairman congratulated the Village Hall Committee on the newly re-polished floor surface and if the Committee wished to erect signage to protect the new surface he felt the parish council would be able to assist. JF agreed to take this offer to the Committee
- c) NKDC Garden Waste Renewal fee for 2018/19.  
Notification of the renewal fee for the garden waste bins has been received. The fee for the 3 bins will be £54. It was proposed by GG, seconded by JF and RESOLVED to approve the expenditure.

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10. **DRAINAGE (18/027)**

a) Meeting with LCC Flood Officer.

A meeting with Paul Brookes, LCC Flood Officer and Charlotte Hughes, Project Manager, took place on 13<sup>th</sup> Feb to discuss the progress of the flood prevention scheme around Digby. All the technical drawings have been completed, the finance is in place and the majority of the contracts with the affected landowners have been drawn up. There is a slight delay in this area and so the start time for the project may be delayed. It was hoped to commence this spring but realistically it may now be next spring.

11. **PLAYING FIELD, PLAY AREAS AND VILLAGE GENERAL (18/028)**

a) Play Equipment Monthly Inspection.

The monthly inspection for Feb has been completed and is held by the Clerk. JF agreed to consult with CH to order a replacement cap for the climbing frame spares. JB confirmed the rotator will be erected when the weather better. The contractor has cut back the trees, as per the tree report and also cut back the hedge as requested.

**Action: JF to order replacement cap for climbing play frame.**

b) Purchase of Replacement Litterbins.

The 2 replacement bins installed earlier in the year are proving to be working fine.

It was proposed by JF, seconded by JB, that 3 further bins be purchased, as recommended by NKDC Environmental Services, to replace more of the square bins in the playing field, all agreed.

**Action: Clerk to order 3x litter bins.**

c) Disposal of the Old Litterbins.

The disposal of the old square bins was discussed. It was proposed by JB, seconded by JF to offer them for sell them for £10 each, as they may make good planters. All agreed.

d) Grass Cutting Charges for 2018 Season.

A copy of the new proposed charges from our contractor, CG Wilson, and the previous year's charges had been distributed to the councillors for review. It was RESOLVED to accept the charges as the standard of work was very good and was 'Best Value'.

Moles are causing problems on the playing field, it was agreed to call out the Mole Man.

Mr Hand has agreed to continue to cut the Village Hall grass and maintain the garden at the same price as last season. It was RESOLVED to ask him to continue.

**Action: Clerk to confirm acceptance of charges with contractors and call out the mole man.**

e) Telephone Kiosk Renovations Update.

The volunteers have confirmed they are waiting for glazing to take place.

The agreed Chairman to contact the volunteers to ask if they require any further assistance.

**Action JB to speak to volunteers, agenda item next month.**

12. **ALLOTMENTS (18/029)**

a) Allotment Association Meeting.

No meeting took place during January/Feb.

b) Paint for Allotment Meeting Place.

JB had agreed to price the paint required to repaint externally the allotment meeting room. It should be around £150.00. JB proposed a grant of £75.00 go towards this cost, GG seconded the proposal, all agreed. JF also suggested the Allotment Committee could contact the Recycling Centre at Newark as they can offer free paint to groups.

**Action: Clerk to raise a cheque for £75.00. JB to inform Allotment Committee about the Newark Recycling Centre.**

13. **FINANCE (18/30)**

a) Bank Balances and Approval of Bank Reconciliation.

The bank balances were reported as:-

PC Account	15,422.18
Allotment Account	2,959.31
Mary Gresswell Acc	479.34

The reconciliation was approved.

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b) Income Received.

Nil

c) Approval of the Following Payments.

It was proposed by JB, seconded by JF and RESOLVED the following payments be made.

	<u>Invoice</u>	<u>VAT</u>	<u>Total</u>
Jan Salaries/expenses	623.80		623.80
Comm Lincs (play equip inspec course)	84.00	16.80	100.80
ICO Registration renewal	35.00		35.00
LALC –Subs and Training	202.08		202.08
C.G.Wilson (Grass cutting/Tree works)	924.00	184.80	1108.80

d) Internal Auditor's Report.

The Internal Auditor completed an audit on 6<sup>th</sup> Feb, a copy of the report was forwarded to all the councillors. There were no issues with the accounts and he added 2 recommendations to aid with transparency. A record of the monthly play equipment inspections shall be noted in the minutes and the Mary Gresswell Trust accounting will be denoted separately within the ledger for ease of reading.

14. **CORRESPONDENCE (18/031)**

a) LCC Funding Portal – Distributed to councillors 19.1.18, 9.2.18

b) LCC Fairer Funding Campaign, update from Leader of the Council – Distributed to councillors 19.1.18

c) LCC Road Closures – Railway bridge at Digby to be closed on 8/3/18 – Distributed to councillors 7.2.218

d) British Red Cross are offering free first aid training – Distributed to councillors 8.2.18

**Action: Forward to Village Hall Committee.**

e) Staying Alive, update from the Community Speed Watch team – Distributed to councillors 15.2.18

f) Overgrown Drain – email. A resident has asked who is responsible to clear the overgrown drain at the rear of North Street.

**Action: Clerk to contact LCC Flood Officer.**

15. **DATE OF FUTURE MEETINGS (18/032)**

21<sup>st</sup> Mar, 4<sup>th</sup> Apr- Annual Parish Meeting, 18<sup>th</sup> Apr, 16<sup>th</sup> May, 20<sup>th</sup> Jun

16. **ANY BUSINESS TO NOTE FOR THE NEXT AGENDA (18/033)**

Hedges

Emails

17. **CLOSED SESSION (for confidential items in accordance with the Public Bodies Act 1960) (18/034)**

This item was not required.

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