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Digby Parish Council

Notes from the ANNUAL PARISH COUNCIL meeting, held on Monday 9th May 2022, at 7pm. This was then followed by the monthly parish council meeting, in Digby War Memorial Hall.

PRESENT - James Bourne (JB), Tracy Bourne (TB), John Fry (JF), Karen Groves (KG) and Gerald Garton (GG)

In Attendance – Angie McDonald, Clerk and Proper Officer

Public Forum

A parishioner came and complained about the builders rubble left at on the outskirts of the Gresswell Fields site. The developers have now left the site and there does not appear to be any sign of them returning to remove it. It was agreed to report it to NKDC Planning department.

District & County Councillors' Matters

County Councillor Kendrick reminded the council that LCC will be having their marquee at the Lincolnshire Show LCC so call in. He explained that Countyviews are looking for people to sign up and take part in surveys. LCC is using this forum to constantly seek views on a variety of subjects. Register online at www.letstalk.lincolnshire.gov.uk/register

Councillors from LCC had been invited a visit to fire service training centre which was very informative. Followed by a trip to the command centre.

The Clerk ask Cllr Kendrick for updates on the Speed reduction, school safety zone and the contract for flood relief maintenance.

ANNUAL PARISH COUNCIL MEETING

1. ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE. (22/065)

It was proposed by GG, seconded by TB that JB be elected as Chairman. JB accepted the position and signed the Declaration of Acceptance of Office form.

2. ELECTION OF VICE-CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (22/066)

It was proposed by JF, seconded by JB that GG be elected as Vice-Chairman. GG accepted the position and will sign the Declaration of Acceptance of Office form.

The Chairman declared the monthly meeting in session.

1. Chairman's Opening Remarks (22/067)

a) The Chairman welcomed everyone to the meeting.

2. Apologies (22/068)

a) Apologies

Apologies received and accepted from KH due to illness

3. Declarations of Pecuniary Interest & Applications of Dispensation (22/069)

a) None.

4. Signing of the Minutes (22/070)

a) It was proposed by GG, seconded by JF and RESOLVED to accept the notes of the Parish Council Meeting held on Monday 11th April 2022 as a true and accurate record of that meeting.

5. Planning Matters (22/071)

a) Planning Applications Received

22/0595/HOUS 45 Station Road – Erection of a garden annex/store. There were no comments.

6. General Parish Matters (22/072)

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- a) Appointment of members to parish organisations
 - i) Memorial Hall Committee - It was proposed by JB, seconded by GG that DD be the Parish Council Representative.
 - ii) Allotment Association - JB & KG agreed to remain as the Parish Council representatives.

Action: Clerk to notify organisations of representatives

- b) Appointment of members to the working groups of the Parish Council
 - i) Drainage – JB & GG
 - ii) Playing field - GG & KH
 - iii) Finance – GG & TB

All the above councillors agreed to be members of the stated working groups

- c) Annual Review of policy documentation,

All the documentation was forwarded to councillors prior to the meeting.

Standing Orders – Last Reviewed May 2021

It was RESOLVED to accept the reviewed Order 18, notified by NALC, and this has been incorporated in the Standing Orders

Financial Regulations – Last reviewed May 2021

It was RESOLVED no alterations are required to the orders.

Action: The Clerk to annotate the latest review on the documentation.

- e) Insurance Policy Review.

All documentation had been forwarded to the councillors prior to the meeting. It was agreed the current level of insurance needs no alterations.

Action: The Clerk to complete the survey and return to the insurance company.

- f) Annual Parish Meeting.

Three items were raised at the Annual Parish Meeting.

Is there any finance help for Jubilee celebrations?, Can we get a PCSO to attend meetings? And the football pitch is showing wear so may need maintenance.

It was stated at the meeting that there may be financial assistance for the Jubilee celebrations depending on if the requirements fall within the powers of the parish council and the accessibility to the event for all parishioners.

The PCSO is invited to all meetings, but due to work commitments it is not always possible to attend. The football pitch will have regular inspections carried out on it and currently it is acceptable.

- g) Queen's Jubilee Projects .

A request for a grant towards an event being organised within the area of The Red Lion and the Village Hall has been received. After much deliberation by the council, it was agreed to ask for more information before a grant can be awarded.

Action: Clerk to request more details about the event and explain about event insurance

JF stated the footpath signs are ready for collection and he will arrange getting them positioned before the Jubilee.

- h) Adoption of the Footpath from Greendykes to North Street, via Chestnut Close.

Notification from LCC confirms the roads and footpaths within Chestnut Close have been adopted but the public footpath running from Greendykes to North Street is not included in the original Section 38 agreement. LCC will look at possibly adopting it under Section 228 but the paths need bringing up to an adoptable standard, and the developer is no longer in a position to carry out this maintenance. Further talks with senior officers will be required regarding the remedial work needed to be undertaken.

20.03hrs - The Chairman closed the meeting to allow Cllr Clarke to speak, he had been at a previous meeting.

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Cllr Clarke stated the NK News gives details of all NKs latest achievements and the consultation is still taking place regarding the Central Plan.

Cllr Clarke thanked the council for their time, there were no question from the parish council so he left the meeting

20.12hrs - The Chairman declared the meeting back in session.

e) Larger Dog Waste Bin for Greendykes path

The current small bin is often overflowing, so it was proposed by JB, seconded by JF to purchase a larger bin for the south end of the path. A Retriever 35 will be ordered.

Action: Clerk to order new dog waste bin.

f) GDPR update-individual email addresses for councillors.

Further to last months information LALC have forwarded more information of the provision of dedicated email addresses. After some discussion it was agreed to wait and see the outcome of this latest information and in the interim remain as we are.

7. Highways (22/073)

a) Pot Holes

The pot hole at the entrance to Fen Lane still there.

Action: The Clerk to report it again.

8. The Village Hall (22/074)

a) Minutes from the latest meeting of the committee have been received and forwarded to all the councillors.

b) Village Hall garden maintenance - The lawn has been scarified. Mrs Bourne, JB and KG have continued to work on the garden with the help on Mr Buckberry and a mini digger that was hired for £188.00. The flowers for the borders have been ordered and received. KG requested a hosepipe be purchased, this was seconded by GG and all agreed.

Action: JB to purchase a hosepipe.

c) New Contractor for the Garden Maintenance.

KG has obtained details of a gardener that may be willing to take on the garden area. KG and JB will arrange a meeting with the gardener to discuss the work, and report back to the council.

9. Drainage (22/075)

a) Update on the blocked drain from the playing field to North Street.

It is believed to be cleared the area has been worked on and all the drains along North Street have been cleaned out.

10. Playing Field, Play Areas and Village General (22/076)

a) Monthly Inspection of the play equipment

GG to carry out the inspection. 2x bags of playbark are required for under the slide. GG also identified two areas on the multiplay equipment that need attention, he agreed to supply photos. All the repairs and painting have been completed by RPM as per the quotation. KG reported damage to the new paintwork. JB to inspect and report back to the council. The Clerk is to check if the shackles left by RPM are suitable for the infant swings, if not, it was agreed the items quoted by Jupiter, at £112.40 for 8 be ordered..

Action: JB to check paint work and multiplay equipment, the Clerk to order playbark and check suitability of shackles.

b) The Grant Funding Progress – It was ratified that the contract with FCC Communities Foundation had been signed by agreement of all the councillors and returned on 29th April. Confirmation has now been received that the parish council can commence with the order for the equipment.

Action: The Clerk to place the order with Wicksteed

c) Pedestrian Barrier at the B1188 end of the Playing Field

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The new pedestrian barrier is due to be installed on Tuesday 17th May, subject to materials being obtained.

11. Allotments (22/077)

a) The minutes of the latest meeting had been distributed to the councillors prior to the meeting.

12. Finance (22/078)

a) Bank Balances and Approval of Bank Reconciliation

The bank balances were reported as:-

PC General Account	40,594.62
Allotment	7662.88
Mary Gresswell Trust	5.45

b) Income received.

There was no additional income during the month and the Allotment rent received last month has been deposited in the bank

c) Approval of payments

It was proposed TB, seconded GG and all agreed the following payments be made.

Salaries/Expenses	£604.40
Village Hall Rent	£24.00
RPM play equip repairs	£3170.00 + £634.00 VAT
Greensleeves Lawn scarifying	£195.00 + £39.00 VAT
IDB Allotment rates	£50.83
Abba Plant Hire	£188.00 + £37.60 VAT
W Buckberry – Garden	£354.00
Mrs Bourne plants/compost	£96.60
Displaypro – footpath signs	£185.00 + 37.00 VAT

d) The Annual Governance and Accountability Return for 2021/22

i) Internal Control System.

The Internal Auditor has completed and signed the AGAR Form 3, confirming the council has complied, and has in place the relevant procedures and controls of internal control of its finances.

ii) Section 1. Annual Governance Statement 2021/22

The items of the Annual Governance Statement were read out by the Clerk and it was RESOLVED the Annual Governance Statement be approved. The document was signed and dated by the Chairman and Clerk.

iii) Section 2. The Accounting Statements 2021/22

Copies of the completed Accounting Statement had been distributed to the councillors prior to the meeting. The Statement had been signed by the RFO.

iv) Approval of the Accounting Statement for 2021/22

It was proposed by GG, seconded by JF and RESOLVED to approve the Accounting Statement for 2021/22. The Chairman signed and dated the statement.

v) Commencement date for the exercise of public rights.

The RFO confirmed the notices for the commencement date for the exercise of public rights will be posted on the noticeboards and website before the end of the month.

e) Internal Auditor for 2022/23.

It was agreed to ask Sue Weaver to remain as the Internal Auditor.

f) New signatories for the council's bank account.

The Clerk confirmed this had not progressed due to the possibility of changing the councillors email addresses which would have made the online banking registration difficult. This is to be actioned now a decision has been made on the email accounts.

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13. Correspondence (22/079)

- a) LALC Newsletter - Distributed to all councillors
- b) NKDC Newsletter - Distributed to all councillors
- c) Jolly Scotchman FC wish to continue to use the field for training. It was agreed to permit this.

d) NKDC Consultation on Interim Polling Place Review 2022

e) Letter of retirement received from JF. The Chairman thanked JF for all his work and time he has given to the council over the many years .

14. Dates of Future Meetings (22/080)

Parish Council meetings

For 2022 - 13th Jun, 11th Jul, 8th Aug, 12th Sep, 10th Oct, 14th Nov, 12th Dec.

15. Any Business to Note for the Next Agenda (22/081)

Memorial for CH

Metal Bus shelter seat.

Pond area

Church St footpath obstructions.

16. Closed Session (22/082)

For confidential items in accordance with the Public Bodies Act 1960, if required.

This item was not required.

21.25hrs. There being no further business the chairman declared the meeting closed.