

GLINTON PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

held on Tuesday 17th May 2016
at the Village Hall, High St.

Present: Councillors; JFW Holdich (Chairman), RW Johnson, D Batty, Liz Bond, Mrs C Bysshe, G Kirt, D Lane, RW Randall, P D Skinner, ETE Spendelow, D Wragg, Mr JV Haste (Clerk). Also present 10 members of the public were recorded as in attendance.

Action

MINUTES OF MEETING

1 **TO ELECT A CHAIRMAN FOR THE PARISH COUNCIL** There being no other nominations, and Cllr Holdich expressing his willingness to continue in office for a further year, he was duly elected to be Chairman for the coming year.

Proposer Cllr Spendelow, Seconder Cllr. Batty

2 **TO RECEIVE THE CHAIRMAN'S DECLARATION OF OFFICE** – Cllr. Holdich signed declaration of office in the presence of the clerk as proper officer of the council.

3. **TO ELECT A VICE CHAIRMAN FOR THE PARISH COUNCIL-** There being no other nominations and Cllr Johnson expressing his willingness to continue in office for a further year, he was duly elected to be Vice Chairman for the coming year.

Proposer Cllr Batty Seconder Cllr Randall

4 **APOLOGIES FOR ABSENCE** — None – all present

5 **MEMBERS DECLARATIONS OF INTEREST** – Councillor Batty referred to agenda item 18 as a representative of the parish council on the board of CAPALC

6 **PUBLIC PARTICIPATION** –

- Mr. D Sansby referred to agenda item 21 and produced the porcelain pictures which the family would like on the memorial headstone of their parent's graves.
- residents of properties on either side of 20 high street voiced on going objections to the planning application being considered at agenda item 16e. Despite the revised plans lowering the proposed roofline the planned extension is, in their opinion, too large with a negative impact on neighbours amenity.

8 **TO SIGN AND APPROVE THE MINUTES OF MEETING DATED 19th April 2016.**

RESOLVED to accept the minutes.

(7 not used)

Proposed Cllr. Johnson Seconded Cllr. Wragg

The minutes were duly signed by the Chairman

9 **MATTERS ARISING FROM PREVIOUS MINUTES** –

- a. Tree removal – Cllr Johnson had met Bryan Clary (tree officer) on site and both had agreed that there was no case for removal of the tree. PCC would write to the neighbouring resident with the conclusion.
- b. Dog fouling, a new bin had been installed in Welmore Road close to the junction with the willow footpath. Chairman to ask for additional signs to encourage use
- c. Speedwatch – Cllr Randall had been in discussion with representatives of Northborough who had agreed to share the cost. Formal notification of the Northborough Parish council resolution required to enable our clerk to proceed with acquisition of the equipment
- d. Peakirk parish Councillor Roy Pettitt would represent that parish at the distribution of the medallions on Friday 10th June

10 **RECEIPT OF NOMINATIONS AND ELECTION OF MEMBERS TO WORKING GROUPS** –

The following members were elected:

Planning Working Group – Cllr Johnson (Chairman), Cllr Batty, Cllr Kirt, Cllr Lane, Cllr Spendelow & Cllr Wragg.

Finance Working Group – Cllr Holdich (Chairman), Cllr Lane, Cllr Randall, Cllr Skinner & Cllr Spendelow.

Human Resources Working Group – Cllr Lane (Chairman), Cllr Liz Bond, Cllr.Kirt, & Cllr Skinner.

RESOLVED to approve the re-appointment en-bloc to above working groups.

Proposed Cllr. Skinner Seconded Cllr. Wragg

- 11 **REVIEW OF REPRESENTATION ON, OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK** - The following members were appointed
- a. AMVC Liaison Committee – Cllrs D Batty, D Lane, R Randall, E Spendelow
 - b. CAPALC & PALC – Cllr. D Batty.
 - c. City Council Parish Liaison Committee – Cllrs. D Batty & R Randall.(Clerk also attends)
 - d. Police Consultative Group – appears to no longer meet at a local level - no representation. Clerk to ascertain current method of consultation. Clerk to investigate
 - e. Clare Lodge Committee – Cllrs. C Bysshe & R Randall.
 - f. Northern Footpath Forum – Cllr. Wragg.
 - g. Glinton Youth Club – Cllr. Battys (But on hold as does not meet – retry September).
 - h. Neighbourhood Planning Group – Cllrs. Bond, Bysshe, Johnson, Kirt, Randall & Wragg
- RESOLVED** to approve the above appointments
- Proposed Cllr.Johnson Seconded Cllr.Batty
- RESOLVED** that reporting back will be by way of written reports to the next available Parish Council and subsequent publication on the parish council website
- Proposed Cllr. Holdich seconded Cllr. Kirt
12. **RE-ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS** - NALC had issued revised model Financial Regulations to reflect the new regimes of Financial governance, transparency and audit. These are a “one size fits all” model and our Clerk had drafted amendments appropriate to our financial processes. Our Standing orders had been extensively revised last year and we considered these to remain appropriate’
- RESOLVED** that the revised Financial Regulations, as amended, be approved, along with no changes to our Standing Orders
- Clerk to publish on website
- Proposed Cllr. Randall Seconded Cllr. Spendelow
13. **POLICY REVIEW PROGRAM** –We had before us a report by the clerk listing our policies and procedures which should be reviewed annually. We agreed that as the list was extensive it would be appropriate to spread the reviews throughout the year.
14. **INTERNAL AUDIT –**
- a. We noted that the Internal Auditor had approved and certified our annual return and Statement of Accounts.
RESOLVED to note and accept the recommendation to append lists of payment to the minutes of the meetings where these are reported to council
Proposed Cllr.Kirt Seconded Cllr. Johnson
 - b. Internal Audit Fee.
RESOLVED to approve the payment of the Internal Audit fee of £135.
Proposed Cllr. Randall Seconded Cllr. Johnson
 - c. 2016/17 Financial Accounts
RESOLVED to re-appoint Mr Russell Wright as our internal auditor for the current financial year
Proposed Cllr. Wragg Seconded Cllr. Randall
15. **EXTERNAL AUDIT** We noted that the annual return had been submitted to PKF Littlejohn and that our RFO had set the dates for the period of the exercise of public rights of inspection. The dates being from 9th June to 20th July 2016 and that the notices would be placed on notice boards by Friday 20th July
- Clerk to put up notices
16. **PLANNING**
- a. Councillor Johnson referred to an update on the current position on the Planning applications still under consideration at the time of the previous meeting. This had been circulated along with the agenda and papers for this meeting
 - b. 16/00723/CTR – re-pollard Willow tree to previous cuts, 20 High Street by Mrs Veronica Smith No objection
Clerk to notify planning
 - c. 16/00829/FUL construction of a new playground AMVC. We agreed to ask the planning department if the proposed shelter constituted a building. If so to point out it is outside the village envelope and should then be refused. We noted that the rear access road is shown on the plans as within AMVC and to question whether this was in fact correct. Other than those potential issues, there was no objection
Clerk to notify planning
 - d. 16/00829/FUL Land South of the former Crown PH – by GKL (Hire) Ltd. The revised plans still propose two x 3 Storey Dwellings, now facing the Lincoln Road. Members were mindful that these are opposite bungalows and adjacent to the 2 storey former Crown PH and were strongly opposed to the proposed development. The proposed dwellings are considered to be too high (over 9 metres) and too imposing on entrance to the village from the South. Parish council were of the opinion that any
Clerk to notify planning

SUBJECT TO APPROVAL

development should be in keeping with the street scene and no higher than 2 storeys, as is the former Crown PH. Members also considered that if officers were minded to approve this application it should be referred to the Planning & Environmental Protection Committee

- e. 16/00497/HHFUL 20 High Street – proposed front porch and single storey rear extension – by Mr Peter Smith. Parish council noted that the revised plans proposed a lower roofline but still retained the footprint of the submission considered at our previous meeting. Our previous objections remain, in that the rear extension is too large and, taken together with extensions on two previous occasions, represents over development of the site. We fully support the legitimate concerns of neighbours on both sides of this property. We consider that if officers are minded to approve this application then this should be referred to the Planning & Environmental Protection Committee.

Clerk to notify planning

- 17 **INSURANCE.** – We noted that our insurance was due for renewal on 1st June and that we had come to the end of a 3 year Long Term Agreement (LTA) with AVIVA. We had before us a report from the clerk and noted that our brokers, Came and Company had obtained 3 quotations for renewal and the clerk had obtained a further two quotations. The review of these quotations had highlighted that “KeyMan” cover was not available from all insurers. We considered that as a small council, with only one employee, this was an essential requirement in mitigating the financial risk to the council attached to employing cover for the clerk & RFO in the event of sickness or accident.
RESOLVED to accept the revised quotation from Ecclesiastical, negotiated for us by Came & Co, and to enter into a 3 year LTA to secure the reduced premium for that period
Proposed Cllr. Johnson Seconded Cllr. KIRT

- 18 **CAPALC MEMBERSHIP** – We noted the report by Cllr. Batty listing the benefits of membership including access to NALC advisors and publications. Membership also gave access to those representing town and parish councils at National Government level.
RESOLVED to renew our membership for 2016/17 and payment of the fee of £371.41
Proposed Cllr. Spendelow Seconded Cllr Skinner

- 19 **DEFIBRILATOR** - Cllr. Kirt informed the meeting that he was in discussion with the Community Association (GCA), as managers of the village hall, to secure agreement for this to be mounted on an external wall. GCA were to consider the proposal at a meeting on 19th May. Cllr Kirt agreed to work up final costings of installation for consideration at the next meeting

Clerk to add to the June Agenda

- 20 **WILLOWS PLAY PARK-** We gratefully noted that, given the strength of support by the parish council, the City council had agreed to replace the fence with ROSPA approved metal hoop fencing and address the condition of the surface area and equipment.

- 21 **LAWN CEMETERY HEADSTONE** –To consider the request of the Sansby family to approve the style and wording of the headstone. During the open forum (Item 6 on the agenda) Mr David Sansby, supported his family, had shown us the porcelain pictures of his Father and Mother which they had hoped to mount on the headstone. Circulated with the agenda we had an example of the proposed size and style of memorial together with the proposed wording.
RESOLVED to approve the style and wording as submitted by Mr Sansby, including the porcelain photographs.
Proposed Cllr. Johnson Seconded Cllr. Skinner

- 22 **RURAL CRIME REPORT FOR APRIL** - noted

- 23 **PEAKIRK ROAD/ FOXCOVERT ROAD FOOTPATH GATE** - We noted that this had been a matter of concern and in the next issue of the Tribune Cllr Holdich agreed to refer to the need for the public to respect the nature of the footpath by keeping within its boundary and in particular for dog owners to clear up behind their pets

- 24 **HIGHWAYS** Cllr Holdich reported that repairs were to be undertaken in Welmore Road down as far as The Willows and also the access road to the surgery. Members also referred to the potholes in The Green behind the church

Clerk to report

- 25 **SETTING DATE TIME AND PLACE OF MEETINGS FOR THE YEAR AHEAD** Future dates 3rd Tuesday of the month (August – only if required), all at the Village Hall
2016 – 21st June, 19th July, 20th Sept, 18th Oct, 15th Nov, 20th Dec,
2017 - 17th Jan, 21st Feb, 21st Mar, 18th Apr, 16th May (Annual Parish Council Meeting)

Meeting closed at 9.15 pm.

SUBJECT TO APPROVAL



Original signed

Mr J Haste
Clerk/Proper Officer
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20th May, 2016

Chairman
Dated:

Distribution:

Minute Book, All Councillors, Notice Boards, Cllr P Hiller (Ward Cllr) & PCC Parish Liaison Officer

All minutes are available to view at www.glintonparishcouncil.org