

SKILLINGTON PARISH COUNCIL**Grantham, Lincolnshire**

Chairman: Graham Page Vice-Chairman: Richard Wrigley

Councillors: Neville Clark, Francis Disney, Rory Grindey, Stuart Millington.

Parish Clerk: Sue Mortimer (Mrs), 16 Stephenson Close, Colsterworth, Lincs. NG33 5GP

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Notes of the meeting of the Parish Council held at Skillington Village Hall on Monday 9th April 2018 at 7.35pm. Please note: These minutes are published in draft form and are subject to ratification at the next meeting of the Council

Present: Cllr G. Page (Chairman), Cllrs N. Clark, F. Disney, R. Grindey & R. Wrigley.

In attendance: Cllr Bob Adams (LCC & SKDC) and Mrs S. Mortimer (Parish Clerk).

1. **Apologies for absence:** Cllr S. Millington and Cllr Andrea Webster (SKDC).
2. **Notes of the meeting of the Parish Council on 5th March 2018** were agreed and signed into minutes.
3. **Councillors' Declarations of Interest:** None
4. **Matters arising from the minutes:**
 - 4.1. 17.3/11.1 Surface water on Sproxton Road/Back Lane: Witham Internal Drainage Board have cut grips on the south side of Sproxton Road on behalf of LCC Highways and Buckminster Estate have cut their ditch on the north side so water is now flowing off the road. PC to monitor whether this is sufficient as the next step would be clearing the culvert under the driveways but it was agreed that at least some progress had been made. Further discussion was held about drainage generally around the village as a few drains are currently blocked. PC to review whose responsibility this is.
 - 4.2. 18.3/4.2 Matters relating to the meeting with Local Highways Manager to discuss Highways issues: Clerk to email Mr Rowan Smith for an update. It was again noted the potholes and road surface on the road outside the Cross Swords PH was particularly bad.
 - 4.3. 17.12/9.1 Casual vacancy on Parish Council following resignation of Cllr Sheehan: Vacancy remains open
5. **Planning applications:**
 - 5.1. Any late Planning Applications submitted: none.
6. **Cemetery:**
 - 6.1. Headstones: The Chairman and Clerk have reviewed headstones at the Cemetery and identified that there are still three that need to be made safe. Two reminder letters have been issued to a family representative advising that this work is their responsibility and needs to be carried out urgently because if it reverts to the PC, it will be necessary to seek to recoup costs. One further headstone to be laid down at the cost of the PC as owner not identified.
 - 6.2. Maintenance - Hedge cutting: The cut back of elder is still to be organised and it was noted that the bus shelter foliage had been cut back by the Chairman
 - 6.3. Cemetery Fees: Cllr Grindey proposed to approve The Table of Charges 2018 with the new £25 fee for renewal of ownership of a Cemetery plot (as agreed 5.2.18 Page 2174 Item 6.4) and all other charges remaining as 2017, seconded by Cllr Disney and unanimously agreed.
 - 6.4. Interment of Ashes in April 2018: There is an interment of ashes due to take place on 9th April. An invoice was sent to the Funeral Directors for £130.00 and a cheque has been received which will be included in April income.
7. **Payments and Accounts:**
 - 7.1. Bank Balances at 31st March 2018:
 - 7.1.1. Yorkshire Bank a/c: £2116.78 as per bank (£1,196.09 after March cheques and BACS remittance cleared). Charges of £7.70 have been taken from the account on 27.03.18, Clerk to investigate.
 - 7.1.2. Melton Mowbray Business 100 Day Notice a/c £9,953.39 (£10110.13 including interest received 31.3.18)
 - 7.2. Payments received in March:

Date of Invoice	Name	Details	Notes	Total Amount £
28.03.18	H.M.R.C.	VAT Reclaim 1.4.17 to 28.2.18	As per accounts and invoices paid	760.23
31.03.18	M.M.B.S.	Annual bank interest received.	April 2017 to March 2018	156.74

Signed: Chairman

Date

7.3. Invoices due for payment for March at April meeting: Cheques signed by the Chairman and Vice-Chairman.

Date of Invoice	Name	Details	Date & Minute No. of Approval	Net Amount £	VAT £	Total Amount £
31.03.18	Skillington Community Centre	Room Hire Council meetings	Budget 9.1.17 Page 2146 Item 9.1	110.00		110.00
31.03.18	Skillington Community Centre	Grant for waste collection	5.3.18 Page 2177 Item 7.5.	128.50		128.50
31.03.18	L.A.L.C.	Annual Training Scheme	Budget 9.1.17 Page 2146 Item 9.1	70.00		70.00
31.03.18	S.K.D.C.	St James' Church Green bin	Budget 9.1.17 Page 2146 Item 9.1	35.00		35.00
31.03.18	Additions Accountancy (Grantham) Ltd	Accountancy services_ internal audits 2017/18	Budget 9.1.17 Page 2146 Item 9.1	100.00		100.00
31.03.18	Mrs S. Mortimer	Clerk's Salary £549.43 & Expenses £31.62 Jan-Mar 2018	5.6.17 Page 2157 Item 4.2	581.05	3.33	584.38
31.03.18	Colsterworth & District Parish Council	Community Cleaner: March 2018 (including emptying of 4 dog bins @ £2.50/bin/2 x month	6.10.14 Page 2091 Item 8.6.	118.30		118.30

7.4. Unaudited annual accounts to 31st March 2018: Draft accounts have been circulated and were presented at the APM.

7.5. Q3 Internal Audit: Internal audit was carried out 23.03.18 and Qtr 3 accounts signed off.

7.6. MMBS Bank Interest: Interest of £156.74 has been paid into the account for the year to March 2018.

8. Clerk's Report:

- 8.1. 17.11/9.1 Grassed area at access to Chapel: LCC Highways have confirmed this is still open and scheduled. It will be reviewed when more urgent and seasonal works completed.
- 8.2. 18.01/9.1 Felled Lime tree in Churchyard – damage to stone wall: Mike Smith responsible for hard landscaping at SKDC has confirmed that the contractor is due to resume work on the wall imminently.
- 8.3. 18.03/9.1 GDPR audit of Parish Council records: The Chairman reiterated that all Cllrs need to be aware of the new legislation and advised that the Clerk had carried out a preliminary audit of the Parish Council records. A Data Protection policy needs to be written and included with the Standing Orders; Clerk to draft Policy document.

9. Matters to be discussed at this meeting:

- 9.1. Resignation of Parish Clerk: A vacancy has arisen following the resignation of the Clerk due to changes in personal circumstances and other commitments and a replacement is being sought, ideally from within the village. There has been some interest from outside the village and these are being followed up.

10. District and County Councillor's Reports: Cllr Adams advised that Bridle Paths and Rights of Way are being reviewed throughout the County and urged Cllrs to respond to emails and other correspondence.

11. Any matters arising at the discretion of the Chairman:

- 11.1. Parochial Church Council: The Chairman advised that the PCC urgently needed volunteers and that he had agreed to join the Council due to the shortage of volunteers involved.
- 11.2. Millennium Yew outside the Cemetery: Cllr Wrigley advised that the yew needed either protecting or moving as it had become very badly damaged and it was agreed that a tree guard should be purchased in the first instance.
- 11.3. The complaint about heavy traffic in the village will be discussed at the next meeting, in light of any further information gained.

The meeting closed at 8.40pm

The Annual General Meeting of the Parish Council will take place at 7.30pm on WEDNESDAY 9th May 2018 at Skillington Village Hall.

Signed: Chairman

Date