

## 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

Telephone: 07555 298958 e-mail: clerk.spc@gmail.com

**Notes of the Annual General Meeting of the Parish Council held at Skillington Village Hall on Wednesday 9<sup>th</sup> May 2018 at 7.30pm. 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, R. Grindey, S. Millington & R. Wrigley.

**In attendance:** Cllr Bob Adams (LCC & SKDC), PCSO Stuart Bowden (Grantham Rural South) and Mrs S. Mortimer (Parish Clerk).

**1. Apologies for absence:** Cllr F. Disney and Cllr Andrea Webster (SKDC).

**2. Election of:**

- 2.1. Chairman: The Clerk took the Chair. Cllr Page was proposed by Cllr Wrigley, seconded by Cllr Millington and unanimously elected. Cllr Page signed a Declaration of Acceptance of Office and resumed the chairmanship of the meeting.
- 2.2. Vice-Chairman: Cllr Wrigley was proposed by Cllr Clark, seconded by Cllr Millington and unanimously elected. Cllr Wrigley signed a Declaration of Acceptance of Office.

**The Agenda was taken out of Order:**

The Chairman welcomed PCSO Stuart Bowden to the meeting and Item 13.1 was discussed due to his attendance -  
13.1 Heavy and late-night traffic due to commercial vehicles: Late night tankers and the size of farm vehicles were discussed along with any weight rules or restrictions applicable in the village and any damage caused to stone walls where they are close to the road. Cllr Bob Adams advised that there are no weight restrictions on agricultural vehicles and PCSO Stuart Bowden advised that he is happy to engage with both parties if Villagers' feel that vehicles are travelling too quickly or if there is any inconsiderate behaviour but that Villagers need to recognise that Skillington is a rural agricultural community. He can be contacted via the Police 101 non-emergency phone number.

**3. Notes of the Annual Parish Meeting and meeting of the Parish Council on 9<sup>th</sup> April 2018** were agreed and signed into minutes.

**4. Councillors' Declarations of Interest:** None

**5. Review of:**

- 5.1. Standing Orders: Amendments to Items 10 and 16 and the insertion of Item 20 in response to new GDPR Legislation were proposed by Cllr Grindey, seconded by Cllr Wrigley and unanimously agreed with the proviso that these amendments may be revisited when the new GDPR policy is finalised. No other changes were proposed.
- 5.2. Financial Regulations: Amendments to update the Clerks name in Item 13 and delete Item 15 (regulating that Cllr Page shall not be a signatory on any payments to the Clerk which is no longer relevant) were proposed by Cllr Clark, seconded by Cllr Millington and unanimously agreed; no other changes were proposed.
- 5.3. Appointment of Internal Auditor: Cllr Wrigley proposed the reappointment of Fiona Hatchman as Internal Auditor, seconded by Cllr Grindey and unanimously agreed.
- 5.4. Terms of reference and appointment of councillors to the Planning Committee: Cllr Grindey proposed Cllr Millington be appointed to replace Cllr Sheehan, seconded by Cllr Wrigley and unanimously agreed. No other changes were proposed.
- 5.5. Register of Fixed Assets: No changes were proposed.
- 5.6. Risk Management: No changes were proposed.
- 5.7. GDPR: New policies to be discussed and finalised at June meeting.
- 5.8. Accounts held with Yorkshire Bank, HSBC and MMBS and the signatories to these accounts: No changes were proposed to the utilised Yorkshire Bank & MMBS 100 Day Notice account but the Clerk will endeavour to close the dormant HSBC account.
- 5.9. Subscriptions to other bodies: The PC has subscriptions with LALC and CPRE, no changes were proposed.

**6. Determining the time and place of ordinary meetings of the full council** up to and including the next annual meeting of the full Council: 17.12/9.4 Dates were agreed at the Council meeting in December, no changes were proposed.

**7. Insurance for the year to 31<sup>st</sup> May 2019:** Insurance cover is currently in the second year of 3 year Long Term Undertaking, cost as last year £257.85 – no changes were proposed.

**8. Matters arising from the minutes:**

- 8.1. 17.3/11.1 Surface water on Sproxtion Road/Back Lane: The Chairman reported that most of the work carried out appears to be working with the exception of the North side where Buckminster Estate have cut the ditch but the water still

**Signed:** ..... Chairman

**Date** .....

overflows across the road. The Clerk to contact Witham Internal Drainage Board to request they come back out to check the culvert under the road and advise on the next steps.

- 8.2. 18.3/4.2 Matters relating to the meeting with Local Highways Manager to discuss Highways issues: A response has been received from Mr Smith, Highways Manager, advising that he has requested that all sites including The Square be considered for resurfacing works but as outside his jurisdiction cannot guarantee when this will be included in a programme of works. Chairman to forward details to Cllr Adams for any assistance.
- 8.3. 17.12/9.1 Casual vacancy on Parish Council following resignation of Cllr Sheehan: Vacancy remains open.
- 8.4. 18.4/9.1 Vacancy following resignation of Parish Clerk: The Chairman has written to the Clerk at Colsterworth for assistance in publicising the role and a flyer to be written and distributed in the village.

#### 9. Planning applications:

- 9.1. S18/0706 Ms M Whittle – Blacksmiths Cottage, Buckminster Lane: retrospective permission sought for erection of porch to south elevation. Circulated to Planning Committee, deadline for representations to be made no later than 24.05.18. Clerk to respond that there are no planning grounds for objection.
- 9.2. S18/0735 Mr & Mrs Herrick – Land adjacent to Fairmount and Rosajama, Lords Lane: demolition of outbuildings & construction of 2 no. split level dwellings with associated hardstanding and landscaping. The PC discussed that similar applications had already been refused and that the same objections as made previously still stood. Cllr Adams advised that Planning Policy had not fundamentally changed for infill housing and the Chairman advised that all comments should be emailed to the Clerk by 23.05.18 to enable the PC to put together a response prior to the deadline of 29.05.18.

#### 10. Cemetery:

- 10.1. Headstones: The family representative for Plot 6/F19 is in the process of receiving a quote to fix the headstone. No response has been received re plot 24/H20 and 30-day deadline exceeded, Chairman to chase. Clerk to make arrangements for laying down of stone along with one further headstone – see Item 18.04/6.1.
- 10.2. Maintenance: none.
- 10.3. Millennium Yew outside the Cemetery: The Chairman expressed the PCs thanks to Cllr Disney for a good job installing a guard around the yew.
- 10.4. Interment of Ashes and Burial in April 2018: Interment of ashes took place in existing plot on 9.4.18 and burial in previously purchased plot on 25.04.18. Payment for both received in advance.
- 10.5. Permission to erect a Memorial Stone: Shepherds have received a quotation from the PC for £160.00 to erect a memorial stone, reviewed and approved by the Chairman and Vice-Chairman.

#### 11. Payments and Accounts:

- 11.1. Bank Balances at 31<sup>st</sup> March 2018:
- 11.1.1. Yorkshire Bank a/c: £6,720.14 as per bank (£5,883.56 after cheques cleared & invoices paid).
- 11.1.2. Melton Mowbray Business 100 Day Notice a/c £10,110.13.
- 11.1.3. Cash flow prepared, transfer of funds of £2,000.00 from YB to MMBS accounts agreed.
- 11.2. 18.4/7.1.1 Bank charges on Yorkshire Bank account: Charges of £7.70 charged in error in March have now been refunded by YB along with £6.40 charged in April, wrong code applied to the account.
- 11.3. Payments received in April:

Date of Invoice	Name	Details	Notes	Total Amount £
10.04.18	S.K.D.C.	Precept £4,731.55 & Council Tax Support Grant £68 for 2018/19	As in Budget and claimed (less £0.45)	760.23
18.04.18	Robert Holland Funeral Directors	Interment of Ashes Mr M.T. Earl	Invoice 200633	130.00
22.04.18	Townsend Moore Funeral Services	Burial of Mrs P. Meads	Invoice 200635	130.00

11.4. Invoices due for payment for April at May meeting: Cheques signed by the Chairman and Cllr Clark:

Date of Invoice	Name	Details	Date & Minute No. of Approval	Net Amount £	VAT £	Total Amount £
30.04.18	Colsterworth & District Parish Council	Community Cleaner: April 2018 (including emptying of 4 dog bins @ £2.50/bin/2 x month	6.10.14 Page 2091 Item 8.6. Includes increase in minimum wage as in Budget	121.93		121.93

Signed: ..... Chairman

Date .....

30.04.18	Community Lincs Insurance Services	Insurance 1.6.18 – 31.05.19 2 <sup>nd</sup> year of 3 year long term undertaking	3.5.17 Page 2153 Item 8 & Item 7 above	257.85		257.85
30.04.18	Skillington Parish Council	Transfer to MMBS 100 Day Notice account	Item 11.1.3 above.	2,000.00		2,000.00

11.5. Internal Audit – annual accounts to 31<sup>st</sup> March 2018: Internal audit was carried out 03.05.18. Annual Governance Statement to be completed and approved by Internal Auditor prior to and presented at next meeting.

**12. Clerk's Report:**

- 12.1. 18.01/9.1 Felled Lime tree in Churchyard – damage to stone wall: Mike Smith responsible for hard landscaping at SKDC has apologised for the delay caused by the contractor being behind schedule due to the weather and advised that the work will be carried out as soon as possible.
- 12.2. 18.4/4.1 Blocked drains in the village: Three drains have been reported to Highways in: The Square, Park Lane and Church Street – the drain in Church Street requires clearing of earth and debris and has been assessed and immediate action by SKDC will not be taken, remaining responses still awaited. The Clerk to email response to SKDC and copy Cllr Adams concerning the problem with the drains around the village and also advise that the Chairman will meet them if required.

**13. Matters to be discussed at this meeting:**

- 13.1. Heavy and late-night traffic due to commercial vehicles: discussed previously when agenda taken out of order.

**14. District and County Councillor's Reports:** Cllr Adams advised that the backlog of pothole jobs are expected to be caught up by the end of September and that improvements are being seen. He reminded the PC about the need for responses to the review of Bridle Paths and Rights of Way and discussed the Community Speedwatch scheme and Planning changes by the Government. An email survey received from Barrowden PC regarding ending the division of responsibility between planning bodies and building control was discussed and it was agreed that the Chairman would respond on behalf of the PC.

**15. Any matters arising at the discretion of the Chairman:**

- 15.1. A Lorry load of gravel dropped by the telephone mast on Crabtree Road was raised as an issue by Cllr Grindey: PCSO Stuart Bowden advised that he would follow this up and asked to be informed if it continues to be a problem. He informed the PC that there was a reliance on the community to contact him with any issues and that he can be reached via the 101 non-emergency number, the Chairman thanked PCSO Bowden for attending the meeting.

**The meeting closed at 8.55pm**

**The next meeting of the Parish Council will take place at 7.30pm on Monday 4<sup>th</sup> June 2018 at Skillington Village Hall.**

Signed: ..... Chairman

Date .....