

Redbourne Parish Council Minutes

Minutes of the Redbourne Parish Council Meeting held at 8pm on Tuesday, 1st May 2018
at St Andrews Church, Redbourne.



Present: Cllr Lurie (Chair), Cllr Muggleton, Cllr Carr, Cllr Randle, Cllr Stevenson & Cllr Wainwright.

Also Present: Parish Clerk - Neil Taylor-Matson
2 members of the public.

Public Comment

No issues were raised.

Cllr Lurie opened the meeting.

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- 1805/01** Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office
Cllr Lurie was nominated as Chairman and the motion was carried.
RESOLUTION: Cllr Leon Lurie was elected as Chairman for 2018-19 and signed the Declaration of Acceptance of Office.
- 1805/02** Election of Vice – Chairman and to receive the Vice-Chairman's Declaration of Acceptance of Office
Cllr Muggleton was nominated as Vice-Chairman and the motion was carried.
RESOLUTION: Cllr Mary Muggleton was elected as Vice-Chairman for 2018-19 and signed the Declaration of Acceptance of Office.
- 1805/03** Election of Committee Representatives
- Play Area Weekly Inspections – **Cllr Stevenson was elected as representative.**
 - Police NATS representative – **Cllr Wright was elected as representative.**
 - Flood/Snow Warden – **Cllr Carr was elected as representative.**
 - Internal Auditor – **Richard Dixon was elected as Internal Auditor.**
 - Two voting delegates to attend the ERNLLCA District Committee – **Cllrs Lurie & Muggleton elected.**
 - Personnel Committee – **Cllrs Lurie, Muggleton and Wright elected as representatives.**
- 1805/04** To review and approve Standing Orders and Financial Regulations
RESOLUTION: That the Standing Orders and Financial Regulations are approved.
- 1805/05** To review and approve the Asset Register
RESOLUTION: That the Asset Register is approved with the format to be amended in line with Internal Audit recommendations.
- 1805/06** To review and approve the Financial and H & S Risk Assessment
RESOLUTION: That the Risk Assessment is approved.
- 1805/07** To review and approve the Complaints Procedure
RESOLUTION: That the Complaints Procedure is approved.
- 1805/08** To review and approve the procedure for handling requests made under the Freedom of Information Act 2000
RESOLUTION: That the procedure for handling FOI requests is approved.
- 1805/09** To review and approve the procedure for handling the Data Protection Act 1998
RESOLUTION: That the procedure for Data Protection is approved.
- 1805/10** To review and approve the Community Emergency Plan
RESOLUTION: That the Community Emergency Plan is approved.
- 1805/11** To review and approve the Equal Opportunity Policy
RESOLUTION: That the Equal Opportunities Policy is approved.
- 1805/12** To review and approve the Co-option Policy
RESOLUTION: That the Co-Option Policy is approved.
- 1805/13** To review and approve the Personnel Committee Terms of Reference
RESOLUTION: That the Personnel Committee Terms of Reference is approved.
- 1805/14** To review and approve the Disciplinary & Grievance Procedure
RESOLUTION: That the Disciplinary & Grievance Procedure is approved.

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- 1805/15 To review and approve the Child Protection Policy
RESOLUTION: That the Child Protection Policy is approved.
- 1805/16 To review and approve the Vulnerable Adult Policy
RESOLUTION: That the Vulnerable Adults Policy is approved.
- 1805/17 To review and approve the Reserves Policy
RESOLUTION: That the Reserves Policy is approved.
- 1805/18 To adopt the Annual Return Assertions pro forma Policy
RESOLUTION: That the Annual Return Assertions pro forma is adopted.
- 1805/19 To set out the dates of the ordinary Parish Council Meetings for 2018/19
RESOLUTION: Meetings to continue to be held on the first Tuesday bi-monthly with the first meeting for 2018-19 recorded as 1st May 2018 and the next as 3rd July 2018.
- 1805/20 To confirm all Councillors have reviewed their Register of Interests and for all Councillors to sign Declarations of Acceptance of Office
RESOLUTION: That all Councillors review their Register of Interests and that Declarations of Acceptance of Office are signed.
- 1805/21 To resolve that this Council utilizes its powers under the Local Government Act 1972, section 101, to devolve to the Clerk the authority to make decisions on planning applications where:
- The application falls between meetings and it is not possible to obtain from the Planning Authority an extension of time to consider the matter; and
 - The Chairman is unavailable to convene an extra-ordinary meeting or particular circumstances are such that the convening of an extra-ordinary meeting is impractical.

In both circumstances the Clerk shall have authority to respond on the Council's behalf, taking into account the Local Plan; the content of any planning policies; community plan or Neighbourhood Plan adopted by the council; and precedent. Moreover, where it is practicable, the Clerk is to contact ALL Councillors to confirm they are content with the response to the specific Planning Application requiring this action.

This authority will not apply to applications where there are known objections by neighbours; multiple housing development; and new land allocations.

RESOLUTION: That this Council utilizes its power to devolve the Clerk the authority to make decisions on behalf of Redbourne Parish Council.

- 1805/22 Apologies for absence
Apologies for absence were received from Cllr Wright and all three Ward Councillors, Cllr John England, Cllr Trevor Foster and Cllr Neil Poole.
- 1805/23 Declaration of Interest
- Cllr Wainwright declared an interest in Item 1805/32 a – accounts for payment.
 - No dispensations were sought or granted.
- 1805/24 Minutes of Previous meeting
RESOLUTION: The Minutes of the Parish Council meeting held on 6th March, 2018 were approved and signed as a true and correct record.
- 1805/25 Clerk's Report
- Clerk to continue to raise issues over the surface of village roads and concerns about the drainage between the roundabout at Redbourne Hall and the Red Lion – monitoring continuing.
 - Clerk to chase up works at Vicarage Lane with NLC – date of works confirmed as June/July.
 - Clerk to continue to chase up Community Heartbeat re BT Kiosk. Agenda item.
 - Clerk to chase up works to the trees at the Green and Play Area – NLC have started works and felled the identified trees on the Green, they will return to grind out the stumps at a date to be confirmed, this is due to their requirement to hire a stump grinder at best value.
 - Clerk to contact Biomass to request that the Welton Aggregates logo is included on the information sheet about the Fire Engine Project – amendment received for approval.
 - Clerk to approach North Lincs Council about insurance cover for volunteer litter pickers – information received confirming that as long as the relevant risk assessments are completely accurately and returned to NLC prior to the event, insurance is place for all volunteers.
 - Clerk to notify Lawn N Order as successful with their tender and arrangement payment schedule – maintenance schedule commenced in March and payment schedule is monthly.

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- h. Clerk to approve play area inspection SLA with North Lincs Council – notified and in hand.
- i. Clerk to cross reference previous fees from Scawby PCC and update councillors – information circulated about the variation on the fees paid to Redbourne Parish Council.

RESOLUTION: That a letter is prepared for Scawby PCC highlighting the costs of the ground maintenance works paid for by Redbourne Parish Council.

ACTION: Parish Clerk

1805/26 Report from Ward Cllrs on NLC issues

The Council received a written reported from the Ward Councillors.

- Vicarage Lane – these works are programmed for June/July
- £225k investment - Normanby Hall to get two new play areas
- Nominate your Community Champion – closing date 30 September 2018
- Special Armed Forces Day planned – 24 June at Brumby Hall Sports Ground, Scunthorpe
- Community Grant pots – encourage groups to apply
- Call connect – 0345 234 3344 – rural bus services continues to be expanded and delivers bespoke rural transport
- LED street lights for Beck Lane Picnic Area, Carr Lane, Ermine Street, High Street, Park Lane, Redbourne Mere, Redbourne Road, St Andrews Close, St Georges Court, The Falconers – all scheduled for September 2018
- New village signage available on request
- Pothole reporting – £15m increased investment in Highways spend over next 4 years
- Plane and Inlay – Vicarage Road, School Lane, Carr Lane and St Andrew’s Close scheduled in the works programme

RESOLUTION: That Call Connect information is placed on the Parish Council website.

ACTION: Parish Clerk

RESOLUTION: That clarification is requested about the omission of Vicarage Lane for the LED street lights programme.

ACTION: Parish Clerk

RESOLUTION: That clarification is sought to confirm the entire lengths of Vicarage Lane, School Lane, Carr Lane and St Andrew’s Close are to be planed and inlaid.

ACTION: Parish Clerk

1805/27 Police Matters / NATs

No update received.

1805/28 Play Area Health & Safety

The playground check sheets for March and April were provided by Cllr Stevenson with a report of no concerns arising. The Clerk thanked Cllr Stevenson for providing the March checks at short notice for the audit work at the beginning of April.

RESOLUTION: That a request is lodged with NLC for clearance around the edges of the tennis courts.

ACTION: Parish Clerk

1805/29 Highways / Footpaths / NLC issues

The Council considered Highways matters within the Parish for the Clerk to take up with NLC.

RESOLUTION: That footpaths towards the north end of the village, including High Street, require cleaning from general build up of detritus, leaves, weeds etc.

ACTION: Parish Clerk

RESOLUTION: That the clearance of the graveyard area near to the vestry door requires strimming of nettles.

ACTION: Parish Clerk

1805/30 Planning

The Council considered the following Planning Applications:

(i) Number: PA/2018/606

Proposal: Planning application to vary condition 23 of WD/2012/1336 to increase the processing tonnage from 35,000 tonnes to no more than 48,000 tonnes per annum of non-waste plant material.

Site: Biomass Facility, Hibaldstow Airfield, Redbourne Road, Hibaldstow, DN20 9NN

Applicant: H Jones, Merlin Renewables Ltd.

RESOLUTION: That the Clerk submits an ‘Objection’ to this application, and makes note of the substantial increase in vehicle movements, issues with the existing irrigation system, detrimental effect on the fabric of the village, odour nuisance and existing issues with the excess speed of tractors and tankers already servicing the plant.

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- (ii) Number: PA/2018/792
 Proposal: Outline planning permission with all matters reserved for residential development
 Site: Carr Lane, Redbourne, DN21 4QZ
 Applicant: Ms Melanie Thompson
RESOLUTION: *That the Clerk submits an 'Objection' to this application, noting the inadequacy of existing foul and surface water drainage, proposed access, lack of information on the number of proposed dwellings and the request from Redbourne Parish Council to be a consulting party for any section 106 agreement.*

1805/31 Parish Projects/Delegate Reports

- a. The Council received updates on the planned works at the tennis courts and decided any actions required. Anglican Water have examined the drain and confirmed there is no damage to it and so the dip in the tennis courts surface is related to surface water and not a collapsed drain. EC Surfacing have been updated with this information and will be carrying out resurfacing as per the agreed specification. Consultation update regarding posters in the Red Lion and online campaigns.
- b. The Council received an update regarding the repair of the BT Kiosk determining actions required. Community Heartbeat have arranged for X2 to replacing the kiosk like for like between 4-11th May.
ACTION: Clerk to notify Cllr Wright so that spare parts can be removed from the current kiosk.
- c. The Council received an update from the Great British Spring Clean events. The events were held on Saturday 7th and Sunday 8th April and were a great success with 27 volunteers including 6 children and 50 bags of rubbish collected.
- d. The Council discussed the In Bloom project utilising the NLC Grant Funding. Cameron Huggins had intended to give a brief overview to the Council of plans for a sculpture but was unable to remain at the meeting until the item was discussed. Cllr Wainwright explained Mer Huggins' enthusiasm for the project and the concept of wheat entwined with poppies to celebrate the farming community of Redbourne but also commemorate the anniversary of the end of World War I.
RESOLUTION: To arrange for works to begin obtaining an invoice from Cameron Huggins prior to July for the works so that the Grant Funding can be applied for.
ACTION: Cllr Wainwright/Parish Clerk

1805/32 Correspondence for Discussion/Decision

- a. The Council discussed the Parish Paths Partnership – costs received / information gathered.
RESOLUTION: To defer this item to the next meeting in July.
ACTION: Parish Clerk
- b. Best Kept Village documents – the Council were offered distribution of the e-newsletter from CPRE.
- c. Ethical Standards Consultation – the Council considered their response to the consultation.
RESOLUTION: That the Clerk responds that Redbourne Parish Council find the current system satisfactory.
ACTION: Parish Clerk
- d. Mycommunityalerts scheme – the Council were notified of information about the scheme from Humberside Police.
RESOLUTION: That the information be placed on the Parish Council website.
ACTION: Parish Clerk
- e. Town and Parish Grant Acceptance letter – the Council were notified of the acceptance letter from NLC.
- f. Clerk request for Wednesday June 6th and Wednesday June 13th as annual leave.
RESOLUTION: That these annual leave dates were approved.

Correspondence for Information

- g. Cameron Huggins enquiry about land at Carr Lane – the Council were notified of the enquiry.
- h. Confirmation of removal of email addresses – the Council were notified that the unused email addresses were removed reducing the bill from Vision ICT from £108.00 to £18.
- i. NALC employment briefing – 2018-2019 National Salary Award – the Council noted the Salary Award.

1805/33 Accounts

- a. The Council approved the monthly accounts for payment.
RESOLUTION: That the accounts be duly paid. ACTION: Parish Clerk

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| 22.03.18 | DD | Tesco Mobile | Clerk's mobile contract | £11.00 |
| 04.04.18 | 01 | Lawn N Order Ltd | Grounds maintenance – St Andrew's | £176.00 |
| 04.04.18 | 02 | Vision ICT | Email hosting | £18.00 |
| 11.04.18 | 03 | L Wainwright | Planter maintenance | £24.99 |
| 11.04.18 | 04 | J Brown | Compost | £10.00 |

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| 11.04.18 | 05 | J Brown | Planting | £37.77 |
| 11.04.18 | 06 | Parish Clerk | SLCC Branch Training – Clerk | £10.00 |
| 19.04.18 | 07 | Npower | Church electricity | £146.18 |
| 23.04.18 | 08 | Tesco Mobile | Clerk’s mobile contract | £12.25 |
| 02.05.18 | 09 | T Carr | Maintenance – oil | £20.69 |
| 02.05.18 | 10 | T Carr | Tennis courts – moss mould algae remover | £28.90 |
| 02.05.18 | 11 | ERNLLCA | Membership renewal 2018/19 | £285.80 |
| 02.05.18 | 12 | Lawn N Order Ltd | Grounds maintenance – St Andrew’s | £176.00 |
| 02.05.18 | 13 | R Dixon | Internal audit | £330.00 |
| 02.05.18 | 14 | Parish Clerk | Salary | £473.17 |
| 02.05.18 | 15 | HMRC | Tax | £89.20 |
| 01.06.18 | 16 | Zurich Municipal | Insurance renewal | £631.02 |

- b. The Council received the Zurich insurance renewal notification for £631.02
RESOLUTION: That the insurance renewal is paid. **ACTION: Parish Clerk**
- c. The Council received the ERNLLCA membership renewal request of £285.80
RESOLUTION: That the membership renewal is paid. **ACTION: Parish Clerk**
- d. The Council considered amendments to the budget with regard to grass cutting SLA costs. The Clerk informed the Council that as the budget was prepared prior to tendering for grounds maintenance contracts, the grass cutting budget would now not be sufficient to cover the year. The Clerk recommend “viaing” the grass cutting, general/grounds maintenance and Subscriptions/SLA categories of the budget into General/Grounds Maintenance & SLAs so that the accounts did not go over budget.
RESOLUTION: That the budget is adjusted to amalgamate Grass Cutting; General / Grounds Maintenance and Subscriptions/SLAs. **ACTION: Parish Clerk**
- e. The Council was notified of, and approved, the Internal Audit report 2017/18.
RESOLUTION: That the recommendations were noted and the Clerk will action them. **ACTION: Parish Clerk**
- f. The Council approved the Annual Governance Statement 2017/18.
RESOLUTION: That the Chairman and Clerk signed the Annual Governance Statement.
- g. The Council approved the Accounting Statement 2017/18.
RESOLUTION: That the Chairman and Clerk signed the Accounting Statement.

1805/34 Minor Items

- a. To take any points from members.
 Cllr Wainwright noted that the seats in the bus stop are dangerous and need replacing.
RESOLUTION: That the seats in the bus stop are reported to NLC for repairs. **ACTION: Parish Clerk**
 Cllr Stevenson suggested that she could organise an event in the Church on a Sunday afternoon called “Village Matters” and invite all residents to come along.
RESOLUTION: That Cllr Stevenson look into organising an event and a small refreshments budget is provided by the Parish Council. **ACTION: Cllr Stevenson**
- b. Matters of correspondence for information which arrived after the agenda was posted.
 The Clerk reported that income had now been received from HMRC for the VAT return (£2,838.37) and NLC for the Precept and Precept Grant (£12,573.00)

1805/35 Agenda Items for the next meeting **Parish Paths Partnership**

1805/36 Next meetings

The Council confirmed the date and time of the next Full Council meeting as being **Tuesday 3rd July, 2018 at 7pm in St Andrews Church.**