

Redbourne Parish Council Minutes

Parish Clerk – Deb Hotson, 79 Top Road, Worlaby, North Lincolnshire, DN20 0NG

Minutes of the Redbourne Parish Council Meeting held at 7pm on Tuesday 4th July, 2017.
at St Andrews Church, Redbourne.

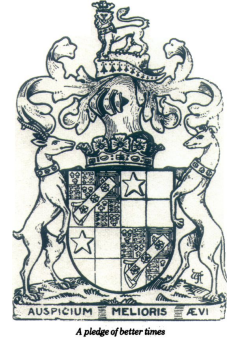
Present: Cllr Carr, Cllr Lurie (Chair), Cllr Randle, Cllr Muggleton, Cllr Wainwright & Cllr Wright.

Also Present: Deb Hotson – Clerk to the Council. Neil Taylor-Matson – Locum Clerk.

Public Comment

Cllr Randle was welcomed on to the Council.

Cllr Lurie opened the meeting.



1707/1 Apologies for absence

Apologies for absence received from Cllr Devan.

1707/2 Declaration of Interest

- a. To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

Cllr Wainwright declared a personal interest in agenda item 1707/13c.

- b. To note dispensations given to any member of the council in respect of the agenda items listed below.

None declared.

1707/3 Minutes of Previous meeting

The Minutes of the Parish Council meetings held on 2nd May, 2017 were approved and signed as a true and correct record.

1707/4 Parish Council Vacancies

To consider applications received for the vacancies, determining actions required.

One application was received and had been circulated prior to the meeting.

Resolved – co-option of Richard Wright back to the Council. Cllr Wright signed the declaration of office and joined the meeting.

1707/5 Clerk's Report

- a. Clerk contacted NLC Conservation Officer with regard to the fire engine station replacement window and soffit. Confirmed no relevant conditions applicable.
- b. Clerk has contacted Vision ICT with regard to the google search on the Councils website. The Clerk has also had the Councils website details uploaded onto the NLC website. This should improve access to the Council website.
- c. Clerk has contacted NLC with regard to the footpath adjacent to the bus stop which had been damaged due to tree roots. This has now been repaired.
- d. Clerk has reported the pot holes on Carr Lane and School Lane. These have not yet been repaired. Clerk to chase.
- e. Clerk has been in contact with NLC and the works order for the installation of a footpath entrance to the children's play area for Vicarage Lane. Due to work load work will not commence on the footpath entrance until autumn 2017.
- f. Clerk has reported the abandoned car locate in the Red Lion car park. Agenda item.

1707/6 Report from Ward Cllrs on NLC issues

To receive a report from the Ward Councillors on North Lincolnshire Council issues.

No Ward Cllrs present and no report received.

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1707/7 Police Matters / NATs

To receive an update verbal / written report from Humberside Police and the NHW representative.

No report received.

1707/8 Play Area Health & Safety

- a. To be notified of the NLC Annual playground inspection determining any actions required.

The report highlighted that no actions were required.

- b. To receive the playground checks sheets and determine if any further actions are required.

Cllr Devan provided the check sheets prior to the meeting – no issues identified.

Cllr Lurie stated that he had been approached with regard to signage relating to the age of children allowed to use the play area. There is no current signage sited on the access from School Lane. This was noted.

The signage needs to be amended to reflect a change in the Clerks details.

1707/9 Highways / Footpaths / NLC issues

To consider any Highways matters within the Parish for the Clerk to take up with NLC.

The cutting of the verge on the south side of School Lane had been missed from the schedule but has been addressed today. When the grass was being cut Cllr Carr asked the operator to trim the weeds adjoining the side of the Beck which they said they would do but in fact this was not dealt with. Clerk to contact NLC. It was noted that the cutting was not as good as last year and some plants in the bed adjoining the entrance to School Lane had been damaged.

In addition, the grass had not been cut to the area of the church yard adjoining the beck running along the side of School Lane. Further the area adjoining the church boundary wall running along the side of Clive Colbert's property requires the bank of nettles and weeds to be regularly strimmed.

The road sweeper requires to be coordinated with the grass cutting so that the grass cutting takes place before the road is swept.

Clerk to contact NLC with regard to the drainage plans for the roundabout to the south end of the village.

Clerk to also report that the street lights are permanently on at the roundabout at the south end of the village.

Clerk to also report 2 loose half pavers to the road level wall to the culvert adjoining the front of the fire engine station.

1707/10 Planning

To be notified of any planning decisions received from NLC and the following planning application received from NLC.

The following decision was received from NLC.

2017/315 – full planning permission granted to convert an existing garage into a self-contained annexe at The Cloisters, Redbourne Park.

The following application received from NLC was discussed by the Parish Council.

2017/854 – planning permission to erect an extension above existing garage and utility space to west elevation and dormer loft conversion and erect a single storey flat roof extension to the south elevation into the rear garden for living and dining along with covered porch area at Perran House, Carr Lane. **Resolved** – no objection or comment.

1707/11 Parish Projects/Delegate Reports

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- a. To receive an update with regard to the conservation of the fire engine determining actions required.

The rendering has been completed to the internal walls of the fire engine station. The lime wash has been ordered and all Cllrs, if free, are welcome to come and join in painting and cleaning the interior of the building.

Once the fire engine station and the fire engine renovation have been completed an Open Day will be arranged. Cllr Wainwright stated that on 19th September it would be 35 years since the fire engine was returned to the village from Normanby Park.

 - a. To consider the revaluation of the fire engine once works have been completed as per recommendation of the Internal Audit.

Clerk to ask Gary Wragg if he could carry out a free valuation.
- b. To receive an update with regard to the children’s play area determining any further actions required.
 - a. MUGA – update.

Cllr Wainwright has applied for a Tesco grant towards the MUGA refurbishment. The grant if obtained would be between £1,000 and £4,000.

The Clerk has submitted a Sport England Grant application.
- c. To consider the adoption of the BT Kiosk from Community Heartbeat Trust determining actions required.

The Clerk has been in constant touch with the Trust who have stated they are waiting for a quote from X2 stressing that this is required by 7th July.
- d. To consider the future constitution of the Gardening Group determining actions required.

Resolved – the Gardening Group will form a Working Group under the auspices of the Parish Council to ensure members are covered under the Parish Councils Insurance Policy.

Cllr Wainwright requested that there is an inspection of the rockery on Vicarage Lane. Cllr Lurie to carry out an inspection.

Cllr Wainwright to contact Ralph Day with regard to providing water via the Parish Councils bowser and trailer. The trailer requires painting and the lights repairing.

Cllr Wright to weed the path within the Falconers and cut the adjoining hedge.
- e. To elect a Police/NATs delegate to attend meetings representing the Parish Council.

Resolved – Cllr Wright to take on the role. Clerk to provide Cllr Wright with NLC Daniel Marsh to register his email for future correspondence.

1707/12 Correspondence for Discussion/Decision

- a. To be notified of the Community Emergency Plan update determining actions required.

Clerk to send the email to Cllr Wright who will look to review the Plan. Clerk to provide Cllr Wright with the contact lists for Hibaldstow Parish Council and Kirton Town Council.
- b. To determine actions required with regard to the invitation to the Kirton in Lindsey Civic Service event scheduled for 24th September.

Item noted.
- c. To be notified of the Time Trail Project proposal from NLC determining actions required.

Resolved – the Parish Council support the project and ask that they are involved in any consultations prior to the boards being installed and the flyers released. Cllr Carr provided a good example of an information board and the Clerk is to send this to NLC to ask for something similar to be considered within the project.
- d. To determine actions required with regard to the ERNLLCA Resolutions to the 2017 AGM.

Item noted.
- e. To be notified of the ERNLLCA/NALC TU Pay Claim 2018/19 determining any actions required.

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Item noted.

- f. To be notified of the Community Energy correspondence determining any actions required.

Item noted.

- g. To be notified of the NLC Licensing Policy – Business Compliance and Support Policy, Taxi Licensing Policy & Animal Welfare Charter Review determining any actions required.

Item noted.

Correspondence for Information

- h. ERNLLCA Newsletters April, May & June 17.
i. Highway updates. Cllr Randle stated that when he was a member of another Parish Council he used an app called ‘up my street.co.uk’ which allowed reporting of highway issues including pot holes.
j. LGC/NALC Survey – responses due 31/05.
k. Fields in Trust – Active Spaces.
l. NLC Community Champion Awards 2017 – nominations.

1707/13 Accounts

- a. To consider membership to HWRCC (Humber & Wolds Rural Community Council).
Resolved – not to join.
b. To consider the correspondence from Seafarers UK with regard to being involved in the Merchant Navy Day.
Resolved – not to purchase a flag.
c. To approve the monthly accounts for payment. See financial report.
Resolved – accounts approved for payment.

09.05.17	8	T Marriott	Fire Engine Project	£5,620.00
09.05.17	9	Zurich Municipal	Insurance renewal	£490.46
09.05.17	10	Vision ICT	Hosted emails - website	£126.00
17.05.17	11	Streetscape	Play area refurbishment – grant funded	£12,636.00
07.06.17	12	L Lurie	Fire Engine Project	£6.25
26.06.17	DD	ICO	Data Protection registration fee	£35.00
26.06.17	13	L R Boulton	Fire Engine Project	£1,695.00
29.06.17	14	Brigg Window & Conservatories	Fire Engine Project	£793.00
04.07.17	15	D Hotson	Salary – June & July 17, transparency funding	£576.40
04.07.17	16	HMRC	Tax – June & July 17	£105.40
04.07.17	17	MD Signs	BKV Plaque	£30.00
04.07.17	18	T Carr	Fire Engine Project	£52.50
04.07.17	19	L Wainwright	Planting	£250.71
04.07.17	200176	J Brown	Planting	£88.93
04.07.17	20	Vision ICT	Web Hosting annual fee	£150.00

1707/14 Minor Items

- a. To take any points from members.
- Cllr Wainwright stated that the PROW School Lane/Little Redbourne needs weeding and the overhanging hedges need cutting back. Clerk to report to NLC.
 - Cllr Wainwright stated that a resident of Hibaldstow who regularly visits and tends to a grave in the churchyard should receive a letter of thanks from Council. Clerk to obtain details and provide to Cllr Lurie.
 - Cllr Wainwright stated that the Gardening Group has some residents carrying out regular watering which is a huge help.

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- The Clerk stated that she had received an email from a Councillor from Waltham Parish Council asking for information on the planters. She was interested in Waltham having the same style of planters. The planters in the village have been made by Cllr Wainwrights husband.
 - Clerk to report to NLC that the Falconers and St George Close which are block paved require weed spraying.
 - Clerk to find out when NLC will be putting down the electronic strips to measure the speed and volumes of traffic passing through the village.
- b. Matters of correspondence for information which arrived after the agenda was posted.
- NLC Community Litter Pick event.
 - Letter received from Cllr Devan providing confirmation that due to work commitments he is unable to attend council meetings until November 2017. He also confirmed he hoped to have a full attendance at council meetings in 2018.
 - Christingle Service to take place at St Andrews Church on 9th December 2017.
 - Rye Harvest – additional traffic movements information has been received from Merlin Renewables.

1707/15 Agenda Items for the next meeting –

- Bank Mandate to be updated.
- New Clerks Contract of Employment.

1707/16 To confirm the date and time of the next meeting as being Tuesday 5th September, 2017 at 7pm in St Andrews Church.

1707/17 To consider the exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the items to be discussed

- Current Clerks' Contract of Employment
Deb Hotson had handed in her resignation due to other work commitments and will leave her post on 31st July 2017.
The Clerk has confirmed with ERNLLCA the requirements for her replacement.
Resolved – Neil Taylor-Matson will be appointed as Locum Clerk for a 6-month probationary period. A contract will be entered into with him by the Council on the existing terms of Deb Hotsons current contract.
The new contract with Neil Taylor – Matson will be reviewed by the Council's Personnel Committee after an initial period of 5 months with a view to his appointment as permanent Clerk/RFO.
Due to the existing computer, software and mobile phone being currently shared between Deb Hotson and her 6 other Council Clerkships, funds will be returned into the Councils Transparency Fund. Deb Hotson will advise the Locum Clerk as to the purchase of a new computer, printer and mobile phone to be used exclusive in connection with his work for Redbourne Parish Council.
Cllr Lurie on behalf of the Council thanked Deb Hotson for her work over the past 5 years in her capacity as Clerk to the Council. All the Councillors present wished her the very best for the future.

The meeting closed at 8.30pm.