

# Redbourne Parish Council Minutes

Locum Clerk – Neil Taylor-Matson, 6 Barley Close, Kirton in Lindsey, North Lincolnshire, DN21 4FF

Minutes of the Redbourne Parish Council Meeting held at 7pm on Tuesday, 5<sup>th</sup> September 2017.  
at St Andrews Church, Redbourne.

Present: Cllr Muggleton (Chair), Cllr Wainwright & Cllr Wright.  
Also Present: Neil Taylor-Matson – Locum Clerk; Ward Cllr Neil Poole

## **Public Comment**

Cllr Muggleton commented on the Tour of Britain cycling event passing through the village earlier in the day and expressed thanks from the Parish Council for the efforts made by members of the public to decorate the village to celebrate the event.

Cllr Muggleton opened the meeting.



---

## **1709/1 Apologies for absence**

Apologies for absence received from Cllr Lurie, Cllr Carr and Cllr Randle.

## **1709/2 Declaration of Interest / Dispensations**

- a. Cllrs Wright and Wainwright declared a personal interest in agenda item 1709/13c.
- b. No dispensations were sought or granted.

## **1709/3 Minutes of Previous meeting**

The Minutes of the Parish Council meetings held on 4<sup>th</sup> July 2017 were approved and signed as a true and correct record.

## **1709/4 Parish Council Vacancies**

- a. The resignation of Cllr Devan was received.
- b. No applications were received. Advertising of the vacancies to continue.

## **1709/5 Clerk's Report**

- a. Clerk has reported the pot holes on Carr and School Lane – response from NLC that pot holes were repaired April and May 2017. Clerk to report continued problems with pot holes on these roads with comment that Cllr Wainwright is willing to meet with a representative of NLC to highlight the issues.
- b. Clerk has reported the abandoned car located in the Red Lion car park – this was recovered by the Police on 16<sup>th</sup> July 2017.
- c. Clerk to organise amendment to signage to Play Area to reflect change in the Clerk's details – MD signs amending at a cost of £23.
- d. Clerk to contact NLC re grass cutting in School Lane and the Churchyard – NLC attended and met with Cllr Lurie & Cllr Wainwright on 07 July 2017 and the works were completed by the afternoon.
- e. Clerk to contact NLC with regard to the drainage plans for the roundabout at the south end of the village – raised and awaiting response. Cllr Wright to forward photograph of one of the blocked drains to the Clerk to assist in raising the issues with NLC.
- f. Clerk to contact NLC to report that the street lights are permanently on at the roundabout at the south end of the village – this was raised with highways and resolved.
- g. Clerk to report 2 loose half pavers to the road level wall to the culvert adjoining the front of the fire engine station – chased up with NLC and now completed.
- h. Clerk to report to NLC the need for weeding and the overhanging hedges needing cutting back on the PROW School Lane/Little Redbourne – NLC responded that remedial measures deemed necessary would be undertaken. Monitoring of this area to continue.
- i. Clerk to report that the Falconers and St George's Court block paving requires weed spraying – NLC responded will be done in due course. Cllr Wainwright requested this to be chased up with additional comment that weed spraying down the Carr Lane area where residents maintain the area is unnecessary and this resource could be diverted and used more effectively to resolve the issues at Falconers and St George's Court.

# Redbourne Parish Council Minutes

Locum Clerk – Neil Taylor-Matson, 6 Barley Close, Kirton in Lindsey, North Lincolnshire, DN21 4FF

Additionally, comment should be made on the marking down of the village in the Best Kept Village competition due to this outstanding work.

- j. Clerk to contact Gary Wragg to request valuation of the Fire Engine – Gary Wragg no longer in his previous position, Deb Hotson and myself have attempted contact with Gary's colleague Steve but received no response. Agenda item.
- k. Clerk to obtain details of the resident of Hibaldstow and pass Cllr Lurie to enable him to write a letter of thanks – Deb Hotson obtained the details of Mr E Brodley and this was completed by Cllr Lurie. Clerk to check with Cllr Lurie if any response was received from Mr Brodley.
- l. 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 – monitoring will be carried out in September, once the schools have returned from their summer break.

## 1709/6 Report from Ward Cllrs on NLC issues

Ward Councillor Neil Poole updated the Council on the following points:

- The Tour of Britain cycling event had today provided a good day for North Lincolnshire, with the turn out and effort shown from towns and villages in the Ridge area excellent and showed commendable community spirit. The idea behind hosting Stage 3 of the Tour was to demonstrate the beauty of the area and promote investment in the area with a four-hour live advertisement broadcasting to an audience of 130 million. Cllr Poole posted the question now is what do NLC do next year to continue the momentum.
- Ofsted returned a report that NLC deemed to be outstanding yesterday and it was important to celebrate these successes.
- NLC are working on changing their ethos from a service provider with statutory duties to a provider of services as a commercial entity. This is a difficult piece of work and required in order to meet the increases expectations of users. Cllr Poole noted that some services will cease and others will develop further with improved levels of service.
- Cllr Poole's role has changed and he has now moved into Asset Management and Adult Learning but will continue to welcome comment from the Parish Council on any issues.
- Cllr Wainwright requested that the collection day for bins in the village is reviewed to align Redbourne Hayes with Redbourne Village – potential resource and cost savings.
- Cllr Wright requested an update on the completion of works on the A15 between the M180 and the Redbourne turnoff. Cllr Poole said he would look into this as he is unsure who the work was tendered to.
- Cllr Wainwright commented on the poorer standard of grounds maintenance received this year and that the village was marked down in the Best Kept Village competition due to this. Cllr Poole responded that NLC feel that they are achieving the 15-day SLA (for high priority areas) but acknowledged that there may have been a dip in service over the past month due to focus on the Tour of Britain preparations. It was also discussed that the exceptionally wet weather over the summer months this year had impacted on maintenance of grass areas but this was in addition to reductions in funding leading to reduced services.

## 1709/7 Police Matters / NATs

No report received from Humberside Police and NATs meeting scheduled for tomorrow.

## 1709/8 Play Area Health & Safety

- a. The playground check sheets for July and August were provided by Cllr Devan prior to the meeting, these were received and no issues identified. With the resignation of Cllr Devan a new volunteer was sought to carry out the weekly checks.

# Redbourne Parish Council Minutes

Locum Clerk – Neil Taylor-Matson, 6 Barley Close, Kirton in Lindsey, North Lincolnshire, DN21 4FF

**RESOLUTION: To approach Cllr Lurie to carry out the checks temporarily through to November when full council will decide on a new volunteer going forward.**

**ACTION: Locum Clerk**

## 1709/9 Highways / Footpaths / NLC issues

Clerk to chase up the continuing issue of pot holes on Carr Lane and School Lane.

Clerk to chase up weed treatment for Falconers and St George's Court block paving and suggest the redistribution of resources from Carr Lane to assist with this.

Clerk to chase up the drainage plans for the roundabout to the south end of the village and request blocked drains are looked at.

**ACTION: Locum Clerk**

## 1709/10 Planning

The refusal of Planning Application PA/2017/854 was noted.

## 1709/11 Parish Projects/Delegate Reports

- a. The Council received an update with regard to the conservation of the fire engine. The restoration work is complete.

An alarm was fitted to the station under devolved authority of the Clerk in conjunction with the Chairman as outlined in the Financial Regulations (4.1) to secure the assets contained.

A decision on the revaluation of the fire engine was deferred to the November meeting so that the relevant personnel may be present.

**ACTION: Locum Clerk**

- b. The Council received an update on progress with grant applications with regard to the children's play area. Decisions on the applications are still to be received.

- c. The Council received an update regarding the repair of the BT Kiosk. Community Heartbeat are still awaiting the insurance assessor. Clerk to continue to chase up.

**ACTION: Locum Clerk**

- d. The council considered the purchase of a noticeboard for St Andrew's Church.

**RESOLUTION: That the Council write to the Parochial Church Council to request that notices are displayed within the village about services at the church.**

**ACTION: Locum Clerk**

## 1709/12 Correspondence for Discussion/Decision

- a. The Council were notified of the Community Emergency Plan update by Cllr Wright. Cllr Wright to make a further amendment removing the details of Cllr Devan and add in contact details for Cllr Randle. Clerk to provide Cllr Wright with a telephone number for Cllr Randle. Cllr Wright to also provide a website version for publication. Approved for finalisation.

**ACTION: Cllr Wright/Locum Clerk**

- b. The Council were notified of the Best Kept Village Results.

Cllr Wainwright commented that the result is fantastic considering only two people have completed the planting and maintenance. Cllr Wainwright had already queried the judges confusion of the Forget Me Not planting with weeds and that the judging had appeared to take place a week earlier than previously notified. Appreciation was expressed for the communities assistance with watering around the village and special mention to Keith Johnson and John Pike for their contributions and efforts to the displays. Cllr Wainwright stated it was very pleasing to win the Best Community Planting and it was good to see more community involvement this year.

**RESOLUTION: That Cllr Wainwright will attend the presentation night on 16/10/2017**

**ACTION: Cllr Wainwright**

- c. The Council were notified of the "Making time for Everyone" GP survey. No action required.

# Redbourne Parish Council Minutes

Locum Clerk – Neil Taylor-Matson, 6 Barley Close, Kirton in Lindsey, North Lincolnshire, DN21 4FF

## Correspondence for Information

- d. ERNLLCA Newsletter July 17 – the Clerk noted the General Data Protection Regulation (GDPR) coming into effect in May 2018 which may impact on the Parish Council with the potential requirement for a Data Protection Officer.
- e. NLC Standards Committee Annual Report 2016/17 – noted. Ward Cllr Poole recommended that Cllrs and Clerks attend free training sessions put on by NLC relating to the Code of Conduct and standards as they receive excellent feedback from them.

## **1709/13** Accounts

- a. The Council were notified of the Annual Return from the External Auditor and noted the comment from the external auditor about publication of information on the Parish Council website as well as a noticeboard. The Notice of Conclusion of Audit and Annual Return are now to be displayed on both the website and noticeboard prior to 30/09/2017.  
**RESOLUTION: The Notice and Annual Return will be displayed as directed.**  
**ACTION: Cllr Lurie/Locum Clerk**
- b. The Council considered membership of Society of Local Council Clerks (SLCC).  
**RESOLUTION: That membership is purchased.** **ACTION: Locum Clerk**
- c. The Council approved the monthly accounts for payment. Cllrs were unable to vote on the matter due to personal interests. Payments to Cllrs were agreed under devolved authority of the Clerk and Chairman as outlined in Financial Regulations 4.1. See financial report.  
**RESOLUTION: That the electricity tariff be reviewed. The accounts be duly paid.**  
**ACTION: Locum Clerk**

|          |    |                    |   |         |
|----------|----|--------------------|---|---------|
| 18.07.17 | 21 | T Carr             | Fire Engine Project                         | £9.99   |
| 19.07.17 | 22 | Locum Clerk        | Transparency fund – computer & phone        | £731.22 |
| 21.07.17 | 23 | R Wright           | Fire Engine Project – paint and materials   | £49.81  |
| 19.07.17 | DD | Npower             | Church                                      | £237.77 |
| 09.08.17 | 24 | R Wright           | Fire Engine Project – key cut               | £6.25   |
| 09.08.17 | 25 | T Marriott         | Fire Engine Project – completion of labour  | £800.00 |
| 15.08.17 | 26 | R Wright           | Fire Engine Project – security lock & alarm | £136.98 |
| 15.08.17 | 27 | L Lurie            | Fire Engine Project – 4 keys for new lock   | £20.00  |
| 22.08.17 | DD | Tesco Mobile       | Clerk's mobile contract                     | £11.00  |
| 05.09.17 | 28 | PFK Littlejohn LLP | External Audit Fee                          | £120.00 |
| 05.09.17 | 29 | Locum Clerk        | Salary - Aug/Sept/Oct                       | £758.58 |
| 05.09.17 | 30 | HMRC               | Tax and NI                                  | £152.82 |
| 05.09.17 | 31 | MD Signs           | Overlay to park sign                        | £27.60  |
| 05.09.17 | 32 | L Wainwright       | Plants/planter                              | £25.47  |

## **1709/14** Minor Items

- Cllr Wright stated that a download of the data from the flashing speed sign should be requested. Clerk to contact Roy Hindmarsh at NLC. **ACTION: Locum Clerk**
- Cllr Muggleton commented that due to the vandalism in Little Redbourne reported by Ralph Day when plant pots were broken and thrown into the beck and the concrete hydrant broken, the relevant authority should be notified of damage to the concrete hydrant. Cllr Lurie to be asked if he knows the authority to contact.

**ACTION: Locum Clerk**

Matters of correspondence for information which arrived after the agenda was posted.

- None received.

## **1709/15** Agenda Items for the next meeting –

- Grounds maintenance contract
- Fire Engine revaluation
- Parish Council water bowser and trailer

# Redbourne Parish Council Minutes

Locum Clerk – Neil Taylor-Matson, 6 Barley Close, Kirton in Lindsey, North Lincolnshire, DN21 4FF

- Lincs Lotto
- Public Right of Way – School Lane/Little Redbourne
- Bank / Mandate set up

**1709/16** To confirm the date and time of the next meeting as being Tuesday, 7<sup>th</sup> November 2017 at 7pm in St Andrews Church.

**1709/17** 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

Bank / Mandate set up – To be deferred to the next meeting due to the time scale in preparing this with the bank. **ACTION: Locum Clerk**

Clerk Contract of Employment – The Council considered the Clerk Contract of Employment.

**RESOLUTION: *The contract was approved and signed.***

The meeting closed at 8.30pm.