

Redbourne Parish Council

Minutes of the Redbourne Parish Council meeting held on Tuesday 7 May 2019 at St Andrews Church, Redbourne.

Present: Geoff Hawley, Lynn Wainwright, Penny Stephenson

Natasha Vick: Clerk to the Council,

Public Comment

There were 2 members of the public present.



The meeting began at 1901

Agenda

- 1905/01 **Election of Chairman and to receive the Chairman's Declaration of acceptance of office**
Lynn Wainwright nominated and unanimously elected as Chair of Redbourne Parish Council
- 1905/02 **Election of Vice-Chairman and to receive the Vice-Chairman's Declaration of acceptance of office**
Penny Stephenson nominated and unanimously elected as Vice Chairperson
- 1905/03 **Election of Committee Representatives**
- Play area inspectors – Penny Stephenson elected as representative
 - Polices NATS representative – Geoff Hawley elected
 - Flood/Snow warden – Geoff Hawley elected
 - Internal Auditor – appointment deferred to future meeting
 - ERNLLCA committee – Penny Stephenson & Geoff Hawley
 - Personnel committee – Lynn Wainwright
- 1905/04 **To review standing orders and financial regulations**
Standing orders reviewed and approved
- 1905/05 **To review and approve the asset register**
Asset register reviewed, amendments made
- 1905/06 **To review and approve the financial and H&S risk assessment**
Financial and Health & Safety Risk Assessment
- 1905/07 **To review and approve the complaints procedure**
Complaints procedure approved
- 1905/08 **To review and approve the procedure for handling requests made under the FOI Act 2000**
FOI handing requests reviewed and approved
- 1905/09 **To review and approve the policy for handling the data protection act 1998**
Data protection policy reviewed and approved
- 1905/10 **To review and approve the community emergency plan**
Carried forward to the next meeting
- 1905/11 **To review and approve the equal opportunity policy**
Equal opportunities policy reviewed and approved
- 1905/12 **To review and approve the co-option policy**
Co-option policy and reviewed and approved

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- 1905/13 To review and approve the personnel committee terms of reference
TOR for personnel committee reviewed and approved
- 1905/14 To review and approve the disciplinary and grievance procedure
Disciplinary and grievance procedure reviewed and approved
- 1905/15 To review and approve the child protection policy
Children protection policy reviewed and approved
- 1905/16 To review and approve the vulnerable adult policy
Vulnerable adult policy reviewed and approved
- 1905/17 To review and approve the reserves policy
Reserves policy reviewed and approved
- 1905/18 To set out the dates for the ordinary Parish meetings for 2019/20
Meetings confirmed for 1st Monday of every other month
- 1905/19 To confirm all councillors have reviewed their register of interest and for all councillors to sign declarations of acceptance of office
No amendments to filed register of interests
- 1905/20 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:
Council agreed to continue the current devolved authority arrangements, as follows;
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.
- 1905/21 To receive apologies for absence
Apologies received and accepted from Cllr T Foster
- 1905/22 To receive declarations of interest
Interest declared regarding payment on accounts for Lynn Wainwright
- 1905/23 To approve minutes of the meeting held on March 5 2019 as a true record
Minutes signed as true record
- 1905/24 To receive the Clerks report
Responses to actions from previous meeting:
1903/04 CCT has requested RPC to reconsider the possibility of locking the gate to prevent vehicular access during darkness hours. They have also requested we look at changing electricity supplier for a cheaper tariff and stated that they would not anticipate offering us a contribution of more than £200 p.a. Npower contract expires on 25/05/19, but will rollover with a 30 day cancellation period. RPC paid Npower £500 last year. Action for Clerk to look into alternative suppliers. Discussed the timing of the timer with the floodlights to see if the time they are switched on can be reduced to save on electricity.

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1903/11 Grass cutting agreement confirmed – maps to be brought to meeting and PROW agreement signed. Discussed getting prices for tender process in 2020. PCC had agreed to fund the grass cutting of the churchyard but not carrying out enough cuts. Council agreed to contact PCC to see if they will make a contribution to the cost of cutting on an annual basis for RPC to carry out. Also discussed Clerk to look into additional funding options for amenity spaces within the centre of a village.
Discussion held regarding Clerk mobile telephone and laptop – agreed to cancel mobile contract and for Clerk to use own mobile and landline number.

1905/25 **Report from ward councillors on NLC issues**

No reports received

1905/26 **Police matters/Neighbourhood Action Team**

No meeting held since previous meeting

1905/27 **Play Area Health & Safety**

Report received – no worsening in the swing movement reporting in March meeting. Framework needs to be repainted or retreated. Agreed to see if grants can be obtained before deciding on action for the play area - carry forward to next meeting.

1905/28 **Highways/Footpaths and NLC issues**

Manhole needs replacing on Redbourne Mere reported, 2/3 towards the A15. Agreed to report again. Drains on main road still overflowing due to blocked drains to be reported again. Gully clearance has not resolved the situation

1905/29 **To consider planning applications** – none received

To receive planning decisions – permission granted under application PA/2019/312 – Kennington Lodge

1905/30 **Parish Projects/ Delegate Reports**

Stump grinding has been completed, thanks to Ralph Day for assisting with this

1905/31 **Correspondence for discussion:**

- a. To discuss correspondence from Gareth Denovan at NLC regarding speed limit review on Redbourne Mere. Response required by 16/05/19 – not applicable to Redbourne, on Kirton in Lindsey side of A15.
- b. To discuss entry into the CPRE Best Kept Village competition – application required by June 22 2019 and agreed to be submitted
- c. Community grant monitoring report – to be followed up at July meeting

1905/32 **Accounts**

- a. To approve the monthly accounts for payment – payment approved per schedule
- b. Confirmation of receipt of Precept payment
- c. To be notified and approve the Internal Audit report 2018/19 and determine any actions required – discussed change in financial regulations which has been recorded.
- d. To approve the Annual Governance Statement 2018/19 – approved by Chairwoman and RFO
- e. To approve the Accounting Statement 2018/19 – approved by Chairman and RFO

1905/33 **Minor Items**

To take any points from members:

- a. Public access sign collapsed down Carr Lane, and council discussed the fact that this has been reported (in November) and no action taken. Clerk to contact NLC and see if repair can be undertaken by RPC
- b. Damaged seat in the bus shelter, agreed for Cllr Hawley to repair
- c. Open Gardens coming up in Redbourne – 20th July for Lindsey Lodge Hospice, agreed to dd details onto RPC website
- d. Councillors agreed to make a note of special thanks to long serving councillors who resigned following the March meeting, thanks for their long-standing support and commitment to the village.

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- e. Councillors agreed that the sitting clerk has reached the end of her probation period successfully and no further mentoring is required

1905/34

Agenda Items for the next meeting

- a. Review tender documents for grass cutting 2019-20 to send out in Autumn
- b. Discuss options for play area funding and develop plan
- c. CEP carried forward to be discussed
- d. Review of applications for Councillors and co-opt if sufficient vacancies

1905/35

Next meetings

To confirm the date and time of the next Full Council meeting as being July 1 2019.

Meeting closed at 2011

DRAFT