

East and West Barkwith Parish Council

Annual Meeting 2019

Minutes of the meeting held at 7.40 pm. on 16th May, 2019, in the Village Hall.

Present: Mr. A. Platt, Mr. C. Wilson, Mr. J. Stamp, Mr. D. Ward, Mrs. T. Brady, Ms. K. Breckons, Mr. C. Fincham and Mr. S. Goodacre.

There were three members of the public in attendance.

All councillors had received their copies of the Acceptance of Office as Councillor forms and these were completed and returned to the clerk before the start of the meeting for counter-signature, recording and filing.

The forms for the Declarations of Election Expenses, and the Declarations of Pecuniary Interests must be returned to the clerk by May 23rd for recording and onward transmission to the District Council.

As a point of order, Cllr. Platt proposed that all electronic devices should be turned off, or at least to silent calling, and kept out of sight to avoid distractions from the business of the meeting. In the event that a matter required an immediate on-line reference, it was always possible for the chairman to pause the meeting while this was done. This was agreed.

The meeting began at 7.45 pm.

988. **Election of Chairman.**

There being no other candidates, Cllr. Andrew Platt was duly elected to serve a further term as Chairman and signed the Chairman's Declaration of Acceptance.

He then asked that members should consider adopting a form of succession plan for use in future years.

989. **Election of Vice-chairman.**

Cllr. Christopher Wilson had expressed the wish to stand down this year. There being no other candidates, Cllr. Jonathan Stamp was duly elected to serve as Vice-chairman and signed the Declaration of Acceptance.

990. **Apologies for absence.**

Apologies were received from Cllr.N. Battell, who was away. These were accepted and approved by those present. The District and County Councillors were also away.

991. **Minutes.**

Minutes of the meeting of 21st March, 2019 had been circulated prior to the meeting. They were approved by the meeting and signed by the chairman.

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992. **Matters arising.**

There were no items on this occasion.

993. **Appointments**

The following appointments were confirmed for a further year:-

Responsible Financial Officer - Mrs. B. Theairs (Parish Clerk)

Parish Council Safety Officer - Cllr. C. Wilson

Parish Tree Warden - Cllr. C. Wilson

The councillors reviewed the list of appointments of representatives and members of the committees and sub-committees. Cllr. Wilson said that he was willing to continue serving on the various committees but that, at the next meeting of each, he would be asking for someone else to take the responsibility of reporting to the council. The chairman proposed a vote of thanks to Cllr. Wilson for all his work and for his continued support and this was carried.

With this proviso, it was agreed by all that most appointments would be retained as for the past year with minor amendments to give the following list:-

Committees

Countryside - Cllrs. C. Wilson, J. Stamp, D. Ward, N. Battell and K. Breckons,
with Cllr. A. Platt to represent West Barkwith and Cllr. C Fincham for Panton.

Play Area - Cllrs. C. Wilson, A. Platt, J. Stamp, D. Ward, K. Breckons and S. Goodacre.

Planning Committee - the whole Council

Representatives

Neighbourhood Watch - Cllr. D. Ward with Cllr. A. Platt to represent West Barkwith and
Cllr. C. Fincham for Panton.

Barkwith Village Hall - Cllr. C. Wilson (who is also chairman of the committee). This will not
change until after the management issue has been resolved.

Barkwith Parish History Group - Cllr. T. Brady with Cllrs. C. Wilson, D. Ward, and N. Battell.

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Other

Web-site Team - Cllrs. N. Battell, T. Brady, (and the clerk) - with Mr. T. Bollan to advise.

Dog Watch Co-ordinator - Cllr. T. Brady.

994. **Correspondence.**

General information and dates - as listed for circulation

Other items:-

East Lindsey had sent an up-date to the Electoral Register showing 4 deletions and one amendment.

Mr. John Wise, the representative of the Lincolnshire Road Safety Partnership is willing to install a stealth method of assessing traffic volume and speeds but needs to know the best position for the radar unit. It was agreed that the Louth Road was presenting the most problems at present, closely followed by the Lincoln Road. In both cases, many vehicles were not responding to the speed limit signs until forced to brake in order to negotiate the sharp bend. They were then accelerating too hard and too soon afterwards. Thus, the first unit could be sited on Louth Road, roughly in line with the penultimate bungalow, and a second, if possible or at a later date, in line with the village hall.

The clerk will pass on these comments for Mr. Wise to set the exact position(s) and a date for the installation.

Children's Links has started a 'Rural Campervan' project to provide a regular visit by the van giving free refreshments, activities and information. Most of the organisation's activities have been targeted at children but this is intended to provide an informal meeting place for all ages.

It was agreed not to register at this stage.

LALC has sent a copy of their Service Level Agreement which gives details of their office hours and the services provided.

East Lindsey has sent confirmation to the Post Office that it qualifies for Rural Rate Relief in relation to the normal Business Rates. Cllr. Ward, as sub-postmaster, explained that this was vital support in keeping the business viable in the village.

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Lincolnshire County Council has sent a reference copy of the Street Lighting Policy, 2019, relating to the efficiency and timings of existing lighting systems and new installations. A copy will be made for Cllr. Wilson as Highways Liaison Officer.

Seafarers UK have sent details of this year's Merchant Navy Day on 3rd September. As well as urging communities to fly the Red Ensign flag on that day, this year they are offering to supply collection tins to gather donations for their work. Cllr. Ward and the Chairman offered to place one in the shop and the garage respectively and the landlord could be asked to have one in the pub. This was agreed and the clerk will contact the organisation accordingly.

995. Planning

a) Applications - There was one application on view at this meeting. Cllr. Breckons declared an interest as owner of the property, and withdrew from the room for the duration of the discussion.

S/044/00717/19 - Runswick, Louth Road, East Barkwith - Extension and alterations to enlarge kitchen and provide hallway, W.C. and attached garage, with an en-suite on first floor. It was agreed to support this application.

b) Decisions - There were two decisions to report.

S/044/00213/19 - Panton House Farm, Church Lane, Panton - Change of use, conversion, extension and alterations to 2 existing farm buildings to provide 2 units of holiday accommodation. This has been granted.

S/044/00220/19 - Land west of Louth Road, East Barkwith - Variation in Plan Numbers (to adjust location of footprint to allow clearer view from drive exit. This has been granted.

996. Reports

a) Village Hall. The comments from the Annual Parish Meeting were noted but there were too few residents present for any definitive proposals at this stage. It was agreed that the Parish Council would be willing to take over the management of the hall once the necessary research and preparations are complete. There will be a further report at the next meeting.

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b) Neighbourhood Watch. Residents are warned to check the security of all buildings as there have been some attempted break-ins and suspicious vehicles in neighbouring villages recently. There have also been reports of a 'naked dog-walker' visiting various villages. However, the main concern is still cyber-crime in the form of on-line e-mail 'scams' purporting to be from reputable organisations and asking for bank details or other sensitive personal information. The genuine organisations do not work in this way and the contacts should be reported to the police fraud section.

c) Play Area. The 'Spring Cleaning' will be done in stages this year, as and when the weather permits. More bark will be needed to top up the surfaces, at an approximate cost of £300, and, possibly, some more sand. This was approved.

d) Countryside Committee. Cllr. Wilson wished to record his thanks to Eric Brady and the team for all their hard work in the village, especially in the Parish Field. There have been many compliments from visitors on how well the village is looking.

The entry forms for the Best Kept Village Competition have been submitted.

Cllr. Brady presented the costs for replacing the 'condemned' barbecue. It has been well used at 5 or 6 regular events each year, plus one or two occasional extras. A similar appliance can be obtained from Wyevale Garden Centre for £299, with a small discount if action can be taken soon. A cover can be made available if there is insufficient room to store it in Cllr. Brady's garage and it has to be kept in the village storage facility.

It was agreed to make the purchase as soon as possible and to use the council's debit card to avoid any delay caused by raising a cheque.

Cllr. Wilson is currently contacting possible suppliers for the materials needed for construction of the owl and bat boxes, in accordance with the recent grant from the District Councillors' Community Fund.

He will present the full details for placing the orders to the next meeting.

e) Dog Watch Co-ordinator. Following Mrs. Walker's move from the village, Cllr. Brady is dealing with all these matters. There have, again, been incidents of fouling in the churchyard. The frequency may indicate a resident animal rather than a visitor but it has not yet been possible to catch the culprit.

The dog-waste bin, opposite the churchyard entrance in Torrington Lane, has been moved to a new position by the small bridge so that it can serve those walking along that end of the lane. The litter bin remains in the original position and can be used for dog-waste as well as general rubbish.

Permission has been obtained to adjust the position of the dog-waste bin on Willingham Road so that the larger farm vehicles can access the field more easily.

f) History Group. Activities continue and further Field Days are being planned. The web-site displays are developing steadily.

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997. Amenities.

a) War Memorial. The winter pansies are almost over but the summer marigolds are ready and will be planted out shortly.

Steve Andrews has been delayed but is hoping to clean the Memorial during early June.

b) Web-site. The web-site is operating well. Additions are being made to the History Section and the Council's Finance section will receive the Annual Accounts documents once this evening's work is recorded and the preparation of the web-site version is complete.

The web-site e-mail system is working well and occasional enquiries are coming through for the clerk to arrange the necessary response.

998. Highways.

The Grass-cutting Agreement has been submitted and the required copy of the Insurance Certificate can be sent as soon as the renewal has been confirmed.

The Ford is working well but the red mower is struggling. It can still be used in areas needing only a lighter cut, but a replacement may have to be considered soon.

The expected work on the Bus Shelters is now planned for June.

Cllr. Breckons had received information on the Community Speed Watch Scheme. There is a one-off £40 enrolment fee and members can claim free speed signs, cut price stickers and the opportunity to buy a speed gun and access a training course in its use. Results are reported to the Speed Watch office for relaying to the Police. They do follow up the reports, especially when there are repeat offenders.

In view of the forthcoming survey by the Road Safety Partnership (see section 994 Correspondence) it was suggested that the council should join the scheme and request some speed signs, but wait for the results of the survey before considering any further action. There was no formal decision but Cllr. Breckons will look for suitable sites for the signs and the clerk will keep members informed.

999. Finance.

a) Receipts - The precept payment has been received £7,350.00
 Received from sale of Metal Scrap - for Play Area £110.54

b) Bills - The following items had been approved for payment on receipt of invoice -

Payee - For	Cheque no.	Net	VAT	Total
Mark Woodcock - for Grass-cutting	000817	£110.00	-	£110.00
Mr. E. Brady - for Paint -	000818	£21.50	£4.30	£25.80
C.P.R.E. - Best Kept Village entry	000819	£18.00	-	£18.00
GoDaddy - Web-site renewals	Direct Debit	£107.76	£21.55	£129.31

Signed by the Chairman

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Bills approved at this meeting -

Star Garage - Mower parts	000820	£109.30	£21.86	£131.16
BHIB - Insurance renewal	000821	£484.91	-	£484.91
S.C. Warren & Co. - Audit Fee	000822	£90.00	-	£90.00
Mark Woodcock - Grass-cutting	000823	£88.00	-	£88.00

As owner of the business, the chairman declared an interest and took no part in the decision on the payment to Star Garage.

Also approved, in principle, for payment on receipt of invoice -

Payment by CARD at Wyevale Garden Centre for Barbecue - £299 less possible discount
 Viking - for ink and stationery supplies as required
 Play Days - for play area bark as described above - approximately £300 last time
 Grass-cutting bills and mower fuel and maintenance.

Also due and approved for payment at the end of June
 Clerk's salary & tax payments - Total £715

c) Asset Lists - The Asset Register - Land, covering the War Memorial, the Parish Field, the Village Green, the Play Area, and, as custodian trustee, the Village Hall and car park has not changed since last year.

The General Register, covering all other property, has been up-dated to show any adjustments over the past year.

Copies of both sections were circulated and approved by the meeting. The Land section will be up-loaded to the web-site as soon as possible.

d) Year End Accounts - The clerk presented the accounts following the internal audit by Ms. Sophy Warren.

There were no comments or queries relating to the figures and the accounts were formally accepted by the council.

Annual Return - It was confirmed that the council's accounts remain within the prescribed parameters for exemption from the full external audit and the certificate was approved and signed.

Signed by the Chairman

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The clerk had prepared copies of the sections of the Annual Return form which needed the council's consideration and drew the members' attention to Section 1 - Annual Governance Statement. Each question was completed and the page was signed, to be recorded under reference 999 (di).

The next section, on Accounting Statements, had been prepared by the clerk and was approved by the meeting and signed, to be recorded under reference 999 (dii).

The exemption form will be posted to the external auditor and the remainder of the Annual Return forms, with the necessary supporting documents, will be assembled in due time for posting on the web-site. The period for public inspection will be set for the required thirty business days from 17th June to 26th July. The appropriate details will be posted on the web-site, as is now the required practice.

1000. Any Other Business.

There being no other business, the meeting closed at 9.10pm.