

East and West Barkwith Parish Council

Annual Meeting 2018

Minutes of the meeting held at 7.20 pm. on 17th May, 2017, in the Village Hall.

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

There were two members of the public in attendance.

The meeting began at 7.20 pm, immediately following the Annual Parish Meeting.

921. 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.

922. Election of Vice-chairman.

There being no other candidates, Cllr. Christopher Wilson was duly elected to serve a further term as vice-chairman and signed the Declaration of Acceptance.

923. Apologies for absence.

Apologies were received from Cllr.N. Battell, who was away, and Cllr. S. Goodacre, who had a family commitment. These were accepted and approved by those present. The District Councillor was also away.

924. Minutes.

Minutes of the meeting of 15th March, 2018 had been circulated prior to the meeting. They were approved by the meeting and signed by the chairman.

925. Matters arising.

There were no items on this occasion.

926. 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

Signed by the Chairman

East and West Barkwith Parish Council

Annual Meeting 2018

The councillors reviewed the list of appointments of representatives to the committees and sub-committees. 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 - Cllr. C. Wilson with Cllrs. J. Stamp, D. Ward, N. Battell and K. Breckons, and with Cllr. A. Platt to represent West Barkwith and Cllr. C Fincham for Panton.

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

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)

Barkwith Parish History Group - Cllr. C. Wilson (who is also chairman of the group) with Cllrs. D. Ward, N. Battell and T. Brady.

Churchyard Maintenance - Cllr. C. Wilson.

Other

Web-site Team - Cllrs. N. Battell, T. Brady, C. Wilson - with Mr. T. Bollan to advise.

Dog Watch Co-ordinator - Mrs. L. Walker - with Cllr. T. Brady as liaison.

927. **Correspondence.**

General information and dates - as listed for circulation

Signed by the Chairman

East and West Barkwith Parish Council

Annual Meeting 2018

Other items -

East Lindsey had sent an up-date to the Electoral Register showing 2 deletions.

Following earlier comments, East Lindsey will continue to send paper copies of consultations on planning applications

Following their taking over from Aon, BHIB has sent the documents for the renewal of the insurance policy. The details and coverage are the same as for the year now ending and the levels are in accordance with needs shown on the council's Asset listings. The premium has been set at £495.36, which is a reduction of £62.13 on last year's figure. Having signed a 3-year contract last year, it was agreed to proceed with the renewal.

It is now some time since the council tried to get an improvement to the broadband service in West Barkwith. Following an e-mail enquiry, OnLincolnshire have stated that a new cabinet has been installed and, subject to their own arrangements with Service Providers, residents should now be able to access faster broadband. The chairman stated that he had made alternative arrangements but agreed to ask other West Barkwith residents for their comments.

St. Mary's Church Committee has written requesting support for the churchyard maintenance and copies of the letter were circulated. The council had been contributing up to £500 each year as a donation from the grass-cutting funds. With the county's revision of the system, this was no longer possible but the council had agreed, instead, to cover the costs of the regular tasks directly.

It was agreed that the clerk should prepare a detailed breakdown of the grass-cutting payments so that a discussion could be tabled at the next meeting. In the meantime, the letter from the church secretary would be acknowledged.

Age UK, East Lindsey, have written to ask for support. It was agreed to follow the usual custom of supporting only those organisations within the parish.

There has been a request from Yorkshire, Humberside and Lincolnshire Circles of Support and Accountability for various form of support for their work in reducing the risk of future sexual offences. It was agreed that this was not a project for this council.

928. **Planning**

a) Applications - There were two applications on view at this meeting. Cllr. Wilson declared an interest in both, in his professional capacity as designer / builder, and withdrew from the room for the duration of the discussions.

Signed by the Chairman

East and West Barkwith Parish Council

Annual Meeting 2018

The chairman declared an interest as owner of the property in the second application and withdrew while it was discussed, Cllr. Stamp taking the chair until his return.

S/202/00838/18 - The Old Rectory, Louth Road, West Barkwith - Erection of a detached building for the secure storage of ground maintenance equipment.
It was agreed to support this application.

S/202/00863/18 - Star Garage, Louth Road West Barkwith - Change of use of former agricultural land. Siting of caravan / mobile home for visiting family and friends.
It was agreed to support this application.

b) Decisions - There was one decisions to report.

S/044/00156/18 - Hollingworth House, Willingham Road, East Barkwith - Outline erection of up to three dwellings.
This has been granted subject to the usual approval of the detailed plans within the given timescale.

c) Lincs Rural Housing Association - The discussion document on affordable housing had been studied by councillors between meetings. The conclusion was one of general support and the hope was expressed that planning authorities might begin to look more favourably on applications for the provision of affordable homes and discourage multiple developments of larger properties.
It was agreed that the clerk should write to this effect.

d) Village projects - There was no report at this time.

929. Reports

a) Village Hall. The installation of the new windows and the insulation measures are now complete. The doors and guttering will receive attention shortly. There will be a meeting of the Management Committee in early June to discuss proposals for adjustments in the kitchen.
The Summer Fete will be held on Sunday, 15th July and any new ideas will be welcome.

b) Neighbourhood Watch. Residents are warned to check the security of outbuildings as there have been some thefts recently. On-line 'scams' have been reported, one claiming to be connected with Virgin Media and asking for bank details, another threatening enforcement by bailiffs for the payment of debts to HMRC. The genuine organisations do not work in this way and the contacts should be reported to the police fraud section.

East and West Barkwith Parish Council

Annual Meeting 2018

c) Play Area. The Spring clean-up has been set for Saturday, 26th May, weather permitting. More bark will be needed to top up the surfaces, at an approximate cost of £300. This was approved. The two new fence posts will also be put in. Mr. Braithwaite has kindly donated some paint for the swings.

There are some new volunteers on the working team and on the committee, which is awaiting information on a grant application to include the moving of the boundary alongside the Village Hall.

d) Countryside Committee. Cllr. Wilson wished to record his thanks to Eric Brady, Colin Poxson and Paul Ballard for all their work in the Parish Field over the winter and early spring. The bluebells are doing well and increasing every year.

Thanks are also due to David Garrad for allowing his verge to grow on, without mowing, so that the cowslips could set seed for collection and replanting.

e) Dog Watch Co-ordinator. There has been an occasional incident of fouling in the churchyard, possibly due to visiting animals, but otherwise all is well at present.

f) History Group. Thanks are due to all who came to the exploration exercise in Surgery Field and in preparing and setting up the exhibits in the church for the Open Weekend. Visitors were impressed and commented on how lucky the parish was to have such an active History Group. It is hoped to look at more fields in this way, as and when the agricultural requirements permit.

930. Amenities.

a) War Memorial. The winter pansies are finally doing well but the summer marigolds are almost ready for planting out.

The proposals for the special Remembrance commemoration had been circulated. There were no further ideas from residents so the outline was accepted and approved.

b) Web-site. The process of the final handover of operations is progressing and there is a scheduled meeting between Mike Burton and Tom Bollan. The web-site operating team will include Cllrs. Brady and Battell but the final details will be settled at the next council meeting.

931. Highways.

There are early indications of some proposed drainage work in the parish. A formal notification and request for any road controls will be made to the authority in due course.

932. Finance.

a) Receipts -	The precept payment has been received	£6,890.00
	The VAT refund has been received	£1,489.23
	Donations for History Group - Field-walking Day	£30.00
	Church Display	£16.05

East and West Barkwith Parish Council

Annual Meeting 2018

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

Payee - For	Cheque no.	Net	VAT	Total
Rase Steel - for Fence Posts fo Play Area -	000773	£22.80	£4.56	£27.36

Bills approved at this meeting -

S.C. Warren & Co. - Audit Fee	000774	£90.00	-	£90.00
Star Garage - Mower parts	000775	£93.84	£18.77	£112.61
Misdrawn - destroyed	000776	-	-	-
Mark Woodcock - Grass-cutting	000777	£99.00	-	£99.00
BHIB - Insurance renewal	000778	£495.36	-	£495.36
C. Wilson - Mower Fuel repayment	000779	£10.01	£2.00	£12.01

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 -

Mike Burton - Web-site transfer fee - approximately £60
 Viking - for ink supplies - to include allowance for flyers - approximately £150
 Play Days - for play area bark - approximately £300

Also due and approved for payment at the end of June
 Clerk's salary & tax payments - Total £715
 Clerk's additional time & tax payment for transparency work - Total £1,243

It had already been agreed that grass-cutting expenses and village hall refurbishment costs (from the grant) should be paid as soon as the invoices arrive.

The bank has asked for confirmation that the current quarterly arrangement for statements should continue. This was agreed.

The clerk has obtained the necessary clarification and the application forms for a debit card on the council's account. It was agreed to prepare the forms and the necessary control arrangements for confirmation and approval at the next meeting.

c) Asset Lists - The overall listing has now been split into two sections.
 The Asset Register - Land covers the War Memorial, the Parish Field, the Village Green, the Play Area, and, as custodian trustee, the Village Hall and car park. This section has to be up-loaded onto the web-site.

Signed by the Chairman

East and West Barkwith Parish Council

Annual Meeting 2018

The General Register covers all other property and has been structured to include replacement values and risk assessments for insurance purposes. This must be available for public scrutiny but does not have to be shown on the web-site.

Copies of both sections were circulated and approved by the meeting. The Land section will be up-loaded 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.

e) Annual Return - The new system of external audit includes all the former documents but no longer requires them to be submitted provided the income and expenditure are within certain limits and the form for exemption can be completed. It was confirmed that the council's accounts are well within the prescribed parameters and the exemption was approved and signed - minute reference 932 e (i).

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 932 e (ii).

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 932 e (iii).

The exemption form will be posted to the external auditor and the remainder of the Annual Return forms, with the supporting documents requested, 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 18th June to 27th July. The appropriate details will be posted on the web-site, as is now the required practice.

933. Any Other Business.

There being no other business, the meeting closed at 8.45pm.