



## SALTFLEETBY PARISH COUNCIL

Web Site: [parishes.lincolnshire.gov.uk/saltfleetbyGroup](http://parishes.lincolnshire.gov.uk/saltfleetbyGroup)

**00536 Financial Matters** – Payments authorised were Warple Press £40 printing of Newsletter, Willsons for notice boards posts £21.60, Louth Town Football Club x 2 Hall Hire for PC meetings £50 & EK £37.50 for Panel Meetings, Clerk & Cllr Training Days LALC £40, LALC this year's subscriptions on next agenda. Clerks Salary & expenses up to date. Letter received from Unity closing the account, both Lloyds accounts now up to date, Nottingham Building Society still require confirmation that Cheryl Warwick to be taken of as signature and replaced by Teresa Bryson p LD s SD all in favour. Book will be updated ready for audit and next PC meeting. Bank signatures will be up dated once Cllr TB has done her ID to the Nottingham BS. Petty Cash Balance is now £33.30 payments for Stamps & photocopying. EK – Salary & expenses for Administrator - closed session. p LD s SH all in favour.

**00537 Planning Applications** – N/145/00479/17 The Gatehouse, Church Lane, Saltfleetby has been withdrawn. p WM s RS all in favour.

**00538 Saltfleetby Primary School** – The application form for the School to be registered as an Asset of Community Value was discussed. It was not clear at the present time that it would be helpful to the Scout Group for the Parish Council to take this forward. However, the Parish Council would be open to further discussion with the Group.

**00539 Grass Cutting** – Invoice was received at the meeting for grass cutting at the church to be authorised at next meeting. Cllr McNally clarified the difference between “amenity grass cutting” and verge mowing. Amenity cutting does not apply to Saltfleetby. The County Council will be responsible for 2 cuts of verge mowing throughout the area as last year. Cllr RAS - Asked if a Tree Surgeon should inspect over hanging trees within two metres of the verge annually. Cllr Harrison said these are not the Parish Councils responsibility.

**00540 Parish Meeting & PC AGM** to be held on Friday 5 May 2017 at 7pm p SH s SD all in favour.  
**Annual Parish Meeting** to be held on Tuesday 30 May 2017 p SC s LD all in favour.

**00541 PC Storage** – Cllr LD offered to give PC a filing cabinet. Consult the Yellow Book with refence to rules on storing confidential documents. p LD s BS

**00542 Archive** – Documents will need to be sorted what PC needs to be kept what needs to be sent to Lincoln, this will be done during the summer months.

**00543 Potholes** – Clerk send emails to highways re the Potholes and North End Lane, Three Bridges Lane and by the School had all be filled in emails had been rec'd back from highways confirming the work carried out. BS reported that Chevron still not been put up at the west end of the village on the bend. Clerk to follow this up.

**00544 Reports from Outside Bodies** – None received.

**00545 Correspondence** – None received.

**00546 Councillors Reports** – Cllr RS - Two Notice Boards are now at the shop and the shop is open from 7am – 7 pm for the summer months also Village Hall funds to be moved (see notes below).

**00547 Village Hall Funds – Jubilee Committee** Cllr Dover explained how the Jubilee Committee had come to be set up, as new Councillors have joined the PC. Clerk to write to Mrs C Warwick to invite her to attend the Annual Parish Meeting to report on the activities of the Jubilee Committee and provide financial information for the previous year. Cllr Dover to approve letter. Cllr Richard Smith said that at the training day

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it was brought to his attention that you can earmark monies for the community and PC can act as a trustee. The Charity Commission will guide the PC if need be.

**00548** Parish Clerks Report – Website Training in Lincoln now completed, attended Finance Training with Cllr LD in Market Rasen which was quite an eye opener and LD will send out some of the information we received to show Cllrs exactly what is involved with PC finances. Clerk is not a Finance Officer and the Yellow Arnold-Baker (which PC’s refer to as their Bible) is very useful indeed. Contract of employment not yet received, Personnel committee to deal with this. Unapproved minutes can be put on the website.

**00549** **Items for the Next Agenda** – PC to review insurance cover, EnergieKontor Minutes, Closure of Nottingham Building Society Account, Bank Statements monthly not quarterly, Responsible Finance Officer and Personnel Officer, Insurance & payment, PC Policies, Grass Cutting, HMRC, slide to be used at meetings for finances, Identity Badges SD to look in this, Dead/unhealthy tree in a private garden. Offer of a resident to litter pick some of the grass verges.

The meeting closed at 9.46 pm. Next Parish Council Meeting Friday 5 May 2017 at 7.00pm

Chairman ..... Date .....

Clerk ..... Date .....