



## Saltfleetby Parish Council



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Minutes of the Saltfleetby Parish Council Meeting held on Tuesday 1<sup>st</sup> May 2018,  
which started immediately after the Annual Parish Council Meeting in the Marshland Community  
Centre

**Present:**

Cllr Dover	LD	<b>Chairman</b>
Cllr Harrison	SH	
Cllr Rick Smith	RS	
Cllr S Clark	SC	
Cllr S Dykes	SD	
C Owen - Clerk		

### **Open Forum commenced at 7.20pm**

There was one member of the public present, Cllr McNally, County and District Councillor.

Cllr McNally reported that there had been a response regarding the Fishmere Gate email and that for Health and Safety reasons, Highways will rectify the issues.

He informed the Council and would like it circulated that if anyone would be interested in running a market stall from 17<sup>th</sup> to 31<sup>st</sup> May at Spilsby, Horncastle or Louth, ELDC are offering 8 days for the price of 4 days including public liability insurance. Anyone interested should go to [www.eastlindsey.gov.uk/markets](http://www.eastlindsey.gov.uk/markets).

Cllr McNally left the meeting at 7.23pm.

### **Statutory proceedings commenced at 7.23pm**

**00779** Apologies for absence – Apologies from Cllr Stapleton and Cllr Robin Smith have been received and approved.

**00780** Minutes of the Parish Council Meeting held on 6<sup>th</sup> March 2018 had been circulated with requested amendments. It was resolved to accept the minutes, p SD, s RS. The minutes were duly signed by the Chairman. Minutes of the Parish Council Meeting held on 3<sup>rd</sup> April 2018 had been circulated. It was resolved to accept the minutes, p SC, s RS. The minutes were duly signed by the Chairman.

**00781 Declarations of Interest** – SH declared an interest in Item 6 – planning application.

**00782 District/County Councillor Reports** – Cllr McNally presented at the beginning of the meeting in the open forum.

**00783 Councillor Vacancies** – No requests for co-option onto the Parish Council for the four current vacancies.

**00784 Planning Application** – Application reference N/145/00677/18, Nueholme, Main Road, Saltfleetby, Louth, LN11 7TP - Erection of a barn to house cattle.

SH left the room.

The planning application was considered and it was unanimously agreed to make no comment.

**00785 GDPR** – It was resolved to accept the Data Protection Policy, Data Breach Policy and Records Retention Policy as adopted policies, p SD, s RS.

**00786 EK Wind Farm Fund Application Forms** – After discussion it was resolved to adopt the new application forms for >£250 and Individual Bursary applications and the new Application Guidelines document, p RS, s SC.

**00787 EK Wind Farm Fund** – Applications under £250 to be considered. It was resolved to discuss these in closed session after the Parish Council Meeting has concluded, p SH, s SD.

**00788 Financial Matters –**

a. Accounts to be paid/authorised

- Clerk's salary and expenses for April 2018 including HMRC payment. It was resolved to authorise these payments p SC, s SD.
- LALC invoice for training courses – Clerks Finance Course on 7th March 2018 inv 8177 for £10; Clerks VAT/HMRC course on 21st March 2018 inv 8201 (this has already been paid on 3rd Apr 18) for £10; New Clerks Course for non-attendance on 14th March 2018 for £8.
- Electrical works to connect the defibrillator at Prussian Queen – cheque re-written as cheque payable was incorrect (made out to LES and should be D Parrinder) for £165
- Louth Town Football Club inv 20180403 for hire of the Marshlands Community Centre for 12 meetings 2017/18 for £50
- Willson's Glass Framing Timber Ltd for wood for shelving in Marshlands Community Centre for storage for £54

It was resolved to authorise all above payments, p RS, s SC.

b. Monthly Councillors Report – For the month up to April 2018 was presented by the Clerk to the Council. It was resolved to accept the report, p SH, s RS.

c. Bank Reconciliation and Income & Expenditure Report to 31<sup>st</sup> March 2018 – was presented by the Clerk to the Council. It was resolved to accept the report, p SH, s RS.

d. Appoint Internal Auditor for accounts 2017/18. After discussion it was resolved to appoint J Cooper, p RS, s SC.

e. Registering for Internet Banking at Lloyds Bank – this item will be deferred to the June agenda.

f. Age UK Lindsey – Council considered a donation and resolved not to support and make a donation due to there being numerous shops all over the County, the charity make a charge for their services, p SH, s SD.



**00789 EK Financial Matters –**

a. Accounts to be paid/authorised – Administrators salary for April 2018. It was resolved to authorise for payment, p SD, s SC.

b. Bank Reconciliation and Income & Expenditure Report to 1<sup>st</sup> April 2018 were presented by the Administrator to the Council. It was resolved to accept the report, p RS, s SD.

**00790 BT Telephone Kiosk Disconnection** – to be on the June agenda.

**00791 St Clements** – Risk Assessment is required for the grass cutting contractor. The Clerk to draft and bring to June meeting. The lych-gate to be on the June agenda.

**00792 Minute Reporting** – It was discussed and resolved to shorten the minutes, p SH, s RS.

**00793 Waste Strategy Document** – There was a discussion and it was decided that there were no comments to make on the content of the document.

**00794 Reports from outside bodies** – None.

**00795 Correspondence** – Letter from Jubilee Committee was discussed. The Clerk is to respond and add this item to the June agenda as this was received too late to add to this agenda.

**00796 Councillor Reports** – It was reported that Council had received confirmation that the distance that EMAS will inform of a defibrillator is 500m from the casualty due to there being a safeguarding issue and this will not be reviewed.

It was discussed that Mr Crombleholme from Bridge McFarland Solicitors, will be contacted for an update regarding the Marshlands Community Centre.

Cllr Robin Smith (RoS) entered the meeting at 9.17pm

There was a report that the options for the speed signs/guns are;

- Pay someone to put up and take down the speed signs
- Purchase a tripod for speed signs and then have volunteers to man them
- Purchase speed guns and have volunteers to use them

This will be put to the village at the Annual Parish Meeting for decisions by the residents.

It was reported that the Councillors Training Day on 17<sup>th</sup> April was useful and the main points that need reporting back are:

- The Council require a Grants and Donations Policy
- DPO for the GDPR – Clerk to contact LALC
- Must see the insurance for all contractors used by the Council
- The Council require a Communications Policy
- The Council to have more detailed dispensation policy in place

**00797 Parish Clerks Report** – SCP scale points have been reviewed with the annual pay increment received from LALC/NALC.

**00798 Items for the Next Agenda:**

- <£250 EK application simplification of documents to be reviewed plus relevant guidelines
- Further update on Legal advice regarding Marshlands Community Centre
- Internet banking update
- Asset Register review
- Risk Assessments
- BT Telephone Box update
- St Clements Lych-gate update/quotes

The meeting closed at 9.33pm. Next Parish Council Meeting Tuesday 5<sup>th</sup> June 2018 at 7.00pm

Chairman

Date 5<sup>th</sup> June 2018

Clerk

Date 5/6/18