



Saltfleetby Parish Council

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Minutes of the Saltfleetby Parish Council Meeting held on Tuesday 5th June 2018,
which started at 7pm at the Marshland Community Centre

Present:

Cllr Dover	LD	Madam Chairman
Cllr Harrison	SH	
Cllr Rick Smith	RAS	
Cllr Stapleton	BS	
Cllr S Dykes	SD	
Cllr Robin Smith	RS	
C Owen - Clerk		

There were no members of the public present at the meeting.

Statutory proceedings commenced at 7.00pm

00799 Apologies for absence – Apologies from Cllr Clark have been received and approved. Also noted that Cllr McNally has sent his apologies.

00800 Minutes of the Parish Council Meeting held on **1st May 2018** had been circulated. It was resolved to accept the minutes, p SH, s SD. The minutes were duly signed by the Madam Chairman.

00801 Minutes of the Annual Parish Council Meeting held on **1st May 2018** had been circulated. Correction made to the Madam Chairman's initials at the beginning of the minutes. It was resolved to accept the minutes, p SH, s RAS. The minutes were duly signed by the Madam Chairman.

00802 Minutes of the EK Funding Panel Meeting held on **17th April 2018** had been circulated. It was resolved to accept the minutes, p SH, s SD. The minutes were duly signed by the Madam Chairman.

00803 **Declarations of Interest** – None.

00804 **District/County Councillor Reports** – Cllr McNally was not present.

00805 **Councillor Vacancies** – No requests for co-optation onto the Parish Council for the four current vacancies.

00806 **Planning Applications** –

- a. Application reference N/145/00924/18, St Clements Church, Main Road, Saltfleetby, Louth, LN11 7TP - Planning Permission – Change of use, conversion of, extension and alterations to the existing former church (which is a listed building) to provide 1no. dwelling, erection of a boundary fence and entrance gates to the maximum height of 1.5 metres and erection of an outbuilding.

LD

b). Application reference N/145/00925/18, St Clements Church, Main Road, Saltfleetby, Louth, LN11 7TP – Listed Building Consent – Conversion, extension and internal and external alterations to the existing former church to provide 1no. dwelling.

The above were considered and it was unanimously agreed to support, in principle both the planning application and the listed building consent in order to see St Clements Church secured for the future after being empty for so long. However, the Council raised the following concerns and these will be noted as comments on the planning website:

1. It is not clear from the plans how far the new boundary is from the lych-gate (should be 1m) for the public to be able to access the footpath and lych-gate.
2. Have the County Council consulted with the Public Rights of Way Authority/Local Access Forum?
3. The Council feels that the proposed materials to be used for the outbuilding are not in keeping with the church setting and would prefer materials used to be in keeping with the church.
4. Have the applicants contacted the War Graves Commission for the 2 Seaman's graves located at the front of the site?

The above was resolved, p. SD, s. SH.

00807 GDPR – It was resolved to accept the Subject Access Request and Security Compliance Checklist as adopted documents, p SH, s RS. The Data Map will be discussed at the meeting in August.

00808 Risk Assessments – to be added to the July agenda.

00809 Statutory Documents – The Clerk reported that the Standing Orders need to be revised and this will be presented as draft at the next meeting. The Financial Regulations will be update once the internet banking has been completed.

00810 EK Wind Farm Fund Application Form – After discussion it was resolved to adopt the new application form for up to £250 with some slight amendments, p RAS, s BS.

00811 Financial Matters –

a. Accounts to be paid/authorised

- Clerk's salary and expenses for May 2018 including HMRC payment
- Clerk's additional expenses; purchase of MFC-J6930DW Multi-Function Printer A3/A4 for £195.60 (incl VAT); purchase of replacement inkjet ink and USB cable for new printer of £95.07 (incl VAT); purchase of replacement keys for the second hand filing cabinets from Fastkeys for £13.24 (incl VAT)
- Insurance Premium payment for £330; this is a 3 year long term agreement with Inspire – approval only required
- P.P.Garden Maintenance for Inv PPGM20171444 for March cutting at St Clement's Churchyard for £40
- LALC invoice for Councillor Training Day on 19 April 2018 4 x lunch @

£8.50pp – inv 8303 for £34

- Louth Town Football Club inv 20182205 for hire of the Marshlands Community Centre for Annual Parish Meeting and refreshments on 22 May 2018 for £60

- J Cooper - Internal Audit invoice for £45

It was resolved to authorise all above payments, p RAS, s SD.

b. Monthly Councillors Report – For the month up to May 2018 was presented by the Clerk to the Council noting that the previous years' spend needed amending to reflect payments and receipts accounting system rather than an accrual based system. It was resolved to accept the report and that the adjustments will be made for June's report, p RAS, s BS.

c. Bank Reconciliation and Income & Expenditure Report to 30th April 2018 – was presented by the Clerk to the Council. It was resolved to accept the report, p RS, s SD.

d. Annual Internal Auditor report for accounts 2017/18. Section 1 Annual Governance Statement & Section 2 Accounting Statements. These both make up the Annual Governance and Accountability Return 2017/18 (Part 2)

After discussion it was resolved to approve the above accounts statements and documents, p SH, s RAS.

e. Registering for Internet Banking at Lloyds Bank – this item will be deferred until all current bank mandates have been resolved.

f. Donation to Saltfleetby Community Association for filing cabinets as per request of Mr. John Martin – Council considered and resolved to make a donation of £50 to the SCA for Mr. Martins generous gift, p BS, s RAS.

g. Purchase of shredder to comply with GDPR approx. £36; purchase of a wireless mouse for use with the laptop up to £10 in value. It was resolved to approve these purchases, p.SD, s. BS.

00812 EK Financial Matters –

a. Accounts to be paid/authorised

- There is no salary for the Funding Administrators for May 2018.

- Louth Town Football Club invoice 20180417 for hire of Marshlands Community Centre for EK Funding Meeting 2.5hrs @ £15ph on 17th April 2018 for £37.50.

b. Bank Reconciliation and Income & Expenditure Report to 1st May 2018 were presented by the Administrator to the Council.

It was resolved to accept the above payment and the report, p RAS, s SH.

00813 BT Telephone Kiosk Disconnection – BS to inform the Clerk when the removal will take place and the surveyor will be informed.

00814 St Clements – The lych-gate is to be deferred to the July agenda.

00815 Reports from outside bodies – None.

00816 Correspondence –The Clerk had received the renewal information for the Footpaths Association and this will be added to the July agenda for approval.

00817 Councillor Reports –

Legal advice for Marshlands - It was reported and discussed that Mr. Crombleholme from Bridge McFarland Solicitors had suggested a lease hold agreement on Marshlands Community Centre. It was resolved to invite Mr. Crombleholme to discuss options in more detail, p. BS, s. SD.

Village Signs – there are no further updates since the Annual Parish Meeting. It was reported that there is a need of more expertise for the designing of the new signs using specific software. It was resolved to get a quote for this work.

Acoustics in the Marshlands Community Centre – this item is on hold until more is known on the Old Village Hall Funds.

Speed Signs – It was reported that due to there being little feedback at the APCM this will be an item on the Village Newsletter. The issue of parking on Main Road over-night will also be raised in the Village Newsletter.

It was reported that the village used to have a village website and that there may be interest in starting this up again.

It was reported that a vehicle went off the road just outside the village (Manby end, just past the s-bend) and this left a large dip in the roadside verge. The clerk is to report this on the LCC Highways portal.

00818 Parish Clerks Report – Nothing additional to report.

00819 Items for the Next Agenda:

- Internet banking update
- Asset Register review
- Risk Assessments
- BT Telephone Box update
- St Clements Lych-gate update/quotes
- Responding to planning applications

SD gave her apologies in advance for the meeting on 3rd July.

The meeting closed at 9.55pm. Next Parish Council Meeting Tuesday 3rd July 2018 at 7.00pm

Chairman



Date

3rd July 2018

Clerk



Date 3/7/18