

CARLTON LE MOORLAND PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 9th September 2020 via Video Conferencing

Minute		Action
	<p>All were welcomed to the September meeting of the Parish Council which was being held via Video Conferencing due to the Covid-19 restrictions.</p> <p>The meeting had been advertised on the village website, noticeboard and on social media, and County Councillor Marianne Overton and District Councillor Mary Green joined the meeting.</p> <p><u>REPORT FROM DISTRICT AND COUNTY COUNCILLORS</u></p> <p>The District Council had been sending regular electronic newsletters updating parishes on all matters.</p> <p>Cllr. Mary Green was provided with an update regarding the fly tipping surveillance at Brigg Lane. The Boundary Commission consultation was discussed, and she encouraged the Council to submit comments.</p> <p>Cllr. Marianne Overton had forwarded her newsletters/information to Parish Council. She confirmed that Highways had made progress with the list of work carried out in her parishes over recent weeks. The Chairman noted that it appeared that only small, immediate jobs had been carried out and little had been done in the village. Other matters mentioned were the Boundary Commission changes and the possibility of a Unitary Authority for Lincolnshire.</p> <p>There were no other questions.</p> <p>THE COUNCIL THEN MOVED INTO FORMAL SESSION</p>	

CARLTON LE MOORLAND PARISH COUNCIL

9th September 2020

Minute		Action
53/20/20	<p><u>PRESENT AT THE MEETING</u> Cllrs. J. Hutchinson, A. Sceeny, F. Jacques, E. Surphlis, D. Cook, Cllrs M. Overton and M. Green and the Clerk.</p>	
54/20/20	<p><u>APOLOGIES FOR ABSENCE</u> There were apologies from Cllrs. J. Clarke and R. Garland.</p>	
55/20/20	<p><u>DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND OUTLINED IN THE COUNCILS CODE OF CONDUCT</u> Cllr. Hutchinson declared an interest at item 7 – Pond area and item 9 Allotment matters, Cllr. Cook declared an interest at item 9 Allotment matters, Cllr Jacques declared an interest at item 9 Allotment matters and Cllr. Sceeny declared an interest at item 6 Village Hall and item 9 Allotment matters.</p>	
56/20/20	<p><u>TO APPROVE THE NOTES OF THE PREVIOUS MEETING</u> The minutes of the last Parish Council meeting on 8th July 2020 were proposed by Cllr. Jacques seconded by Cllr. Surphlis, and agreed by the members to be a true record.</p>	
57/20/20	<p><u>MATTERS TO BE DISCUSSED IN CLOSED SESSION</u> There were no matters to discuss.</p>	
58/20/20	<p><u>MATTERS ARISING FROM THE MINUTES</u> There were no matters arising.</p>	
59/20/20	<p><u>VILLAGE HALL MATTERS</u></p> <p>1i) Development and Building Issues There had been issues with the Nest system and the electrician had be to review the settings. The defect work had been completed during August and the final invoices had been received for payment. Cllr. Hutchinson would contact MCL Energy with regards to upgrading/expanding the heating element of the cooling system.</p> <p>ii) Lottery Funding – Cllr. Hutchinson would seek further advice from Evolution Design regarding the costs to construct a brick-built store at the rear of the hall. It was agreed that Cllr. Sceeny would deal with the provision of the metal gate at the rear of the hall, and other items including racking for the green room, hand towel dispensers, sanitiser and dispensers.</p> <p>2. Any Other Village Hall Matters</p> <p>i) Re-opening of the hall – the Council agreed in principle to re-open the hall subject to compliance with the new Government guidance issued that day which was due to be published on 14th September. There were a number of requests for hall hire from exempt groups. Cllr. Sceeny had drafted some Covid-19 conditions for hire of the hall and these were accepted by the Council.</p> <p>ii) Maintenance General – it had been noted that the side and rear outside lights of the hall had been taped up, which has now been removed: There had been no recent complaints reported about the light intensity. Shutter maintenance – it was agreed that this was not required at this time.</p> <p>iii) Window Cleaning – the outside windows had been cleaned every 8 weeks. The Council decided that the inside windows may be done in the coming months (£30) however there was concern about the floor in the main hall and how the upper windows would be cleaned. The clerk would seek more information.</p>	<p style="text-align: center;">JH</p> <p style="text-align: center;">JH/AS</p> <p style="text-align: center;">DP</p>

CARLTON LE MOORLAND PARISH COUNCIL

9th September 2020

Minute		Action
60/21/20	<p><u>POND AND SURROUNDING AREA IN SANDS LANE</u> It was agreed that Cllr. Jacques would undertake some work to clear overhanging branches to improve visibility across the pond and also make necessary repairs to the picnic bench and the bench seat near the entrance of Back Lane. It was agreed that if any expenses were incurred that he would notify the clerk.</p>	
61/21/20	<p><u>PLAYING FIELD</u></p> <ul style="list-style-type: none"> i) Cllr. Cook had carried out weekly checks of the playing field and equipment. The lid on the litter bin was a cause of concern and Cllr. Hutchinson would make repairs as required. ii) Inspection by Sovereign – an inspection had taken place on 17th August and it was agreed that some of the wooden parts on the zip wire would be replaced under warranty. Due to damage to the base of the support posts, the inspector indicated that these posts had rotted and required replacing. The clerk was awaiting further instructions and prices. iii) The annual playing field inspection was carried out on 24th August and the report had been received. Cllr. Cook and the clerk had visited the playing field since to review the report. Cllr. Cook reported that the frame of one of the sets of swings had rusted and a quotation would be sought to repair this. Some of the equipment required painting (swings, slide, see-saw etc) and this would be considered in the spring. iv) The neighbouring property boundary still had the gate access directly onto the field and it had not been replaced as the Council had requested. The clerk would contact the resident. 	JH
62/21/20	<p><u>ALLOTMENT MATTERS</u> Wheatley Lane allotments – following the flooding earlier in the year, the Witham Internal Drainage Board had served an enforcement notice on the landowner to clear the ditches in that area. Some work had been done however the officer for WIDB had confirmed that this was not sufficient and would continue to monitor the situation, and enforce if need be.</p>	
63/21/20	<p><u>HIGHWAYS AND FOOTWAYS</u> The list of Highways issues had been forwarded to the County Councillor and very little from the list had been completed in the work that was carried out recently in our area.</p>	
64/21/20	<p><u>GRASS CUTTING & MOLE WORK</u> There was nothing to report.</p>	
65/21/20	<p><u>WILDLIFE CONSERVATION</u> Further to the work agreed earlier in the meeting at the pond, Cllr. Hutchinson reported that he would forward further plans to councillors. It was agreed that there would be a small amount of work to be completed before the winter.</p>	
66/21/20	<p><u>WEBSITE</u> The clerk had set up the new website on the LCC Jadu platform and transferred most of the information from the old website. Due to the new website accessibility regulations being introduced at the end of September, documents uploaded would need to be changed to the required formats.</p>	DP
67/21/20	<p><u>PLANNING</u> There were no planning issues to discuss.</p>	

CARLTON LE MOORLAND PARISH COUNCIL

9th September 2020

Minute		Action																		
68/22/20	<p><u>CORRESPONDENCE</u></p> <ul style="list-style-type: none"> i) Following the previous response to the resident regarding allotments, a further e-mail had been received on the same matter. It was agreed that a response would be drafted by the Vice-Chairman. ii) Residents had contacted the Council regarding overflowing sewage issues in the Clay Lane area following heavy rainfall. Anglian Water had been contacted and the clerk reported that they had visited the village and carried out inspections of the sewers and the pumping station in Bridle Lane. It was agreed that the Council would write formally to Anglian Water. iii) NKDC – Litter picking funding – it was agreed to apply for this grant again for 20-21. iv) Request for provision of Memorial seat – the Council agreed that the memorial seat policy was to be adopted. With regards to the request from the resident, it was agreed that the older bench on the playing field could be replaced with a seat. The seat should be of recyclable materials and come into the ownership of the Council for insurance purposes. Cllr. Sceney would liaise with the resident regarding this matter. v) Boundary Commission Consultation – it was agreed that comments would be circulated and a response forwarded. 	RG																		
69/22/20	<p><u>FINANCE</u></p> <ul style="list-style-type: none"> 1. <u>SBA External Auditors Report</u> The audit for 2019-20 had been concluded and this had been noted and publicised. 2. <u>Review of Funding contribution to St. Mary's Church for cemetery maintenance and clock winding</u> This was deferred until the next meeting with Cllr. Cook making further enquiries regarding the details of how any payments could be made, due to a change of circumstances. 3. <u>Review of Clerks Pay (LGA Pay agreement) and hours</u> The Council agreed to accept the pay agreement from 1st April 2020 and increase the clerks pay accordingly. The clerk's hours (24 per month) would remain until the next review in January 2021. 4. <u>Finance Report and Bank Reconciliation September 2020</u> The Income and Expenditure Accounts had been circulated and the Finance report summary presented was accepted. The balances on the accounts at 1st September 2020 were as follows: <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Treasurer's Account</td> <td style="text-align: right;">£928.46</td> </tr> <tr> <td>Village Hall Account</td> <td style="text-align: right;">£3,171.31</td> </tr> <tr> <td>Savings Account</td> <td style="text-align: right;">£24,158.26</td> </tr> <tr> <td>Defibrillator Fund</td> <td style="text-align: right;">£1,572.61</td> </tr> <tr> <td>Village Hall Development Fund - YPT</td> <td style="text-align: right;">£795.01</td> </tr> <tr> <td>Village Hall Development Fund - Fundraising</td> <td style="text-align: right;">£16,740.90</td> </tr> <tr> <td>Lottery Account – Village Hall Development</td> <td style="text-align: right;">£13,121.58</td> </tr> <tr> <td>YPT – Grant for Film Events</td> <td style="text-align: right;">975.00</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">£61,463.13</td> </tr> </tbody> </table>	Treasurer's Account	£928.46	Village Hall Account	£3,171.31	Savings Account	£24,158.26	Defibrillator Fund	£1,572.61	Village Hall Development Fund - YPT	£795.01	Village Hall Development Fund - Fundraising	£16,740.90	Lottery Account – Village Hall Development	£13,121.58	YPT – Grant for Film Events	975.00	TOTAL	£61,463.13	DC
Treasurer's Account	£928.46																			
Village Hall Account	£3,171.31																			
Savings Account	£24,158.26																			
Defibrillator Fund	£1,572.61																			
Village Hall Development Fund - YPT	£795.01																			
Village Hall Development Fund - Fundraising	£16,740.90																			
Lottery Account – Village Hall Development	£13,121.58																			
YPT – Grant for Film Events	975.00																			
TOTAL	£61,463.13																			

CARLTON LE MOORLAND PARISH COUNCIL

9th September 2020

Minute		Action																												
69/23/20	<p><u>FINANCE Continued</u></p> <p>5. <u>Payment of Accounts</u> Under item 6.10 of the Financial Regulations it was agreed that internet banking would be used for the payment of accounts. The following accounts were noted for approval at the meeting: -</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Clerk's Admin Expenses – August 2020</td> <td style="text-align: right;">£10.00</td> </tr> <tr> <td>C.B. Grounds Maintenance – August 2020</td> <td style="text-align: right;">£103.44</td> </tr> <tr> <td>M Harwood – Litter picking – August 2020</td> <td style="text-align: right;">£30.00</td> </tr> <tr> <td>Wicksteed – Annual Play Equipment Inspection</td> <td style="text-align: right;">£144.00</td> </tr> <tr> <td>Clerk's Salary - August</td> <td style="text-align: right;">£280.08</td> </tr> <tr> <td>Sue North – Maintenance Check V. Hall - August</td> <td style="text-align: right;">£50.00</td> </tr> <tr> <td>Timpsons – Keys for Side Gate padlock</td> <td style="text-align: right;">£10.50</td> </tr> <tr> <td>Plusnet Broadband</td> <td style="text-align: right;">£34.20</td> </tr> <tr> <td>Octopus Energy – August 2020</td> <td style="text-align: right;">£48.27</td> </tr> <tr> <td>Wave – Water Village Hall</td> <td style="text-align: right;">£23.00</td> </tr> <tr> <td>Administrators of E. Taylor & Son – Retention</td> <td style="text-align: right;">£4968.48</td> </tr> <tr> <td>MJW Property Developments Ltd – Defects Work</td> <td style="text-align: right;">£4188.00</td> </tr> <tr> <td>Brook & Mayo – Electrical Work</td> <td style="text-align: right;">£2303.26</td> </tr> <tr> <td>Evolution Design – Final Project Management fees</td> <td style="text-align: right;">£1690.00</td> </tr> </tbody> </table> <p>The Finance statements and payments were proposed by Cllr. Jacques, seconded by Cllr. Surphlis and agreed by all the Council.</p>	Clerk's Admin Expenses – August 2020	£10.00	C.B. Grounds Maintenance – August 2020	£103.44	M Harwood – Litter picking – August 2020	£30.00	Wicksteed – Annual Play Equipment Inspection	£144.00	Clerk's Salary - August	£280.08	Sue North – Maintenance Check V. Hall - August	£50.00	Timpsons – Keys for Side Gate padlock	£10.50	Plusnet Broadband	£34.20	Octopus Energy – August 2020	£48.27	Wave – Water Village Hall	£23.00	Administrators of E. Taylor & Son – Retention	£4968.48	MJW Property Developments Ltd – Defects Work	£4188.00	Brook & Mayo – Electrical Work	£2303.26	Evolution Design – Final Project Management fees	£1690.00	
Clerk's Admin Expenses – August 2020	£10.00																													
C.B. Grounds Maintenance – August 2020	£103.44																													
M Harwood – Litter picking – August 2020	£30.00																													
Wicksteed – Annual Play Equipment Inspection	£144.00																													
Clerk's Salary - August	£280.08																													
Sue North – Maintenance Check V. Hall - August	£50.00																													
Timpsons – Keys for Side Gate padlock	£10.50																													
Plusnet Broadband	£34.20																													
Octopus Energy – August 2020	£48.27																													
Wave – Water Village Hall	£23.00																													
Administrators of E. Taylor & Son – Retention	£4968.48																													
MJW Property Developments Ltd – Defects Work	£4188.00																													
Brook & Mayo – Electrical Work	£2303.26																													
Evolution Design – Final Project Management fees	£1690.00																													
70/23/20	<p><u>ANY OTHER BUSINESS</u></p> <p>i) Newsletter – Cllr. Cook would take over the compilation of the newsletter from Cllr. Sceeny.</p> <p>ii) Witham Staple – this was being produced as a hard copy again from October.</p> <p>iii) CCTV – there was an enquiry about the prevalence of domestic CCTV's and the rights of people whose images are being captured beyond the property boundary. The Council has no powers of enforcement, but agreed to place some information about responsibilities in the next newsletter.</p>																													
71/23/20	<p><u>DATE AND TIME OF THE NEXT MEETING</u></p> <p>The next Parish Council meeting was scheduled for Wednesday 14th October 2020 at 7.30pm. The meeting closed at 9.15pm.</p>																													