

# CARLTON LE MOORLAND PARISH COUNCIL

## Minutes of the Annual General Meeting of the Parish Council held on Wednesday 5<sup>th</sup> May 2021 via Video Conferencing

Minute		Action
	<p>All were welcomed to the Annual General 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 District Councillor Mary Green was in attendance.</p> <p><b><u>REPORT FROM DISTRICT COUNCILLOR</u></b></p> <p>The District Council had been sending regular electronic newsletters updating parishes on all matters.</p> <p>Cllr. Mary Green had sent her monthly report and informed the meeting that due to the forthcoming elections there were very few items to note. There was a discussion about the move back to face-to-face meetings and whether NKDC would be submitting comments as part of the call for evidence exercise. There were comments about the car parking arrangements at Bassingham School and Hammond Hall, which had been restricted of late, causing concern for parents dropping off children at school.</p> <p>There were no other questions.</p> <p><b>THE COUNCIL THEN MOVED INTO FORMAL SESSION</b></p>	

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5<sup>th</sup> May 2021

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22/07/21	<p><b><u>PRESENT AT THE MEETING</u></b>  Cllrs. J. Hutchinson, A. Sceeny, F. Jacques, D. Cook, E. Surphlis, District Cllr. M. Green, 2 members of the public and the Clerk.</p>	
23/07/21	<p><b><u>APOLOGIES FOR ABSENCE</u></b>  There were apologies from Cllr. Garlant which were accepted.</p>	
24/07/21	<p><b><u>ELECTION TO COUNCIL POSITIONS</u></b>  1.1 <u>Election of Chairman</u> - Cllr. J. Hutchinson was nominated by Cllr. F. Jacques and Cllr A. Sceeny and agreed to act as Chairman for the forthcoming year.  1.2 <u>Election of Vice -Chairman</u> - Cllr. R. Garlant was nominated by Cllr. A. Sceeny and Cllr. F. Jacques and agreed to act as Vice-Chairman for the forthcoming year.  1.3 <u>Councillor Area of Responsibility</u>  Councillors agreed their areas of responsibility but because two councillors were not present there was flexibility for change in due course.</p>	
25/07/21	<p><b><u>DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND OUTLINED IN THE COUNCILS CODE OF CONDUCT</u></b>  Cllr. Cook declared an interest at item 11 Allotment matters and item 14 Church Clock, Cllr. Hutchinson declared an interest at item 9 Pond and Surrounding Area and item 11 Allotment matters, Cllr Jacques declared an interest at item 9 Pond and Surrounding Area and 11 Allotment matters and Cllr. Sceeny declared an interest at item 8 Village Hall and item 11 Allotment matters.</p>	
26/07/21	<p><b><u>TO APPROVE THE NOTES OF THE PREVIOUS MEETING</u></b>  The minutes of the last Parish Council meeting on 14<sup>th</sup> April 2021 were proposed by Cllr. Jacques, seconded by Cllr. Surphlis, and agreed by the members to be a true record. The notes of Annual Meeting held on 14<sup>th</sup> April were reviewed and would be signed at the next meeting in 2022.</p>	
27/07/21	<p><b><u>MATTERS ARISING FROM THE MINUTES</u></b>  There were no matters arising.</p>	
28/07/21	<p><b><u>FUTURE MEETINGS</u></b>  <b><u>i)Resolutions</u></b> - Following the requirement that meetings should resume face to face from 7<sup>th</sup> May, the members agreed that the following resolutions should be put in place in order to maintain business continuity until such time members wished to return to meeting in person:  <b><u>RESOLUTION 1. SAFETY STATEMENT - MEETINGS</u></b>  That the Parish Council recognises and agrees that no business, meeting, service provision or service delivery of the Authority is of any importance above that of public and personal safety. As such all scheduled public meetings will be cancelled for an initial 3-month period (or as circumstances dictate). The Council resolved to accept this resolution.  <b><u>RESOLUTION 2. SUSPENSION OF STANDING ORDERS/FINANCIAL REGS</u></b>  That the Parish Council gives delegated authority to the Clerk to suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the Parish Council for a period of <b>no longer than 3 months</b> (or as circumstances dictate), with the Parish Clerk to compile and maintain a list of such suspensions, and reasons, which will be to be presented to a future meeting. The Council resolved to accept this resolution.</p>	

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5<sup>th</sup> May 2021

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28/08/21	<p><b><u>FUTURE MEETINGS - i)Resolutions (continued)</u></b></p> <p><b><u>RESOLUTION 3. ORDERS FOR PAYMENT, BUDGETARY CONTROL AND AUTHORITY TO SPEND</u></b></p> <p>To delegate responsibility to the Parish Clerk/RFO to authorise orders/payments if they are deemed to be necessary and satisfactory. The full details of this resolution are added to these minutes. These measures are put in place with robust transparency processes to ensure effective business continuation and to minimise impact on local service delivery and local business with ratification by the Parish Council to be made at a meeting held at the earliest and safest opportunity. The Council resolved to accept this resolution.</p> <p><b><u>RESOLUTION 4: PLANNING MATTERS</u></b></p> <p>That the Councillors deal with any planning applications via email and gives delegated power to the clerk to collate responses and submit to NKDC (on a majority basis).</p> <p><b><u>ii)Call for Evidence</u></b></p> <p>Cllr. Sceeny would collate all the information presented by members and then send a final submission by the June deadline.</p>	AS
29/08/21	<p><b><u>COVID-19 UPDATE</u></b></p> <p>At the time of the meeting, use of the Village Hall for the exempt children's groups was permitted, so this was going ahead, and NKDC were to use the hall for the forthcoming elections. There were no other issues arising under the latest Government guidelines.</p>	
30/8/21	<p><b><u>VILLAGE HALL</u></b></p> <p>1. <u>Development Issues</u></p> <p>i) Remaining Lottery Funding – members were waiting for Evolution Design to provide details of fees to be charged. It was agreed that outdoor chairs and tables would be purchased together with a lock for the rear gate. The clerk was still researching for a new website which would include the Village Hall bookings. The price for a roll-out canopy would be obtained in preference to a permanent structure.</p> <p>ii) Blinds – two quotes had been received and a further company was due to visit to give a third price.</p> <p>iii) Bowls – it was agreed that an advert would be placed to establish how many residents would be interested in indoor bowls.</p> <p>2. <u>Any Other Village Hall Matters</u></p> <p>i) Opening/closure of the hall - The hall was gradually re-opening and until 17<sup>th</sup> May 2021, it was agreed that limited access would be maintained – i.e. only the disabled toilet would be available, and the kitchen kept closed. Following this, the normal facilities would re-open.</p> <p>ii) It was agreed to purchase some manhole keys following a problem with a blocked drain where access to the manhole in the car park was required. A resident was able to assist on this occasion.</p> <p>iii) Fire equipment and the air-cooling system had been serviced recently. The Chairman had been in attendance for the servicing and had been advised that separate paddle fans would distribute warm air better when the cooling system is in the warming mode. PAT testing was still due to be completed: Cllr. Hutchinson would ask Brook &amp; Mayo engineers when they visit on 10<sup>th</sup> May.</p>	

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5<sup>th</sup> May 2021

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30/9/21	<p><b><u>VILLAGE HALL – (Continued)</u></b></p> <p>2. <u>Any Other Village Hall Matters</u></p> <p>iv) Plaque – the plaque for the late John Clarke would be ordered once the wording had been agreed.</p>	
31/9/21	<p><b><u>POND &amp; SURROUNDING AREA – WILDLIFE CONSERVATION</u></b></p> <p>Cllr. Jacques updated the meeting on progress with the planting in the pond area. Flag Iris and reeds would be introduced. New signage would be ordered and would be sited near the picnic benches at either end of the pond. Signs would be confirmed and ordered by Cllr. Garland, and the sleepers for the signs to be mounted on would be ordered by Cllr. Jacques.</p>	
32/9/21	<p><b><u>PLAYING FIELD</u></b></p> <p>The clerk had ordered yellow and blue paint from Pronto Paints. Cllr. Jacques would provide a list of equipment needed so that an order can be placed.</p>	
33/9/21	<p><b><u>ALLOTMENT MATTERS</u></b></p> <p>There were no allotment matters to discuss.</p>	
34/9/21	<p><b><u>HIGHWAYS AND FOOTWAYS</u></b></p> <p>The clerk had reported to LCC Highways that the PROW at the Manor Lane side had not been strimmed again this year.</p>	
35/9/21	<p><b><u>GRASS CUTTING &amp; MOLE WORK</u></b></p> <p>It was proposed by Cllr. Hutchinson that the mole contract be renewed for the forthcoming year as the price had remained the same at £175 per annum and the service was good. It was seconded by Cllr. Jacques and agreed by all members.</p>	
36/9/21	<p><b><u>CHURCH CLOCK</u></b></p> <p>The clerk had contacted Mrs D. Swales, who had arranged for a clock repairer to visit the following week, after which she would report back to the Council.</p>	
37/9/21	<p><b><u>PLANNING</u></b></p> <p>There were no planning matters to discuss.</p>	
38/9/21	<p><b><u>CORRESPONDENCE</u></b></p> <p>All correspondence had been circulated to councillors including:</p> <ul style="list-style-type: none"> <li>i) E-mail from resident at the new development at Wheatley Lane – the Council had responded regarding its actions relating to the verge which had been damaged by the contractors.</li> <li>ii) E-mail regarding Poppy Appeal 2021 – it was resolved that 10 lamppost poppies would be purchased by the Council.</li> </ul>	
39/9/21	<p><b><u>FINANCE</u></b></p> <p>1. <u>Audit of Accounts – 2020/21</u></p> <ul style="list-style-type: none"> <li>i) Internal Audit – It was noted that the Internal Auditor was finalising the audit process and his report was obtained this would be notified to members. (13<sup>th</sup> May 2021 approved and notified)</li> <li>ii) Statement of Accounts - The Statement of Accounts was read, agreed by the Council and the document would be signed by the Chairman once this was approved by the internal auditor.</li> </ul>	

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39/10/21	<p><b><u>FINANCE (Continued)</u></b></p> <p>2. <u>Parish Council Insurance Review</u> The Parish Council Insurance was due for renewal on 1<sup>st</sup> June 2021. Quotations were reviewed, and it was resolved to accept a 3-year long term arrangement with BHIB for £620.32/annum.</p> <p>3. <u>Finance Report and Bank Reconciliation May 2021</u> The Income and Expenditure Accounts had been circulated and the Finance report summary presented was accepted. The balances on the accounts as at 1<sup>st</sup> May 2021 were as follows:</p> <table><tr><td>Treasurer's Account</td><td>£890.93</td></tr><tr><td>Village Hall Account</td><td>£1,087.33</td></tr><tr><td>Savings Account</td><td>£32,066.98</td></tr><tr><td>Defibrillator Fund</td><td>£1,572.61</td></tr><tr><td>Village Hall Development Fund - YPT</td><td>£795.01</td></tr><tr><td>Village Hall Development Fund - Fundraising</td><td>£16,468.41</td></tr><tr><td>Lottery Account – Village Hall Development</td><td>£1,881.80</td></tr><tr><td>YPT – Grant for Film Events</td><td>975.00</td></tr><tr><td><b>TOTAL</b></td><td><b>£55,738.07</b></td></tr></table> <p>4. <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><tr><td>Clerk's Admin Expenses – April 2021</td><td>£10.00</td></tr><tr><td>C.B. Grounds Maintenance – April 2021</td><td>£103.44</td></tr><tr><td>M Harwood – Litter picking – April 2021</td><td>£30.00</td></tr><tr><td>BHIB Parish Insurance from June 2021 (3 year)</td><td>£620.52</td></tr><tr><td>Clerk's Salary – April 2021</td><td>£288.00</td></tr><tr><td>Pronto Paints – paint for play equipment</td><td>£99.84</td></tr><tr><td>Lincolnshire Pest Control – Annual Contract</td><td>£175.00</td></tr><tr><td>Sue North – Maintenance V. Hall – April 2021</td><td>£80.00</td></tr><tr><td>MCL Energy – Air Conditioning Service - Annual</td><td>£227.70</td></tr><tr><td>Plusnet Broadband</td><td>£34.20</td></tr><tr><td>Octopus Energy – April 2021</td><td>£51.52</td></tr></table>	Treasurer's Account	£890.93	Village Hall Account	£1,087.33	Savings Account	£32,066.98	Defibrillator Fund	£1,572.61	Village Hall Development Fund - YPT	£795.01	Village Hall Development Fund - Fundraising	£16,468.41	Lottery Account – Village Hall Development	£1,881.80	YPT – Grant for Film Events	975.00	<b>TOTAL</b>	<b>£55,738.07</b>	Clerk's Admin Expenses – April 2021	£10.00	C.B. Grounds Maintenance – April 2021	£103.44	M Harwood – Litter picking – April 2021	£30.00	BHIB Parish Insurance from June 2021 (3 year)	£620.52	Clerk's Salary – April 2021	£288.00	Pronto Paints – paint for play equipment	£99.84	Lincolnshire Pest Control – Annual Contract	£175.00	Sue North – Maintenance V. Hall – April 2021	£80.00	MCL Energy – Air Conditioning Service - Annual	£227.70	Plusnet Broadband	£34.20	Octopus Energy – April 2021	£51.52	
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40/10/21	<p><b><u>ANY OTHER URGENT BUSINESS</u></b></p> <p>Newsletter – it was agreed that Cllr. Cook would prepare a newsletter for distribution in June.</p>																																									
41/10/21	<p><b><u>DATE AND TIME OF NEXT MEETING</u></b></p> <p>The next Parish Council meeting was scheduled for Wednesday 14<sup>th</sup> July 2021 at 7.30pm in Carlton Le Moorland Village Hall. (to be confirmed) The meeting closed at 9pm.</p>																																									