

CARLTON LE MOORLAND PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Wednesday 10th April 2019 in the Village Hall, Norton Disney

Minute		Action
	<p>The parishioners were welcomed to the April meeting of the Parish Council.</p> <p><u>POLICE</u> There was no report from the police.</p> <p><u>REPORT FROM DISTRICT COUNCILLORS</u> District Cllrs. Mrs Sue Howe and Mrs Pat Woodman MBE gave their reports to the meeting. This included:</p> <ul style="list-style-type: none">- Garden Waste collection from April 2019 can be ordered throughout the year. The price remains £30 for the first bin/£12 additional bin.- NK Community Champions 2019 has been launched and nominations must be made by 5th August 2019.- Armed Forces Day will be commemorated at an event in Navigation Yard Sleaford on 24th June 2019. <p><u>OTHER QUESTIONS</u> There was a question referring to the advertisement of the Cleaning Contract for the Village Hall. The Chairman apologised that the Council did not inform the previous cleaning contractor.</p> <p>THE COUNCIL THEN MOVED INTO FORMAL SESSION</p>	

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1/2/19	<p><u>PRESENT AT THE MEETING</u> Cllrs. J. Hutchinson, J. Clarke, A. Sceeny, T. Kirk, E. Surphlis, R. Garland, District Cllrs. Mrs. Woodman MBE and Mrs. Howe, five members of the public and the Clerk.</p>	
2/2/19	<p><u>APOLOGIES FOR ABSENCE</u> There were apologies from Cllr. Traves which was accepted by the members.</p>	
3/2/19	<p><u>DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND OUTLINED IN THE COUNCILS CODE OF CONDUCT</u> The following declarations were made: - Cllr. J. Hutchinson declared an interest at item 7 – Pond and surrounding area and item 9 – Allotments, Cllr. Clarke declared an interest at item 9 – Allotments and Cllr. A. Sceeny declared an interest at items 6 – Village Hall and item 9 – Allotments.</p>	
4/2/19	<p><u>CONSIDERATION OF ITEMS FOR DISCUSSION IN CLOSED SESSION</u> It was resolved that the following items would be discussed in closed session: Item 6.1 Village Hall – Funding, Item 6.2 (i) Village Hall Development (Container) and to consider these items under Standing Order 11 (b).</p>	
5/2/19	<p><u>TO APPROVE THE NOTES OF THE PREVIOUS MEETINGS</u> The minutes of the last parish council meeting on 13th March 2019 were proposed by Cllr. Clarke seconded by Cllr. Sceeny, and agreed by the members to be a true record.</p>	
6/2/19	<p><u>MATTERS ARISING FROM THE MINUTES</u> There were no matters arising from the minutes.</p>	
7/2/19	<p><u>VILLAGE HALL DEVELOPMENT AND OTHER MATTERS</u></p> <ul style="list-style-type: none"> i) <u>Funding</u> Cllr. Sceeny clarified the arrangements for claiming the grant funding from WREN because the first claim had been delayed due to lack of detail on the invoices/documentation. It was hoped that the first grant funding payment would be forwarded before the end of April. All claims had to be submitted to WREN by the end of May 2019 for payment by the end of June. ii) <u>Development information</u> <ul style="list-style-type: none"> a) Cllr. Clarke indicated that the hand-over date would be around 29th April. Progress on site was discussed. A visit from the Lottery Officers would take place in early May and it was agreed that the hall would be opened to hirers from 1st June. The utilities and rates were being organised and a quotation for Village Hall insurance would be circulated to councillors. It was agreed that councillors would review the quotation and inform the clerk of the preferred option. The previous arrangement was for a 3-year term. b) The Working Group had continued to meet to finalise internal aspects of the hall and equipment requirements. Orders would be placed for these items in the coming weeks. c) The clerk gave a report of the accounts relating to the development project for which a request for capital funding had been issued and the members agreed that they should be paid. See minute:16/4/19 item 5 	

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7/3/19	<p><u>VILLAGE HALL DEVELOPMENT AND OTHER MATTERS (Continued)</u></p> <p>ii) <u>Other Village Hall Matters</u></p> <p>a) Cleaning of the hall – an advert had been placed for the cleaning to be carried out under a contract basis.</p> <p>b) Licensing of the new hall – the NKDC Licensing Committee had approved the premises licence. A slight adjustment to the closing times and a requirement for some signage was required. Signage was being ordered for placement in the hall. The hire form would be updated to ensure it refers to the requirements of the premises licence.</p> <p>c) Open Day – an open day would take place on 1st June for residents and guests. There would be refreshments and it was agreed that the Fundraising Group members would be involved in the organisation of this event.</p>	JH
8/3/19	<p><u>POND AND SURROUNDING AREA</u></p> <p>The Village Hall contractors had moved their materials from the temporary site on the Sands area. Cllr. Clarke would ensure that they would re-seed and make good that area.</p>	
9/3/19	<p><u>PLAYING FIELD</u></p> <p>There was nothing to report.</p>	
10/3/19	<p><u>ALLOTMENTS</u></p> <p>i) Wheatley Lane allotment 9 and Sands Lane allotment 1b were vacant and an advert had been placed on the noticeboard.</p> <p>ii) Sands Lane Allotments - Trees – Hill Holt Wood had removed the tree as requested however there was an issue with brash (which had been left behind at the request of a third party) that might need to be removed. Cllr. Hutchinson would deal with this matter.</p>	JH
11/3/19	<p><u>HIGHWAYS AND FOOTWAYS</u></p> <p>Cllr. Garland reported on the poor condition of the Norton Disney Road particularly on the north side. The ditch clearance that had taken place on the Broughton Road was also mentioned where spoil had been dumped on the Highways verge. The clerk would look into this matter further.</p>	
12/3/19	<p><u>GRASS CUTTING AND MOLE WORK</u></p> <p>There was nothing to report on this matter.</p>	
13/3/19	<p><u>CODE OF CONDUCT 2019</u></p> <p>The Council's Code of Conduct has been the LALC model. The members reviewed this version compared with the NKDC Code of Conduct. It was proposed by Cllr Garland, seconded by Cllr. Surphlis and approved by the Council to adopt the NKDC version of the Code of Conduct from May 7th 2019.</p>	
14/3/19	<p><u>PLANNING</u></p> <p>i) 19/0182/HOUS Corner Green, 30 Clay Lane - Single Storey rear extension. This had been approved.</p> <p>ii) 19/0308/HOUS 14 Sands Lane – Demolition of garage, erection of extensions. There were no objections to this proposal.</p>	
15/3/19	<p><u>CORRESPONDENCE</u></p> <p>i) LCC Street Lighting Policy – there were no comments.</p> <p>ii) Letter from resident regarding overhanging trees at Clay Lane – these had been reported to LCC Highways.</p> <p>All other correspondence had been circulated to all councillors.</p>	

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16/4/19	<p><u>FINANCE</u></p> <ol style="list-style-type: none"> 1. <u>Finance Risk Assessment Review – 2019/20</u> It was proposed by Cllr. Garland, seconded by Cllr. Kirk and approved by the Council to accept the Finance Risk Assessment. 2. <u>Financial Regulations Review – 2019/20</u> It was proposed by Cllr. Garland, seconded by Cllr. Surphlis and agreed by the Council to adopt the 2019 financial regulations as circulated. 3. <u>Audit of Accounts – 2018-19</u> The end of year accounts were being prepared and the provisional information would be circulated to councillors. These would then be sent to the internal auditor for inspection. The Annual Governance Statement was read, agreed by the Council and signed by the Chairman. 4. <u>Finance Report and Bank Reconciliation April 2019</u> The Income and Expenditure Accounts had been circulated and the Finance report summary presented was accepted. The balances on the accounts at 1st March 2019 were as follows: <table border="1" style="width: 100%; margin: 10px 0; border-collapse: collapse;"> <tr><td>Treasurer's Account</td><td style="text-align: right;">£1,225.34</td></tr> <tr><td>Village Hall Account</td><td style="text-align: right;">£7,227.39</td></tr> <tr><td>Village Hall Development Fund</td><td style="text-align: right;">£0.00</td></tr> <tr><td>Village Hall Development Treasurer's Account</td><td style="text-align: right;">£0.00</td></tr> <tr><td>Savings Account</td><td style="text-align: right;">£32,502.08</td></tr> <tr><td>Defibrillator Fund</td><td style="text-align: right;">£1,617.61</td></tr> <tr><td>Lottery Account – Village Hall Development</td><td style="text-align: right;">£1.00</td></tr> <tr><td>TOTAL</td><td style="text-align: right;">£42,573.42</td></tr> </table> 5. <u>Payment of Accounts</u> The following accounts were noted for approval at the meeting: - <table border="1" style="width: 100%; margin: 10px 0; border-collapse: collapse;"> <tr><td>Evolution Design – Work refunded by Carmalor</td><td style="text-align: right;">£715.00</td></tr> <tr><td>Unique Auctions – V. H Equipment to be auctioned</td><td style="text-align: right;">£96.00</td></tr> <tr><td>Clerk's Admin Expenses – March 2019</td><td style="text-align: right;">£18.72</td></tr> <tr><td>C. B Grounds Maintenance – March 2019</td><td style="text-align: right;">£90.31</td></tr> <tr><td>M. Harwood – Handyperson March 2019</td><td style="text-align: right;">£30.00</td></tr> <tr><td>Information Commissioner – Data Protection Fee</td><td style="text-align: right;">£40.00</td></tr> <tr><td>Amazon.co.uk – 2 Ink Cartridges for printer</td><td style="text-align: right;">£22.96</td></tr> <tr><td>Hill Holt Wood in the Community – Tree Removal</td><td style="text-align: right;">£576.00</td></tr> <tr><td>Norton Disney Village Hall – Hall Hire</td><td style="text-align: right;">£16.00</td></tr> <tr><td>Clerk's Salary</td><td style="text-align: right;">£270.60</td></tr> <tr><td>Catering Appliance Superstore - Hot Cupboard (WREN)</td><td style="text-align: right;">£270.60</td></tr> </table> <p style="margin-top: 10px;">The following accounts relating to the Village Hall Development were approved for payment after the capital funding had been claimed and received:</p> <table border="1" style="width: 100%; margin: 10px 0; border-collapse: collapse;"> <tr><td>Evolution Design – Fees for Project Management</td><td style="text-align: right;">£827.41</td></tr> <tr><td>Carmalor Construction – Interim valuation</td><td style="text-align: right;">£86,550.49</td></tr> </table> 	Treasurer's Account	£1,225.34	Village Hall Account	£7,227.39	Village Hall Development Fund	£0.00	Village Hall Development Treasurer's Account	£0.00	Savings Account	£32,502.08	Defibrillator Fund	£1,617.61	Lottery Account – Village Hall Development	£1.00	TOTAL	£42,573.42	Evolution Design – Work refunded by Carmalor	£715.00	Unique Auctions – V. H Equipment to be auctioned	£96.00	Clerk's Admin Expenses – March 2019	£18.72	C. B Grounds Maintenance – March 2019	£90.31	M. Harwood – Handyperson March 2019	£30.00	Information Commissioner – Data Protection Fee	£40.00	Amazon.co.uk – 2 Ink Cartridges for printer	£22.96	Hill Holt Wood in the Community – Tree Removal	£576.00	Norton Disney Village Hall – Hall Hire	£16.00	Clerk's Salary	£270.60	Catering Appliance Superstore - Hot Cupboard (WREN)	£270.60	Evolution Design – Fees for Project Management	£827.41	Carmalor Construction – Interim valuation	£86,550.49	
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16/5/19	<p><u>FINANCE (Continued)</u></p> <p>5. <u>Payment of Accounts (Continued)</u></p> <p>Cllr. Garland audited and signed the bank statements which agreed with the balances on the Finance report summary.</p> <p>The Finance statements and payments were proposed by Cllr. Kirk seconded by Cllr. Clarke and agreed by all the Council.</p>	
17/5/19	<p><u>ANY OTHER BUSINESS</u></p> <p>i) The next Witham and Brant Cluster Meeting was due to take place on Monday 15th April at Witham St. Hughs.</p> <p>ii) The Chairman thanked Cllr. Kirk and Cllr. Traves on their commitment and work for the Parish Council as their term of office would be coming to an end in May.</p>	
18/5/19	<p><u>DATE AND TIME OF THE NEXT MEETING</u></p> <p>The next Parish Council meeting would be the AGM, which follows the Annual Parish meeting on Wednesday 8th May 2019 to be held at the Village Hall, Norton Disney.</p> <p>The meeting closed at 8.35pm.</p>	