

## TETFORD & SALMONBY PARISH COUNCIL

Minutes of the Extraordinary Parish Council Meeting held on  
Wednesday, 11<sup>th</sup> September 2024 at 7:30pm, Hamilton Hall, Tetford

**Present:** Chairman Cllr Whitley  
Cllr Hoad  
Cllr Eve  
Cllr Hazel  
  
Cllr Simpson (ELDC)  
  
Cllr M Hoad - taking notes (Acting proper Officer)

There were six members of the public in attendance. Concerns were raised regarding the noise from a number of dogs being housed in outdoor kennels at the property Edan Lodge, Salmonby. Council agreed to look into this matter and take any further action as appropriate. It was noted that the drains in West Road had been cleaned but that flooding was still taking place after heavy rainfall, and it was considered this could be due to structural damage to the drains higher up the road. The FixMyStreet entry will therefore be updated to indicate that the drain clearance action has not prevented the problem from reoccurring. Flooding is still taking place at Salmonby Bends and the Council was asked to chase Cllr Marfleet (LCC) regarding this matter as he is liaising with LCC Highways department. A resident advised the Council that they believed the new flag which had been erected on the flagpole was flying upside down. Cllrs agreed to look into this and make alterations if required. A resident advised that a bollard at one corner of the car park at the rear of Hamilton Hall had been damaged. Council agreed to consult with Hamilton Hall Committee over this. Parking at school drop off times was again raised as a concern. It was noted however that the new Headteacher was advising parents to park considerately, therefore the Parish Council would only look to contact the school if the situation continued to be a problem.

**01885 Chairman's Welcome & Remarks** – Cllr Whitley welcomed everyone to the meeting. He wished to express his and Parish Council's thanks to Bryan Willson for kindly volunteering his time to assist with rolling the village hall car park, clearing back a residents overgrown paddock and cutting back trees to aid the erecting of the new flag. A note of thanks was also given to Trevor Cawthorne and his team of volunteers who had undertaken the recent litter pick. The Chairman thanked Cllr Hoad for standing in as Acting Proper officer to get the Clerks role up to date before a new appointment could be made. The Chairman advised the meeting that Cllr Fuller had regrettably had to resign from the Parish Council due to other work commitments and the Council would be advertising to fill his vacancy in due course. As there were no further public questions or notes of thanks he opened the meeting for business.

**01886 Apologies for Absence** – Apologies had been received from Cllr Larder and Cllr Osborne and it was **resolved** to accept all reasons for absence.

**01887 Declarations of Interest** – There were no declarations of interest made.

**01888 Minutes of the Parish Council Meetings** - held on the 8<sup>th</sup> May 2024, 12<sup>th</sup> June 2024, 10<sup>th</sup> July 2024 and Extraordinary Meeting on the 17<sup>th</sup> July 2024 had been circulated to Cllrs prior to meeting for review. The chairman advised residents that due to the fact the Clerk had not attended a number of previous meetings prior to her resignation, some notes taken at those meetings had only recently been transcribed into draft minutes for review. A name typo and minor date change were noted and amended, and **it was resolved** to accept all the minutes as a correct record. The Chairman signed the minutes.

## 01889 Financials

- a. Accounts to be paid/authorised –The Acting Clerk circulated a payment sheet for authorisation, and it **was resolved** to authorise all payments. (Copy minute ref 01889a below)
- b. External Audit 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 Certificate of Exemption – completed documentation had been circulated to Cllrs prior to the meeting for review and **it was resolved** to confirm the Parish Council’s exemption from submitting the completed Annual Governance & Accountability Return to the external auditors for a limited assurance review. The Council is exempt due to the gross income and expenditure being under the £25,000 threshold for exemption.
- c. Annual Governance & Accountability Return – The Annual Accounting Statement was presented to Council for review and Council completed the Annual Governance Statement. It was noted that as an internal audit had not yet been undertaken it was not possible for council to answer section 7 of the Governance statement. It was resolved to accept these statements, and both were signed by the Chairman & Acting Proper Officer.
- d. Exercise of Public Rights – Council confirmed the period for the exercise of public rights as the 12<sup>th</sup> September 2024 to 22<sup>nd</sup> October 2024. Acting Proper Officer to publicise this on noticeboard and website.
- e. Appointment of Internal Auditor - Council resolved to appoint Jen Cooper as internal auditor for the financial year 2023/24. Acting Proper Officer to contact auditor to arrange audit.

**01890 Position of Clerk** – Cllr Hoad advised the meeting that the vacancy had been advertised and that closing date for applications would be the end of September. To date no applications had been received. The process of obtaining data and equipment from the outgoing Clerk was still ongoing but would be resolved soon. LALC had been advised and was assisting in the process. Access to the Parish Council email, website, bank account had been removed from E Hopwood and Council was now awaiting the return of some equipment and archive documentation. Cllr Hoad as Acting Proper Officer was working on getting the Clerk /RFO work up to date before a new appointment could hopefully be made.

**01891 Parish Council Equipment** – It had been noted that the Parish Council laptop was very out of date and almost unusable which had resulted in the previous Clerk using her own laptop. Obviously, this was not an acceptable situation and therefore Council was asked to consider the replacement of the old laptop. Cllr Hazel and Cllr Eve agreed to look into options and report these back to Council.

**01892 Council & Councillor Records** – Cllr Hoad had noted that certain Council and Councillor documentation had not been undertaken or updated by the previous Clerk. All Councillors completed their DPIs and Acceptance of Office records. Cllr Hoad to register the DPIs with ELDC. Cllr Hoad would work through any other documentation in the process of sorting out the records and bring any requirements to the attention of Council. It was also **resolved** that the Council should have two admins for their web site to avoid the issue they had experienced when unable to get access via the outgoing Clerk. Cllr Hoad had already taken over one admin in order to update the site with key information and Cllr Eve agreed to be the second administrator.

**01893 Planning Matters** – No new planning applications had been received for consultation.

**01894 Harassment Policy** – Following some claims of bullying (which were not pursued by the claimant) the Parish Council decided to consider adopting a harassment policy, covering staff and Council members. Cllr Hazel had reviewed possible wording and drafted a policy document. This had been circulated to Cllrs prior to the meeting for their comments and review. **It was resolved** to adopt the Harassment Policy, a copy of which will be placed on the Parish Web Site.

**01895 Bus Shelter Policy** – Investigations into grants and alternative funding for the possible provision of a bus shelter in the village were still ongoing. Cllr Marfleet (LCC) had taken measurements and pictures of the proposed site in South Road following the last Parish Meeting and Council were asked to chase him for feedback. Council agreed to continue to look into the provision of a shelter and how this could be funded as an ongoing project.

**01896 District Councillor Report** – Cllr Simpson updated the meeting on activities at district level these included:

- a. A review of ELDC local planning policy following changes at national level. Focussing on a review of the housing market, flood assessments and the potential effects of flooding on houses in the district. There is also an increase in the allocation of new house builds for ELDC district to 1091 in the target plan period. Assessment of additional land for commercial development is also taking place with particular focus on green energy.
- b. ELDC has had an investment windfall of approximately 9-10 million and plans using these funds in four targeted areas:
  - Pride & Place
  - Development of business skills and encouragement of new businesses to the area
  - Supporting local facilities
  - Tourism
- c. Devolution as previously planned is currently on hold but there will be a restructure between County and District level. Cllr Simpson advised that NE Lincs and N Lincs might not be included in that restructure as they were currently keen to become part of the Humber bank area.
- d. Trial of food waste collection in West Lindsey was to be tested. This would involve an additional smaller collection bin for every household. The high costs and short disposal timeframes for food waste were particular issue to overcome before this service it could be considered for East Lindsey.
- e. Lastly Cllr Simpson advised of the latest stats for visitors to the Wolds which had been up 7.5% over the season resulting in an estimated 16.4% increase in revenue to the area.

**01897 County Councillor Report** – Cllr Marfleet was not in attendance at the meeting and therefore no further update could be provided at this time.

**01898 Correspondence** - No additional correspondence had been received.

**01899 Councillors Reports** - Cllr Whitley advised that the Recreation Ground Committee had approached him regarding the replacement of the two bollards at the entrance to the playing field. As the Parish Council had previously installed the bollards the Recreation Ground Committee was seeking permission to replace the two damaged bollards with just one central one. It was agreed this would be suitable and Cllr Whitley will report back to the Recreation Ground Committee. Cllr Whitley pointed out that the various committees within the village maintaining community areas/buildings tend to work in separation along with the Parish Council. It was therefore proposed that these bodies should work closer together for the benefit of the community as a whole. With this in mind it was suggested that possibly once a quarter a representative from Hamilton Hall Committee, the Recreation Ground Committee and any other village community organisations is invited to join a Parish Council meeting with a community element added to the meetings agenda. These other community groups are to be invited to October Parish Council meeting. Cllr Whitley pointed out that he and a number of others in the village had expressed their concerns over the level of ivy on some of the trees and the longer-term damage this was causing. He proposed this might be an area that volunteers within the community could work together to tackle. Cllr Eve, Cllr Hazel and Bryan Willson volunteered to assist Cllr Whitley.

**01900 Items for the Next Agenda** – Items as indicated in the above minutes.

**01901 Next Planned Parish Council Meeting – Wednesday 9<sup>th</sup> October 2024**

**01889a**

<u>Accounts for Payment</u>	<u>Meeting</u>			11.09.24
Payee	Net	VAT	Total	Payment / Chq.No
Hamilton Hall x2 July meetings inv 377	32.00	0.00	32.00	Bacs
Matt Carpenter – Keep it trim inv 2259 & inv 2375 – Aug & Sep	825.00	0.00	825.00	Bacs
M Fuller – Reimbursement for flag - Hampshire Flag Company	84.99	17.00	101.99	Bacs
		<b>Total</b>	<b>958.99</b>	

There being no further business the Chairman closed the meeting

Meeting closed at 21.20

Chairman ..... Date .....

Acting Clerk ..... Date .....