

# TETFORD & SALMONBY PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on  
Wednesday, 19<sup>th</sup> May 2021 at 7.30pm, Hamilton Hall, Tetford

<b>Present:</b>	<b>Chairman</b>	Cllr Lonie Cllr Renshaw Cllr P Todd Cllr Davison Cllr Larder Cllr Kilby Cllr Cawthorne  Cllr Andrews (ELDC)
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Clerk – M Hoad taking minutes.

Eleven members of the public joined the meeting. There being no questions raised from the public the Chairman welcomed attendees and opened the meeting for business.

- 01218 Election of Chairman** – Cllr Lonie indicated his agreement to remain in office, he was then officially nominated by Cllr Renshaw, seconded by Cllr Larder and **it was resolved** to elect Cllr Lonie as Chairman. Cllr Lonie signed his declaration of acceptance of office.
- 01219 Election of Vice Chairman** – Cllr Davison indicated his agreement to remain in office, he was then officially nominated by Cllr Cawthorne, seconded by Cllr Kilby and **it was resolved** to elect Cllr Davison as Vice Chairman.
- 01220 Apologies for absence** – Apologies had been received from PCSO Wass and it was acknowledged that Cllr Marfleet was also able to attend. **It was resolved** to accept all reasons for absence.
- 01221 Declarations of Interest** – there were no Declarations of Interest provided by Councillors.
- 01222 Election of Personnel Committee** – It was acknowledged by Council that for the purposes of best practice it was not advised that the Chairman sat on the Personnel Committee, in order to act as point of appeal if required. Cllr Davison and Cllr Cawthorne agreed to sit on this committee, and this **was resolved** by all.
- 01223 Review of Standing Orders** – The Clerk had circulated the Standing Orders document for review, and **it was resolved** to accept them as current and correct. Clerk to update document review date.
- 01224 Review of Financial Regulations** – The Clerk had circulated the Financial Regulations document for review, and **it was resolved** to accept them as current and correct. Clerk to update document review date.
- 01225 Review of Risk Management Document** – The Clerk had circulated the Risk Management Document for review, and **it was resolved** to place this item on the June agenda for further consideration.
- 01226 Review of Asset Register** – The Clerk had circulated the Asset Register for review, and **it was resolved** to accept this document as current and correct. Clerk to update document review date.

**01227 Minutes of the Parish Council Meeting held on the 14<sup>th</sup> April 2021** had been circulated & **it was resolved** to accept them as correct. The Chairman signed the minutes.

#### **01228 Financial Matters**

- a. Accounts to be paid/authorised – Clerks April Salary & Expenses; Internal Audit fee £40; Grant to Recreation Ground £250; Tudor Grounds Maintenance £228; C Stratford – plants £8; Lockrite – lock for flagpole £102 (authorisation only) **it was resolved** to authorise all payments.
- b. Annual Internal Audit Report 2020/21 – The report was read to Council; no actions had been identified for consideration and **it was resolved** to accept the report.
- c. External Audit Exemption Certificate 2020/21 - **it was resolved** that the Council was exempt from submitting a completed Annual Governance & Accountability Return to the external auditor for a limited assurance review on the grounds that it was exempt due to the gross income or gross expenditure was under £25,000 threshold; the documents would be placed on the Council web site and exemption certificate forwarded to the external auditor.
- d. Annual Governance & Accountability Return Section 1 – Annual Governance Statement 2020/21 – the document was circulated, and Council was asked to confirm the statement contents individually & **it was resolved** to approve Section 1 as accurate.
- e. Annual Governance & Accountability Return – Section 2 – Accounting Statement - the document was circulated and was duly considered at the meeting & **it was resolved** that the account statement was correct.
- f. External Audit – Exercise of Public Rights Council confirmed the period for the exercise of public rights as required by Regulation 15(2) Accounts & Audit Regulations 2015 as commencing on Monday 7<sup>th</sup> June 2021 and ending on Friday 16<sup>th</sup> July 2021; Clerk to place all relevant paperwork on the Parish Council website on Friday 4<sup>th</sup> June 2021 to comply & return the exemption certificate to the external auditor.
- g. Funds Received – Council noted the precept payment of £6340 for 2021/22 had been received into the bank.
- h. Annual Mandatory Insurance Policy Renewal - The Clerk had obtained several renewal quotations from Came & Company which were based on previous level of cover and Parish assets to be protected. It was noted that changes in Parish Council operations generally to be conducted more online had resulted in additional protection being required for possible cyber threats. In general Parish Council insurance quotes had increased across the board. Following debate, **it was resolved** to accept the Hiscox insurance cover & the payment due by the 1<sup>st</sup> of June 2021 of £369.92 was duly authorised.
- i. Councillors Budget Statement at end of April 2021 – the document had been circulated prior to the meeting for review & **it was resolved** to accept the statement as correct and it was signed by the Chairman.

**01229 Annual Parish Meeting** – It was noted by Council that due to Covid guidelines it would not be feasible to hold a Parish Meeting until further restrictions had been lifted. **It was resolved** to hold the APM on Tuesday 29<sup>th</sup> June 2021. Clerk to publish event.

**01230 Registration of a Community Asset.** – Cllr Todd outlined to the meeting the process and reasons for considering registering the White Hart Inn as an Asset of Community Value (ACV) with a view to protecting a pub within the village for future generations. The landlord of the White Hart had been invited to the meeting and had asked for the opportunity to address the Parish Council.

### *Standing Order Down*

The Chairman moved to put standing orders down to allow the landlord to speak and questions from members of the public, this was voted on and agreed by Council.

The pub landlord advised the meeting that due to economic constraints and Covid restrictions it had not been possible for him to consider reopening the White Hart as a public house. The pub was currently being run on an accommodation only basis and although he had not ruled out reopening the public bar this was unlikely to happen within the near future. He raised concerns that he considered the proposed action to register the pub as an ACV as a personal attack on his business. The landlord also advised he had been subjected to online comments from some villagers which he considered offensive.

The Parish Council noted his objection to the application and confirmed they respected his decision to operate his private business in the manner he considered best. An application to register an ACV was only being considered to protect a pub in the village for future generations. Comments that had been made on a private residents Facebook page were outside the control of the Parish Council and did not represent the PC's view.

General support for the application was expressed by several of the residents present at the meeting.

### *Standing orders up*

With the agreement of Council, the Chairman reinstated Standing Orders so that the Council could debate and vote on the matter.

Following debate, the Council voted unanimously to make an application to register the White Hart Inn as an Asset of Community Value. The Clerk was asked to complete the application and to raise a bulletin to advise all residents of the resolution taken which would also ask for community support.

### **01231 Planning Matters: -** Council had received the following application for review and comment:

S/177/00757/1 CROSS KEYS INN, SALMONBY – Erection of 3no. detached houses with associated garages. This application had been received on the day of the Parish Council Meeting and therefore **it was resolved** to ask the Clerk to request an extension to the consultation period for proper review of the plans and discussion to take place at the next meeting in June.

### **01231 Recreation Ground Update** – Cllr Davison advised the meeting that the recreation ground was being maintained and checks, cleaning still be undertaken in the playground. The Recreation Ground Committee would be meeting to consider funding for the forthcoming year and what if any events might be run. It was unlikely that Terriers would run this year and certainly not in July. Cllr Davison had accompanied Cllr Lonie when reviewing the possibility of additional tree planting on the parameter of the recreation ground. It was considered there was only space for a small number of trees possibly on the northern border of the field and plans for these would be discussed with the Recreation Ground Committee and the Landlord.

### **01232 Grass Cutting** – Cllr Kilby advised that the first cut by LCC Highways had taken place around the village and down Little London and this had been satisfactory with all. **It was resolved** to retain Little London on the LCC cutting schedule.

**01233 Neighbourhood Projects and Community Engagement –**

- a. **Provision of plastic bottle recycling project** – Prior to the meeting Cllr Lonie had circulated to Councillors a presentation for consideration regarding a recycling project already in place between PolyPipe Ltd and Horncastle Junior School. This involved the collection and recycling of plastic milk bottles. **It was resolved** to present this project to the village at the APM in June and to provide initial information in the upcoming Parish Newsletter to obtain community support.
- b. **Community Funding Opportunities** – Lincs Rural Funding information had been circulated via email to Cllrs prior to the meeting for consideration. One possible project identified for funding was the provision of an electric car charging point at Hamilton Hall. **It was resolved** to seek community interest in this or any other suitable project at the APM in June.
- c. **Provision of tree planting project** – It was noted that the Parish Council does not own any land where it would be suitable to plant additional trees. A request to landowners would therefore be made to see if any suitable sites in addition to the borders of the recreation ground could be identified. Cllr Larder suggested that residents could consider sponsoring a tree if unable to plant one themselves. **It was resolved** to promote this project in the upcoming Parish Newsletter.
- d. **Telephone Box – South Road** – Cllr Davison advised the meeting that the telephone box had been cleaned and the light bulb removed so it was not constantly on. Shelving was planned for the box and it was already being used for the swapping of seedlings. **It was resolved** to see how well the box was used by the community going forward, prior to the replacement of the current kiosk by a traditional red phone box.

**01234 Defibrillator** – Cllr Larder advised that the defibrillator had been checked and was emergency ready and had not been used. She informed the meeting that the metal cabinet housing the defibrillator was rusting, and **it was resolved** to contact LIVES regarding the provision of a new plastic cabinet.

**01235 Edward Richardson Trust Report** – Cllr Renshaw advised that the Trust were due to hold their first face to face meeting and had received a further two applications for consideration.

**01236 Highways and Footpaths –**

Cllr Todd advised that the bollards for the entrance to the recreation ground from the village hall car park had been received and would be cemented in. Damage to the war memorial steps had been noted and would also be repaired in due course. The Parish Council noted the road surfacing around the village had been completed and a new set of steps built at the West Road end of footpath 33.

The following areas were highlighted as of concern/action:

- a. Drains in West Road silting up.
- b. Drain on junction of East Road & South Road

The Clerk was asked to report these problems to LCC Highways.

**01237 Community Speed Watch Programme** – Cllr Cawthorne & Cllr Todd advised they were working with the volunteer group to put up the additional 30 mile per hour signs around the village. **It was agreed** after this work had been completed that the launch of the first Speed Watch would take place week commencing 24<sup>th</sup> May. Notification of this would be made in the Parish Newsletter.

- 01238 District Councillors Report** – Cllr Andrews advised that after two years in office he had stepped down as Chair for ELDC. Work on the new Horncastle site was underway and it was planned to be ready to open by Aug 2022. Cllr Andrews advised that ELDC were currently providing free market stall pitches up to the 1<sup>st</sup> of July to help recovering and newly started small businesses.
- 01239 County Councillors Report** – Cllr Marfleet had not been able to attend the meeting. A copy of his briefing report had been circulated to all prior to the meeting.
- 01240 PCSO Report** – PCSO Wass had sent his apologies as he could not attend the meeting but had met with the Clerk to provide an update report. As requested, the PCSO had checked on the school parking situation and advised the morning he was in attendance there were no parking issues. The school buses had to park on the yellow zig zag area to safely let children off and this was an arrangement made with the school. PCSO Wass also agreed to offer support to the launch of the Community Speed Watch Campaign.
- 01241 Clerks Report** – The Clerk had circulated a report to Council prior to the meeting covering the following action items:
- a. Quotation had been provided for the provision of recycled plastic planters for the village. Following review, **it was resolved** to set a budget for this project of £2,000 and Cllr Cawthorne & Cllr Renshaw agreed to consider planter options to decide on the most suitable replacements for the village.
  - b. Union Jack Flag – Comparison quotes for a replacement flag had been provided to Council from Hampshire Flag Company. **It was resolved** to ask the clerk to order a printed canvass flag with rope/toggle and additional weight. It was noted that some overhanging tree branches would need to be cut back before the new flag could be raised.
  - c. Tetford Times – A resident had notified villagers of their intention to publish a local magazine specific to Tetford and Salmonby. It was agreed in principle that the Parish Council would support this publication with editorial submissions subject to the magazine being in line with the PC's values and operating guidelines.
- 01242 Correspondence** – There was no further items of correspondence.
- 01243 Councillors Reports** – There were no additional reports from Cllrs currently.
- 01244 Items for the Next Agenda** – As identified above.
- 01245 Next Planned Parish Meeting - Wednesday 16<sup>th</sup> June 2021**

The Chairman closed the meeting at 21:10

Chairman .....

Date .....

Clerk .....

Date .....