

**Minutes of the Annual General Meeting held in the Village Hall, Kettlethorpe,  
on Monday 06<sup>th</sup> May 2019 at 8.00 pm immediately following the Annual Parish Meeting**

**Present**

Cllr R. Elliott, Chairman,  
Councillor R. Barnard,  
Councillor L. Flinders  
Councillor A. Scawthon  
Councillor C. Turner,  
Mr. R. Gee, clerk.

**1. Election of Chairman for 2019**

Councillor Richard Elliott was invited to remain in post, due to the current pressure of work being experienced by the Vice Chairman. He accepted and was proposed by Cllr Richard Barnard, seconded by Cllr Catherine Turner, and approved by the meeting.

**2. APOLOGIES**

Councillor T. O'Callaghan,

**3. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting on April 1<sup>st</sup> had been circulated to all members and were proposed as a true record by Councillor Barnard, seconded by Councillor Elliott and agreed by the meeting.

**4. MATTERS ARISING**

4.1 **Local Policing issues** – The Crime Report for April listed one burglary, 9 thefts, 2 vehicle crimes and one criminal damage but there were no reports relating to this Parish. (*Correspondence item 5.1*).

4.2 **Jubilee Park – Fences and barriers.** Richard hoped to make a start on spraying the fence this weekend, dependent upon the weather and the Chairman offered his help.

Tony mentioned that attention may be needed to a small section of the tarmac in the play area.

4.3 **Highway Matters** i. *Speed Watch equipment & training.* The equipment has not been purchased, as volunteers have not yet been selected. Once a team of residents with the right commitment has been assembled, and one person has been identified as a possible team leader, everyone will to be invited to a quick briefing of what Speedwatch is all about, and what will be expected of them. Purchase of the gun and formal training by the police can then go ahead. Richard asked if any special cover would be needed from the Parish insurance company for those residents who operate the gun. Clerk to check

Catherine offered to prepare a flyer for residents explaining the need to get a team together for Speed Watch and to use the flyer to give news of other Parish activities, such as the Parish Surgery and the plan to set up a Parish Facebook, which will be an ideal vehicle for promoting future events, formerly advertised in Trentside Links.

ii. *Fly tipping* – reported to WLDC (*Ref FTR 112480077 see Correspondence item 5.3*). Now believed to have been cleared.

iii. *Main Road drainage* - It was pointed out that the offlets draining the Main Road bend appear to be clogged again with leaves etc. and Tony offered to see what can be done. It was also reported that the side road leading to Marsh Lane off the Main Road was almost always flooded in inclement weather. Clerk to check and report.

4.4 **Parish Council Surgery** – The April surgery was run by the Chairman and as before, there were no clients, wishing to speak with a Councillor, but he spent a friendly hour, networking with local residents. The next surgery will take place on 20<sup>th</sup> May, and the Councillor in the hot seat will be Richard (B).

4.5 **Flower troughs** – Thanks were offered to Richard (B) and Tim who had managed to level up the leaning trough opposite Millfield.

The Chairman mentioned that it was time to think about providing new flower stock and Richard suggested that we should also be thinking about this year's fees. Members agreed that the simplest method would be to charge an annual sum, which was settled at £50 per year. The sponsors will be responsible for watering the plants, keeping the boxes and area tidy, cleaning their own notices etc, whilst the Council will ensure that all stock is replenished, and care provided as necessary. The clerk was asked to write to each existing sponsor, mentioning the annual fee, their roles and advising them that as existing users, they have been offered first choice, before other sponsors are invited to join the scheme.

4.6 **Waste, Hatchery Lane** – Richard had been in constant touch with the Environment Agency and DEFRA throughout the month and was eventually advised that the investigating officer of *the crime* is putting together a full file for approval. *Correspondence item 5.2.*

A nearby resident had seen lorries visiting Hatchery Lane, picking up waste to take to other sites and Richard suggested to him that it might help if he could make a note of the company name on the side of each vehicle.

4.7 **WLDC – Post Election matters** - The election documents were signed and witnessed where appropriate, for forwarding to WLDC.

4.8 **Parish Council vacancy** – names were put forward of residents who may be interested in becoming a councillor and Catherine is to give publicity to this item in her flyer. The clerk was asked to speak to a particular person who had already shown interest.

4.9 **Parish Council newsletter** –The flyer to be created by Catherine will be an initial form of newsletter in that it will provide current items of interest e.g. Speedwatch, Council Surgery, advance information about Facebook etc. *See item 4.3.i. Para. 2*

4.10 **Parish Facebook** - in hand, hopefully to be set up this month.

## 5. CORRESPONDENCE

5.1 Police Crime Report for April

5.2 Env: Agency / Cllr Barnard – letters re: waste at Hatchery lane

5.3 WLDC – response to fly tipping report

5.4 LALC – Service agreement to member councils (8 pages)

5.5 WLDC – Date of elections, reminder re: vacancy

5.6 Village Hall – appeal for funds to purchase advertising banner. *It was proposed by Councillor Turner, seconded by Councillor Scawthon and agreed by the meeting that £100 should be donated towards the purchase of an events banner.*

5.7 Pumping engine - *Complaints had been raised about a 'stationary engine type' noise heard around the village, often at unsocial hours. Comments were passed as to what it could be and where it may be sited. The Chairman offered to make enquiries.*

5.8 David Byrne – retirement as a Councillor. *Although an e-mail of thanks had been sent shortly after David had resigned from the Council, it was felt that perhaps a more formal letter would be appropriate. Clerk to deal.*

*After agenda printed*

5.9 WLDC – European Parliamentary Election

5.10 Northern Powergrid – estimated annual consumption – *see item 8.2 Npower*

**6. PLANNING**

6.1 **Application No 139252** – erect stable and change use of land – 3 Lincoln Court, Fenton. *Observations as a neighbouring Parish were invited but no comment was made, other than it was thought that the job had already been completed.*

**7. FINANCE**

7.1 Speedwatch - **£500**. Purchase of this item was postponed until further arrangements have been made

7.2 MKS Groundcare – grass for **April 4th and 17th**, Invoice No 1386 - £314.40 incl VAT. Payment of this invoice was proposed by Cllr Barnard, seconded by Cllr Flinders and approved by the meeting

7.3 D. Clark, auditor – Annual Internal Audit, plus PAYE set up for 2019 / 20 - **£90** Payment was proposed by Cllr Turner, seconded by Cllr Scawthon and approved by the meeting.

7.4 Defibrillator pads etc - £50 authorised. Purchase delayed until next month.

7.5 PAYE / Salary for end April – As approval was given at the last meeting to pay these items monthly throughout the year, agreement was given.

7.6 Parish Accounts – for end April. The clerk reported that there was currently £18,751 in the bank of which £270.58 was a refund of VAT from 2017/18 and that expenditure for April was £1,225. These figures were confirmed by the Bank Statement / the Parish Accounts and the meeting agreed that the Accounts Sheet should be signed by the Chairman and the clerk.

7.7 Came & Co, Parish insurance - the option, was offered to sign with the same company for a period of 3 years, which would reduce the premium from **£353.62**, (the one year payment) to **£338.44**, for each of the 3 years. It was proposed by Cllr Scawthon that the 3-year option should be accepted, seconded by Cllr Turner and payment of **£338.44** was agreed by the meeting. The clerk pointed out that this figure was £3.50 less than last year's payment.

**8. ITEMS FOR DISCUSSION**

8.1 Village Hall – Request for PC representative - Lauren said she would be willing to give it a trial period, although she is quite busy at the moment.

8.2 Npower – Catherine suggested that we need to contact Npower as early as convenient, to explain that this Council would not be renewing the contract when it expires in November.

**9. DATE OF NEXT MEETING**

The next meeting will take place in Kettlethorpe Village Hall on Monday 3<sup>rd</sup> June 2019 at 7.40 pm

As there was no further business the meeting closed at 9.30 pm

## E-MAILS SENT RECEIVED IN APRIL

<b>Date</b>	<b>Subject</b>	<b>from</b>
01-Apr	Enquiry to Tony re Parish Surgery, after apology for April Meeting	clerk
"	Apology from Lauren - unable to attend meeting - unwell & response	Lauren
"	E-mails to four local organisations requesting Parish Reports	clerk
"	Updated Street Lighting Policy - LCC	LCC
02-Apr	Requests to other local organisations for Parish reports	clerk
"	Apology from Catherine, unable to attend meeting - unwell & response	Catherine
"	E-mail to members re: quorum	clerk
"	Forthcoming events - LALC	clerk
"	Community Pain Service - LALC	clerk
"	Networking meeting - details to Chairman	clerk
"	Enquiry to Tony - interested in Play Area training course ???	clerk
"	Armed Forces Day	LALC
03-Apr	Request to LALC to include Tony on Play Area Training course	clerk
"	Richard (B) e-mails to and from Richard Sainsbury, Environment Agency	Richard (B)
08-Apr	Advice to Tony of his acceptance on Play Area course	clerk
10-Apr	Clerk moved back into former home / change of phone No	clerk
11-Apr	WLDC list of election candidates to notice board / one member short	clerk
12-Apr	Richard (B) suggests Roger Brownlow etc as possible candidate for PC	Richard (B)
"	Richard (B) comments on waste / Tim + letter to Environment Agency	Richard (B)
16-Apr	WLDC - Social rented Housing	clerk
"	LALC, launch of weekly newsletter	clerk
"	£1m to be invested in Highways	LCC / clerk
"	WLDC -Business Brief	clerk
17-Apr	LALC - Saving the Usher Gallery and places to visit in Lincs	clerk
18-Apr	Env Agency - Richard (B) request for written response	Richard (B)
19-Apr	Parish Reports - LIVES and PC Chairman Report - Richard (E)	Richard (E)
21-Apr	Village Hall - Parish Report - comment re: need for P.C. Representative	Ann Close
23-Apr	Irrigation pump type noise	Richard (B) / Richard (E)
"	PCC - Parish report	clerk
24-Apr	Sarah Hogg's historical book on Kettlethorpe	clerk
26-Apr	Notes re: letter to David on his retirement	Richard (B)/clerk/Chair
29-Apr	Police Report for April	clerk
"	Weekly News Update" from LALC.	clerk
"	Mr Roger Brownlow - Parish Councillor - no // have to check elsewhere - Chair	clerk
30-Apr	Annual Resilient Communities Conference - LALC	clerk