



14 December 2016

MINUTES

HACONBY & STAINFIELD PARISH COUNCIL MEETING

WEDNESDAY 14 SEPTEMBER 2016 AT 7.00 PM

Present:

Councillor Peter Fisher

Councillors Brian Blackburn, Beth Cruft, Richard Dixon-Warren, David Winn

Clerk – Mrs Bev Bradford

SKDC Councillor Peter Moseley

13 Members of the Public

1. **Present / Apologies for Absence.**

Omitted.

2. **Public Forum.**

Members of the public commented on the following issues:

- Shooting rights over 'town lands' and insurance required. Differences of opinion were aired over the need for 'Land Owners Liability' if the shooter held public liability insurance and indemnified the landowner.
- Questions over grazing rights on allotments.
- Drains along Chapel Street – Councillor Winn briefed on IDS findings – drains cleared, more work to be done. White circles on the road indicate sites of drain covers (unlikely to be re-opened).
- Flooding – pond at village green, ongoing investigation, discussion over responsibility, potential contribution to June flood, confirmation that pond was dredged around the millennium. Report awaited. SKDC Councillor Moseley noted pressure on current drainage infrastructure should be considered when reviewing any future planning applications in the village

3. **Disclosure of Interests.**

No interests were disclosed.

4. **Minutes of Previous Meetings.**

The revised minutes of the meeting held on 6 June 2016 were proposed, seconded and agreed as a correct record. It was agreed that minutes of the Allotments Meetings held on 23 March, 27 July and 5 August would be discussed at the next Allotments Meeting. Councillor Cruft queried the inclusion in Councillor Dixon-Warren's revised drafts of these minutes of information he acquired subsequent to the meeting, and his use of the term 'agreed' when there was no resolution or vote that took place on the items in the meetings. Councillor Dixon-Warren responded that he had included additional information to ensure that the revised draft was balanced. Time precluded further discussion on this point and a response on the use of the term 'agreed'. Further discussion pending at the next Allotments Meeting.

5. **Matters arising from the previous minutes.**

Broken Road Sign – reported by the Clerk as fixed.

No discussion necessary.

Parish Council to resolve if they wish SKDC to send letters to residents re overgrown vegetation on public footpaths.

Decision: It was agreed that this was Parish Council business and that all reasonable efforts should be made before sending letters. This should include Parish Councillors making personal contact with residents, and it was noted that this was already happening.

Councillors Blackburn, Dixon-Warren and Winn said that they would be happy to volunteer their services clearing vegetation.

Parish Council to resolve to place the damage of the bus shelter due to invasive vegetation in the hands of our insurers.

Decision: resolved. Councillor Cruft to notify relevant householder of further correspondence on this coming from insurers

Parish council to resolve to make a contribution to defibrillator fund for village, and if so, how much.

Decision: resolved – pay the balance left over from of LCC Councillor Woolley's donation of £ 250.00 towards the 'Clean for the Queen' event.

6. **Correspondence/Clerk's Report.**

The Clerk reported that Mr Woolley has served notice to quit his allotment on 01 December.

The Clerk reported that Mr J Atkinson had been in contact regarding the request to remove large stones from the verge outside The Hall as a result of the village risk assessment. Councillor Blackburn reported that this had been resolved through subsequent discussion between himself and the Atkinsons.

Community Cleaner – appointment of Sam Hargrave.

The Clerk noted that this was going well.

Finance – Council to resolve to approve the following payments.

Decision: Resolved to approve all payments.

To	For	Amount – £
SKDC	2015 unused Cleaning Grant	686.40
JH Walter	Agreed attendance of Land Agent on 5.8.16 and prep in connection with meeting	518.16
S. Hargrave	Community Cleaning in August	64.69
Councillor Beth Cruft	Incidentals for clean for 'Clean for Queen' event	11.99
B. Bradford	Postage Use of home elec/tel/and general running around expenses for year 09/15-09/16	1.74 50.00
LALC	Really Useful Handbook for Parish Councils	2.50

External Audit – passed.

The Clerk highlighted the External Audit observation that H&SPC is holding too much money – outline finance plan required. Discussion included the observation that until the allotments are sorted the council cannot plan properly, and the need to plan early with the future reduction in SKDC's contribution grant.

There was consensus among Councillors on the need for a meeting to develop a five-year strategic financial plan in November 2016.

Road Closure in Haconby – Information Purpose Only.

Noted.

DPI Forms.

The Clerk highlighted SKDC Democracy Services' requirement for completion of these forms by selected Parish Councillors.

Standing Orders.

The Clerk highlighted SKDC Democracy Services' audit report advice that the parts of Parish Council Standing Orders were not compliant with the 2011 Localism Act. Councillor Dixon-Warren requested a copy of the SKDC audit report and the Chairman suggested that LALC advice be sought. It was agreed that that a meeting to discuss this in detail was required in early 2017. Proposed by Councillor Fisher and seconded by Councillor Dixon-Warren.

Parish Council as a 'Good Employer' – Good Employer Guide to be sent to all councillors for reference.

Action – Clerk.

Council to Resolve to adopt a Grievance Policy, Financial Policy, HR Policy, Complaints Procedure Policy as set down by the NALC.

Decision: Proposed by Councillor Fisher and seconded by Councillor Dixon-Warren – resolved. SKDC Councillor Moseley recommended that full advantage be taken of the advice and training offered by LALC.

7. Aveland Neighbourhood Plan – Council to resolve what comments they require reporting back to Ms Watson.

Decision: It was agreed to seek invitation to meetings to keep up to date with developments. Councillor Winn agreed to represent the Parish Council.

8. Planning – Erection of detached garage with storage area over at 29. Chapel Street, Haconby – Agreed by Planning.

No discussion required.

9. Parish Land:

Parish Council to resolve to instruct JH Walter (Land Agent) Lincoln.

Differences of opinion were aired over the process of selecting JH Walter, the need to demonstrate value for money, and funding already committed.

Decision: Proposed by Councillor Fisher and seconded by Councillor Cruft – resolution not passed.

Parish Council to resolve to discuss next steps and time scales for implementing new contracts for Parish land.

Decision: It was agreed that the Clerk should obtain at least three responses from land agents (including JH Walter) in response to a formal tendering process. This should be based on a specification which evaluates both quality and value and which requires local agents to declare any conflict of interest. All Councillors to submit suggestions of land agents to be sent the Invitation to Tender and have the opportunity to score responses. Councillor Cruft to support Clerk with advice on best practice in procurement.

10. Shooting Rights:

Parish Council to resolve to take heed of the sound advice provided by Zurich Insurance underwriters and legal team (Parish Council insurer's) BASC Insurance brokers, NFU and Highways and not allow Shooting Rights on the Parish Land as the Parish Council will not be covered if a claim arises.

The Clerk outlined the expert advice she had received on the Council's behalf, including her understanding that the Council's current insurance does not cover incidents arising from shooting on its land and that Land Owners Liability insurance is required to protect it from any associated claim. Quoted at approx. £340, this insurance is more than the £45 income shooting rights would raise in 2016/17.

Discussion included the need to see / read advice in detail, particularly to confirm why it is not enough that the Licensee indemnify the Parish Council.

Decision: Resolution not passed. It was agreed that more detailed information should be provided for further consideration.

Parish Council to resolve to pay £ 340 per annum for Land Owner's Liability Insurance.

Decision: Resolution not passed.

11. Co-Option – Parish Council to resolve to appoint two new councillors by the method of voting after applicants have presented to the council.

It was pointed out that the co-option policy had not been agreed by the Parish Council. A majority of Councillors agreed that a closed session was not required and that the issue be put straight to a vote. The Chairman and Clerk called on Mr Glyn Reed, Mr Johnny Blackbourn and Mrs Philippa Dixon-Warren to speak about themselves; the fourth candidate, Mrs Mcilhagga, was away on leave. Votes received – Mr Reed: 2, Mr Blackbourn: 3, Mrs Dixon-Warren: 3 and Mrs Mcilhagga: 2.

Decision: Mr Blackbourn and Mrs Dixon-Warren were co-opted.

Note: Some reservations about the co-option process were expressed. Councillor Cruft expressed concern over her perception of the lack of impartiality of the voting process, as family members were not required to abstain from voting on their relative. The Clerk assured the meeting that the rules of procedure allow Councillors to vote for family members.

12. Chattle – Parish Council to resolve if and what should be in this edition.

Opinion was expressed on Chattle's value as an additional communications medium for the parish.

Decision: It was agreed that Councillors would forward comments direct.

13. Flooding in Haconby – Council to resolve what are the next steps for the Parish Council's involvement in this prevention for the future.

Decision: It was agreed that the LCC report awaited should inform further discussion.

14. Close of Meeting.

The meeting was closed at 21:30 hrs.

Approved: Councillor David Winn (Interim Chairman) 14 December 2016