

NOTES¹

HACONBY & STAINFIELD PARISH COUNCIL

PARISH COUNCIL MEETING

MONDAY 19TH JUNE 2017 COMMENCING AT 7.15 P.M.

Present: Councillors Derek Bailey, Brian Blackbourn, Philippa Dixon-Warren, Richard Dixon-Warren, David Winn

Temporary Clerk – Mrs Wendy Gray

No members of the public were in attendance

- 1) **Chairman's Introduction and Announcements** – Cllr D Winn welcomed everyone to meeting. Special welcome to our new Cllr Derek Bailey, and also Cllr Charlotte Gutsell, who is unable to attend this evening prior to a previous appointment.
- 2) **Apologies for Absence** – Cllrs J Blackbourn and C Gutsell, and PCSO.
- 3) **Police / PCSO Report / Neighbourhood Policing Update** – Cllr R Dixon-Warren reported that the Neighbourhood Policing Panel will be re-starting in due course.
- 4) **Public Questions, Comments or Representations** – None.
- 5) **LCC Update** – None received.
- 6) **SKDC Update** – Apologies received via email day after last meeting, no update received.
- 7) **Disclosures of Interests** – None.
- 8) **Risk Assessments** – Allocated 13 areas listed, Parish Guide to be updated accordingly.
- 9) **Minutes** -
 - a) To resolve that the minutes of the meeting of the Council meeting held on 17th May 2017 be signed as a correct record – **Cllr R Dixon-Warren proposed minutes of 17th May were signed, seconded Cllr B Blackbourn, all in agreement. DB abstained.**
- 10) **Matters Arising from the Minutes of 17th May** -

As road is being dug up suggestion that all other services are contacted AW/BT/WPN via LCC to carry out any proposed works at same time. Parish Clerk to contact LCC.
- 11) **Administrative Report and Correspondence Received** –

Pensions Regulator – Temporary Parish Clerk suggested that we ask Ladywell Agency (who currently run our PAYE) to complete declaration on Parish Council's behalf, the cost for completing the necessary paperwork a one of payment of £10 (to be invoiced in due course). Documentation must be completed by 30th June 2017. All Councillors in agreement.
- 12) **Invoices to be agreed for payment** –
 1. Wendy Gray, Temporary Parish Clerk salary - £224.00
 2. HMRC 1st Quarter - £56.00
 3. Wendy Gray, Expenses (6 months) - £48.27

¹ Notes on a Parish Council meeting are the basis for the Minutes. They can be amended at the following meeting.

Cllr D Bailey proposed above invoices were paid, seconded Cllr B Blackburn, all in agreement.

Income Received:

10.4.2017 – Business Bank A/c Interest - £0.12

8.6.2017 - Allotment Fee Pinder - £30.00

9.5.2017 – Business Bank A/c Interest - £0.11

13) **Planning Applications Update** – No new applications.

14) **Business Items:**

a) Draft Policies – To resolve that the draft policies on Parish Clerk, Community Cleaner and Data Protection be approved, adopted and incorporated in the Haconby & Stainfield Parish Information and Policy Guide. To further resolve to initiate advertisement for the post of Parish Clerk and re advertise for a Community Cleaner – draft documents circulated prior to meeting **Cllr Bailey proposed, seconded Cllr B Blackburn, all in favour** that, once amended and approved, the draft policies be adopted and incorporated into the Haconby & Stainfield Parish Information and Policy Guide, and the post of Parish Clerk and Community Cleaner be advertised as soon as possible.

b) Haconby Horse Chestnut Tree – To resolve to acquire ownership of the Haconby “village green” and thereby responsibility and liability for green and tree. Understand 120th birthday party went well with 30-40 people in attendance. First draft FR1 (application for first registration of the village green on which the tree stands) together with the following forms circulated to Cllrs prior to meeting: i) Form DL (List of Documents ii) Forms ID1 and SIMR Certificate133/A45DWLB, the certificate of search) and iii) Form ID1 (Certificate of Identity for a Private Individual – Chairman and Vice Chairman TBC) should be the nominated representatives. iv) A marked map showing the green’s location. Agreed that village input should be sought, again.

Woodland Trust – would they give us any financial help? Agreed to investigate further.

Cllr Winn proposed, seconded Cllr B Blackburn that to resolve ownership of land and tree, another Parish Notice should be circulated and a public meeting called to obtain the views of the village.

c) Maintenance –

i) Discuss and resolve as required – review of areas where vegetation overhangs pavements (include in risk assessment and invite house owners to trim back where appropriate) – tree branches growing up through power lines, network to be advised and invite LCC Highways to inspect and repair the dyke along West Road – work discovered following floods last year.

ii) Discuss and resolve as required a Council focus on the bus shelter and clarification of adjacent land (ownership and responsibilities) – basically Parish Council can do the following: replace, have survey done on its stability, clear overgrowth around it. Cllr B Blackburn agreed to investigate what cost of survey would be.

d) Allotments – To resolve to convene an Allotments Working Group meeting on Tuesday 18th July at 7 p.m. meeting – meeting date confirmed with Councillors, agreed now need to advertise and encourage allotment holders to attend meeting (invite via letter). Cllr R Dixon-Warren will circulate a draft to the Council. Cllr B Blackburn to set up a date with Land Agent to meet beforehand.

- e) **Churchyard Maintenance** – no update, PCC has not met since last meeting. Key decision on closure of old graveyard awaited.
- f) **Emergency Plan and Community Resilience** – Cllr R Dixon-Warren attended LCC's 'Resilient Communities 2017' conference on 15 June and found it very useful. Table-top exercise for the parish to be arranged for late July or early August – Cllr R Dixon-Warren will arrange date with LCC Emergency Planning & Business Continuity.
- g) **Haconby Telephone Box** – no further feedback, will do nothing further until we hear from SKDC.
- h) **Neighbourhood Plan** – no further update, no feedback from meeting at Rippingale, no current requirement.

15) **Any Other Business.** Items for next meeting and issues / points arising from discussion for future discussion / resolution.

Cllr Bailey asked if he could access minutes for 2016 – do not appear to be on website, Parish Clerk will investigate.

Mr Goodman planning to put a house on his land, outline drawings for Parish Council to view before submission to planning department.

Cllr R Dixon-Warren suggested amending the Council's social media policy to provide flexibility in response to developing trends or situations, and will circulate a draft.

16) **Date of Next Meeting** - 5th September 2017 at 7:15 pm in the Hare & Hounds Public House.

Meeting closed at 9.32 p.m.

Approved:

Councillor David Winn (Chairman)