

Langtoft Parish Council

Clerk's notes of Parish Council meeting held on Tuesday 28 July at

Langtoft Village Hall

Present: Cllrs Brian Branch (chairman), Andy Halfhide, Andy Hallam, Debbie Hallam, Roy Jackson, Yvonne McCulloch and Derek Risk (vice-chairman).

In attendance: Heather Gilling (clerk), District Councillors Rosemary Woolley and Kelham Cooke and two members of the public.

The meeting opened at 7pm with the Open Forum.

26/15 Open Forum

Questions asked/matters raised included the following:

- Matters unresolved should be carried forward to subsequent meetings. This is being done.
- Traffic lights at the crossroads should be set at busy times so they automatically go to red to help ease the problem of traffic leaving East End/West End. This will be investigated.
- Why isn't the notice of a casual vacancy on the website? The notice has been displayed on parish council notice boards.
- Minutes of last two meetings not on the website. This has been addressed.
- Incorrect figures were presented to the external auditors in 2013/14. It was the Parish Council which drew attention to this error.
- Taking over of the pavilion field. We are considering the feasibility.
- Litter and antisocial behaviour at pavilion field. If details are passed to us we can write to South Kesteven District Council.
- Have we entered the Best Kept Village competition? Councillor not present this evening was dealing with an application.
- Condition of telephone box – no need to keep it. It is a valued local amenity. Not everyone has a mobile phone and reception is sometimes difficult so it is a vital service in case of emergency.
- Poor condition of boundary wall in front of council houses, West End. District Councillor Cooke offered to follow this up.
- Poor condition of boundary wall behind northbound bus stop on A15. Some work has been carried out.
- Ineffectiveness of road sweeper vehicle. District Councillor Woolley offered to follow this up.

The Open Forum concluded at 7.25pm.

27/15 Chairman's welcome and opening remarks

The chairman formally welcomed Heather Gilling, the new clerk.

28/15 Apologies for absence

Apologies had been received from Cllrs Trish Garratt and Mike Thompson.

29/15 Declarations of Interest

No declarations of interest were received.

30/15 Minutes of the meeting held on 25 June 2015

The minutes were approved as a true and correct record of the meeting on 25 June 2015.

31/15 Matters arising

There were no matters arising from the minutes of the meeting on 25 June 2015 – but in respect of the meeting on 12 May 2015 members expressed continuing concern at lorries travelling through the village either for or on behalf of Hanson's, particularly at very early hours in the morning and late at night.

Action: Members to monitor movements/take photographs/record registration numbers and for this information to be conveyed via the clerk to Hanson's.

32/15 Councillor Resignation

The chairman reported that he had received a letter of resignation from former councillor Tom Butterfield, who in the letter had made some complimentary comments about the current make-up of the council. The chairman had replied thanking him for his contributions at recent meetings.

The notice of vacancy was currently displayed on the parish notice boards with a deadline of 5 August 2015. After this date, if no candidates have come forward to be elected, the Parish Council may fill the vacancy by co-option.

33/15 Reports from County and District Councillor and Police

District matters: District councillor Cooke reported that South Kesteven District Council had relaunched its website and invited members to view the new site. He advised that leaflets regarding dog fouling were to be distributed with the next Grapevine. (This led to a more general discussion regarding dog fouling. Members were advised to follow up instances of dog fouling that could be reported to SKDCs enforcement officer).

District Councillor Woolley reported on special responsibilities and asked if the Parish council wished to follow this up.

Agreed this should be an agenda item at the next meeting.

County matters: There was no report from LCC as County Councillor Robinson was not present.

Police matters: PCSO Laughton was unable to attend the meeting but had asked that Members be made aware of recent burglaries in Deeping St James, Market Deeping, Bourne and Stamford, with a request to ask people to be vigilant.

Cllr Halfhide reported that he had seen a white Transit van travelling around an area of Langtoft which he felt was possibly suspicious.

Cllr Jackson reported on instances of distraction burglaries whereby a caller to the front door would keep the householder talking while an accomplice entered the property.

It was resolved: A future issue of Grapevine should contain an article about distraction burglaries.

Cllr Halfhide's observations be reported back to PCSO Laughton.

34/15 Financial Report

The clerk explained that the financial report this time was jointly prepared by herself (with effect from her appointment on 1 July) and Cllr Risk who had looked after matters in the interim following the resignation of the previous clerk.

Cllr Risk presented a statement of transactions up until 30 June 2015, while the clerk presented transactions since 1 July 2015.

The clerk advised that a formal resolution was required to send to the Parish Council's banker, Unity Trust, in order for her to be able to access the account.

Cllr D Hallam proposed and Cllr Jackson seconded a resolution to remove the name of the former Clerk, Miss Steina Bishop as an authorised account user of the council's Unity Trust bank account, and to replace it with the name and contact details of the new Clerk, Mrs Heather Gilling, and that the amendments to the

mandate for the operation of the bank account, payment instructions and banking services be approved and be provided to the bank by a person authorised to do so, (Mrs Heather Gilling) in accordance with the bank's procedures and the mandate.

Members also resolved that:

- 1) The bank is entitled to rely upon the amended mandate until it receives a later mandate amending it
- 2) The bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account.

A resolution thanking Cllr Risk for his work during the interim period was proposed by Cllr McCulloch, seconded by Cllr D Hallam and approved unanimously.

35/15 Purchase of laptop

Members discussed the need to purchase a new laptop for the Clerk for Parish Council matters.

Proposed by Cllr Halfhide and seconded by Cllr Jackson that up to £500 be spent on a laptop and associated software. Agreed unanimously.

36/15 Internal/external audit

Because of confidentiality matters – discussion of this item would result in individuals being identified – it was unanimously agreed this item should be moved to the end of the agenda and taken with the public excluded from the meeting.

37/15 Training opportunities

The clerk reported that she had provisionally booked two LALC training sessions:

- 1) Council finances – Tuesday 15 September
- 2) Clerk's training day – Wednesday 4 September

and would also like to attend a cemetery management and compliance and burial documentation training day on Wednesday 9 September.

Resolved: The clerk's attendances on these courses be confirmed.

The chairman asked members if they wished to attend LALC's councillors' training session. District Councillor Woolley advised that if enough attendees came forward, perhaps teaming up with a neighbouring parish council, a training session may be possible locally.

Resolved: The clerk find out more about this and report back.

38/15 Dog waste bins

Cllr Jackson reported that the dog waste bins had now arrived. A discussion of where to site them concluded that East End Park and Black Bull Green would be appropriate location, along with Back Lane/Hyde Gardens. As the latter location was Lincolnshire County Council land, **the Clerk was asked to obtain any necessary permissions.**

Cllr Jackson reported that he had obtained a quote for emptying the bins which he would pass to the Clerk.

39/15 Planning matters

Members discussed application no: S15/2031/HSB – detached games room and garden store in association with existing dwelling, 53 Stowe road, Langtoft, PE6 9NE and concluded the proposal was acceptable but would wish to see a condition attached to ensure this development was used only as ancillary to the existing

property and could not become a separate dwelling. Neither should it create extra traffic using the vehicular access shared with neighbouring properties on to Stowe Road.

Members discussed application no: S15/1736/FULL for 8 dwellings with associated garaging/parking and access arrangements on land adjacent to 25 and 26 Cloven ends, Langtoft, PE6 9LF. There was some discussion that the mix of two large houses and six smaller ones seemed strange, and some concern regarding vehicular access and traffic. However members considered the application to be appropriate, but would seek assurance that a mix of building materials would be used, and would be in keeping with the area.

It was resolved to ask whether a contribution of Section 106 money could be given to the village to be spent on replacement of a piece of play equipment in East End Park.

Action: Cllr Jackson to obtain a quote and give to the Clerk.

The clerk reported a decision of conditional approval in respect of application no: S15/1362/HSR – conversion of part garage to lounge, erection of front canopy and internal alterations, 11 the Rides, Langtoft, PE6 9RR.

40/15 Correspondence

It was agreed this item should be taken with item **36/15** following the exclusion of the public.

41/15 Play inspection report Black Bull Green

The chairman reported that the annual inspection at the Play Inspection Company of the play equipment at Black Bull Green had taken place on 9 July 2015. While a few recommendations for improvement had been made the overall conclusion was a pleasing 'low risk' designation.

Cllr Jackson pointed out that the inspection had taken place while there were still a few minor matters outstanding following replacement/renovation to some pieces of equipment. These had now been completed.

One matter which the inspection had highlighted and which had also been brought to the Parish Council's attention by a local resident was that the 'baby' swing was too high off the ground.

It was resolved this matter would be addressed and the swing lowered to the recommended 500-600 mm from the ground.

The inspection had also noted a 'no dogs allowed' sign was missing on one of the entrance gates.

It was resolved this sign would be reinstated.

42/15 Condition of BT phone box, boundary wall to council houses, West End, and boundary wall near bus stop A15.

Members discussed the poor condition of the phone box and also the boundary walls. The chairman pointed out that some remedial work had been carried out to the wall near the bus stop. District Councillor Woolley offered to notify SKDC of the council's concern of the wall at West End. The Clerk was asked to contact BT regarding the phone box, which members considered was a valuable amenity for the village and should be properly maintained.

43/15 Updates from working groups

Finance and General Purposes: this group had not met since the last PC meeting

Events and Cemetery: Cllr McCulloch reported that 28 people had taken part in the annual parish walk on 17 June 2015. It had been an enjoyable occasion, with refreshments at the Waggon and Horses at the end much appreciated by everyone.

Cllr McCulloch also asked for help in taking the next two issues of Grapevine to distributors as the usual deliverer was currently unwell. Cllr Garratt had already offered to help. Several other members volunteered to help also.

Amenities and Highways:

Cllr Halfhide presented some interesting statistics recorded by the electronic speed signs placed at East End and West End. While it was still early days there was some evidence that the presence of the signs was making a difference in slowing down traffic travelling through the village.

Cllr Halfhide reported that the zip wire installed at East End park was now being used, although the council had not yet received the paperwork in respect of it. **It was resolved that the Clerk should write to the donors in respect of this and also an official handover ceremony.**

Exclusion of the public:

The chairman moved a resolution to exclude the public from the remainder of the meeting because of the confidential nature of the business to be transacted, which would relate to named individuals. **This was agreed unanimously.**

36/15 Internal/external audit

As discussion of this item began at 9.30 pm, Cllr A Halfhide proposed and Cllr A Hallam seconded that standing order 1d be suspended in order for the meeting to continue. This was unanimously agreed.

Discussion under this heading centred on whether it was considered necessary for an internal audit to be carried out following the appointment of the new Clerk.

It was reported that a number of matters remained outstanding following the resignation of the former clerk. It was resolved that a letter be sent to the former Clerk in order to resolve the outstanding matters as soon as possible.

Under item **40/15** the new Clerk asked for guidance on how councillors wished to have the Clerk's correspondence report presented to them. Members agreed to feed back their suggestions to her.

There being no further business the meeting closed at 10pm.

Date of next council meeting: 8 September 2015

and then: 20 October 2015.

Signed:.....(Chairman)

Date:.....