

Langtoft Parish Council

Clerk's Notes of Annual General Meeting held on Tuesday 14 May 2013 at
Langtoft Village Hall

Present: Cllrs Brian Branch (Chairman), Derek Risk (Vice-Chairman), Colin Larkman, Roy Jackson, Yvonne McCulloch, Debbie Hallam, Elizabeth Allen, Andy Halfhide, Andy Hallam and Mike Thompson
In Attendance: Steina Bishop (Clerk), Rosemary Woolley (District Councillor), Peter Robinson (County Councillor) PCSO Michelle Laughton, Peter Naylor (Internal Auditor). There was 1 member of the Public.

35/13 Retiring Chairman presides over Election of new Council Chairman

The Chairman, Cllr Branch stood down and thanked all members of the council for their support over the last year and also thanked members of the public. Cllr Branch also congratulated County Councillor Peter Robinson on his re-election. Cllr Jackson proposed that Cllr Branch stand for the 2nd year as Chairman for Langtoft Parish Council. This was seconded by Cllr A Hallam and agreed by all members. The Chairman signed his Declaration of Office.

36/13 New Chairman presides over Election of Vice-Chairman

Cllr Risk stood down as Vice Chairman. Proposed to stand as Vice Chairman for the 2nd year by Cllr A Halfhide. This was seconded by Cllr M Thompson and agreed by all members.

37/13 Adjournment for Public Forum

A member of the Parish questioned why Deeping St James Parish Councils Annual Parish Meeting secured a large write up in the local press. The Clerk confirmed that the Editor of this paper, attended the Annual Parish Meeting. The Council were then questioned as to why Deeping St James Parish Council can achieve to give grants to community organisations and groups and Langtoft Parish Council do not **like to**. The Chairman confirmed that LPC would like to give **donations** but the council wants to continue keeping the precept at a low level. The Clerk was asked as to why the notes from any council meeting were not published. **Action: Clerk to speak with Stamford Mercury to ascertain why LPC Notes were not published and ensure that a summary of council meetings is regularly inserted.** The Clerk was also questioned as to why the parish council notes/minutes were not publicly displayed at the Post Office and in the Waggon & Horses. **Action: Clerk to ensure that notes/minutes are publicly displayed.**

Council members were asked why, according to minutes from a few years ago that a Press Officer is not responsible for the news articles. Cllr A Hallam confirmed that this was the case but the role was not progressed.

Council members were asked if the Langtoft Sign be cleaned as it was beginning to look worn.

Action: Clerk to contact bus shelter cleaning contractors to ascertain if they were able to clean the sign. Clerk will report back at Annual Parish Meeting.

The Chairman asked PCSO Laughton to speak as there were no other questions from the open forum.

PCSO Laughton confirmed that she had researched accidents within the parish and reported that out of 33 incidences recorded over the last year, 30 of them were Road Traffic Collisions, 3 of which involved 2 cars, speeding violations and drink driving offenders. There were also 3 suspicious people around the village.

PCSO Laughton confirmed that although there were Neighbourhood Watch areas within the Parish there was No Cold Calling Zones. This is currently being prepared for Mossop Drive/Scotts Close as there has been an instance of workmen carrying out poor quality work on vulnerable members of the parish. PCSO Laughton is also in the process of organising a Doorstep Seminar within the Village and will liaise with the Clerk to organise with the Village Hall Committee a suitable date.

PCSO Laughton confirmed that the Bourne Police Team was able to obtain an Archer Survey, which will be taking place in June/July and she is keen to ensure that Langtoft also receive an Archer Survey.

Cllr Halfhide queried with County Councillor Robinson if he was able to get speed restrictions placed within the village. CC Robinson advised that the Road Safety Partnership, are a dedicated team who will action any requests and he will support LPC in any submission made. Member of the public suggested the Parish Council spend money on speed signs. Cllr Halfhide confirmed that this is an ongoing project.

The Chairman then asked County Councillor Robinson if there were any items he would like to report on. CC Robinson reiterated the Road Safety Partnership team and also confirmed that if LPC were to submit an application for road calming on Stowe Road, he would support the application.

The Chairman asked District Councillor Woolley if there were any items she would like to report on. DC Woolley confirmed that the Development & Control Committee were in the process of changing planning procedures for structures that were between 6-8m. These would be permitted without district planning approval. This would not apply to listed buildings. The District planning office will continue to write to neighbours for their comments. Once DC Woolley receives a copy of the new proposal, this will be forwarded to the Clerk.

DC Woolley stated that the Boundary Review Group have started working on the new boundaries for 2 District Councillors, 1 for the Urban area and 1 for the Rural area, will be removed. DC Woolley will report further information at the next full council meeting.

Open Forum ended at 7.30pm

38/13 Apologies for absence

Cllr Garratt sent apologies.

39/13 Declarations of Interest

No Councillor declared an interest on items on the agenda.

40/13 Approval of Minutes of previous meeting held on 2nd April 2013

The minutes from the previous meeting were approved. Proposed by Cllr Thompson, Seconded Cllr D Hallam and agreed by all members.

41/13 Appointments to Groups

The Chairman asked if Council members were happy to continue with the current groups. All members agreed Cllr Jackson proposed, seconded by Cllr Risk

42/13 Appointment of representatives to the Village Hall Committee, Charity and Police Panel

Cllr McCulloch will continue on the Village Hall Committee and Cllr Jackson will continue on the Police Panel. This was not voted upon but agreed by all members.

43/13 Confirmation of Standing Orders and Financial Regulations

It was proposed by Cllr Halfhide that current standing orders require no amendments, seconded by Cllr Thompson and agreed by all members.

Financial regulations will be reviews by Cllr Risk and report of any necessary changes, if required at the full council meeting in July.

44/13 Review of Fixed Assets and Insurance

The clerk asked that all members had reviewed the fixed asset for the new financial year and also advised that the insurance premium had been reduced however, the premium quoted does not include the cemetery gates and fencing, facing the A15. **Action: Clerk to contact insurers to ensure that this element is included in the renewal documentation.**

45/13 Items noted under the Clerks Report

The Chairman and Cllr McCulloch confirmed their attendance at the opening of Gibbs Close, off New Road. They both confirmed that although it rained heavily, a couple of children from the Primary School attended and planted a time capsule. They were also shown around the properties and thank Longhurst & Havelock for their time.

A request for goal nets was requested by a member of the youth community. Cllr A Hallam advised that he had seen a park in Lincoln with a mesh wall, approximately 2ft behind the goal posts that the ball would bounce off. Member of the parish interjected and advised that when the goal posts were installed at Black Bull Green, Health & Safety issues were that it would be unsafe to install nets. Cllr Jackson confirmed that the Amenities Group would review and discuss at their next meeting. All members confirmed that Black Bull Green Park requires a full review. **Action: Clerk to write to youth member advising of councils intentions.**

A request for a Rugby Pitch at the pavilion was submitted and Council stated that this area of the village is currently owned and maintained by South Kesteven District Council and an application would need to be submitted directly to them. However LPC will support the decision made by District. **Action: Clerk to contact youth member and advise of the process to be undertaken.**

The Clerk and Chairman attended a Funding & Information Event in Corby Glen. The Chairman advised members of the council that there are funding options available to the Council for the "Pocket Park" Project and the Clerk will liaise with the steering group. **Action: Clerk to advise Cllr Garratt of information received.**

Baston PC is currently in the process of setting up a Neighbourhood Development Plan, which Langtoft PC have also been approached. **Action: Clerk to contact Karen Sinclair, Community Lincs to arrange a presentation of the process.**

The Clerk advised that the payment for the cleaning contract had been received. Several council members commented on the condition of the bus shelters. The Clerk confirmed that no cleaning had currently been undertaken to date, which may explain the current condition. **Action: Clerk to contact cleaning contractors to discuss their contract.**

The clerk confirmed that the Grapevine has been produced. Several councillors requested a nominee to proof read the magazine prior to submission to the printers. Cllr A Hallam and Cllr Allen both volunteered to proof read. **Action: Clerk to request future editions be passed to either Councillor prior to submission.**

The Chairman read a letter which had been received from the Hyde & Mossop Charity. The letter asked for a donation from the Parish Council for a sum of £300. A long discussion took place around this subject. Cllr Allen queried the charge of field rent and offered her expertise, with the land agent to negotiate a higher rent. There were several proposals made, however it was agreed that the sum of £300 be granted for this financial year **as a one off donation**. Proposed Cllr **D** Hallam, seconded Cllr Larkman and voted 4 for, 3 against, 1 member absent, 2 abstentions. Chairman took casting vote for the proposal. **Action: Clerk to write to Hyde & Mossop and to enclose payment.**

The Clerk confirmed the Mr Kevin Brumfield, Highways West will be in the village on Tuesday 21st May for a walk about. Several Councillors confirmed their attendance to this informal meeting.

46/13 Approval of accounts and Internal Audit Report.

The Chairman asked council members if they had all read the internal audit report and asked for their comments. Council thanked Peter Naylor for a thorough report.

The external audit documentation was discussed and passed for completion. Proposed Cllr D Hallam, seconded Cllr McCulloch and agreed by all members.

9.18pm Chairman requested standing orders be suspended for 10 minutes to continue the remainder of the agenda. Proposed Cllr Jackson, seconded Cllr Halfhide and agreed by all members.

A discussion took place regarding petty cash, as per the recommendation to withdraw the use of petty cash previously mentioned in the last quarter audit report. Members of the Finance & General Purpose Group recommended to council members that the need for petty cash was required as it would be unfair to ask the clerk to use her own funds to purchase items for the council. Cllr Risk advised that this had been authorised by council at a previous meeting, when he was Clerk, **believed this to be true although it was not formally recorded in previous minutes.**

47/13 Planning Applications

The Clerk asked council members for their comments relating to planning applications as per the agenda.

S13/0207 – comments made previously remain

S13/0922 – no comments

S13/0814 – This was a new item added to the agenda and would be available for council members to view after the meeting. Any comments should be made in writing to the Clerk.

Previous application S13/0621 was approved conditionally.

48/13 Items noted under the Clerks Report

Updates from the Events Group – confirmation of the submission to the Best Kept Village Competition. Parish Walk to take place on Wednesday 12th June.

Update from the Amenities Group – No meeting had recently taken place due to work commitments from group members but there are items under review. A work party has been organised for 25th May.

Cllr McCulloch asked who cleans the telephone box within the village and it was surmised that British Telecom should be maintaining it. **Action: Clerk to write to British Telecom to advise of current condition**

Cllr McCulloch & Cllr Larkman both commented on the current state of the bus shelters. **Clerk to speak with Castle Cleaners regarding their contract and frequency of cleaning.**

49/13 Larkfleet Homes

The Clerk confirmed that discussions had taken place regarding the solar farm with Larkfleet and Market Deeping Town Council. The proposal of a solar farm will be outside of the parish and therefore would support MDTC in their decision.

50/13 Baston Parish Council – Neighbourhood Planning

This item had been discussed under the Clerks Report and further investigations need to be undertaken.

The meeting closed at 9.40pm

Dates of Forthcoming Meetings

Annual Parish Meeting – 21st May 7pm

Finance & General Purpose Group Meeting – 25th June 8pm

Full Council Meeting – 2nd July at 7pm