

### **Langtoft Parish Council**

Clerk's Notes of Council Meeting held on Tuesday 3<sup>rd</sup> September 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

**In Attendance:** Steina Bishop (Clerk), Cllr Rosemary Woolley (District Councillor) and Cllr Kelham Cooke (District Councillor)

#### **65/13 Open Forum**

There were no members of the Parish in the open forum so the Chairman carried forward into the main agenda.

#### **66/13 Chairman's Remarks**

The Chairman asked members of the council that when they wish to speak to speak through the Chairman, who will then confirm if that councillor may make comment. Members agreed.

#### **67/13 Apologies for Absence**

The Clerk received apologies from Cllrs Thompson & Garratt

#### **68/13 Declarations of Interest**

Cllr Y McCulloch declared an interest for agenda item 11

#### **69/13 To approve the minutes of the meeting of 2<sup>nd</sup> July 2013**

The minutes from the meeting held on 2<sup>nd</sup> July were approved by all members and signed by The Chairman.

#### **70/13 Reports from County & District Councillors**

D.Cllr Cooke read a report with reference to 47 East End. He confirmed that a construction specification survey is being carried out on works required. He also confirmed that the house had been inspected inside and out and it was found that there was not too much damage to the inside of the property and therefore no real threat of any hazards.

D.Cllr Cooke handed the Clerk dog fouling leaflets to be included within the next edition of the Grapevine. **The Clerk will give to the Editor during the meeting on Wednesday 4<sup>th</sup> September**

D.Cllr Woolley confirmed that the plans for the Georgian Festival in Stamford were going well. This is planned for the end of September. Further information can be found at [www.stamfordartscentre.com](http://www.stamfordartscentre.com)

D.Cllr Woolley also confirmed that Grantham will be hosting the world-record setting steam locomotive Mallard in September. Further information available at [www.mallardatgrantham.co.uk](http://www.mallardatgrantham.co.uk)

7.13pm Cllr Halfhide gave his apologies and joined the meeting.

## **71/13 Clerks Report**

### **Highways**

The Clerk had tried to contact Highways with regards to the Double Yellow Lines being implemented on the junction of West End. No confirmation had been received but the Clerk will keep council members updated.

### **Grapevine**

The Clerk confirmed that a meeting with Cllr McCulloch and The Editor of the Grapevine had been arranged for Wednesday 4<sup>th</sup> September. The Chairman asked members if there were any items that needed to be raised with the Editor. Cllr A Hallam requested that he receive a copy of the Grapevine to be proof read earlier. Cllr Allen asked if it could be noted and thanks passed to the Editor to advise that the editions were good and that positive comments were being received. These comments will be forwarded to the Editor.

### **Archer Survey**

The Clerk confirmed that the Archer Survey had still not been implemented but would advise members once this had been confirmed by PCSO Laughton.

A member of the Parish had asked the Editor if council could confirm what an archer survey was and it was agreed that Cllr Halfhide would respond to this via the next edition of the Grapevine. **Clerk to advise Cllr Halfhide when the deadline for the next edition falls.**

### **Stowe Road**

Cllr McCulloch asked members if they were aware of cars being sold on the corner of Stowe. It was agreed to contact PCSO Laughton to make her aware.

Cllr Larkman queried the ploughing of the field on Stowe as he felt it was being ploughed too close to the verge. Cllr Allen confirmed that as pieces of the field may be now out of its conservation clause and therefore appears that new pieces of the field are being ploughed.

Cllr McCulloch had contacted the Clerk enquiring as to whether the contractors should be cutting the hedge at Black Bull Green. The Chairman responded to say that no hedges should be cut before the end of August but will contact the contractors to ensure that this is done on their next visit.

Cllr McCulloch queried the hedges/trees along Stowe Road as they were overhanging and therefore could potentially cause accidents when winter approaches. Clerk was asked to contact highways as it was felt the area in question was maintained by them and not the land owner.

## **72/13 Finance Report**

The Clerk read the report from the Finance & General Purpose meeting.

It was proposed by Cllr Jackson that a letter in response to the Internal Auditor be drafted upon receipt of the external audit report. This was seconded by Cllr Risk and agreed by all members.

Recommendation to council that an internal auditor be appointed at a charge of £50 per audit for the remainder of this financial year, until a permanent auditor can be sourced. It was therefore proposed that a sum of £100 be agreed for this purpose. Proposed Cllr Risk, Seconded Cllr A Hallam and agreed by all members. **Clerk to contact MDTC to approach internal auditor**

The income and expenses were agreed by members of the finance & general purposes group, which included the petty cash summary.

The Clerk confirmed that the submission of the previous year's VAT payments be submitted with the sum of £11 being deducted.

### **73/13 Planning Notices**

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

S13/2056 – No Comments

S13/2177 – No Comments

S13/1537 – No Comments

### **74/13 Correspondence**

Council members were in receipt of the correspondence received since the last meeting and the following comments were noted.

No members of the council are able to attend the Community Lincs AGM being held on 9<sup>th</sup> October

### **75/13 Reports from Events & Amenities Group**

#### **Events**

Cllr McCulloch read the report of the Events Group and the following items were noted.

#### **Seat for cemetery**

It was confirmed that the new seat had been purchased and the Clerk had raised the necessary cheque. A quote had been obtained to lay the base and provide secure fittings. A discussion took place regarding the amount of quotes needed to be obtained if the quote were to fall below a certain threshold. The Chairman advised members that a specification of works required be made available for all tendering parties, he also queried as to whether Standing Orders should be amended to set a limit on quotes against spend. It was proposed by Cllr Jackson that the quote received for the base be honoured, with the view that Standing Orders be readdressed to incorporate groups. Seconded Cllr Halfhide and agreed by all members.

#### **Christmas Cards**

The Events group are still awaiting the photograph for the Christmas Cards. Cllr Halfhide will arrange before the end of the week.

#### **Amenities**

Cllr Jackson has had no response from Brian Chapman (Hanson) regarding Pocket Park. Cllr Jackson has visited the site and noted that had been no change.

Cllr Jackson proposed that all works required to carry out repairs on both East End and Black Bull Green parks should be outsourced to a third party. Therefore he recommended that a list of works needs to be carried out and will then request 3 quotes. He confirmed that these quotes will be available for the next finance and general purposes meeting on 8<sup>th</sup> October.

A lengthy discussion took place regarding the boundary of Black Bull Green as that the Amenities group will need to look at budget figures for the forthcoming year, if the boundary fences are to be replaced. It was suggested that the goal posts be moved, along with one tree and two new trees

being planted to alleviate the playing of football between two trees. This item to be carried forward to the next finance and general purpose meeting. **Clerk to contact Woodland Trust to source new trees.**

#### **76/13 Parish Council Offices**

Council members have agreed that this item be left until a suitable building/office becomes available.

#### **77/13 Budget Setting 2014/15**

The Chairman requested that both Amenities and Events have their budget requirements ready for the meeting in October as Precept planning will take place in November. **Clerk to update the current spend against the budget and take to the next finance meeting.** Cllr Allen felt it imperative that an item regarding budgets/precept be placed in the Grapevine to advise parishioners of how the council spend their money and planned maintenance within the village.

**8.43pm The meeting was suspended for the Clerk to leave so that council members could discuss item 13 in closed session.**

#### **Dates of Forthcoming Meetings**

Events Group Meeting – 25<sup>th</sup> September

Finance & General Purpose Group Meeting 8<sup>th</sup> October

Full Council Meeting – 15<sup>th</sup> October at 7pm