

Langtoft Parish Council

Clerk's Notes of Annual General Meeting held on Tuesday 2nd July 2013 at
Langtoft Village Hall

Present: Cllrs Brian Branch (Chairman), Derek Risk (Vice-Chairman), Colin Larkman, Roy Jackson, Yvonne McCulloch, Debbie Hallam, Trish Garratt, Elizabeth Allen, Andy Halfhide, Andy Hallam and Mike Thompson

In Attendance: Steina Bishop (Clerk), Cllr Rosemary Woolley (District Councillor), Cllr Kelham Cooke (District Councillor), Peter Naylor (Internal Auditor). There was 1 member of the Public.

51/13 Open Forum

The Clerk read a statement from PCSO M Laughton advising the meeting of incidences that have occurred in the village since the last meeting.

A complaint was made from a member of the public regarding dog owners, throwing their dog faeces into her back garden. This member also queried who is responsible for litter picking along Back Lane. Council confirmed that as it is a by-way it is maintained by LCC. This member then asked if bollards or similar could be placed at either access point, which can not be installed due to the by-law restrictions.

Open Forum ended at 7.20pm

52/13 Chairman's Remarks

The Chairman thanked everyone for their comments and the meeting opened at 7.24pm

53/13 Apologies for Absence

There were no apologies for absence

54/13 Declarations of Interest

Cllr Y McCulloch declared an interest for agenda item 12

55/13 To approve the minutes of the meeting of 14th May 2013

The minutes from the meeting held on 14th May were approved by all members and signed by The Chairman, pending the amendments. The Clerk to include amended minutes in papers for 3rd September meeting.

56/13 Reports from County & District Councillors

D.Cllr Cooke will arrange for a flyer to be sent to the Clerk reference dog fouling, the clerk to then put in the next edition of the Grapevine.

D.Cllr Woolley is trying to make Langtoft a 1 Ward Seat but it is staying with 2 and will eventually encompass Greatford if accepted by the Boundary Commission. (This area is known as Truesdale Ward and is an area that is covered by District Councillors)

Cllr Halfhide asked D.Cllr Woolley if she had managed to get information with regards to item 12 on the agenda. D.Cllr Woolley confirmed that she had made no enquiries presently. D.Cllr Woolley asked the Clerk if she could send her an email.

57/13 Clerks Report

The Clerk asked Council members if they had read their copy of the Clerks Report and then proceeded to read recommendations from this report that needed responses.

Update from LCC

Clerk to contact LCC Highways regarding implementation of Double Yellow lines at the entrance to West End.

Archer Survey

PCSO Laughton confirmed that Langtoft were able to carry out an Archer Survey but need clarification from Council members as to its location. After much discussion, it was proposed to place one Archer Survey between Black Bull Green park and the 30mph sign. **Proposed Cllr Thompson, Seconded Cllr Hallam All agreed.**

58/13 Finance Report

The Clerk read the report from the Finance & General Purpose meeting. Cllr McCulloch queried an item on the Internal Auditors recommendations for repayment. The Clerk confirmed that there were no further repayments to be made.

The Clerk confirmed that the External Audit form was fully prepared, pending Councils responses to items raised by the Internal Auditor. **The Clerk to formally review Councils responses prior to submission to Grant Thornton (External Auditor for Audit Commission) Cllr Garratt proposed that the External Audit form be agreed and sent to the External Auditors. Seconded Cllr Halfhide and agreed by all members.**

The Clerk confirmed that payments for Grapevine Advertising 2012/13 were slowly being submitted but informed Council this will be monitored and reported on, for each full council. The Clerk also confirmed that payments were also now being received for this financial period 2013/14

The date for the next Finance & General Purpose meeting is to be agreed at a later date.

59/13 Financial Regulations

Cllr Risk advised Council that he had amended the Financial Regulations to incorporate Petty Cash and Standing Order payments. Cllr Risk read through his amendments. Several discussions took place with regards to BACs payments. **The Financial Regulations were proposed, pending amendments by Cllr Jackson, Seconded by Cllr Thompson and agreed by all members.**

8.24pm The Internal Auditor asked the Chairman if he could speak, which was declined. The Internal Auditor tendered his resignation and left the meeting.

Cllr Risk also read a statement regarding both employees holiday entitlements. Cllr A Hallam confirmed that a review of the holiday entitlement needs to take place and he will undertake this and report at the next Finance meeting.

60/13 Planning Applications

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

S13/1326 & S13/1480 – No Comments

S13/1589 – No Comments
S13/1537 – No Comments

61/13 Correspondence

The Clerk asked council members if they would like to respond to two requests for information, relating to a Geography project at Bourne Grammar. Cllrs McCulloch and D Hallam agreed to action these requests.

9.25pm **Cllr Halfhide proposed to suspend Standing Orders by 10 minutes. Seconded Cllr Jackson and agreed by all members.**

62/13 Reports from Events & Amenities Group

Cllr McCulloch asked Council members if they had read their copy of the Events Report and then proceeded to read recommendations from this report that needed responses.

Christmas Cards

Authority is requested to purchase specially printed Parish Council Christmas cards this year. A budget of £70 to be agreed. **Proposed Cllr Thompson, Seconded Cllr A Hallam All agreed.**

Cemetery

Events are looking to purchase an Arbour type seat for the Cemetery and are looking for Council approval to spend £300. **Proposed Cllr Halfhide, Seconded Cllr Thompson and agreed by all members.**

Cllr Jackson read the report from the Amenities Group and asked Council members for help with a work party to be carried out on 6th July, to repair/renovate the play equipment at East End.

Cllr Jackson also asked for volunteers to help with the installation of a tyre trail at East End Park.

63/13 Parish Council Offices

Cllr Halfhide asked Council Members if they felt that the Parish Council would benefit from having their own offices. Cllr McCulloch abstained from the discussion as per her declaration of interest noted above. This item has been deferred until September's meeting. but all members felt it would be of interest, dependent on costs etc.

64/13 Future Meetings

A brief discussion took place regarding Council meetings being held every 8 weeks. Cllr Halfhide expressed concerns over this time length and it was therefore agreed by all members to continue on a 6 week meeting cycle. The calendar of meeting dates was forwarded to council members prior to the meeting.

The Chairman agreed that there was no reason to discuss Item 14 on the Agenda as the Internal Auditor had resigned from his post.

The meeting closed at 9.40pm

Dates of Forthcoming Meetings

Finance & General Purpose Group Meeting – 27th August 8pm Village Hall
Full Council Meeting – 3rd September at 7pm