

STICKFORD PARISH COUNCIL

PARISH COUNCIL STATUTORY MEETING

at STICKFORD Community Centre

Tuesday 14th March 2023 @ 7.30pm

DRAFT MINUTES

No. of Residents present 5	Official attendees read Y for attending, N for non-attendance		
Chairman Councillor Mrs Lesley Reeson	Y	Councillor vacancy	
Vice Chairman Councillor Mr John Howlett	Y	Councillor vacancy	
Councillor Mr Clive Kingswood	Y	Councillor vacancy	
Councillor Mrs Pam Bryant	Y	Parish Clerk Mrs Nicki George	Y
Lincs C C Councillor Mrs W Bowkett	N	ELDC Councillor Mr Terry Taylor	N

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1. The Chairman opened the meeting and welcomed all present.
 2. Apologies for absence – Lincs C C Councillor Mrs W Bowkett & ELDC Councillor Mr Terry Taylor. Apologies received by email and reasons accepted.
 3. There were no declaration of interest
 4. Residents' issues:
 - 1) A Resident came to introduce themselves to the Council and to explain his plans for his property along Hagnaby Lane, as planning permission has been submitted.
 - 2) A Resident has brought to the Councils attention the trailer that is parked in Hagnaby Road with waste materials on it. It is a possible hazard, as the reflector lights at the rear are not facing the oncoming traffic. Clerk to contact PCSO and LCC.
 - 3) A Resident has reported that a car is regularly parked on the bend along Hagnaby Road, for approx. 3 months, then when it goes away, a van is often brought to replace it and this remains in situ for approx. 3 months. The vehicles are taxed and mot'd. Clerk to contact PCSO, and LCC to request a single or double yellow line along the stretch of Hagnaby Road as it bends to the junction of Hagnaby Lane.
 - 4) A Resident requested if some play equipment could be purchased for the grounds of the Community Centre car park. It was explained that when grants were last sought, approx. 5 years ago, there were not enough children in the village to satisfy the criteria. But as new residents are coming to the village with younger children, the Community Centre Committee will relook at the possibility of raising the funds. Community Centre Committee to be informed of this request.
 - 5) A Resident has reported that dog fouling is getting worse along Catchwater Bank and around the bridge area at the end of the Cul De Sac. Clerk to contact Dog Warden to ask for clearer signage around that area and at junction of Catchwater Bank with Fen Road.

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Dated

5. ELDC report:

DISTRICT COUNCILLOR REPORT

50 Year Anniversary of Lincolnshire Wolds Area Of Natural Beauty

17 th April is the 50 th Anniversary of the Lincolnshire Wolds becoming an area of outstanding beauty.

There will be lots of events to celebrate this. View <https://www.lincswolds.org.uk/events/>

Energy Bill Support

Households without a direct relationship to a domestic electricity supplier are now able to apply for £400 government support with their energy bills. View <https://www.gov.uk/apply-energy-bill-support> or call 0808 175 3287

Mini Wind Turbines

The South & East Local Partnership (SECLP) has facilitated the first two mini wind turbines in the UK for Lincolnshire businesses. The circular tube-like turbines are only 2m high. Made by a Norwegian company they will operate as a three-month pilot scheme. They will assist businesses to go some way to meet the net-zero energy target. One has been installed on Skegness Pier and the other at FreshLinc Ltd, Spalding

Elections and Election ID

As the district and town/parish elections approach on 4 th May, I would like to say how much I have enjoyed working with you since being elected last March. It is an honour to serve the seven parishes that make up the Halton Holegate Ward, and I will be busy over the coming weeks, delivering leaflets, chatting with residents, and hoping that on 4 th May, I will be successful at the district elections, which will enable me to continue working with you as councillors and all the residents living in this lovely ward, not only to keep it a great place to live, but work hard to make it even better for everyone.

I am sure the parish clerks have received the information regarding the new Election ID System for the polls, hopefully, if it is circulated early enough, residents will have enough time to make any arrangements they may need to ensure they have the necessary identification proof to vote.

6. LCC report: No report received.

Updates on Fix My Street submissions:

- a) Grit bins x 2 have been topped up
- b) Badgers along Catchwater Bank – o/s no update
- c) Potholes along the Cul de Sac – some have been filled in
- d) Request for clearer road signage for junction of Fen Road and Cul de Sac – no action taken as deemed sufficient
- e) Rough section of road along Fen Road by entrance to Catchpole Close – no action taken as deemed ok
- f) Fallen tree at top of Catchwater Bank – Action taken and removed
- g) Broken bollard on island at junction of Fen Road with A16 – o/s 'in progress' as at 12/2/23. Clerk to follow up.
- h) Broken barrier by post box & Peachwood cars – Action taken and repaired.

7. Lincolnshire Police Report:

February & March 2023 NPT newsletter. This is emailed around to each councillor when received and a copy is put on the Noticeboard and the website. Clerk has recently met the local PCSO and contact details exchanged. They attended the Farmers Market in February.

8. The Minutes of the Parish Council meeting held on 10th January 2023 were read and approved.

Proposed by Councillor John Howlett, Seconded by Councillor Clive Kingswood.

9. Matters Arising from the Minutes.

1) The Clerk has sent a chaser email to ELDC re a replacement litter bin near to the bus shelter by Peachwood Cars. Await a response.

2) Clerk has emailed ELDC via Terry Taylor requesting for the 'Pride in East Lindsey' cleaning team to include the village footpaths in their planned work. Photos of the footpaths were sent too.

3) Clerk has submitted grant requests to ELDC for the Councillors Community Grant on behalf of the History Group and the Community Centre. No response to date, Terry Taylor will chase when returned from his break.

4) Clerk contacted Katie Littlewood at Lincolnshire Community Foundation for more information on other grant funding for local community projects – but on checking Stickford does not at present fall under the catchment area of the current grants being offered.

5) Bench for the War Memorial Clock area has been delivered. Fixing into position is to be arranged.

6) Interim audit has been done. See Item 10.

7) Clerk has emailed the Dog Warden re dog fouling along the Cul De Sac.

10. Interim Audit

The Interim Audit has been completed, by phone with the Clerk. Report received, read out, discussed and action points acknowledged. All valid points and Clerk will be mindful going forward of the advice and suggestions. A Health & Safety Inspection of the Assets is due to take place in the next 8 weeks, before the next meeting.

11. AGAR

No email received to date but is expected any day. Clerk will make contact with Internal Auditor as soon as email arrives and liaise with her over the next few weeks.

12. Finance Report:

1) £625.00	Clerks salary - Jan to March 2023
2) £161.64	LALC Annual subscription
3) £204.00	10 hours annual LALC Website Maintenance Service
4) £ 35.00	Internal Interim Audit
5) £ 42.00	Abbey Payroll Services
6) £ 92.48	Lesley Reeson (Matthew Hodson) - Mower expenses / full service & repair
7) £845.49	Glasdon - Bench by War Memorial
8) £ 40.00	ICO – invoice due any day, all agreed to pay when Clerk receives notification
9) £600.00	Studio Winford – Coronation mugs/medals

All agreed to pay all of the above. Proposed: Pam Bryant, Seconded: John Howlett

b) Budget Report & Bank balances. Current a/c £16359.83 as at 28.2.23 with one non cashed cheque £45 Ladies Social Circle grant 2022/23. Savings a/c £8102.50. Discussed ringfenced items: £3500 Election, £250 Maintenance for War Memorial Clock, £250 training for councillors, £3000 assets that may need to be refurbished i.e., bus shelters, noticeboards, allotment drainage, village benches and WM clock. No agreement made to increase these at this meeting.

Variances on the Budget Report were discussed.

1) Website Maintenance: higher as next years payment is being made in March 2023 so 2 years paid within this 12-month period.

2) Computer repairs/updates – lower as no repairs/updates required this year. Security programme was installed for a 2-year period so due next January 2024.

3) Audit fees and payroll – lower than expected

4) Admin Expenses – lower than expected, cheaper toner cartridges bought for printer

5) Purchase of Fixed Assets – higher as new bench bought. No budget allowed. One off expense.

6) Maintenance of Parish Assets – higher as underestimated costs of petrol & maintenance of equipment

7) Contingency Fund – lower as not been required

8) Coronation – higher as one-off event – no budget allowed as Coronation was not planned. The Queen was still alive.

9) Jubilee – lower than expected, costs not as high as expected. Remaining monies will be used for Coronation.

10) Asset Maintenance – higher than expected, major repair of War Memorial Clock with aid of grants/donations.

April Allotment rent requests have been hand delivered by the Clerk

Notification of Community Centre rent increase to £20 per meeting

13. Replace assets ie. Noticeboard and possible new siting & bus shelters

Clerk has sourced 2 more quotes for Noticeboard.

1) Noticeboard Company Cumbria Ltd – StormGuard colour coded post mounted external notice board with header panel 16 x A4 landscape £1091.00 + vat = £1309.20. This company has recently been used by Toynton St Peter Parish Clerk for 2 new noticeboards, who was happy with their service and product.

2) Sharpe Fabrication, local company that would make a bespoke noticeboard. Design would consist of a 60mm frame concreted in, with metal spheres on top of posts, the letters would be an actual steel laser cut letter fixed on to last. The design would mean that two notice boards could be easily fixed on to the frame, so that if there are any issues in the future a new board could be bolted straight on, instead of having to replace the whole thing. Including installation £1101.24 net of vat.

Sharpe Fabrication has also provided a quote for the bus shelters. To fabricate, powder coat & install, to include a seat rail, and a slight curve to the roof for a better design against wind & rain. 4' deep £1946.04 net of VAT, 2' deep £1827.60 net of VAT

Councillors looked at the designs and discussed pros & cons for metal, rather than brick or wood.

No quotes as yet received from John Portess and Andy Bushell (clerk has previously spoken to both to request a quote). Clerk to chase.

Clerk is to seek an up-to-date quote from Sharpe Fabrication for all 4 bus shelters on 4' deep design.

All agreed for the Clerk to confirm that Karl Fabrication can proceed with the Noticeboard. Clerk needs to clarify what will be used for items to be pinned to ie cork, board or magnetic metal.

14. War Memorial Clock repairs update

Time Assured has submitted a report advising that the clock needs the following replacing:

4" ratchet wheel which has a tooth snapped off

Escapement pinion – significant wear into teeth

Second wheel pinion - significant wear into teeth

The cost to repair the items is £1900 plus vat. A discussion ensued and all believe that this needs to be challenged with Time Assured. Cheryl Steele volunteered to make contact and see where we stand in relation to the original quote for work to be carried out.

John Howlett and a resident left the meeting 9.38pm

15. Risk Management Policy and other policies:

The up-to-date version of the Risk Management Policy has been presented to all Councillors by the Clerk and all agreed that they can now be signed by the Chairman. Clerk will put them on to the website in due course.

16. Risk Assessments – update

Clerk has uploaded previous Risk Assessments for the mower and strimmer on to the website. They are due to be updated in April by the Chairman.

17. Assets 6 monthly check

The 6 monthly Risk Assessment of the village will be completed by the Chairman within the next 8 weeks

18. Elections – 4th May 2023

Clerk has put the Notice of Election on the Noticeboard. All councillors have been given the relevant forms to complete and the timescale for submission discussed.

19. Coronation of King Charles III – 6th May 2023 – update

Afternoon Tea in the Church 3-5pm

Fly-past is arranged between 3-5pm

Kings Transport is booked to collect residents with mini bus to go to the Church for the afternoon tea and return home.

Skidders ice cream – Clerk to phone on 1/4/23 when their diary is opened.

Bunting – more will be purchased if needed

Mugs & Medals – 50 of each have been ordered at a cost of £600 in total via Studio Winford. All in agreement to purchase these locally.

Games to be set up in pub garden.

20. Planning:

Shenzi – deferred until 24/3/23

Bar Green – submitted comments

21. Correspondence received for this meeting but not covered on the agenda:

- 1) 2 emails have been received re dog fouling along Catchwater Bank – Clerk to inform the Dog Warden and ask for clearer signage.
- 2) email received from a resident requesting that the speed limit along Fen Road to Poppy Pole Lane is reduced from 60mph. Clerk to contact L.C.C. Councillor Wendy Bowkett.
- 3) email received advising that Carrington Parish Council has had a name change to Carrington and New Bolingbroke Parish Council.
- 4) Clerk to seek an update from PCSO re recently released offender.

22. Other Business – matters for next agenda:

- 1) Replace assets i.e. Noticeboard & bus shelters
- 2) 6 monthly Risk Assessment of Assets
- 3) AGAR & full internal audit
- 4) War Memorial Clock – update
- 5) Overview of Coronation Day – 6th May 2023

23. The Chairman closed the meeting at 10.00pm. Date and time of next meeting: 9th May 2023 at 7.30pm, being the Annual Meeting of the Parish, followed on 16th May 2023 by the Annual Parish Meeting, starting at 7.30pm.

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Dated