

## **MINUTES OF THE ANNUAL MEETING HELD ON MONDAY 13 MAY 2019 HELD IN THE PARISH HALL ANNEXE AT 7.51PM**

**Present:** Cllrs D Sayer, Ms C Fleming, A Newton, A Barker, A Rock, Dr J Entwistle and Ms E Ruggaber

**In Attendance:** Denise Gascoyne Parish Clerk

**Absent:** Cllr G Chaplin, Mrs J Pearsey and J Leighton

**Public Forum:** There was no Public Forum as this meeting immediately followed the Annual Parish Meeting.

**1.Election of Chairman:** The Parish Clerk asked if anyone was willing to stand as Chairman. It was proposed, seconded and

**Resolved:** that Cllr D Sayer be re-elected as Chairman of Ancaster Parish Council. Cllr Sayer signed the formal Declaration of Acceptance of Office as Chairman. This was countersigned by the Clerk as Proper Officer of the Council. One copy would be sent to the Monitoring Officer and a copy put on the website.

**2.Election of Vice-Chairman:** The Chairman asked if anyone was willing to stand as Vice-Chairman.

It was proposed, seconded and

**Resolved:** that Cllr Ms C Fleming be re-elected as Vice-Chairman of Ancaster Parish Council. Cllr Ms C Fleming signed the formal Declaration of Acceptance of Office as Vice-Chairman. This was countersigned by the Clerk as Proper Officer of the Council. One copy would be sent to the Monitoring Officer and a copy put on the website.

**3.Declarations of Acceptance of Office and Members' Disclosable Pecuniary and Other Interests:**

All Cllrs signed the Declarations of Acceptance of Office and Members' Disclosable Pecuniary and Other interests. A copy would be sent to the Monitoring Officer and a copy put on the website.

**4.Apologies for absence:**

The Clerk confirmed that apologies for absence with valid reasons had been received from Cllr G Chaplin, Mrs J Pearsey and J Leighton

It was proposed, seconded and

**Resolved:** that apologies for absence with valid reasons be accepted from Cllr G Chaplin, Mrs J Pearsey and J Leighton

**5.To approve and accept the notes of the meeting of the Council held on 15 April 2019.**

It was proposed, seconded and

**Resolved:** that the official minutes of the meeting held on 15 April 2019 be accepted as a true record and signed by the Chairman.

**6.To review and adopt Standing Orders:**

The Standing Orders had been circulated to all Cllrs. After a short discussion it was proposed, seconded and

**Resolved:** that as Playgroup no longer used the parish hall No.43 Soft Play Area Page 11 should be deleted in its entirety from the Standing Orders. The Standing Orders were then adopted. A copy would be put on the website

**7.To review and adopt Financial Regulations:**

The Financial Regulations had been circulated to all Cllrs. No amendments were noted. It was proposed, seconded and

**Resolved:** that the Financial Regulations be adopted. A copy would be put on the website.

**8.To declare eligibility and adoption:** of the General Power of Competence.

It was confirmed that Ancaster Parish Council met the criteria for the General Power of Competence (see attached)

It was proposed, seconded and

**Resolved:** that Ancaster Parish Council declared its eligibility and adopted the General Power of Competence. This will be reviewed every Annual Meeting.

**9.To approve and adopt:** the following policies en-bloc:

- Good Practice for Co-option of a new Councillor
- Code of Conduct
- Safeguarding Public Money Policy

It was proposed, seconded and

**Resolved:** to adopt the above policies. A copy would be put on the website.

**10.To approve and accept:** The Fixed Asset Register.

The Fixed Asset register to 31 March 2019 had been circulated to all Cllrs. It was proposed, seconded and

**Resolved:** to approve and accept the Fixed Asset Register.

**11.To review and accept:** The Council Insurance Policy.

The Council Insurance Policy had been checked by Cllr Rock. The Defibrillator for Sudbrook and the 6 gates needed to be added. This increased the premium from £1252.03 to £1279.44. It was proposed, seconded and

**Resolved:** to accept the Council Insurance Policy and to pay the premium.

**12.To review and adopt:** Calendar of Meetings

The Calendar of Meetings for financial year 2019/2020 had been circulated to all Cllrs. After a short discussion it was proposed, seconded and

**Resolved:** to change the date of the June meeting to the 10<sup>th</sup> and to remove the August meeting. The Calendar of Meetings was then adopted, and a copy would be placed on the website.

**13. The following working parties and Cllrs were elected:**

- Planning – Cllrs D Sayer, Ms C Fleming, and N Barker
- Cemetery/Churchyard/Newton Meadow – Cllrs A Newton, Dr J Entwistle and the Clerk
- Grounds Maintenance – Cllr A Newton
- Finance – Cllrs D Sayer and A Rock
- Parish Hall – Cllrs N Barker, D Sayer, and E Ruggaber
- Highways/Policing/Speed Watch – Cllrs D Sayer, Ms C Fleming, Dr J Entwistle and Tom Livsey
- Playing Field Representative – Cllr E Ruggaber

It was proposed, seconded and

**Resolved:** The Clerk would circulate a list to all Cllrs.

**14.Community Speed Watch:**

a. Tom Livsey confirmed that 7 sites in the parish had been approved for the Community Speed Watch.

b. One quotation had been received for installing the 6 gates on the Highway. It was proposed, seconded and

**Resolved:** to accept the quotation from JC Groundwork and Drainage and instruct them to carry out the work as soon as possible. Cllr Newton and the Clerk would put together the specification and submit the order.

#### **15.Highways Issues:**

a. Notification had been received that £1m extra had been agreed to improving the Highways systems. Details had been circulated to all Cllrs. FOR INFORMATION ONLY.

#### **16.Parish Clerk Update:**

a. Some of the potholes had been repaired by Network Rail on Station Approach. However, some remained.

It was proposed, seconded and

**Resolved:** to request these were also attended to.

b. Nothing further had been heard from the Highways Manager re HGV's travelling through Ancaster. It was proposed, seconded and

**Resolved:** to request Cllr R Wootten to chase this up.

c. Western Power Distribution were looking into the fault with the electricity supply to Sudbrook Phone Box. Cllr Newton confirmed the work would be carried out on the 22<sup>nd</sup> May. The defibrillator would then be wired up.

#### **17.Correspondence:**

a. LALC Weekly Updates – circulated to Cllrs. FOR INFORMATION ONLY

b. Salvation Army Clothing Recycling Bank request – not enough room at parish hall

c. Invest SK – circulated to Cllrs. FOR INFORMATION ONLY.

d. 3<sup>rd</sup> Annual Resilient Communities Conference 18.07.19 -circulated to all Cllrs.

e. Danger zones for councillors – circulated to Cllrs. FOR INFORMATION ONLY

f. Clerks and Councils Direct – passed to Cllr Dr Entwistle

g. NALC (Spring 2019) magazine – passed to Cllr Ruggaber

h. Notification of temporary road closure – Sudbrook Railway crossing 08.00hrs to 16.00hrs 12.06.19 (as and when required during this period) Cllr Sayer would put this on Facebook.

#### **18.Cemetery/Newton Meadow/Churchyard:**

a. The request has been sent for 'War Grave' sign from the Commonwealth War Commission.

b. A donation had been given to Cllr Newton for the cemetery. This would be used on plants etc for the cemetery.

#### **19.Grass Cutting/Grounds Maintenance:**

a. Cllr Newton confirmed that the Sudbrook Village Hall Site had now been removed from the grass cutting contract.

#### **20. Finance:**

a. The Approval List of BACS Payments had been circulated to all Cllrs. The amounts and orders had been checked by Cllr Sayer.

It was proposed, seconded and

**Resolved:** to authorise the BACS payments amounting to £1447.61 as per the Approval List.

b. The Approval List of Cheque/DD Payments had been circulated to all Cllrs. The amounts and invoices had been checked by Cllr Sayer.

It was proposed, seconded and

**Resolved:** to make the following cheque payments. The cheques were signed by Cllr Sayer and Cllr Ms Fleming.

BACS	E(Fuels)Limited	Oil	£493.50
DD	PWLB	Newton Meadow	£853.37
101359	South Kesteven District Council	Trade Waste Bins	£45.50
101360	Zurich Municipal	Insurance	£1279.44
101361	Town & Country Grass	Grass cutting	£1758.00
101362	D Gascoyne	Expenses	£102.25

c. The Bank reconciliations, bank transfers and cashbook to 30 April 2019 had been circulated to all Cllrs.

It was proposed, seconded and

**Resolved:** to accept the bank reconciliations, bank transfers and cashbook to 30 April 2019.

d. The Clerk confirmed the grant for the Community Cleaner from April 2019 to September 2019 had been received. FOR INFORMATION ONLY.

e. The Bank Mandate needed updating Cllr Sayer and Cllr Ms Fleming agreed to remain as signatures. Cllr E Ruggaber agreed to become a signatory on all the parish council bank accounts.

It was proposed, seconded and

**Resolved:** that Cllr Sayer and Cllr Ms Fleming remain as signatures and Cllr E Ruggaber is added to the bank mandate.

f. The Clerk confirmed that the VAT repayment of £2360.33 had been received. FOR INFORMATION ONLY.

## 21.Planning:

a. There was no further information on land north of West Willoughby.

b. S19/0705 planning application for two storey side extension 12 Meadowbrook.

It was proposed, seconded and

**Resolved:** to make no comments on the above application.

c.S19/0079 Approval of details reserved by condition Sudbrook House. FOR INFORMATION ONLY

d. S18/2361 Approval of details reserved by condition Sudbrook House. FOR INFORMATION ONLY

e. S19/0742 Planning application for proposed detached double garage Spring Cottage Sudbrook.

It was proposed, seconded and

**Resolved:** to make no comments on this application.

**22. Playing Field:** Nothing to report

## 23. Parish Hall:

a. A letter had been received from Dr Caroline Johnson MP re Village Hall Improvement Grant Fund. Ancaster Parish Council were not eligible as they were not a registered charity.

**24.Training:**

a. The following Councillor training sessions were available If Cllrs were interested they would inform the Clerk and report back at a future meeting

- 11.06.19 Boston Borough Council Offices 18.00pm-21.00pm
- 18.06.19 West Lindsey District Council Offices Gainsborough 18.00pm-21.00pm
- 02.07.19 Pinchbeck Library 18.00pm-21.00pm
- 09.07.19 Mablethorpe & Sutton Town Council Offices 18.00pm-21.00pm
- 16.07.19 Carlton Scroop & Normanton village hall 18.00pm-21.00pm

Cllrs Dr J Entwistle and Ms E Ruggaber would attend the Councillor training on 16 July 2019 at Carlton Scroop and Normanton village hall.

**25.Next Meeting:**

a. It was noted the next parish council meeting would take place on 10 June 2019 at 7.30pm in the parish hall annexe.

There being no further business the meeting closed at 9.35pm

**It is important to understand that the information given above represents notes of the meeting which took place and do not become Minutes of ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL until accepted or otherwise at the following meeting.**