

KIRMINGTON & CROXTON PARISH COUNCIL

Minutes of the Annual General Meeting of Kirmington & Croxton Parish Council, held on Tuesday 1st May, 2018, at Kirmington Bowls Club.

Present - Cllr Marsden (Chairman), Cllr Green (Vice-Chairman), Cllr Wells, Cllr Walton, Cllr Gallimore, Cllr Bridges & 1 member of the public

01.05.18- To note Apologies for Absence

Cllr Kinnell, Cllr Peter Clark & Cllr Richard Hannigan

02.05.18 - Declarations of Interest need to be remade and recorded in the minutes even if an interest has been declared in the register

Cllr Marsden declared an interest in item 13.05.18, as he works in the Aviation Industry and is a Member of the Airport Consultative Committee; Cllr Marsden is Chairman of North Lincolnshire Aviation Heritage Association; Cllr Marsden is Committee Member of the Royal Air Force National Services Association (Lincolnshire Branch); Cllr Marsden also declared an interest in Bristow Helicopters as he is undertaking some consultancy work.

Cllr Marsden declared an interest on item 15.05.18 regarding any highway issues on the C137 as he owns a property accessed by this road.

Cllr Wells declared an interest on any item on the agenda in connection with North Lincolnshire Council, as he is a Representative

03.05.18 - Appointment of Chairperson

Cllr Marsden unanimously elected as Chairperson for the forthcoming year and signed acceptance of Declaration of Acceptance of Office.

Resolved - That Cllr Marsden be elected as Chairperson for the year.

04.05.18 - Appointment of Vice-Chairperson

Cllr Green unanimously elected as Vice-Chairperson for the forthcoming year.

Resolved - That Cllr Green be elected as Vice-Chairperson for the year.

05.05.18 - Appointments to be made to outside bodies and committees and Representatives and Personnel

Airport - Cllr Marsden, Police/NATS - Cllr Wells/Marsden, Planning - Chairperson, Vice-Chairperson & Cllr Walton, Financial- Cllr Wells, Playing Field- Cllr Walton, Health & Safety - Cllr Wells, ERNLLCA - Cllr Wells/Green, Personnel - Cllr Wells/Green/Kinnell, Singleton & Birch - Cllr Gallimore, NLC Town & Parish Liaison Meetings - Cllr Marsden/Green, Remembrance Day Event - Cllr Marsden.

Resolved - Those named act as Representatives on the outside bodies and committees for the year.

06.05.18 - To approve the Standing Orders Policy and the Financial Regulations Policy dealing with the award of Contracts or Services or the Purchase of Capital equipment

To review and agree any amendments on the following policies

- Standing Orders Policy 2018
- Financial Regulations Policy dealing with the award of Contracts or Services or the purchase of Capital equipment

Resolved - That the policies are suitable and accepted and to be displayed on the Parish Council website.

07.05.18 - To approve the FOI Policy, Reserves Policy and Complaints, Grievance Policy, Health & Safety Policy, Equal Opportunities Policy & Safeguarding Policy

To review and agree any amendments on the following policies

- FOI Policy, Reserves Policy & Complaints, Grievance Policy, Health & Safety Policy, Equal Opportunities Policy & Safeguarding Policy

Resolved - That the policies are suitable and accepted and to be displayed on the Parish Council website.

08.05.18 - To confirm the minutes of the meeting held on 3rd April 2018

The Parish Council considered the minutes dated 03.04.2018.

Resolution: - The Parish Council agreed the minutes were a true and accurate record and these were duly approved and signed.

09.05.18 - To confirm the minutes of the previous Annual General Meeting held on 02.05.2017

These were previously approved on 03.06.2017.

10.05.18 - Public Participation

The member of public present advised he just wished to observe the meeting.

11.05.18 - To receive the Chairman's Report - an update on decisions taken at previous meetings

All items are covered on the agenda.

12.05.18 - To receive an update from the Airport Consultative Committee and Noise Monitoring

No further ACC meeting held.

Noise monitoring - The latest figures available for March have been reviewed

and were all within Government guidelines, apart from on 14.03.18. Cllr Marsden queried this date and was informed the equipment was calibrated on this day and should have been wiped.

13.05.18- (a) - To receive any updates from NATS and discuss any items to be raised at the next NATS meeting and any further Police Matters and any updates on Country & Wildlife Crime

No issues notified.

(b) - Any updates on the Neighbourhood Watch Scheme

Cllr Marsden advised Lincolnshire Police now issue warnings to the NHW which are forwarded to members.

14.05.18 - To receive a report from Local Councillors updating the Parish Council on activities within North Lincolnshire Council and determine further action

Cllr Wells advised potholes are still an issue and the repair scheme is ongoing.

Cllr Wells agreed to chase NLC regarding the Croxton path issues.

15.05.18 - (a) To consider any further Highways matters within the Parish for the Clerk to take up with North Lincolnshire Council

Clerk to chase up NLC regarding the speed limit reduction request near the airport, from 50mph to 40mph.

Cllr Marsden will raise at the next NATS meeting the issues on the C137 of HGV's ignoring the weight restriction.

16.05.18 - To receive planning decisions made by North Lincolnshire Council and consider any planning applications received where comments have to be submitted before the next meeting

None

17.05.18 - Any updates from Singleton Birch

None

18.05.18 - (a) - To discuss progress on the Playing Field and work to date

Cllr Walton advised he has done the second cut of the year recently.

BAE have inspected the tape on the equipment and hope to rectify this shortly.

(b) - Any update on the new exercise equipment installation quotes

Clerk advised of the 2 quotes received from Caloo & Southam Services for consideration by the Parish Council. Clerk advised NLC have granted this equipment as Permitted Development and no planning permission is required.

Resolution - The quote from Southam Services at a cost of £475 plus VAT

was accepted.

19.05.18 - To consider if the notice boards can be maintained
Keep on agenda for next month.

20.05.18 - (a) - Any update on the Parish Council Website
The website is working well and is compliant.
Clerk to check with Webmaster with forms regarding GDPR compliance.
Policies to be displayed on the website.

(b) - To approve the Asset Register for 2018-2019 for display on the Website
The Parish Council considered the Asset Register and agreed to remove the Memorial Garden items from the Asset Register as the lease is not currently in the Parish Council name.

Resolution - The Parish Council accepted the Asset Register for display once the Memorial Garden items were removed.

(c) - To approve list of meeting dates for 2018-2019 for display on the Website
Resolution - The Parish Council accepted the meeting dates for 2018-2019 for display on the website.

21.05.18 - (a) - Any update on the Memorial Garden Project
NLC have confirmed the project is permitted development, apart from the flagpole which the Clerk will apply for Planning Permission for.
The new Granite Memorial stone has been ordered with its wording, which has been approved by the current leaseholder. The other work will commence in May for completion by the end of the month.

(b) - To consider options for the new Memorial Garden flag
We are waiting for more details/prices. Keep on agenda for next month for consideration.

22.05.18 - To consider the Remembrance Day event on Saturday 10th November, 2018

Cllr Marsden confirmed the event date as Saturday 10th November. He has arranged for our Vicar, Lee Gabel to take the Service. All 3 services will be invited after next months meeting. The school will hold their service on the Friday as they did this year.

23.05.18 - Correspondence

(a) - To consider any applications received for co-option for the vacancy on the

Parish Council

None received to date - keep vacancy on website and noticeboards for consideration for any applications at next month's meeting.

(b) - To consider the email from BAE regarding College Students carrying out cleaning/repairing activities within the village

Possible projects for the students are - Clearing the Bank near the C137, making Croxton planter, Make model case for 166 Memorabilia to be displayed in the pub.

(c) - To consider a donation request towards the Croxton Churchyard grass cutting

The request was considered by the Parish Council.

Resolution - The Parish Council agreed to donate £150 towards Croxton Churchyard grass cutting.

(d) - Any updates on GDPR

Information is being received which the Clerk is researching currently to ensure compliance.

24.05.18 - Accounts

(a) - To approve the April accounts (see financial transactions sheet)

The Parish Council considered the April 2018 accounts.

Resolution: - The Parish Council approved the April 2018 accounts and agreed for them to be paid. The cheques were duly signed.

(b) - To approve the 2017-2018 Audit

The Parish Council went through the annual return and completed Section 1 of the Annual Governance Statement as a whole Council and the Annual Return was signed by the Chairperson and the Clerk and was approved to be submitted to the External Auditor.

The notice for the Public Inspection of accounts was agreed with dates given by PKF Littlejohn and copy will be placed on notice board and website.

Resolved - That the Annual Return be signed by the Chairperson and Clerk and submitted for External Audit with all necessary paperwork and explanations.

(c) - To approve the internal Auditor for 2018-2019

The same internal Auditor arrangements for 2018-2019 were considered and approved to continue.

Resolved - That the Clerk to confirm with the Internal Auditor same arrangements for next year, Clerk to issue letter for Internal Auditor to sign to confirm.

(d) - To confirm details for Clerk as RFO

The Parish Council considered Clerk to continue as RFO. Agreed to continue authority for Clerk to sign up to £500 emergency payments necessary.

Resolved - That the Clerk to continue as RFO.

25.05.18 - To consider the 166 Squadron Memorial Day Event on Saturday 1st September and Guest List

Cllr Marsden advised he met with the 866 Squadron Air Cadets recently. The 166 Squadron Memorial Service on 1st September is organized by the 866 (Immingham) Squadron Air Cadets and supported by the Parish Council. Cllr Marsden read out a draft list of people he would like to invite to attend for the Parish Council to consider.

Resolution - The Parish Council approved the list which Cllr Marsden provided. Cllr Marsden will send the list to Tony Lark and Clerk to invite after the June meeting.

26.05.18 - Any update on the North Lincolnshire in Bloom Project and planter progress

Cllr Green has completed the Kirmington planters. He has not been well and unable to complete the Croxton planter. Cllr Wells offered to help finish the Croxton planter.

27.05.18- Minor Items

None

28.05.18 - Agenda items for the next meeting

- Any update on the Parish Paths Partnership
- Any updates on GDPR

29.05.18 - To confirm the date and time of the next meeting as Tuesday 5th June, 2018 at 7.30pm

This was confirmed.