

KIRMINGTON & CROXTON PARISH COUNCIL

Minutes of the Annual General Meeting of Kirmington & Croxton Parish Council, held on Tuesday 14th May, 2019, at 7.00pm, at Kirmington Bowls Club.

Present - Cllr. T. Marsden (Chairperson), Cllr. S. Vickers (Vice-Chairperson), Cllr. D. Wells, Cllr. A. Hannigan, Cllr. R. Wheeler & Ward Cllr. R. Hannigan.

01.05.19 - Appointment of Chairperson

Nominations were invited for the position of Chairperson. Cllr. A. Hannigan proposed Cllr. T. Marsden be elected, this was seconded by Cllr. R. Wheeler. All Councillors present agreed unanimously.

Resolution - Cllr. T. Marsden accepted the position for a further term and took the chair.

02.05.19 - To note Apologies for Absence

Cllr. T. Walton

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

Cllr T Marsden declared an interest in item 13.05.19, as he works in the Aviation Industry and is a Member of the Airport Consultative Committee; Cllr T Marsden is Chairman of North Lincolnshire Aviation Heritage Association; Cllr T Marsden is Committee Member of the Royal Air Force National Services Association (Lincolnshire Branch).

Cllr T Marsden declared an interest on item 16.05.19 regarding any highway issues on the C137 as he owns a property accessed by this road.

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

Cllr D Wells declared a personal interest on item 16.05.19.

Cllr D Wells declared a personal interest on any item on the agenda in connection with Ernllca, as he is an Ernllca Executive Committee member.

Cllr D Wells declared a personal interest on Planning item 17.05.19, application PA2019/745, he will not be taking part in any votes on this application.

04.05.19 - Appointment of Vice-Chairperson

Cllr. T. Marsden asked for nominations for this position.

Cllr. D. Wells proposed Cllr. S. Vickers and this was seconded by Cllr. A. Hannigan. All Councillors present agreed unanimously.

Resolution - Cllr. S. Vickers accepted the position.

05.05.19 - (a)- To note the members elected as a result of an uncontested election and for all members to sign the Declaration of Office forms (sent out on 07.05.2019)

Cllr. T. Marsden confirmed the results of the uncontested election as follows: - Cllr. A. Hannigan, Cllr. T. Marsden, Cllr. S.J. Vickers, Cllr. T. A. Walton, Cllr. D. R. Wells and Cllr. R.W. Wheeler.

Declaration of Office forms were duly signed.

(b) - To consider any applications received for Co-Option onto the Parish Council
None received, there are 2 vacant positions which are advertised on the Parish Council website and on the main Notice Board in Kirmington.

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

Airport - Cllr. T. Marsden; Police/NATS - Cllr. T. Marsden, Cllr. S. Vickers; Financial - Cllr. T. Marsden, Cllr. S. Vickers, Cllr. T. Walton and Cllr. D. Wells; Playing Field - Cllr. T. Walton; Health & Safety - Cllr. S. Vickers and Cllr. D. Wells; ERNLLCA - to elect 2 Councillors to represent this Council at Ernllca district Committee Meetings - Cllr. D. Wells and Cllr. R. Wheeler

To appoint a Councillor with responsibility for Remembrance Day - Cllr. T. Marsden; Personnel - Cllr. D. Wells, Cllr. R. Wheeler, Cllr. S. Vickers (Reserve Member Cllr. A. Hannigan); Singleton & Birch - Cllr. R. Wheeler; NLC Town & Parish Liaison Meetings - Cllr. T. Marsden, Cllr. D. Wells and Cllr. S. Vickers.

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

07.05.19 - 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 (circulated 24.04.2019)

Resolution - That the policy remains suitable and accepted and continue to be displayed on the Parish Council website.

08.05.19 (a) - To approve the FOI Policy, Reserves Policy, Complaints & Grievance Policy, Health & Safety Policy, Equal Opportunities Policy, Safeguarding Policy, Car Park Policy, Playing Field Leasers Policy, Training Policy, Terms of Reference for Personnel Committee, Financial Risk Assessment & Social Media Policy. (circulated 24.04.2019)

Resolution - That the policies remain suitable and accepted and continue to be displayed on the Parish Council website. Clerk to add word 'remove' to the Playing field hirers policy.

09.05.19 (b) - To set a training budget

The Parish Council considered a training budget.

Resolution - The Parish Council agreed for the Training Budget to be set at £500.

10.05.19 - To confirm the minutes of the meetings held on 2nd April 2019

The Parish Council considered the minutes dated 02.04.2019.

Resolution: - Item 16.04.19 (d) Should read from the Chairman's Allowance. With this amendment the Parish Council agreed the minutes were a true and accurate record and these were duly approved and signed.

11.05.19 - Public Participation

Cllr. R. Hannigan advised during the recent election campaign he had been asked whether a one-way system could be installed from Eastend to High Street.

There is an informal consultation taking place at present and depending upon the results it may go out to consultation via North Lincolnshire Council. Cllr. R.

Hannigan wanted the Parish Council to be aware.

Resolution - To include on the next meeting agenda for any updates.

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

All items are on the agenda.

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

The latest noise monitoring figures available for April 2019 were all within the Government guidelines, apart from 1 day when it was slightly higher.

14.05.19 - (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 further meeting. There have been 2 cars set on fire in Kirmington recently.

(b) - Any updates on the Neighbourhood Watch Scheme

Clerk distributed the latest NHW from Jules Sowerby.

Request for Epi-Pen - after a lengthy discussion it was agreed that due to the short shelf life it would be difficult to manage and the First Responders should carry their own individually prescribed.

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

Cllr. R. Hannigan reported that the 3 Ferry Ward Councillors were re-elected. He expressed thanks to residents of Kirmington & Croxton who voted. The Community Grant scheme will continue for parishes to apply.

16.05.19 - To consider any further Highways matters within the Parish for the Clerk to take up with North Lincolnshire Council

Cllr. D. Wells asked Cllr. R. Hannigan if there was any movement on the water issue at Singleton Birch fork. Cllr. R. Hannigan replied it is on the programme to sort, it requires traffic management and is in hand by North Lincolnshire Council.

No updates on the speed limit reduction request at Kirmington crossroads.

17.05.19 - 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

- PA2019/745 - Outline Planning Permission for 9 dwellings on land to the north of Habrough Lane, Kirmington (circulated 19.04.2019)

Cllr D. Wells abstained.

Clerk read out email from Cllr. T. Walton expressing his concerns.

Cllr. R. Hannigan advised he has called this application to the planning committee.

Resolution - The Parish Council agreed to object to this application due the village lacking in facilities and the school is not undersubscribed. It is also in very close proximity to a water course/beck.

18.05.19 - Any updates from Singleton Birch

None.

19.05.19- To consider any further details received from NLC regarding adopting the Parish Paths Scheme

No further details received. Clerk to chase up Dave Sanderson and Rob Waltham.

Cllr. R. Hannigan advised he will look into the permissive path from the Airport to the village whether NLC will provide signage.

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

No updates as Cllr. T. Walton not present.

Cllr. D. Wells asked to be included on next meetings agenda to consider further

play equipment on the playing field. (Eg - Ski Trainer, Netball/Basketball Hoop).

(b) - To consider any booking requests for the Playing Field

No further requests.

(c) - To consider the SLA from NLC for the playing field and equipment inspection

Clerk advised the annual inspection will be performed during June.

Resolution - The Parish Council agreed for the Clerk to sign and accept.

21.05.19 - To consider any quotes for the repair of the main notice boards

Cllr. R. Wheeler agreed to chase the handyman for a quote.

22.05.19 - (a) - Any update on the Parish Council Website

Clerk advised the website is continuing to work well and all statutory information is up to date.

(b) - To consider any further information for publication for display on the 166 Information Page on the website

Information to follow when available.

(c) - To discuss the email received regarding information on the 166-information page

Cllr. T. Marsden advised of the email and has put the person who sent the email in touch with the author to assist for future references. There is a disclaimer on the website.

(d) - To approve the Asset Register for 2019-2020 for display on the Website

The Parish Council considered the Asset Register and agreed to include Flower Boxes at £200.

Resolution - With the addition of the Flower Boxes the asset register was duly approved and will be displayed on the website.

(e) - To approve list of meeting dates for 2019-2020 for display on the Website

The Parish Council considered the meeting dates.

Resolution - The Parish Council agreed the meeting dates and agreed for the future dates to be displayed on the website.

23.05.19 - To consider any arrangements for the new memorial stone and it's placement

Ongoing - keep on agenda.

24.05.19 - Correspondence

(a) - Email from resident regarding phone box light

Cllr. R. Wheeler agreed to obtain quote to fit solar led light.

(b) - To consider any resolutions to the Ernlca 2019 Annual General Meeting

None.

(c) - To consider a donation towards Community Events at Kirmington Church

Resolution - The Chairman agreed to donate £100 towards the Cinema Club event from the Chairman's Allowance.

(d) - Email re 166 sqn event

Clerk to reply advising of 866 sqn Immingham Air Cadets information from their website link.

Letter from M Taylor requesting donation towards Croxton grass cutting petrol costs.

Resolution - The Chairperson agreed to donate £180 towards this from the Chairman's Allowance.

Thank you email received for the donation to the Kirmington Church grass cutting petrol - Noted.

Thank you email received for the Parish Magazine Donation - Noted.

Late correspondence handed in at meeting. Requesting donation towards Flags for Lincolnshire Flag & St. George's Flag. Clerk to include on next month's agenda for consideration.

25.05.19 - Any updates on GDPR

The Parish Council keep monitoring for updates and are acting accordingly.

26.05.19 - Any updates on re-purposing the old phone box following consultation and follow up offers of assistance

A report was given that the re-purposing of the phone box accepted by the Parish Council from British Telecom when the phone box was made redundant is now completed. Thanks are to be sent to Ian Martin for his work on transforming the phone box into a book exchange. The decision to move the phone box into a book exchange was made by the Parish Council from suggestions received during consultation.

27.05.19 - Accounts

(a) - To approve the April accounts

The Parish Council considered the following payments -

Kyanite Website Fees - £138.68

Clerks Expenses - £56.73

J Routh Bookkeeping - £225.00

BHIB Insurance Renewal - £726.09

M Taylor (Croxtton) - £180.00

Cinema Club Donation - £100.00

Resolution - That all payments be made as detailed. The cheques were duly signed.

(b) - To approve the 2018-2019 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 during the inspection period.

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 confirm details for Clerk as RFO for new financial year 2019-2020

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.

(d) - To consider the insurance policy renewal on a 3-year Ita

The Parish Council considered the insurance policy on a 3-year Ita.

Resolution - The Parish Council agreed to accept the 3-year Ita.

28.05.19- Minor Items

Cllr. S. Vickers asked if the Parish Council had considered an event to mark the 75th Anniversary of VE Day next year. It was agreed to include on the next agenda. Cllr. S. Vickers to look into.

Cllr. S. Vickers asked if Croxton could be considered for the speed watch scheme. Cllr. R. Hannigan advised that the community speed watch will be rolled out in the future and application can be considered at that time.

29.05.19 - Agenda items for the next meeting

- Any updates from the one-way consultation at Eastend - High Street
- To consider applying for further play equipment at the playing field
- To consider the quote for installing a solar led light in the phone box
- To set the Chairperson's allowance for 2019-2020
- To consider VE Day 75th Anniversary arrangements

30.05.19 - To confirm the date and time of the next meeting as Tuesday 4th June, 2019 at 7.30pm

This was agreed.

Private Session

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, in that it is of a personal matter.

31.05.19. Payroll Information - To approve payment of salaries as per salary schedule circulated

Resolution - The payroll information circulated was approved and the cheques were duly signed.