

Allington Parish Council

Minutes of Parish Council Meeting held in the Village Hall
Wednesday 8 November 2017

Present: Councillor Bosworth Councillor Sharp
 Councillor Jackson Councillor Plummer
 Councillor Cant Councillor Ashby
 Sharon Milne (clerk)

Also present:

County Councillor Mark Wittington
Peter Isaacs – Finance Director, Downtown Superstore
2 villagers

1. **Chairman's remarks**

- 1.1 The Chairman opened the meeting and thanked those present for attending.
- 1.2 Peter Isaac, was welcomed he wished to speak to the Parish Council about the proposed development of the Downtown store. (See minutes below - item 9)

2. **Apologies**

- 2.1 There were no apologies, all Parish Councillors were present.
- 2.2 District Cllr Hannah Westrupp sent her apologies. She was working late.

3. **Declarations of Interest**

- 3.1 Cllr Cant declared an interest in agenda item 5 'Correspondence received by the Parish Council'. An email had been received which referred to a member of her family.
- 3.2 Cllr Plummer declared an interest in agenda item 8 'Co-option of a Parish Councillor'. His daughter had applied to be co-opted.

4. **Minutes of the annual meeting held on 13 September 2017**

- 4.1 The minutes were confirmed as a true record and signed by the Chairman.

5. **Correspondence received since the meeting held on 13 September 2017**

- 5.1 The clerk reported on some of the correspondence received and sent.
 - a) Correspondence with Election Services, SKDC re: Parish Councillor vacancy
 - b) Traffic bulletins from Highways
 - c) Notice from Grant Thornton Auditors that 2016/17 audit of accounts is closed
 - d) Email: Independent school in Bottesford re: use of playing field toilets
 - e) South Kesteven District Council's draft Housing Strategy 2017-2021
 - f) Notification that Allington has won 'Past Winners' category in Best Kept Village 2017

- g) Various submissions to Highways re: overgrown hedges and potholes
- h) Correspondence to MD at Downtown suggesting a meeting on behalf of villagers
- i) Correspondence to Planning re: Downtown's EIA submission
- j) Email from VHMC re: ringfenced money policy and procedures
- k) Confirmation to Community Lincs that their services will be used for Village Plan
- l) Letters and donation sent to RAF Benevolent Fund in appreciation of July's Lancaster flypast
- m) LALC AGM notification
- n) LCC letter re: Fairer Funding Deal for Lincolnshire Campaign
- o) Notification from LCC re: Parish Cluster meetings
- p) LALC: change in subscription charges
- q) Email from a resident about allotments
- r) Notification: Neighbourhood Plan Workshop invitation – 22 November
- s) Email from resident re: PCC matter
- t) Notification that precept bid 2018/19 needs to be with SKDC by 19 January 2018

5.2 Regarding point (f). A representative of the BKV competition will attend the start of the January Parish Council meeting to hand over the award.

Regarding point (i) the clerk requested that the Parish Council be informed of all stages of the planning consultation even though the development is not in its parish.

Regarding point (q) the resident was advised that Sedgebrook have allotments and he was referred to the Sedgebrook clerk for details.

Regarding point (s), a response was sent to the resident advising that the matter was one for the PCC. Accordingly, the correspondence was forwarded to the PCC's Church Warden and Secretary.

6 **Representations made to the Parish Council since the agenda has been set**

6.1 There were no representations made to the Council after the agenda had been set.

7. **Objectives for the forthcoming year**

7.1 Councillors were reminded of the objectives set for 2017.

- To continue with the objective to repair to the footpath along from South Lodge to the church continues. The matter is ongoing. LCC are aware that the path needs attention but it is a matter of finances presently. Cllr Bosworth is in contact with the Highways and is seeking a meeting.
- The pavilion has been a high priority with the Playing Field Advisory Group throughout 2017. This continues and is progressing well.
- The village plan should be reviewed and a new survey undertaken.

These objectives will be reviewed in January 2018.

8 **Co-option of a Parish Councillor**

8.1 The clerk reported that a notice advertising a vacancy for a Parish Councillor had been placed on the noticeboard on The Green, the village website and the Parish Council's County Council website. As a result one resident, Sally Reynolds, had shown an interest in the vacancy...

- 8.2 Sally gave a short presentation giving her views on the village and what she believes she could bring to the Parish Council. She explained that she grew up in Allington and has since returned with her family. She spoke about the village's good sense of community, which she would like to help to foster. She would like to be able to give something back to the village and accordingly wished to be considered for the vacancy.
- 8.3 Councillors retired into closed session following the presentation. After the closed session Sally was asked to fill the vacancy. She was thanked for her presentation and welcomed onto the Parish Council.
- 9 **Update of Village Meeting – Downtown proposal**
- 9.1 Following the September Parish Council meeting the clerk wrote to the Managing Director of Downtown, suggesting that if they wished to hold a meeting to inform residents of its plans and hear villagers' views the Village Hall would be a suitable venue.
- 9.2 Peter Isaac, Financial Director of Oldrids & Downtown, informed Councillors that the company wished to hold a meeting as suggested. He stated, however, that the Village hall is busy and nearest possible date for this meeting is 13 December. Cllr Bosworth stated that he had intended to open the meeting but unfortunately he not available at this time. Cllr Sharp stated that he would open the meeting instead. The meeting is scheduled to start at 7.30pm. **(Action point: MS)**
- 9.3 Peter Isaac said that the company would hear villagers' concerns regarding the fear of increased traffic through the village and stated that they would work with Highways to ensure that road signs direct traffic along the A52 and up the A1.
- 10 **Seats for the village**
- 10.1 Cllr Bosworth had sourced seats for the village. He provided, for consideration, three quotes from three different suppliers. The quotes were to provide two seats with fixing sets, for installation in the village.
- 10.2 The three company quotes were from Eco, Glasdon and Kedel. After discussion it was agreed unanimously to go with the Glasdon quote as the quality was known and delivery is free of charge. The seats would be ordered in due course. **(Action point: AB)**
- 11 **Revision of the Village Plan**
- 11.1 As reported at the last meeting, the clerk confirmed that she had been in contact with Community Lincs and confirmed that the Parish Council would appreciate their advice and guidance writing a new Village Plan. Community Lincs have been awaiting further instruction on the matter.
- 11.2 Cllr Cant stated that she believed that it was important that this work begins as soon as possible and that Community Lincs should be asked to begin the procedure even though a Working Group within the village is still to be convened. It was agreed that the clerk would contact Community Lincs shortly. Cllr Cant agreed to be the point of contact until such time as someone else can take on the role. **(Action point: clerk)**
- 12 **Village Hall matters:**
- 12.1 Latest minutes from VHMC shows that they are now going to go to the Charity Commission and the VHMC would not be requesting the Parish Council to be a Custodian Trustee of the Village Hall.

12.2 Cllrs had been sent a draft procedure for approved funds for the village hall. The document was circulated to Councillors prior to the meeting. Councillors agreed with its content but it was noted that the procedure would be subject to revision as necessary. The document would be watermarked 'Subject to revision' accordingly. The document would be forwarded to the VHMC committee. **(Action point: clerk)**

13 **Highway matters:**

13.1 Cllr Bosworth reported on the Parish Council Cluster meeting which was well attended. At the meeting Highway officials gave an explanation of the restructuring of their division and the problems that they have with reduced staffing and a budget which has not increased for a number of years.

13.2 Once all the Cluster meetings have taken place Highways will forward the Powerpoint slides which have been used. These slides will be circulated for Parish Councillors to view. One of the points which came out of the meeting is that Highway officials will no longer do village walk-arounds due to time constraints, which Parish Councillors felt was a great pity. The advice is now to contact the County Councillor representing the area, who will feed matters back. County Councillor Whittington said that he would welcome a walk around the village with Cllr Bosworth to see what issues there are. **(Action point: Cllrs Whittington (LCC) & Cllr Bosworth)**

13.3 Highway officials spoke about the web-based reporting system to highlight Highway issues. Issues raised through the system are given a ticket number. Cllr Bosworth spoke at the cluster meeting about this saying that the tickets issued were not being actioned effectively as no feedback is being given nor are they being forwarded back to the Parish.

13.4 It was reported that some hedges alongside the Highway have been trimmed but in no way severely enough. This matter is ongoing.

13.5 A number of roads in the village have had surface dressing. All white lines covered by the resurfacing will be reinstated but not the yellow speed reduction lines near Peach Lane. Highways say that they are not under obligation to replace the lines. This is not satisfactory as the Parish Council paid for the lines to be painted originally and the agreement was that the paint would be maintained by the Highway Division.

13.6 County Councillor Mark Whittington stated that he is trying to get the hedge cut along Peach Lane and get the 30 mph signs to be moved to extend the speed limit along to Peach Lane.

14 **Playing field matters:**

14.1 Playing Field Advisory Group members reported on their recent meeting.

14.2 Cllr Sharp reported that the PFAG had met and primarily discussed the maintenance of the equipment at the field. Work had been undertaken to secure the MUGA fencing better. He stated that the list is ongoing and continually revised accordingly to priority of safety.

14.3 There are ongoing concerns about car parking at the field when GYFC use the facilities. This was highlight during a discussion that some members of the PFAG had had with GYFC committee members. Further discussion will go ahead with key members of the committee. Amongst matters that will be reviewed is the parking and the charges paid by GYFC to use the facilities. Cllr Plummer stated that the verges are likely to suffer damage unless GYFC can be encouraged to use the designated overflow parking area via the millennium wood gate.

- 14.4 Bonfire night which was held at the weekend was well attended and successful. The amount which had been raised is yet to be determined.
- 14.5 The matter of the new building planned for the playing field had not progressed much further since the last meeting. Another working group to develop the project will be reconvened and it is hoped that plans will be presented to SKDC Planning Department by the Parish Council fairly soon.

15 Planning matters

- 15.1 Applications received and determined since the last Parish Council meeting on 13 September 2017:
- Approval – 88 Rowan Way – Erection of concrete garage
 - Application – Yew Tree Cottage, Side Street – Reduce crown of walnut tree

16 Financial matters

- 16.1 The clerk reported on the income and outgoings since the last meeting on 13 Sept 17:

Income total - £390.60

Parish Council
<ul style="list-style-type: none"> • Bank interest - £0.60 • SKDC Caretaker's grant - £390.00

Outgoings total - £3,615.75

Parish Council
<ul style="list-style-type: none"> • P E Hempstead – £784.48 <i>(LG(MP)A 1976 s19)</i> • Opus Energy - £27.42 <i>(LG(MP)A 1976 s19)</i> • Grant to Playing field organisers for provision of Bonfire Night celebrations - £2,000 <i>(LGA 1972 s145)</i> • Administration sundries Chairman - £12.97 • Grant Thornton Audit fees - £240.00 <i>(Local Audit and Accountability Act 2014)</i> • Gift for Internal Auditor - £26.10 <i>(LGA 196 s19)</i> • HMRC – 271.00 <i>(Income tax PAYE Legislation)</i> • VHMC rent for hall - £100.00 <i>(LGA 1972 s133)</i> • Padlocks to secure MUGA goals (MS) - £14.58 <i>(LG(MP)A 196 s19)</i> • Padlocks for toilet block (SA) - £14.20 <i>(LG(MP)A 196 s19)</i> • Donation to RAF Benevolent Fund - £100.00 <i>(LGA 1972 s137)</i> • Defibrillator electricity (annual payment) - £25.00 <i>(LG Misc Provn 1976 s19)</i>

Plus Clerk and Caretakers' salaries.
(LGA 1972 s 112)

- 16.2 Councillors unanimously approved the payments retrospectively.
- 16.4 The clerk asked Councillors to anticipate any payments or expenditure for 2018/19 which may need to be borne in mind when considering the budget for 2018/19. **(Action point: all Cllrs)**
- 16.5 The clerk confirmed that the 2016/17 financial Audit had been completed and formally closed by Grant Thornton Ltd.
- 17 **Any other business for future meetings**
- 17.1 The following would be on the agenda at the next Parish Council meeting:
- Village plan
 - Communication to villagers
- 18 **Date of next meeting**
- 18.1 The next Parish Council meeting will be on Wednesday 10 January 2018 at 7.30pm.

Signed: ----- (Chairman). Date: -----