

# ***Saxby All Saints Parish Council***

**Minutes of the Annual Parish Council Meeting held on Wednesday 19<sup>th</sup> May 2021 at  
7pm in Saxby All Saints Village Hall**

## **Present**

**Cllr Andrew Simpson (Chairman)**

**Cllr Charlie Barton**

**Cllr Pauline Leitch**

**Cllr Charles Szabo**

**4 members of the public**

---

### 190521/1 Election of Chairman and Chairman's Declaration of Acceptance of Office

Cllr Barton nominated Cllr Simpson for the position of Chairman, and this was seconded by Cllr Leitch. No other nominations were received, and Cllr Simpson was unanimously voted into office.

### 190521/2 Election of Vice-Chairman

It was agreed to leave this position unfilled.

### 190521/3 Apologies

None.

### 190521/4 Declarations of Interest

- a) Declarations of interest by any member of the council in respect of the agenda items:  
Cllr Barton      Item 15a      Prejudicial Reason      –      owns      neighbouring property.
- b) No dispensations given to any member of the council in respect of the agenda items.

### 190521/5 Minutes of Previous Meeting

The minutes of the meetings held on the 14<sup>th</sup> April 2021 and the 28<sup>th</sup> April 2021 were approved by members and signed by the Chairman.  
Proposed: Cllr Barton, seconded: Cllr Leitch.

### 190521/6 Reports from Ward Councillor(s)

None present.

### 190521/7 Internal Audit 2020/2021

Report from Public Sector Audit was received, recommendations noted and approved.

### 190521/8 Annual Governance Statement 2020/21

- a) The Chairman read out the Governance Statement for Member's consideration.
- b) Members resolved the approval of the Governance Statement.
- c) The Governance Statement was signed and dated by the Chairman and Clerk.  
Proposed: Cllr Leitch, seconded: Cllr Barton.

Date \_\_\_\_\_

Signature \_\_\_\_\_

# ***Saxby All Saints Parish Council***

## 190521/9 Annual Accounting Statement 2020/21

- a) The Chairman read out the Accounting Statement for Member's consideration.
- b) Members resolved the approval of the Accounting Statement.
- c) The Accounting Statement was signed and dated by the Chairman.  
Proposed: Barton, seconded: Cllr Leitch.

## 190521/10 Annual Governance and Accountability Return (AGAR) 2020/21

- a) Members to consider the conditions of the Certificate of Exemption:
  - The authority has been in existence since on 1<sup>st</sup> April 2017.
  - Neither received gross income, nor incurred gross expenditure, exceeding £25,000.

In relation to the preceding financial year (2019/20), the external auditor has not:

- Issued a public interest report in respect of the authority or any entity connected with it.
  - Made a statutory recommendation to the authority, relating to the authority or any entity connected with it.
  - Issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act") and has not withdrawn the notice.
  - Commenced judicial review proceedings under section 31(1) of the Act.
  - Made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration.
  - The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.
- b) Members resolved the approval of the above statement.
  - c) The Certificate of Exemption was signed and dated by the Chairman and Responsible Financial Officer.  
Proposed: Cllr Barton, seconded: Cllr Leitch.

## 190521/11 Election of Meeting Representatives

Councillors elected to represent the Parish Council at outside meetings and events:

- a) Neighbourhood Watch Representative(s) – Cllr Barton.
- b) Low Villages Forum Representative(s) – all members.
- c) Police NATS Committee Representative(s) – Cllr Szabo.
- d) ERNLLCA District Committee Representatives(two) – Cllr Leitch and Cllr Simpson.

## 190521/12 Election of Committee Representatives

Following discussion, the following Councillors were elected:

- a) Personnel Committee – Cllr Leitch and TBC.
- b) Neighbourhood Planning Committee – deferred until Aug/Sept 2021.

## 190521/13 Policies and Procedures

- a) The adoption of the NALC model Standing Orders (2020) was approved. Review 1 year.
- b) The NALC model Financial Regulations (2019) was reviewed and approved. Review 1 year.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# **Saxby All Saints Parish Council**

- c) The Asset Register was reviewed. It was agreed to update with additional planters, dog and litter bins. Review 1 year.
- d) The Risk Assessments was reviewed and approved. Review 1 year.
- e) The procedure for handling requests made under the Freedom of Information Act 2000 was reviewed and approved. Review 1 year.
- f) The Data Protection policy was reviewed and approved. Review 1 year.
- g) The Health & Safety policy was reviewed and approved. Review 1 year.
- h) The Financial Reserves policy was reviewed and approved. Review 2 years.
- i) The GDPR policies/procedures was reviewed and approved. Review 1 year.
- j) The Child Protection policy was reviewed and approved. Review 2 years.
- k) The Complaints Procedure was reviewed and approved. Review 2 years.
- l) The Disciplinary Procedure was reviewed and approved. Review 2 years.
- m) The Equal Opportunities policy was reviewed and approved. Review 2 years.
- n) The Grievance policy was reviewed and approved. Review 2 years.
- o) The Member and Officer Protocol was reviewed and approved. Review 2 years.
- p) The Press and Media policy was reviewed and approved. Review 2 years.
- q) The Recording of Meetings policy was reviewed and approved. Review 2 years.
- r) The Town and Parishes Code of Conduct was reviewed and approved. Review 2 years.
- s) The General Power of Competence could not be adopted as too few members had been elected to fulfil the stated requirements.

Proposed: Cllr Simpson, seconded: Cllr Barton.

## 190521/14 Councillor Vacancies

There has been no request for an election and therefore the PC are permitted to co-opt. Closing date for applications was agreed as 2<sup>nd</sup> June 2021 and applications will be considered at the next meeting.

## 190521/15 Planning

- a) Applications made to North Lincolnshire Council and comment resolved:
  - Application No: PA/2021/538
  - Proposal: Planning permission to erect a single-storey side extension, a two-storey rear extension with a porch to the rear, and an extension to the garage
  - Site Location: The Lilacs, 51 Main Street, Saxby All Saints, DN20 0QF
  - Applicant: Dawson
  - Decision: OBJECTION - Not in keeping with a conservation village. Having previously been extended and modernised, the proposal further increases the size of the property too significantly from the original estate cottage.  
2 members objected, 1 member for and Cllr Barton not permitted to vote due to prejudicial interest.
- b) Decisions made by North Lincolnshire Council:
  - PA/2020/2035 – 35 Main Street, Saxby All Saints, permission to replace rooftiles and front windows granted.
- c) No planning applications received after the agenda had been posted.
- d) Other planning matters – Cllr Barton commented that there is a disparity between the closing dates for comments on a previous application i.e. planning portal date differed to that on the lamppost letter to that letter received by the PC. Additionally, Cllr Barton has found it difficult to speak to the Conservation Officer. It appears that the Planning department is understaffed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# ***Saxby All Saints Parish Council***

## 190521/16 Accounts

To approve and sign the April/May 2021 accounts for payment (see also Financial Reports) and bank statements.

02/4/2021 14/4/2021	Mrs D Fagge	Brigg Garden Centre & Hayloft Plants Ltd – open space planting	£164.00
05/5/2021	Public Sector Audit	Review of council's internal controls YE March 2021	£360.00

Proposed: Cllr Barton, seconded: Cllr Leitch.

## 190521/17 Insurance Renewal 2021/2022

The Zurich Municipal renewal at a cost of £370.57 was agreed with consideration to the asset register.

Proposed: Cllr Simpson, seconded: Cllr Leitch.

## 190521/18 Highways/Footpaths/Public Right Of Way

a) Updates on the following and action resolved:

- New village name sign – ongoing.
- Location of dog bin – NLC have suggested new location on North Carr Lane, opposite side of the road near the gap in the hedge.
- Saxby Mill Lane, Dannels Hill and North Carr Lane repair works – No additional work has been done on Dannels Hill after the last meeting and advising Cllr N Sherwood of how poorly it had been executed. Clerk to chase Cllr Sherwood.
- Maintenance of bus shelters - deferred.
- Seating/bench provision – it was suggested that a suitable location could be at Fairies Field, at the bottom of the bungalows near where the salt bin is. Cllr Simpson will liaise with Ongo who manage the land.

b) No notification of other issues.

## 190521/19 Police Matters/Neighbourhood Watch/NAT

- A Mercedes Benz car was recently stolen from the village.
- Speed monitoring by the Police motorcycle rider.

## 190521/20 Open Space & Asset Management

The summer planting is in hand thanks to Mrs Fagge – Cllr Simpson will assist. It was agreed to defer a decision about entering the Best Kept Village 2021 until next month.

## 190521/21 Christmas Tree 2021

NLC have confirmed that the area in Fairies Field that has been proposed to locate the Christmas tree is managed by Ongo. Cllr Simpson will liaise with the organisation. Clerk to contact Brigg Town Council to enquire as to who fitted their Christmas tree pit and where they source the tree.

## 190521/22 Correspondence

Correspondence received, noted and action resolved:

- i. Resident letter regarding using their land for the village Christmas tree.
- ii. Lincolnshire Lowland Search and Rescue donation request.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# ***Saxby All Saints Parish Council***

- iii. NALC Chief Executive's Bulletin.
- iv. ERNLLCA – Remote meetings.
- v. ERNLLCA Training programme.
- vi. North Lincolnshire Council launch new grant scheme - 21/04/2021.
- vii. Humberside P&CC North Lincolnshire Council survey.
- viii. NALC Online Events.
- ix. ERNLLCA – Youth survey.
- x. NLC Forthcoming Meetings May 2021.
- xi. ERNLLCA New Training - Disciplinary Procedure and update on current availability.
- xii. KCOM Full Fibre – The Low Villages.
- xiii. NLC - News Flash - More Covid-19 Vaccinations available.
- xiv. ERNLLCA May 2021 newsletter.
- xv. North Lincolnshire Foster Care Fortnight.
- xvi. ERNLLCA - Training: Engage Your Community & Generate Income Post-Lockdown.
- xvii. Wildscapes - Parish Councils - free ponds for North Lincolnshire.
- xviii. NLC - Covid-19 Business Update - 12/05/2021.

## 190521/23 Minor Items

- a) Correspondence received following publication of the agenda:  
NALC online events and Chairman's Bulletin, ERNLLCA finance training and Engaging Your Community.
- b) Points from Councillors, questions or items of interest to note:
  - KCOM Full Fibre – it was agreed to invite them to July's meeting.

## 190521/24 Agenda for next and future meetings

- KCOM.
- Councillor co-option.
- Bus shelter maintenance.
- Best Kept Village 2021.
- Christmas tree.

## 190521/25 Next Meeting

The date and time of the next meeting is, subsequent to any change, Wednesday 9<sup>th</sup> June 2021 at 7.00pm.

The meeting closed at 8.55pm.

Date \_\_\_\_\_

Signature \_\_\_\_\_