

Saxby All Saints Parish Council

**Minutes of the Annual Parish Council Meeting held on Wednesday 15th May 2019 at
6.45pm in Saxby All Saints Village Hall**

Present

**Cllr Andrew Simpson (Chairman) Cllr Charlie Barton Cllr Dorothy Fagge
Cllr Gavin Jobling Cllr Mel Young**

**Ward Cllr Carl Sherwood (left at 7.15pm)
3 members of the public**

150519/1 Election of Chairman and Chairman's Declaration of Acceptance of Office

Outgoing Chairman, Mr K Bates asked for nominations. Cllr Young nominated Cllr Simpson for the position as Chairman and this was seconded by Cllr Barton. No other nominations were received, and Cllr Simpson was unanimously voted into office and the Declaration of Acceptance of Office signed.

150519/2 Election of Vice-Chairman

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

150519/3 Apologies

Cllr P Leitch and Ward Cllr R Waltham.

150519/4 Declarations of Interest

- a) No declarations of interest by any member of the council in respect of the agenda items.
- b) No dispensations given to any member of the council in respect of the agenda items.

150519/5 Minutes of Previous Meeting

The minutes of the meeting held on the 10th April 2019 were approved by members and signed by the Chairman.

Proposed: Cllr Young, seconded: Cllr Barton.

150519/6 Reports from Ward Councillor(s)

Ward Councillor C Sherwood updated the Parish Council on activities within North Lincolnshire Council:

- Little to report as the council has been in 'purdah'.
- Cllr's C & N Sherwood and R Waltham have been re-elected as Ward Councillors.
- Portfolio's will be issued next week.
- Land allocation – 2013 floods put the Lakes project on hold. Out for consultation again.
- No update regarding the Nev Cole Way and the route over private land.
- Pothole repairs by Elsham Golf Club is still outstanding.

150519/7 Internal Audit 2018/2019

The report from Public Sector Audit was received; recommendations noted and approved.

Proposed: Cllr Simpson, seconded: Cllr Young.

Signature _____ Date _____

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150519/8 Annual Governance Statement 2018/19

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

150519/9 Annual Accounting Statement 2018/19

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

150519/10 Annual Governance and Accountability Return (AGAR) 2018/19

- a) Members considered the conditions of the Certificate of Exemption:
 - The authority has been in existence since before 1st April 2015.
 - Neither received gross income, nor incurred gross expenditure, exceeding £25,000.

In relation to the preceding financial year (2017/18), 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) Certificate of Exemption was signed and dated by the Chairman and Responsible Financial Officer.
- Proposed: Cllr Young, seconded: Cllr Fagge.

150519/11 Election of Meeting Representatives

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

- a) Neighbourhood Watch Representative(s) – Cllr Jobling.
- b) Low Villages Forum Representative(s) – Cllr Simpson.
- c) Police NATS Committee Representative(s) – Cllr Simpson.
- d) ERNLLCA District Committee Representatives(two) – Cllr Simpson and Cllr Fagge.

Proposed: Cllr Young, seconded: Cllr Barton.

150519/12 Election of Committee Representatives

Following discussion, these Councillors were elected to sit on the following:

- a) Personnel Committee – Cllr's Young, Fagge and Leitch.
- b) Neighbourhood Planning Committee – All members, Cllr Young as Co-ordinator.

Proposed: Cllr Simpson, seconded: Cllr Barton.

150519/13 Policies and Procedures

- a) The NALC model Standing Orders (2018) were reviewed and approved. Review 1 year.

Signature _____ Date _____

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- b) The NALC model Financial Regulations (2016) were reviewed and approved. Review 1 year.
 - c) The Asset Register was reviewed and approved. Review 1 year.
 - d) The Risk Assessments were 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 Child Protection policy was reviewed and approved. Review 2 years.
 - g) The Complaints policy was reviewed and approved. Review 2 years.
 - h) The Data Protection policy was reviewed and approved. Review 2 years.
 - i) The Disciplinary Procedure was reviewed and approved. Review 2 years.
 - j) The Equal Opportunities policy was reviewed and approved. Review 2 years.
 - k) The Grievance policy was reviewed and approved. Review 2 years.
 - l) The Health & Safety policy was reviewed and approved. Review 2 years.
 - m) The Member/Officer protocol was reviewed and approved. Review 2 years.
 - n) The Press and Media policy was reviewed and approved. Review 2 years.
 - o) The Recording of Meetings policy was reviewed and approved. Review 2 years.
 - p) The Financial Reserves policy was reviewed and approved. Review 2 years.
 - q) The GDPR policies/procedures was reviewed and approved. Review 1 year.
 - r) It was resolved to adopt the General Power of Competence. Review 1 year.
- Proposed: Cllr Barton, seconded: Cllr Simpson.

150519/14 Planning

- a) No decisions made by North Lincolnshire Council.
- b) No planning applications received after the agenda had been posted.

150519/15 Accounts

The April/May 2019 accounts for payment (see also Financial Reports) and bank statements were approved by members and signed by the Chairman.

- a) Mr K Bates – HP multipack printer cartridge - £34.00.
- b) Public Sector Audit – Internal Audit YE Mar 2019 - £318.80.
- c) Saxby All Saints Village Hall – hire May 2018 to April 2019 - £120.00.

Proposed: Cllr Jobling, seconded: Cllr Simpson.

150519/16 Insurance Renewal 2019/2020

The Zurich Municipal renewal was agreed at a cost of £359.36 with consideration made to the asset register.

Proposed: Cllr Young, seconded: Cllr Barton.

150519/17 Highways/Footpaths/Public Right Of Way

- a) Updates on the following and action resolved:
 - New village name signs – artwork by Lee Collins. Cllr Young to confirm costings. Match funding has been offered by Mr J Brown. Clerk to ascertain if planning permission is required.
 - New dog bins - £250.00 per bin. It was resolved to purchase 1no for North Carr Lane and 1no for Saxby Hill.
 - Saxby Mill Lane, Danns Hill and North Carr Lane repair works – partial repair works on Saxby Mill Lane.
 - Maintenance of bus shelters – shelter located near North Carr Lane, roof needs repairing. Cllr Simpson will purchase felt. Budget of £30 was agreed.

- b) No other issues reported.

Signature _____

Date _____

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150519/18 Police Matters/Neighbourhood Watch/NAT

Cllr Jobling advised there was no NW update. Trade Watch signage in place.

150519/19 Open Space Management

- Broken planter has been replaced.
- Green Team will convene to arrange works for the 'Best Kept Village' competition. Action required in the cemetery area, hedges and cutting back of brambles.
- £30 was agreed for hanging basket plants.
Proposed: Cllr Simpson, seconded: Cllr Barton.

150519/20 Parish Pathways Scheme

Item deferred. PCC will provide quotation for maintenance works to the Church path.

150519/21 Neighbourhood Plan

- Survey has been circulated. Comprehensive article regarding its results will appear in the next Low Villages Newsletter.
- Visioning Day will be arranged for this summer. Dave Lofts at NLC will assist and he has advised there is £9000 available for parishes to apply to.
- Low Villages Forum also has a small sum available. Cllr Simpson will enquire if the PC can access this money for their Visioning Day.

150519/22 Correspondence

Correspondence received, noted and action resolved:

- i. CPRE - Best Kept Village 2019 competition poster.
- ii. ERNLLCA Annual General Meeting.
- iii. NLC - Volunteer Showcase Event - Brigg and Wolds Thursday 6th June 2019.
- iv. NLC – Forthcoming meetings poster May 2019.
- v. HWRCC – community newsletters etc.
- vi. ERNLLCA Member Council Development Programme 2019-2020 – Chairmanship. It was agreed that Cllr Simpson attend. Proposed: Cllr Young, seconded: Cllr Barton.
- vii. ERNLLCA - Town & Parish Councils - VE DAY 75 – 8th May 2020. Agenda September 2019.
- viii. Appleby Fayre Day Poster – 16th June 2019, 11am-5pm. Agreed to be put in notice board.

150519/23 Minor Items

a) Matters of correspondence received following publication of the agenda:

- Low Villages Forum – 4th June 2019 at 7pm, Bonby Village Hall. Agenda item reminder.
- ERNLLCA – 'Being a Good Councillor', £18.75pp. It was agreed that Cllr Jobling attend.
Proposed: Cllr Simpson, seconded; Cllr Fagge.
- NLC - Local Government Election, May 2019 results.

b) Points from Councillors, questions or items of interest to note:

- Saxby Summer Fete planning day (PCC fundraiser) – 5th June 2019 at the village hall.
- PCC – 'Sounds of Summer'. Ukulele band and BBQ. 29th June 2019.
- Saxby Summer Fete – 20th July 2019, 1pm.

150519/24 Agenda for next and future meetings

- Parish Paths.
- Grounds Maintenance.

Signature _____

Date _____

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- Village sign.
- VE Day 75 (September 2019 agenda).

150519/25 Next Meeting

The date and time of the next meeting is, subsequent to any change, Wednesday 12th June 2019 at 7.00pm.

The meeting closed at 8.40pm.

Signature _____ Date _____