**North Kelsey Parish Council**

**Minutes of the Ordinary Parish Council Meeting held on Tuesday 13 August 2024**

**Present:** Cllr D Waite (Chairman) Cllr S March (Vice Chair)Cllr P. Bryan, Cllr M. Williams, Cllr J Cundill, Cllr J Slater, and Cllr R Hunt

In attendance: Cllr. Peter Morris (WLDC)

Members of public present: 3

Parish Clerk – Mandy Coote

Note: All documents referenced in the Minutes will be made available on the Council’s website.

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| **Minute Number** | **Item** |
| **63/2425** | **Welcome from Chair and Public Questions**Welcome given, 3 members of public presentOil Drilling Campaign Group provided an update, reports have been sourced funded by donations raised, public enquiry scheduled for 22nd June 24 was cancelled, planning application has been withdrawn.North Kelsey Moor resident had emailed clerk regarding various issues.Actions:- Cllr.P.Morris (WLDC) agreed to take NKM resident issues forward.North Kelsey Moor do have an independent Progress Group, they have an open invitation to any Parish Council Meeting as members of the public  |
| **64/2425** | **Apologies**Apologies for absence received from Cllr T Smith (LCC & WLDC)  |
| **65/2425** | **Declarations of interest**Cllr.P.Bryan in finances  |
| **66/2425** | **Minutes of the Ordinary Meeting held on Tuesday 9th July 2024**Proposed:- Cllr.J.Slater Seconded:- Cllr.J.Waite All in favour **RESOLVED:**That the minutes of the meeting be accepted as a true and proper record. |
| **67/2425** | **Police & Crime update**Police report for area NC09 received and circulated. Priority is Youth antisocial behaviour. |
| **68/2425** | **District and County Council reports****Cllr P Morris:-** WLDCA hung council still prevails.Visited Lincoln County archives and obtained interesting facts on the Cemetery Chapel, he will share this information to be included in the next addition of the newsletter.**Cllr T Smith**:- LCC & WLDC, Apologies given |
| **69/2425** | **Chairman’s Update**Newsletter is reaching its target audience and well receivedWork has been carried out in the children’s play park, shuttering repaired/fitted to contain the bark and bark respread prior to delivery of additional supply, swings have been checked for useNew Chair training has been booked and looking to learn from observing other council’s meetings Assets register inspection report completed, the War Memorial does not appear on the register.Actions:- Clerk to investigate ownership of the war memorial through the War Graves Commission |
| **70/2425** | **Parish Councillor updates**Cllr.R.Hunt agreed to attendPlay Equipment Course with LALC  |
| **71/2425** | **Clerks Report**Received, no items raised needing a decision |
| **72/2425** | **Parish Matters****Cemetery:-** Wildflower Meadow discussed, further consideration of area to be covered and quotes for the seeds/preparation needed to be sourced **Recreation Ground/Play Area Perimeter Fence Repairs:-** quotes were consideredProposed:- Cllr.J.Waite Seconded:- Cllr.P.Bryan, All in Favour, JB Rural Services Limited to be awarded the job**RESOLVED:-**JB Rural Services Limited to be sent purchase order confirming quote accepted and to confirm bark chippings are play safe and issue certificate to this effect**Trees:-** Arborists quotes consideredProposed:- Cllr.M.Williams Seconded:- Cllr.D.Waite, All in Favour Brookdale Tree Surgery Ltd to be awarded the job**RESOLVED:-**Brookdale Tree Surgery Ltd to be sent purchase order confirming quote accepted**Planter Plaques:-** consider quotesProposed:- Cllr.J.Waite Seconded:- Cllr.S.March, All in Favour GRS Signs to be awarded the job**RESOLVED:-**GRS Signs to be sent purchase order confirming quote accepted**Play Equipment painting:-** Budget for quick drying paint and other supplies needed discussedProposed:- Cllr.J.Cundill Seconded:- Cllr.J.Slater, All in Favour **RESOLVED:-**Agreed budget up to £500.00 to purchase supplies needed**North Kelsey Moor:-** Bench Siting, measurements to be obtained and request to be sent to Lions for work to be carried outActions:- Cllr.P.Bryan to send measurements to Clerk, Cllr.R.Hunt to endorse request to Lions**North Kelsey Moor Notice Board:-** an assessment by highways to check suitability and grant permissionAction:- Clerk to investigate sites and apply to Highways **Consider communication from NKM:-** Cllr.P.Morris agreed to take issues forward |
| **73/2425** | **Finances and Budget**Proposed:- Cllr.J.Waite Seconded:- Cllr.R.Hunt. Cllr.M.Williams and Cllr.P.Bryan abstained from voting on approved payments **RESOLVED:**to approve the following payments and monitoring reports be received.

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| **Invoice Date** | **Supplier/Payee** | **Details** | **Cost****£** | **VAT****£** | **Total** **Payment****£** |
| 18/01/24 | LALC | Clerk advert on LCC Website | 60.00 | 12.00 | 72.00 |
| 01/08/24 | NKCA | Village Hall Hire | 336.00 |  | 336.00 |
| 11/06/24 | B & M | Poo Bags approved 14/05/24 min ref 23/2425 | 10.00 |  | 10.00 |
| 12/07/24 | Louth Interskill | Noticeboards | 2090.00 | 418.00 | 2508.00 |
| 02/08/24 | Home Call Computers  | Laptop Repairs | 484.99 |  | 484.99 |
| 31/07/24 | Clerk | Salary July 24  | 394.01 |  | 394.01 |
| 31/07/24 | HMRC | PAYE July 24 | 98.60 |  | 98.60 |
| 31/07/24 | Clerk | Disbursements/Expenses July 24 | 97.65 |  | 97.65 |
| 31/07/24 | Mary Williams | Grass Cutting Invoice 24/023 | 1040.00 | 208.00 | 1248.00 |
| 29/07/24 | LALC | Webmaster | 180.00 | 36.00 | 216.00 |
| 01/08/24 | Unity Bank | NKPC Opening Deposit | 500.00 |  | 500.00 |
| 18/07/24 | Dandelion Design | Newsletter Printing | 94.00 |  | 94.00 |
| **Totals** |  |  | **5385.25** | **674.00** | **6059.25** |

Bank Balances:- Current £59,998.75 @ 31/07/2024 (£6059.25 committed as above = £53,939.50) NS&I £5,963.73Budget Monitoring Report:- produced and approved  |
| **74/2425** | **Unity Bank**Paperwork for change to bank account signed and other documentation to finalise the account opening completed. Actions:- Clerk to send all required documents to Unity Bank, signed for postage |
| **75/2425** | **Planning applications**None received |
| **76/2425** | **The Council to review and agree the following policies and procedures:**Financial RegulationsMember and Officer ProtocolDisciplinary PolicyComplaints Procedure PolicyCommunity Engagement StatementCommunications PolicyAbuse and Vexatious PolicyCode of Conduct (adopted from WLDC not changed)**RESOLVED:-** Council reviewed and approved updated policies and procedures |
| **77/2425** | **West Street, (Village Car Park)** Discussed the Land registry transfer required. A local solicitor has agreed to do the necessary paperwork for free, Council would just need to pay the required feesProposed:- Cllr.P.Bryan Seconded:- Cllr.M.March, All in Favour **RESOLVED:-**Council agreed to accept the kind offer and pay the required fees |
| **78/2425** | **Proposal for Committees**Ways to work more efficiently/productively and get everyone involved. One solution is to have designated committees to deal with issues more effectively, which should in turn mean quicker response/solution, another is to have particular tasks assigned to individuals.Committees proposed were:-Cemetery, Village Vision (5 year plan), and Finance (noted that this was in no way a reflection on the current clerks work)Agenda item for September meeting as further discussion needed |
|  | **Next Ordinary Meeting** |
| **79/2425** | **Actions to be undertaken before the Next Ordinary meeting****Clerk:-**Send all required documents to Unity BankTo investigate ownership of the war memorial through the War Graves Commission Purchase Orders/Quote Acceptance for JB Rural Services Limited, Brookdale Tree Surgery Ltd, GRS SignsNorth Kelsey Moor Notice Board:-to investigate sites and apply to Highways North Kelsey Moor Bench Siting to send request with photos and measurements to Lions**Cllr.S.March:-** Wildflower Meadow consideration of area to be covered and quotes for the seeds/preparation sourced**Cllr.P.Bryan:-** North Kelsey Moor Bench Siting to send measurements to Clerk, Cllr.R.Hunt to endorse request to Lions**Cllr.P.Morris (WLDC):-** agreed to take NKM resident issues forward.**Additional Outstanding items to be undertaken****Cllr T Smith:-**To arrange Highways site visit regarding drainage, signs and road markingsRiparian Ditches, awaiting confirmation of action on investigation with LCCWest Street:- Jetting hasn’t worked, bottom of Hall Lane flooding tooVillage Green:- A pole near the pump has been chopped off and removed |
| **80/2425** | **Items for inclusion on the next Ordinary Meeting agenda**Council is requested to use this opportunity to raise items for future Ordinary Meeting agendas.Grit Bins and Street LightingGrass Cutting Tender 2025/2026War MemorialWest Street Car ParkProposal for CommitteesTrees/Recreation Park Hedge Cutting |
| **81/2425** | **Date and time of the next Ordinary Meeting**To confirm date and time of the next Ordinary Parish Council Meeting, is set for Tuesday 10th September 2024 7.15pm.  |
| **82/2425** | **Exemption****RESOLVED:**That the meeting move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to matters relating to staffing. |
| **83/2425** | It was agreed to pay clerk for additional hours worked and any ongoing additional hours to be approved by Chair for payment that month. |

**The Meeting started at 7.15pm and closed at 9.10pm**

**Signed:** ……………………………………………..

**Print Name:** ……………………………………………..

**Date:** ……………………………………………..