

# HALTHAM PARISH MEETING

Notes/Draft 1.

Held : -Tuesday 14<sup>th</sup> May 2019 commencing 18:00

Location St Benedicts Church.

Attending:-

James Gammidge, Fiona Gammidge, Dinah Campbell, Susan Schofield, Mike Schofield, Andrew McDowell, Helen Huthwaite, Lesley Gell, Paul Gell, Sandra Allen, Les Allen, K Mellor, Allan Mutti, Sean Matthews, John Huthwaite, William Gray.

1) **Apologies for Absence** – Richard Garner, Rose Kimberley, Paul Pledger, Ann Pledger, Sian McDowell.

2) **Election of Chairman and Vice Chairman**

Councillor William Gray took the floor for election of Chairman.

Mike Schofield proposed as Chairman by Andy McDowell seconded by Ken Mellor. No other nominees. Unanimously carried by a show of hands.

Mike Schofield (**MS**) took the meeting as Chairman and continued with the business of the Annual meeting.

Sean Matthews (**SM**) was proposed as Vice Chairman by Mike Schofield seconded by Helen Huthwaite. There were no other nominees. Unanimously carried by a show of hands.

The Chairman proposed that John Huthwaite (**JH**) continues in the role of Clerk but should be changed from Acting Clerk to Clerk, proposed by Mike Schofield seconded by Sean Matthews. Unanimously carried.

The Chairman (**MS**) welcomed the new residents of the village and thanked them for coming to the meeting.

3) **Minutes of last meetings.**

The draft minutes of the extraordinary meeting held 9<sup>th</sup> October 2018 were approved as a true record proposed by SM seconded by Sue Schofield. Carried.

The draft minutes of the Annual Parish Meeting held 9<sup>th</sup> May 2018 were approved as a true record proposed by Sue Schofield seconded by Andy McDowell. Carried.

4) **Matters arising:**

**Fire Hydrant** – The new fire hydrant installed within the village at the junction of the footpath and access road to the field is located within the roadway to the field. Considered could be a problem, should there be a fire and traffic is in West Lane and access is needed into the roadway off West Lane. Access to the hydrant could be compromised. JH to contact the Fire Brigade for further advice regarding possibly having it moved into a footpath only area.

**Neighbourhood Watch** Lincs Alert is up and running. We need a coordinator to help in order to get information and advise the village on crime trends and actual crimes that have been carried out in the area. SM volunteered to take on the role of Coordinator.

**Care of the Village Green** – £500 has been donated, arranged by Councillor Gray, to go towards improving the entrance, security fencing and general improvement to the area known as the village green, a scheme needs to be agreed and in place in order to get the work carried out. The grant has to be spent in the 12 month period from receipt.

**LALC.** £65 has been donated, arranged by Councillor Gray which gives us access to unlimited LALC training courses for the current year for a one off payment. Note Since receiving the money HMRC has put VAT on training courses and so the Parish Meeting will need to fund the additional money to cover the tax element.

**Highways.** Permission has been given to construct a hard surface footpath to the village post box. Volunteers are needed in order to carry out the work. JH to arrange a working party.

**Highways.** The memorial bench to be sited within the grass verge at the entrance to the village. Documentation confirming our insurances to be submitted to Highways. JH to deal with.

**Road Marking** - The request to have the white lining in the village reinstated at the junctions has still not been carried out, Councillor Gray to assist with pressing highways for action. JH to give Councillor Gray details of past communications with highways on the subject.

**Broadband Supply.** The supply at present is through to the end of West Enderby Lane. BT/Open Reach failed to book a road closure to bring the supply across the A153. JH informed the application is now in place, with works expected to be completed by the end of July.

**Computers.** Currently all Parish are held on a private computer. All information is backed up again on private equipment. The Parish business should be stored on equipment owned by the Parish. Permission was requested and granted to purchase a separate storage device for Parish business. JH to purchase.

**Defibrillator.** The defibrillator is up and running. It does require a minimal electricity to keep the equipment charged ready for use. MS supplies the electricity and he should be reimbursed for the electricity used. Payment agreed at £14 per year.

## 5) Chairman's Report

Additional funding sought to improve the safety issues with the village green; £500 has been donated by Councillor Gray.

The last period has been quiet with no significant incidents with several successful social events and fund raising events held.

It was explained that the church building is maintained by the Churches Conservation Trust and that Services can still be held in the building but weddings are not possible as the wedding licence is no longer held.

The churchyard is maintained by the Parochial Church Council, and has been maintained in the past by Jim Gammidge. The PCC will continue paying for maintenance work. Volunteers to be reimbursed for costs in carrying out the work.

The difference between the Parish Meeting and a Council were explained with the emphasis that people are co-opted onto to schemes as they evolve.

The Carol Concert held in December 2018 was a great success. The decorations and lighting in the Church were great. We are going to repeat this again on 14<sup>th</sup> December this year.

A quiz is planned for late November to raise more money for the village funds.

There will be the Dog Show on Sunday 7<sup>th</sup> July to be held on the Village Green.

24 people successfully attended the defibrillator training course which includes the basics of First Aid. Margaret has taken the role as coordinator and will plan additional training for new comers to the village.

There are plans for youth projects to provide interest for the youths of the village. Volunteers to get involved in the projects are wanted.

### Questions put to the Chairman from the Floor

Ken Mellor asked if the term of office for the Chairman and Vice Chairman can be changed to every 2 years. Current legislation does not allow for this therefore it will remain at the one year period.

Ken Mellor asked if we still pay for an audit. JH explained that for a number of years an auditor has been used as the independent internal auditor. A meeting held between the Clerk and the Auditor and the audit is undertaken. When accepted by the auditor as correct, the documentation is signed off, the exemption certificate issued and sent to the County Councils External Auditor as a record. A copy of this documentation is placed on the Village Notice Board. Our auditor has now moved away from the area, a new independent internal auditor has been taken on which will cost the village in the region of £65 per audit. Explanation was given the changes to rules which are based on annual turnover. Our turnover is less than £25k per year, therefore there is no requirement to have a full external audit. The floor was asked if anybody knew an accountant who would be willing to do the audit free of charge.

## 6) Draft Standing Orders

As we are a Parish Meeting not a Council, we propose to have a set of Standing Orders in place. This will assist in allowing village matters to proceed without having to call a village meeting every time we want to do something for the village.

A draft hard copy of the proposed Standing Orders was circulated, in order to read and comment on before they are put in place. The document is on the Web Site. Objections to any of the topics to be addressed to MS to reach agreement. This may mean holding another meeting. If there are no objections MS proposed the Standing Orders be adopted after one month from the today's date.

A proposal was put to the Meeting that the Chairman/Vice Chairman/Clerk are to have authority to spend up to £200 per action without obtaining permission for each payment via a Village Meeting. All spending will be properly documented for audit purposes. Ken Mellor asked if the £200 was once per year or monthly. MS proposed a £500 limit for the year before getting additional authority. At present, insurance premiums, payment to

LAC and our Contractors are sometimes delayed until a Parish Meeting is held. MS said an extra ordinary meeting would need to be called for any major project to approve funding.

## 7) Financial Statement

Copies were circulated of the annual financial statement which showed an increase in available monies of £250.21 from the previous year. Monies available to the 31<sup>st</sup> March 2019 stand at £3743.20

Invoices to be paid (2018 – 2019) were presented for approval.

Rent for Roughton Village Hall Defibrillator training	£13.00
LALC Clerk Training Day	£25.00
LALC Yearly Training Course One Off Payment	£78.00
Village Green Hedge Trimming	£36.00
Closing balance at 31 <sup>st</sup> March 2019	£3591.20

Invoices to be paid (2019 -2020) presented for approval.

LALC one year subscription for the period 1<sup>st</sup> April 2019 through 31<sup>st</sup> March 2020 £32.27

The 5 invoices agreed for payment

JH proposed that no precept be levied for the year 1<sup>st</sup> April 2020 through 31<sup>st</sup> March 2021. JH believes that the final decision on this needs to be taken later in the year as it is so far in to the future. JH considers that we will need to look at our finances nearer the end of this financial year in order to judge whether a precept is required.

Fund raising has been very good for a small village with our first defibrillator fund raising event bringing in over £766.

JH thanked Councillor Gray on behalf of the Village for the grants that he has organised.

The audit will be carried out as soon as possible following any comments on the financial spreadsheet. Approval to spend £65 was agreed. Two auditors have been contacted, one to be appointed in the next 2 weeks.

Following signing off the accounts, the exemption certificate will be posted to the County External Auditor and a copy of the paperwork to be placed on the village notice board.

Communities Lincolnshire will no longer act as the insurance broker for our village. Going forward we will deal direct with Zurich Insurance. It is expected the insurance premium will increase by 10% the premium being in the region of £200.

Ken Mellor questioned whether we need to increase the rent to the allotments at Wildmore. It was pointed out that the figure of £170 is for a 6 month period, and that the yearly receipt is £340. The rate for setting allotment rents is a set nationally. JH will check whether this rate can be changed.

It was asked where are the allotments located which is in the area of New York, it was explained that the plot of land was a gift to the Village linked to assistance that the Village gave in draining the area many years ago.

## 8) PCC and Care of the Churchyard

The Church Yard is still active and belongs to the Parochial Church Council. (PCC). We have asked for a representative to join the PCC as the village representative.

One nomination from Helen Huthwaite. MS asked if there were any objections. there were none. Helen is now the Village Meeting Representative for the PCC.

There was nothing to report on the PCC. Helen will provide updates going forward.

JH explained that there is a fund from legacies left to the village, which produces interest each year. The interest is used to pay for the upkeep of the churchyard and is usually sufficient enough to avoid taking money from the invested amount. When work has been carried out, an invoice is sent to the PCC who then issue a cheque. It is thought that the legacy is in the region of £10k Helen will look into this and report back to the Meeting.

## 9) Care of the Village Green.

MS explained to the new village members where the Village Green is and the history surrounding it. Fencing it and making further improvements to the area are planned for this year.

MS is enquiring about taking an additional plot of land in the village for the use of the village which is owned by Tumby estates. Discussions with Tumby Estates are ongoing.

JH and SM will continue to cut the village ground areas. It was proposed and carried that reimbursement will be made for the fuel and wear and tear costs. Costs for grass cutting comes from the village funds.

JH proposed a vote of thanks to Jim Gammidge for the work he has undertaken caring for the church yard. Unfortunately due to back pain he is no longer able to carry with this work. The PCC have sent their best wishes and thanks to Jim Gammidge for all the work carried out in the past.

#### **10) Any Other Business.**

Ken Mellor asked if there was any interest at the meeting about purchasing the Marmion Arms. There is concern that the sale does not include the car park. No action to be taken.

MS expressed concern that there has been some encroachment onto the village green from the Marmion Car Park. Ken Mellor said that the car park ends at the end of the tarmac area.

The field off West Lane where planning permission for a bungalow has been applied for was raised regarding progress to date. Ken Mellor said that it was going along nicely.

There is a new Highways fault reporting system running called "Fix My Street." It is an on line reporting system which includes a facility to pinpoint the area on a street map. A reference number is issued to be used to check progress or comment. It has been used twice and was found to be efficient.

SM asked if anyone at knows of an Alan M Dransfield who has sent in a Freedom of Information Request regarding our Village Accounts. We have traced an Alan M Dransfield who lives in Boston and we wondered if he has connections to this village. No one from the floor knew of this person.

Allan Mutti asked for everyone to attend the Fun Dog Day so that we can all gather and have some communal fun.

Andy McDowell asked about getting the Speed limit lowered and/or extending it further out from the present limits. It was pointed out that the 40mph is advisory. SM said that he is still working on the case and asked if Councillor Gray would assist. It was emphasised that there is an increase in children numbers and pressure needs to be put to get the speed limit lowered. Councillor Gray said he would get a site meeting arranged. All agreed that his would be a good plan.

Sue Schofield suggested having a "live" speed indicator mounted within the village limits would be useful. It was confirmed that the problem is, the speed limit is 50mph not 40mph therefore this would not be possible.

SM will continue pressing for a lower permanent speed limit.

Meeting Closed.