

Cranwell, Brauncewell and Byard's Leap Parish Council

Minutes of the Annual Meeting of the Parish Council held at Cranwell Village Hall, Old School Lane, Cranwell, on Monday 14 May 2018.

Present: Chairman: Mrs H J Morris

Councillors: Mr M A Cassidy, Mrs C Harper, Mr G Hutchinson, Mr N McGill, Mrs A Riley,
Mrs A B Tyler and Mr I F Walters

In attendance: Mr Eddie Findlay, Clerk to the Parish Council

Also in attendance: D/Cllr S Clegg

4 members of the public were in attendance.

Cllr Morris welcomed everybody to the meeting at 7:00 pm invited Corporal Paul Vawer, Royal Air Force Police (RAFP) from RAFC Cranwell to address the meeting. Cpl Vawer spoke to the Council and the members of the public present, seeking Council support to allow them to carry out speed checks along the public Highways of Cranwell Avenue and through Cranwell Village (B1429) as part of the Lincolnshire Road Safety Partnership (LRSP) Community Speed Watch initiative. Whilst this seems straightforward enough, there are a number of hurdles. Firstly, the local Parish Council must authorise their involvement in the scheme. Secondly, there are a number of fees involved which cover registration, kit and equipment which would reach approximately £2000. Fortunately, RAFP are in a position whereby they have already purchased, are trained on and use the majority of kit and equipment required by the scheme. This would bring the total payable costs down to around £240 for initial registration fee of £40 and around £200 for signage and equipment specifically required by the Community Speed Watch Programme. The Parish Council would formally discuss and resolve on the matter later in the meeting, but the general consensus was positive.

Cpl Vawer left the meeting at 7:20 pm.

In the response from LCC Countryside Access following the submission of the requested Definitive Map Modification Evidence Forms they commented that whilst the Parish Council requested that the case be given higher priority and investigated sooner, they did not state which of the 8 criteria the request had been made against. Should the Parish Council wish to make another appeal against the standing of the case in the County Council's Modification Order Application and Case Priority Schedule, it must state the criteria the request is being made against and provide an explanation on how it feels it meets those criteria. One member of the public asked that the confrontation with the property owner, trying to deny him access to Public Footpath No. 754 from Willow Lane be recorded as he felt it now covered criteria 1. *"Where there is sustained aggression, hostility and ill feeling within a community that is causing severe disruption to the life of that community, and that in processing the case early there is a strong likely hood this will reduce."* The Clerk requested that he submit a signed statement to him for forwarding to LCC Countryside Access.

Cty Cllr Storer was not in attendance but had submitted a written report.

Potholes: The County Council continues to work to clear the backlog of potholes caused by the harsh winter conditions. An additional £12 million pounds has been made available to the County Council to repair the potholes including £3 million pounds from Lincolnshire County Councils reserve fund. There was roughly a 3 month backlog caused by the number of potholes across the County so unfortunately some pot holes have not been repaired within the agreed timescales. This situation will be corrected soon and the Council have moved to a new policy of first time repair. Pot holes will now be cut out and filled permanently first time. Surface dressing works are scheduled for the summer of this year which will cover College Road to Newark Road. This should provide a more permanent repair on the highway. I will continue to monitor potholes in the village on a weekly basis and will continue to push for pot holes to be filled as quickly as possible.

Footpath Number 3: I share residents' concerns on Footpath No.3 and continue to liaise with the Countryside access team who have agreed to meet with residents and myself on site. I am more than happy to discuss this matter on the telephone or meet with residents in the village at any time on this matter. Please contact me on 07510 978258.

Grass Cutting: The first grass cut of the year is now underway on rural road verges and verges in built up areas. The cut has been scheduled earlier this year as a result of the concerns expressed by residents at the lateness of last year's cut. The second cut of the year will take place from the 20th August to the 30th September.

New Chief Executive: Following the retirement of Tony McArdle the County Council has appointed a new Chief Executive. Keith Ireland will take over as Chief Executive later in the year after completing his tenure as managing director of Wolverhampton Council. Keith is a very dynamic person who will drive services forward in Lincolnshire.

Highways: Work will continue on the £99 million Lincoln Eastern Bypass and preparation for the Grantham Southern Relief Road is underway. This will link the A52 to the A1. Further schemes will be looked at to ease traffic flow throughout the County including the North Hykeham Relief Road.

D/Cllr Clegg was still investigating the proposed cycle path between Cranwell and Leasingham, but it was felt that funding would need to be sourced via section 106 monies. As there was no current development which might trigger s.106 then it may be worth discussing the matter with Leasingham and Roxholm Parish Council for a joint project.

D/Cllr Gray was again not in attendance.

The meeting was declared open at 7:40 pm.

- 62. Election of Chairman** – signing Declaration of Acceptance of Office.
Cllr Tyler nominated Cllr Morris to act as Chairman of Cranwell, Brauncewell and Byard's Leap Parish Council for the coming year, seconded by Cllr Walters.
There were no other nominations and Cllr Morris was willing to undertake the role.
Action: The Council **RESOLVED** to unanimously approve Cllr Morris to act as Chairman for the coming year.
Cllr Morris took the Chair and thanked everyone for their support and completed the Declaration of Acceptance of Office of Chairman.
- 63. To receive apologies for absence and reasons given i.a.w. Local Government Act 1972, Sch 12, para 40.**
Cllr Morris informed the meeting that Mrs Jackson-Bareham had resigned from the Parish Council, as of today. The Clerk would notify NKDC on Tuesday 15 May 2018 and a Notice of vacancy would be displayed on the notice board, website and Facebook pages.
All Councillors were in attendance.
- 64. To receive declarations of interest and to consider dispensation applications in relation to Disclosable Pecuniary Interests.**
Disclosure of pecuniary and non-pecuniary interests is to be in accordance with the Localism Act 2011. The need for disclosure is to be based upon agenda items, or at any suitable time during a meeting when it becomes apparent to a Member.
- 65. Election of a Vice-Chairman.**
No one was willing to undertake the role at this time.
- 66. Adoption of Documents:** Standing Orders, Financial Regulations, Code of Conduct, the Annual Investment Strategy, Risk Assessment, Complaints Procedure, Grievance Procedure, Discipline Procedure, Communication Policy, Social Media Policy, Grant Awarding Policy, Bullying and Harassment Policy, Advertising Policy and the FOI Publication Scheme.
Action: The Council **RESOLVED** to approve the re-adoption of the documents listed above, with a minor amendment to the Advertising Policy to re-word village to parish.
Proposed by Cllr Tyler, seconded by Cllr Walters and approved unanimously.
- 67. Any other annual business as set out in Standing Orders** – ie – Areas of Responsibility, re-appointing Committees, appointing representatives to other bodies such as the Village Hall, Bowling Club, Social Club, Cranwell Sports Pavilion Fund etc.
Action: The Council **RESOLVED** to approve the list as circulated, with minor amendments to reflect the resignation of Mrs Jackson-Bareham.
Proposed by Cllr Riley, seconded by Cllr Hutchinson and approved unanimously.
- 68. Notes of the ordinary meeting of the Parish Council held at Cranwell Village Hall on Monday 9 April 2018 to be approved as Minutes.**
Action: The Council **RESOLVED** to approve the notes of the ordinary meeting of the Parish Council held at Cranwell Village Hall on Monday 9 April 2018 as a true record of the meeting.
Proposed by Cllr Walters, seconded by Cllr Tyler and approved by a vote of 7 for and 1 abstention (not present at the meeting).
The Chairman signed the minutes.

69. Financial Matters.

- a. Receive a report on payments made between meetings.

Clerk salary, HMRC (PAYE/NI) and expenses	EB-0336 & EB-0337	£	679.87
The Utility Warehouse (Old School electric)	EB-0338	£	206.02
Local Council Public Advisory Service (Inv 1448)	EB-0339	£	125.00
Totals		£	1,010.89

Action: The Council **RESOLVED** to approve the payments made since the last meeting.

Proposed by Cllr Walters, seconded by Cllr Cassidy and approved unanimously.

- b. Approve the payment of invoices etc. as listed on the Payments to be Authorised sheet.

Warden and Security Services (Inv - 024)	EB-0340	£	132.00
Denise Gascoyne Business Services (Internal Audit)	EB-0341	£	100.00
Wicksteed Leisure (Inv-734161)	EB-0342	£	54.00
John Scotney Turf Management (Inv x 5)	EB-0343	£	790.50
Cranwell VHM (Fire extinguisher checks)	EB-0344	£	165.56
Anglian Water (Acct **7216 - Playing Field)	DD	£	13.00
Anglian Water (Acct **5216 - Old School)	DD	£	38.00
BT Business Broadband	DD	£	62.88
Eon	DD	£	74.00
Totals		£	1,429.94

Action: The Council **RESOLVED** to approve the payments listed above.

Proposed by Cllr Tyler, seconded by Cllr Hutchinson and approved unanimously.

- c. Approve the bank reconciliation from the previous month.

Action: The Council **RESOLVED** to approve the bank reconciliation from the previous month.

Proposed by Cllr Walters, seconded by Cllr Tyler and approved unanimously.

- d. Audit - Annual Return for Year Ended 31 March 2018.

- i. Receive the report from the Internal Auditor.

The Chairman had circulated the Internal Auditors report which concluded that the financial administration was in good order and all control objectives had been achieved throughout the financial year, to a standard which meets the need of this Parish Council.

On behalf of all Councillors, the Chairman thanked the Clerk/RFO for all his hard work over the year.

Action: The Council **RESOLVED** to approve the Internal Auditor's report.

Proposed by Cllr Morris, seconded by Cllr Walters and approved unanimously.

- ii. Review the draft figures at Section 2, the Accounting Statements 2017/18.

Action: The Council **RESOLVED** to approve the figures at Section 2, of the Annual Return.

Proposed by Cllr Tyler, seconded by Cllr Harper and approved unanimously.

70. Planning Applications.

- a. None notified as of 14 May 2018.23

71. Receive reports from the Clerk in relation to Council matters.

- New General Data Protection Regulations are expected to come into force as of 25 May 2018 and as reported at Minute ref: 69.a. page 22-2018-AMPC, Cranwell, Brauncewell and Byard's Leap Parish Council have engaged the services of Local Council Public Advisory Service to act as Data Protection Officer. Whilst an amendment to the Bill has been accepted, which exempts Parish Councils from the need of a DPO, it is still considered to be "best practice" to have one. LCPAS have provided a number of documents (46) which will assist the Council to protect the data it holds and to ensure it acts within the new regulations. The Clerk is working through the documents and, along with Councillors, will data map the information it holds, both now and in the future.
- New mobile library timetable received and circulated via Facebook.

72. Receive reports from Councillor's relating to responsibilities and outstanding tasks.

No resolutions may be passed under this item but requests for matters to be placed on the next agenda can be made.

Cllr Hutchinson invited Councillors to the Cranwell Junior Football Club end of season presentation event, on Saturday 26 May 2018, following the last training session.

He asked that if any work was planned for the playing field to contact the Club as they had a sum of money available to help towards costs.

The wheels for the mobile goals would be fitted in the near future.

Cllr Cassidy reported that the multi activity equipment in the play area had a small amount of lichen build up and would need cleaning in due course.

The covers for the tennis post sockets had been broken off and he was unsure if they could be retro fitted if replacement were purchased. The Clerk would investigate.

Cllr Morris informed the meeting that Cranwell Bowls Club had their first match, a competition for their President's Cup on Saturday 12 May 2018, with the overall winner being Marie Robinson.

The walls of the Club's portacabin had become damp and mouldy during the winter weather and all the walls, ceiling and storage areas had to be completely washed. They then repainted them using a damp proof paint to refurbish the portacabin.

She had been contacted by a resident at Crane Close about horse riding along the Sports Field tarmac path and through Crane Close back on to the main road.

The next CVSPF Meeting and AGM will be held in the Committee Room on Tuesday 22 May at 7pm.

73. General Correspondence.

- Letter from NKDC new Empty Homes Officer, Stewart James. Contact details circulated to all Councillors.
- National Rural Crime Survey email circulated to all Councillors.
- Email from Kerry Gresham, Lincolnshire Coordinator for Yorkshire Humberside and Lincolnshire Circles of Support and Accountability (YHLCOSA) and would like to attend a Parish Council meeting to raise awareness of the community work they do. Email circulated to all Councillors for their thoughts.
- The Village Hall 50th Anniversary Extravaganza was planned for Saturday 7 July 2018. There was a children's party early afternoon, with entertainment. Tickets for this were available from Cllr Agatha Riley and The Willows Store & Post Office.
The Adults events that evening, from 7:00pm, included a Comedy Entertainer (Tony Rutherford), East England Vocal Girl DUO *TOCCATA* and Mark & Lawrie Haley. Tickets are £5.00 each, which includes a Hog Roast and available from the Village Hall Committee.

74. Consider the request from the Salvation Army to site one of their Micro Clothes Banks, next to the glass recycling banks in the Village Hall car park.

Action: The Council **RESOLVED** to not approve any more "banks" at this location but would offer to advertise the locations of "banks" local to Cranwell.

Proposed by Cllr Riley, seconded by Cllr Walters and approved unanimously.

The Clerk would contact the Salvation Army to relay the Council's decision.

75. Consider the correspondence from RAFP and RAFC Cranwell in relation to them undertaking the Lincolnshire Road Safety Partnership Community Speed Watch program.

Action: The Council **RESOLVED** to accept the offer from RAFP and RAFC Cranwell in relation to them undertaking the Lincolnshire Road Safety Partnership Community Speed Watch program and provide the financial undertaking for registration and the approved signage.

Proposed by Cllr Riley, seconded by Cllr Walters and approved unanimously.

The Clerk would contact Cpl Vawer to arrange a meeting to review locations.

76. Meeting dates.

The next meeting was confirmed as the ordinary June meeting on Monday 11 June 2018, starting at 7:00pm.

76. To resolve to go into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, to discuss the following matters;

Action: The Council **RESOLVED** to go into closed session to discuss the following matter;

- a. Review the Clerk's Annual appraisal.

Proposed by Cllr Riley, seconded by Cllr Hutchinson and approved unanimously.

This part of the meeting closed 8:20 pm.

The meeting continued in the absence of press and public at 8:20 pm.

(Not for publication by virtue of section 100(a) para 4 of the Local Government Act 1972, the items being of a confidential nature.)

Confidential Minutes

- a. Review the Clerk's Annual appraisal.

The Clerk left the meeting at 8:25 pm.

The Chairman informed Councillors regarding the content of the Clerk's Annual Appraisal, which was discussed by all.

Action: The Council **RESOLVED** to approve the Annual Appraisal and the recommendation for the Clerk's salary to be increased to SCP 26, with effect from 1 April 2018.

Proposed by Cllr Tyler, seconded by Cllr Hutchinson and approved unanimously.

The Chairman closed the meeting at 8:40 pm.

Signature: Original Signed

Printed Name: Cllr H J Morris

Date: 11 June 2018

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