

**Minutes of the Annual Parish Council Meeting of
SEDGEBROOK PARISH COUNCIL
at 8.00 pm on Thursday 17 May 2018 in Sedgebrook Social Club**

Present: Cllr Clive Wood (Vice Chairman), Cllr Jane Denton, Cllr Helen Drew-Bradley, Cllr G Mahoney, Cllr C Warby, Mrs J Bratton (Clerk) and County Councillor M Whittington

Cllr C Wood chaired the meeting in the absence of Cllr G Preece and welcomed everyone to the meeting.

- 1 To Elect the Chairman of the Council and receive the Chairman's Declaration of Acceptance of Office** – Cllr G Preece was nominated by Cllr Wood for the position of Chairman of the Parish Council. This was seconded by Cllr J Denton and was unanimously agreed. The Declaration of Acceptance of Office to be signed at the next meeting.
- 2 To receive apologies for absence and reasons given** – Apologies were received from Chairman G Preece.
- 3 To receive declarations of interest on any item on the Agenda under The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 of the Localism Act 2011.**
No declarations of interest received. All Councillors' Disclosable Pecuniary Interest Forms were correct and up-to-date.
- 4 Appointment of Vice-Chairman**
Cllr G Mahoney nominated Cllr C Wood as Vice Chairman which was seconded by Cllr C Warby and it was unanimously agreed. The Declaration of Acceptance of Office was signed.
- 5 Notes of the last meeting held on 19 April 2018**
The notes of the last meeting, held on the 19 April 2018, were accepted and signed as being a true record of the proceedings.
- 6 Correspondence**
 - 6.1 SKDC sent a list of alterations to the electoral register.
 - 6.2 Sedgebrook Parish Council's Privacy Notice was issued to the Community Cleaner and Clerk for their signatures.
 - 6.3 Village Street is temporarily closed due to drainage works and buses were turning around in the village. One Centrebus had turned around near the Village Green and had caused damage to both the kerbs and the Village Green. Village Street will be closed for a further 1½ weeks and the Parish Council noted the parishioner had reported the issue to Centrebus. The Parish Council were concerned in case the bus service was withdrawn. It was decided to see what work will be required following the completion of the drainage works.
Clerk Action: to put the item on the next meeting's agenda.
- 7 Public Forum** – County Councillor M Whittington was asked to pass on the thanks of the Parish Council to Highways for their prompt action – new pipework, chambers, new grates and kerbs were being installed in Village Street. The County Councillor stated that we would have to wait until there is a similar amount of rainfall - we would then know whether or not the repairs have solved the recent flooding problems.
Clerk Action: The Parish Council to formally write to Highways following completion of the work.

8 **Flooding (Acting Chairman)**

- 8.1 Update – See Public Forum (item 7). Highways will be completing investigative work on Allington Road.

9 **Highways (Acting Chairman C Wood item 9.1/Cllr G Mahoney item 9.2)**

- 9.1 Update – nothing further to report.
- 9.2 Lincolnshire Community Speed Watch (Cllr G Mahoney) – following Cllr Mahoney’s report given to the Annual Parish Meeting, she had received 7 interested volunteers with the potential for a few more so that three teams of three volunteers would be available.

Clerk Action: to put a notice on the website, on the notice board and in Allington News.

10 **Recreation Field & Footpaths (Report from the Chairman)**

- 10.1 Update – received communication from Western Power Distribution regarding work required on an oak tree in the Recreation Field. Western Power will liaise with the Chairman when they know exactly what work is needed.
- 10.2 Playground equipment - update on Grant Application - further information has been sent to Wren and we are waiting to hear if our application is successful. Cllr Warby had received notification that the Parish Council had received a further grant from the Rotary/Swimathon. Cllrs Warby, Mahoney and Denton would be attending the presentation on the 19 June. The Councillors and Clerk were thanked for their work with the grant applications.
- 10.3 Allington Road – request to extend footpath from the bungalow (where the borderline starts) up to the bridge – the Acting Chairman had discussed the details with Cllr Mahoney.

Acting Chairman: to write to Highways.

11 **Planning matters (Acting Chairman)**

- 11.1 **Planning Application No: S18/0448 – Proposed rear single storey extension – Tanglewood, Allington Road** – permission was granted by SKDC subject to conditions.
- 11.2 **Planning Application No: S17/2155 – Amended Information for Submitted Application – downtown Garden Centre** – the Parish Council objections to an increase in traffic on Allington Road had been submitted to the Planning Department.
- 11.3 **Planning Application No: S17/0167** – Erection of boundary fencing, pillars and gates – 5 Abbey Lane, Sedgebrook - it was noted that the fence and gate posts had now been moved.

12 **General Data Protection Regulations – update on procedures (Clerk)**

- 12.1 Update – the procedures are all organised apart from the files which need going through. Thanks were given to Cllr Drew-Bradley and the Clerk for their work on this issue.

13 **Best Kept Village Competition/SKDC Best Kept Village Award - update**

The Competitions have been advertised in Allington News, Saxonwell Group Parish News, on the notice board, and the website. The first round of judging commences on the 27 May and finishes on the 24 June.

14 **BT Kiosk – update – (Cllr J Denton)**

The paint had been ordered and would shortly be delivered.

15 **St Lawrence memorial Church Clock – new term servicing contract for five years?**

Following discussion it was agreed to accept the offer of a 5 year annual servicing contract of the memorial church clock.

Clerk action: to write to Time Assured.

16 Finance

16.1 Audit/End of Year VAT Return –

16.1.1 The Vat return had been sent to HMRC.

16.1.2 Copies of the YE 31 March 2018 Audit accounting documentation had been uploaded to the website.

16.1.3 Cllr Drew-Bradley reported she was unable to download the agenda from the website.

Clerk Action: to look into the matter.

16.2 Verification of bank statement/bank reconciliation

Councillor Denton checked and verified the bank statement and bank reconciliation.

16.3 **Review of financial commitments** – apart from the normal day to day expenditure, the major financial commitment this year will be the funding of the play equipment. £400 will be spent on work required on the tree over-hanging the bench in the play area.

16.4 **Parish Council Insurance** – the long-term arrangement ends on 31 May 2020. It was resolved to accept Came & Company's quotation of £321.22 for their Inspire/AXA Local Council Scheme insurance.

Clerk Action: to email Came & Co confirming cover and send payment.

16.5 Payments – Community Cleaner – payment up to 31 May 2018 was resolved.

16.6 Payment – Parish Clerk – payment made up to 30 April 2018 was resolved.

16.7 Payment – it was resolved to pay P E Hempstead & Sons for the April grass-cutting.

16.8 Payment – refund of expenses for supply of cheese and wine at the Annual Parish Meeting – the Golden Jubilee Committee informed the Parish Council at the Annual Parish Meeting they would pay for the refreshments – Cllr Denton to obtain a refund for the purchase of cheese, biscuits etc. It was resolved that the Parish Council pay the Social Club for the wine and a refund to be given to the Parish Council.

Clerk Action: to write thanking the Golden Jubilee Committee.

16.9 Refund of payment for encrypted USB Sticks was resolved in order to comply with GDPR.

16.10 Payment Viking - £62.32 was resolved for supply of ink cartridges and paper.

16.11 Payment to Paints4trade for the red paint for the phone kiosk was resolved.

16.12 Payment to Campaign to Protect Rural England to enter Best Kept Village and Small Town's Competition 2018 was resolved.

16.13 Payment to Time Assured Ltd was resolved for the servicing of the memorial church clock.

16.14 Payments – Social Club re hire of hall and it was resolved to pay £100 for the hire of the Social Club on the 11th January, 1st March, 19th April, 10th May and 17th May.

16 Items to be discussed at the next meeting

None.

17 Date of next meeting: Thursday 21 June 2018

The meeting was closed by the Acting Chairman at 8.57 pm.