

NOTES OF THE ANNUAL MEETING OF LANGWORTH GROUP PARISH COUNCIL HELD ON TUESDAY 19TH MAY 2015 IN THE MEMORIAL HALL, LANGWORTH

PRESENT: Councillors Mrs Yvette Green (Chair), Michael Herbert (Vice Chair), Peter Bowser, Mrs Sheila Burnett, Clive Buttress, Miss Jacki Scott, Miss Angela Gould, Mrs Chris King.
District Councillors: Alexander Bridgwood, Chris Darcel, Mrs Anne Welburn
Clerk: Mrs Christine Myers
Flood Warden: Mr John Dearman, 2 members of the public.

18-15/16 ELECTION OF CHAIRMAN

On a proposal by Councillor Mrs Sheila Burnett, seconded by Councillor Peter Bowser it was Resolved that Councillor Mrs Yvette Green be elected Chair Lady of the Council.

Councillor Mrs Green duly signed her Declaration of Acceptance of Office.

19 – 15/16 ELECTION OF VICE CHAIRMAN

On a proposal by Councillor Mrs Sheila Burnett, seconded by Councillor Peter Bowser it was Resolved that Councillor Michael Herbert be elected Vice Chair of the Council.

Councillor Michael Herbert duly signed his Declaration of Acceptance of Office.

20 - 15/16 RECEIPT OF DECLARATIONS OF ACCEPTANCE OF OFFICE/COMPLETED REGISTER OF INTEREST FORMS FROM ALL COUNCILLORS

Completed forms were handed to the Clerk.

21 – 15/16 INTRODUCTION OF NEW COUNCILLOR

Miss Angela Gould was welcomed to the Council by the Chair.

22 – 15/16 CO-OPTION OF COUNCILLOR FOR NEWBALL

A vacancy for a Councillor to represent Newball would be advertised with notices/flyers/Langworth Local. It was hoped that co-option could take place at the June meeting of the Parish Council.

23 – 15/16 PUBLIC FORUM

A resident had sent a written request to the Parish Council to ask that LCC Highways look at improving the footpath between the Old School, at the junction of Stainton By Langworth, and Bullington. The current path being very narrow and of poor quality.

The Clerk was instructed to forward this request to the LCC Highways Department.

The Chair Lady reported that she had recently brought to the attention of the Chair of the Memorial Hall Committee the possibility of grant funding for a village shop to be located at the Memorial Hall. The Chair of the Memorial Hall Committee stated that it was a possibility but would have to be run separate from the Memorial Hall.

24 – 15/16 APOLOGIES

County Councillor Ian Fleetwood.

25 – 15/16 TO RECEIVE DECLARATIONS OF INTEREST ON ANY ITEMS ON THE AGENDA

There were none.

26 – 15/16 NOTES OF MEETING HELD ON 7TH APRIL 2015

Proposed by Councillor Mrs Sheila Burnett, seconded by Councillor Clive Buttress and Resolved that they be signed as a correct record.

27 – 15/16 CONSIDERATION OF ADOPTION OF FINANCIAL REGULATIONS

The Clerk and Internal Auditor had prepared the NALC model financial regulations in line with Standing Orders, copies which had been circulated to all members. The Clerk explained two further amendments/deletions since circulating.

Proposed by Councillor Mrs Chris King, seconded by Councillor Mrs Sheila Burnett and Resolved that the Financial Regulations as above be adopted.

With reference to Item 13 – Stores and Equipment – Councillor Clive Buttress was appointed as Councillor responsible for the care and custody of stores and equipment in relation to flooding and snow clearance only.

Proposed by Councillor Mrs Chris King, seconded by Councillor Mrs Sheila Burnett.

28 – 15/16 REVIEW OF PARISH COUNCIL'S COMPLAINTS PROCEDURE

Members reviewed the Complaints Procedure and made the following amendment:-

Step 1, first bullet point - To read 'By letter to the Clerk to the Parish Council'.

Proposed by Councillor Peter Bowser, seconded by Councillor Clive Buttress and Resolved that subject to the above amendment the Parish Council's Complaints Procedure be adopted.

29 – 15/16 REVIEW OF PARISH COUNCIL RISK ASSESSMENT

This had been circulated to all members.

One amendment made – Title to read 'Operational Risk Assessment'

Proposed by Councillor Clive Buttress, seconded by Councillor Mrs Sheila Burnett and Resolved that subject to the above amendment the Risk Assessment be adopted.

30 – 15/16 CONSIDERATION OF ADOPTION OF POLICIES/PROCEDURES

The following were as recommended by Lincolnshire Association of Local Councils and had been circulated to members for consideration:-

- a) **Communications Protocol** –Proposed by Councillor Clive Buttress, seconded by Councillor Mrs Sheila Burnett and Resolved that it be adopted without amendment.
- b) **Payment of expenses to Council members** –Proposed by Councillor Mrs Chris King, seconded by Councillor Miss Jackie Scott and Resolved that it be adopted with amendment.

- c) **Media Policy** –Proposed by Councillor Mrs Sheila Burnett, seconded by Councillor Clive Buttress and Resolved that it be adopted without amendment
- d) **Disciplinary /Grievance Procedure** – Proposed by Councillor Mrs Sheila Burnett, seconded by Councillor Mrs Chris King and Resolved that it be adopted without amendment.

31 – 15/16 TRANSPARENCY CODE

The Clerk outlined the requirements of this code effective from 1st April 2015.

32 – 15/16 POLICE MATTERS

- a) **Report on Local incidents/Statistics for Langworth received from the Police as follows:-**

LANGWORTH INCIDENTS APR 2015	
ANIMAL/PET	1
ASB	
MALICIOUS COMMS	1
FIREARMS	1
SUSPICIOUS	1
TRANSPORT	
HAZARD	2
TRAFFIC OFFENCE	2
Total	8

PC Prestwich had stated that further information/localities of crimes can be obtained by using the online crime mapper on the Lincs Police website. Enter the relevant post code and the crimes for that area appear. Each crime can then be clicked on and an update as to the status of the investigation will appear.

- b) **Horses loose on A158** – A member of public had reported that horses had again been loose on the A158 near to The Station and despite a report to the Police of a road hazard there had been no attendance at the scene by the Police.

Members discussed the incident and felt that the Chief Constable’s attention should be drawn to this situation, by a letter from the Clerk on behalf of the Parish Council.

Proposed by Councillor Mrs Sheila Burnett, seconded by Councillor Clive Buttress and Resolved that a letter be sent as above.

- c) **Nettleham Police Community Panel** – Confirmation had been received that two members from one parish could be appointed to this Panel.

Councillors Mrs Chris King and Miss Jackie Scott offered to join the Panel on behalf of Langworth.

Proposed by Councillor Peter Bowser, seconded by Councillor Clive Buttress and **Resolved** as above.

33 – 15/16 DISTRICT COUNCILLORS REPORTS

The two new District Councillors representing Langworth introduced themselves to the meeting – Mrs Anne Welburn and Alexander Bridgwood. Both Councillors expressed their commitment to the residents of the area.

District Councillor Chris Darcel reported on his attendance a Pre-inquiry meeting on the closure of Hawthorne Road where 200 persons had attended. DC Darcel stressed how the closure of the road could impact on the residents of Langworth. The Chair requested that this be an item for the agenda for the next meeting of the Parish Council.

34 – 15/16 CORRESPONDENCE AND REPORTS

a) Flooding issues – Mr John Dearman, Flood Warden confirm that there were currently no concerns regarding flooding issues in the parish.

b) Parish Plan – Approval of cash prize for return of surveys – The Chair of the Parish Plan Committee had stated the suggested £200 incentive could be taken from the Community Chest Fund, the printing of the survey from the Big Society Fund.

That the above be accepted proposed by Councillor Miss Jackie Scott, seconded by Councillor Mrs Sheila Burnett.

c) Highway Matters

I Verges, Barlings Lane – Reply from LCC Highways as follows noted by members:-

'The material used on Hemswell Avenue appears to have been a unique experiment using a Braedon Gravel surface. I joined Lincoln City Council in 1987 and the verges had been converted some significant time before that, presumably because of regular parking issues. Interestingly I am not aware of anywhere else that the idea has subsequently been repeated, which suggests it hasn't been a great success.

In order for the areas to stand up to the loading caused by vehicles, particularly of the transit van type which seem to be the key issue in Barings Lane, it is still necessary to excavate to a significant depth and provide structural foundation layers. Although I haven't sought prices for the provision and laying of the Braedon Gravel surface material I assume there would be a saving on the alternative of block paving.

However, the Braedon Gravel material is not maintenance free and if Hems well Ave is inspected significant areas of surface damage are evident and there have been repeated top ups to the areas to address defects.

The net saving on the total scheme cost will therefore be marginal but more importantly, the use of the gravel still requires significant funding to complete the transition, funding the county council simply do not have.

I visited Barings Lane on Monday whilst in the village in connection with the Scothern Lane highway improvement scheme and again witnessed a number of vehicles parking on the grass verge.

The area is perfect for a conversion of the grass to block paving, which would meet both the residents' needs and maintain a clear route for traffic, similar to work carried out a few years ago on Burton Rd just north of Yarborough Crescent. It so frustrating not to be able to even contemplate works such as these, along with so many other works it would be beneficial to undertake on the network.'

Agreed that this be an agenda item for further discussion at the next meeting of the Parish Council.

li Request for Black Ice Warning sign, Hardy Gang Wood/Request for additional gritting routes –

Reply from LCC Highways as follows:-

'I am sorry your council is unhappy with my response. As I indicated I merely clarified the County Councils published policy which includes confirmation that Ice Warning signs are no longer erected on the highway.

Regrettably I understand that routes treated by the counties 43 front line gritters are at the point where the vehicles simply cannot carry any additional salt to allow the treatment of any further carriageway lengths. In addition the time taken to complete each route is at the limit of that considered acceptable as a total treatment time to ensure the county council can finish treating all routes quickly enough from receipt of an adverse forecast. The criteria for selection of routes or treatment does not include a commitment to treat all school bus routes.

However in the light of your councils concerns I will forward your request to my colleagues within the authority who directly manage the gritter fleet routing asking that they consider your request and respond directly in due course.'

Councillor Clive Buttress agreed to photograph the corner area in order that the importance of a sign at this location could be more usefully understood.

It was noted that the gritting routes would be considered further and that this be followed up after the next meeting if no response had been received from that department.

iii. Kerbing, Church Lane, Stainton By Langworth – Letter received from LCC Highways following Parish Council's request for a price for kerbing the triangle at the junction of Church Lane/Stainton Lane:-

'I do not understand the intended purpose of this minimal quantity of works. The extensive damage being caused in this area, primarily by agricultural vehicles, requires significantly more works than that listed. On the attached plan I have indicated the extent of the work required if we are to prevent continuing verge over run and prevent any new kerb lines being destroyed by heavy vehicles.

The centre grassed area requires either reducing in size considerably and fully kerbing or even removing completely and surfacing. Both radii on the entrance to the lane require kerbing. The road requires making up in full construction in front of any new kerblines and because kerbs are being introduced positive drainage is required, probably requiring more than one gully.

Although I haven't undertaken a detailed costing I believe the works required will cost between £7,000 and £9,000.

Noel and I have always recognised that improvements here would be advantageous and Noel still retains the work on his forward "wish list" that he would like to achieve.

However the reality is we are simply not able to fund any improvements at the site in the present financial climate. I appreciate the area is unattractive when the verges become damaged, particularly in wet weather, but it does not present any significant hazard and we cannot prioritise spending here.

I appreciate I am constantly disappointing your Parish Council by not delivering work on the network they would like to see but I hope they are able to understand the unenviable task my staff and I have in constantly delivering the reality of what national austerity budgets mean whilst trying to keep highway users safe.'

Following discussion Councillor Peter Bowser requested permission from the Parish Council to contact Highways direct to discuss this item.

Proposed by Councillor Mrs Sheila Burnett, seconded by Councillor Clive Buttress and Resolved that Cllr Peter Bowser contact LCC Highways as above.

iv A158 Speed readings – The readings carried out by automated counter over a one week period in March had indicated a good level of compliance. A mean speed of 36mph and 85 percent of 40mph at the eastern site and 39mph/43mph at the western site.

v Tree requiring cutting back, corner of St Hugh's Drive - The Clerk had followed this up once again and Highways had confirmed that it was on the programme of works and would hopefully be cut back this summer.

d) Dog Bin, Main Road – The Clerk had received notification that WLDC were assessing a suitable location for a dog bin in the vicinity of 'Two Limes', Main Road.

e) Community Wildlife Grant – Notification received that Councils could apply for a grant for wildlife items such as nesting boxes.

The Clerk was asked to put a note in the Langworth Local asking for suggestions for siting boxes.

f) Training

i. Courses recently attended by Clerk – 18th April 2015 – 'IT – Beyond the Basics', LALC, Dunholme, 23rd April 2015 – Insurance/Risk Management, LALC Dunholme.

The Clerk reported that both courses had been very informative, but she had found the Risk Management item particularly useful.

ii. Councillor Training - Councillors Mrs Sheila Burnett and Mrs Chris King are booked on a full day Councillor Course at LALC, Dunholme on 22nd July 2105

Councillor Miss Angela Gould is booked on New Councillor Training, Welbourne, 15th June – 7 – 9pm.

35 – 15/16 TO RECONSIDER THE WAY WE DO THINGS IN ORDER TO IMPROVE PARISHIONER INVOLVEMENT AND AWARENESS OF THE PARISH COUNCIL ACTIVITIES

Deferred until next Parish Council meeting

36 – 15/16 FINANCE

a) Completion of Annual Return/Governance Statement - Audit for year ended 31st March 2015 – Copies had been circulated to all members, following Internal Audit.

That the above be approved by the Council as presented Proposed by Councillor Mrs Chris King, seconded by Councillor Mrs Sheila Burnett and Resolved.

b) Accounts for payment

Mrs B Solly - Internal Audit - £40.00

Lonsdale Direct Solutions – Langworth Local May - £68.95

Helping Hand Co – Litter Picker and Hoop - £22.20

Glendale Countryside – grass cutting - £691.18

Mrs Nicola Hollis – re-issue of unrepresented cheque for expenditure at Parish Plan cheese and wine event - £6.88

Mrs Hazel Walker – Re-issue of cheque for expenditure for Parish Plan Seniors Tea Party – Cheque 547876 (now stopped) made payable to H Drake (maiden name)

Campaign to Protect Rural England – Re-issue of cheque due to change of sort code on bank account - £15.00

Mrs C Myers – expenses April 2015 - £40.61

Budget Print Lincoln – Pro-forma Invoice- Parish Plan survey - £294.00

Proposed by Councillor Clive Buttress, seconded by Councillor Peter Bowser and Resolved that the above payments be made.

c) Fund in Parish Council account at 30.4.2015 - £23,773.72.

d) Lincolnshire Pension Fund – Notification that wef from 1st April 2015 this is now administered by West Yorkshire Pension Fund.

e) Consideration of purchase of new Lap top for use by Clerk – Further to minute 17 of the meeting of 5th April 2015 when the Chair and former Vice chair had considered the Parish Council computer in need of replacement, the Clerk had sought prices for a suitable lap top. It was noted that the Parish Council had set aside a sum of £400 for when the need arose to replace the computer.

Members considered that the Parish Council should also have its own personal email address – ‘Langworth Group Parish Council @’

Prices varied according to specification for a lap top. However a lap top recently purchased for personal use by the Clerk and considered suitable for Parish Council use costing in February £449.99 was currently on offer at PC World for £329.00. The Parish Council would also be able to re-claim the VAT element of the purchase.

Software required - Microsoft Office 2013 £99.99 – PC World or purchased with PC £79.99. Sage Computers had quoted £100.00 to configure and set up new laptop computer with dedicated email address and provide/install Microsoft Office.

Proposed by Councillor Clive Buttress, seconded by Councillor Mrs Chris King and Resolved that the Council purchase a new laptop with the set up/software provided by Sage Computers at a maximum of £400.00

37 – 15/16 PLANNING – None

38 – 15/16 COMMENTS FROM CHAIR PERSON

The Chair requested consideration by Council of purchasing a recording system for meetings. The Chair also stated that she would be sending correspondence to all Councillors.

39 – 15/16 DATE OF NEXT MEETING – Tuesday 2nd June 2015

40 – 15/16 DATES OF MEETINGS FOR 2015/16

That the first Tuesday of each month be allocated for Parish Council meetings, proposed by Councillor Mrs Sheila Burnett, seconded by Councillor Miss Jackie Scott.

41 – 15/16 TO RESOLVE TO MOVE INTO CLOSED SESSION TO DISCUSS STAFFING MATTERS/RESIGNATION OF CLERK

Proposed by Councillor Clive Buttress, seconded by Councillor Peter Bowser and **Resolved** that the Council move into closed session. The Public left the meeting at this point.