

DRAFT MINUTES
SOUTH WILLINGHAM PARISH COUNCIL
MEETING
WEDNESDAY 19 JANUARY 2022

Present:

Cllr D Challender (Acting Chair)

Cllr M Ferguson

Cllr P Ferguson

Cllr R Granger

Clerk - S Asquith

Residents' Forum:

There was no attendance from residents.

1 Apologies for absence:

Cllr F Christie – for work reasons

Cllr M Edmundson - unwell

Cllr J Pedersen – for work reasons

Cllr P Bradwell (LCC) – unwell

Cllr R Fry (ELDC) – transport problems

2 Declarations of interest in any items on this agenda:

None.

3 Voting in of new chairperson.

Cllr Challender said she was prepared to stand as Chair. She was proposed by Cllr P Ferguson and seconded by Cllr R Granger. The new Chair is to sign the acceptance of office paper. **Action: Clerk**

4 To agree the Minutes of the meeting held on 17 November 2021

The minutes were agreed as a true record and were signed by the Chair.

5 Matters arising from the meeting held on 17 November 2021

Cllr P Ferguson had bought some bulbs for the planters and kindly agreed to donate them. He was waiting to check the direction of the sun before fitting the solar light for the bus shelter.

6 Financial matters

The financial report had been circulated by email prior to the meeting and the bank statement was circulated at the meeting. The report was approved.

The cheque for Cllr Pedersen's training had been returned uncashed as she had not been sent the correct link to enable her to join the Zoom session.

The Clerk asked Cllr Granger if he would be prepared to become a banking signatory, which he was. She would organise the paperwork and remove former councillor Paul Elliot from the list. **Action: Clerk**

7 Agreement of 2022/23 Precept

The current precept stands at £900. Following discussion about spending plans and maintenance of current assets it was agreed to maintain the precept at the current level. Clerk is to return the form to ELDC. **Action: Clerk.**

Future maintenance would include the rotting wood at the bottom of the bus shelter. Cllr P Ferguson said he had received some offers of help to repair this so there would not be an expensive builder's bill.

8 Allocation of roles and division of the Clerk role

With the resignation of Cllr Elliott there were some allocated roles that needed to be filled. As not all councillors were present at the meeting it was agreed that this would be revisited at the May meeting and that any issues that might arise in the meantime would be covered on an ad hoc basis.

At the previous meeting the Clerk had requested that the production of the monthly financial report and end of year audit be taken on by someone more qualified than herself. Cllr P Ferguson agreed to do this with the Clerk continuing to supply all the information he would require.

9 New contact details for councillors

This had been circulated. The Clerk asked for any mobile numbers, should people want to provide them. The Clerk is to send the required information to ELDC. **Action: Clerk.**

10 Dedicated SWPC email address

The Clerk had circulated guidance stating that email addresses handling parish council information should not be joint or personal. SWPC has its own website, maintained

by Cllr P Ferguson, and there is an email facility within it. Cllr P Ferguson is to set up dedicated email addresses in the first instance for the Clerk and Chair. **Action: Cllr P Ferguson.**

The Clerk had circulated guidance from LALC about parish council website content which included a checklist. Cllr P Ferguson will check SWPC website content against this and liaise with the Clerk for any omissions as necessary. **Action: Cllr P Ferguson.**

11 Training

The Clerk had circulated a list of available training via LALC. Expressions of interest were invited. None was mandatory. Cllr Pedersen had enrolled on two courses but unfortunately was not sent the correct link so did not attend. Cllr Challender said she might be interested in the 'New Chair's' course and there was a Chair and Clerk's course that might be of interest. **Action: Clerk to find out the agenda of both courses and how much the annual training fee is.**

12 Adoption of updated Standing Orders

Owing to work commitments it had not been possible to update the standing orders. Cllr Challender and the Clerk agreed to prepare the document for presentation at the next meeting. **Action: Chair and Clerk.**

13 Heneage Estate bike track proposal

The District Council had decided that a full environmental impact assessment was not necessary as the proposal was not considered to have a regional impact. Cllr Fry had informed the Clerk that no further planning matter or application had been registered in relation to the proposal currently. Councillors commented that they had seen people in hi-viz apparently counting traffic and looking at the proposed entrance on Donnington Road.

14 Community orchard

The previous summer SWPC had obtained some trees from ELDC under their community orchard initiative. These had been planted on land owned by then Cllr Elliott who had given verbal assurance that there would be access to the land for the community. Since the resignation of Cllr Elliott from SWPC, councillors wished to be given assurance that access was still granted. Cllr P Ferguson agreed to contact Paul Elliott to discuss further. **Action: Cllr P Ferguson.**

15 Risk management

Cllr Ferguson said that the time had come round again for slippery fallen leaves and that he and Cllr M Ferguson would try and clear them around the bus stop on an ad hoc basis. There was discussion about the council road sweeper visits but they were thought to be few and far between. Cllr Granger asked whether anything could be done about the state of the pavements which were covered in leaves and growth. The

Chair explained the history of trying to get the work done. He said that he would be willing to form a work group to scrape and spray the paths, if ELDC or Highways were not able to do it. The Clerk was asked to contact Cllr Bradwell again to see if any work was due and, if not, whether residents were able to do it themselves, legally. **Action: Clerk.**

16 Planning matters

Nothing received.

17 Parish Council initiatives

No items.

18 Correspondence

The Clerk had circulated several items:

The proposal for 3% of council tax to be ringfenced for adult social care. **Action: The Chair to respond that this seems a reasonable suggestion.**

LCC's Fix our Roads campaign. **Action: Clerk to write in support.**

Covid action group insurance. The meeting discussed whether this group, under the auspices of SWPC, was worth maintaining and decided that as, more recently, there had been no requests for assistance it would not continue. **Action: Clerk to inform ELDC.**

LALC was aiming to submit a petition to the Government for permission for parish councils to meet remotely and requested support. The meeting agreed that they preferred to meet in person and did not incur any costs by doing so and would therefore not be in favour of signing.

County Views Panel. The Clerk had circulated an email giving information of how to join and how to submit views to this panel initiative.

19 Items for next agenda

Adoption of updated Standing Orders.

Community orchard.

Bike track update.

Footpaths.

Dates of meetings 2022/23.

20 Date of next meeting

Wednesday 23 March 2022.

The meeting closed at 8.10 pm.

Signed:

Date:

Chairman: