

**DRAFT MINUTES**  
**SOUTH WILLINGHAM PARISH COUNCIL MEETING**  
**THURSDAY 26 MAY 2022**

**Present:**

Cllr D Challender (Chair)

Cllr F Christie

Cllr M Edmundson

Cllr R Granger

Shirley Asquith (Clerk)

Cllr Fry (ELDC)

**Residents' Forum**

The Annual Parish Meeting took place in advance of this meeting.

**1 Apologies for absence:**

Cllr Bradbury (LCC) – unable to attend

Cllr J Pedersen - unwell

**2 Declarations of interest in any items on this Agenda:**

None.

**3 Election of Chair 2022/3:**

Cllr Challender agreed to stand if proposed. Cllr Christie made the nomination and Cllr Granger seconded it.

**4 To receive the Chair's Declaration of Acceptance of Office:**

The declaration was completed and signed by Cllr Challender.

**5 Election of Vice-Chair 2022/3:**

The meeting agreed not to elect a vice-chair.

**6 To receive the Vice-Chair's Declaration of Acceptance of Office:**

The meeting agreed not to elect a vice-chair.

**7 Co-option of New Councillors:**

There had been interest expressed by a couple of village residents in joining the parish council but they had decided not to proceed. However, Virginia Edmundson, who was present at the Annual Parish meeting, declared herself interested in becoming a councillor. Cllr Granger said that he was uncomfortable with two people from the same family being on the council together in relation to voting independence. Following discussion, including that a precedent had been set, the majority decision was to accept Mrs Edmundson's co-option. **Action:** The clerk is to arrange completion of the necessary forms and Cllr Christie will arrange a dedicated email address for Cllr V Edmundson.

## **8 Vacancies:**

One vacancy remains and councillors will endeavour to encourage residents to apply.

## **9 To agree the minutes of the meeting held on 31 March 2022:**

The Minutes were agreed as an accurate record and were duly signed by the Chair.

## **10. Matters arising from the minutes held on 31 March 2022:**

A new banking mandate is now required and the clerk is arranging completion and signatures. **Action: Clerk**

Cllr Challender had met Paul Ferguson to discuss some outstanding matters following his resignation. These are as follows:

- Website management: Mr Ferguson is prepared to continue this unless anyone else would like to take it on. Some knowledge of coding is required. He has given the access codes to Cllr Challender and the Clerk. Cllr Christie said that he would be able to take this on if necessary.
- Watering of village planters: Mr Ferguson is prepared to continue to do this.
- The solar light in the bus shelter: Mr Ferguson will fit this.
- Dedicated email addresses for council members: Mr Ferguson had obtained these and councillors were in the process of installing them on their computers.

**Action: Councillors to inform the Clerk when they are ready to use the new addresses.**

The Clerk had asked Paul Elliott if he would take on the role of responsible financial officer which he had kindly agreed to do on an unpaid basis. He had completed the financial reports and budget proposal for the meeting.

The Clerk had contacted neighbouring villages with a view to possible relocation of the community orchard trees should access become an issue. East Barkwith have a parish field and are willing to plant the trees there. With Cllr Pedersen not being present there was no update on her discussion regarding the current situation with the trees. **Action: Cllr Pederson**

Cllr Granger had not yet been able to speak to Alan Bray about spreading the spoil from any work on clearing the footpaths to Benniworth. The meeting was reminded that the parish council owned a weed spraying kit. **Action: Cllr Granger.**

The Clerk circulated the response from ELDC that it might look into timers or light sensitive equipment to turn the streetlamps off at night to save resources and light pollution but that there were currently no plans to do so.

The meeting had not received a proposed collective response to the Landscape Review from Cllr Pedersen but some councillors had sent in individual replies.

## **11 Financial matters:**

### **i) Certificate of Exemption 2021/22**

The completed form was circulated and approved.

### **ii) Annual Return 2021/22 Annual Governance Statement**

The completed form was circulated and approved.

### **iii) Annual Return 2021/22 Statement of Account**

The completed form was circulated and approved.

### **iv) Annual Internal Audit Report.**

The completed forms were circulated and approved.

### **v) Presentation of financial report.**

The financial report, alongside the latest bank statement, was circulated and approved. The Clerk explained that the bank was now charging 50p per cheque written along with the £5 account maintenance fee. It was agreed that there was no point trying to change to a different bank as they were all charging much the same.

### **vi) Acceptance of proposed budget 2022/23.**

This was accepted.

### **vii) General reserves 2022/23**

The proposal that the policy to maintain general reserves at 50% of the level of the precept be maintained ie £450 was agreed.

### **viii) Proposal to close Business Money Manager account.**

The Clerk explained that this account had paid 0.4p interest over the last year and said that it was not necessary to the council's financial planning proposing that it be closed. This was agreed. **Action: Clerk to close the account.**

ix) Payment of insurance premium £144.59

Cheque signed and countersigned.

x) Payment of LALC membership £71.45

Cheque signed and countersigned.

xi) Payment of LALC training scheme membership £102

Cheque signed and countersigned.

xii) Payment of parish hall donation £50

Cheque signed and countersigned.

xiii) Payment to churchyard maintenance £50

Cheque signed and countersigned.

xiv) Payment of LIVES donation £50

Cheque signed and countersigned.

xv) Payment of contribution to village website £72.34

Cheque signed and countersigned.

xvi) Payment of contribution to British Newspaper Archive (history group) via Cllr M Ferguson £40

Cheque signed and countersigned.

xvii) Payment to church clock maintenance £50

Cheque signed and countersigned. The request for a further donation to help with a major clock repair had been withdrawn as it was to be funded from elsewhere.

xviii) Payment to LALC for chair and clerk training £20.

The amount with VAT was in fact £24. Cheque signed and countersigned.

**Action:** Clerk to deliver all the above cheques.

## **12 Proposal to allocate a training budget**

This was approved as the proposed level of £200. Membership of the LALC training scheme was £102 with internal LALC training free apart from £10 to cover lunch. The Chair and Clerk had attended an all-day event and both reported that it had been very useful.

### **13 Model policies – decision on list to adopt**

Following the recent training it was felt that the parish council should look at which policies they might require such as data protection, risk management and health & safety. **Action: Clerk to look at LALC model policies and propose a relevant list.**

### **14 Allocation of roles and responsibilities**

The list of roles and responsibilities required updating after the changes to council membership. Roles were allocated and agreed. **Action: Clerk to type and circulate the updated list.**

### **15 Risk Management:**

Cllr Pedersen had brought the condition of the village bench to the Clerk's notice. It is rotting at the base of the legs. The bus shelter is also showing signs of rot at the base of the uprights. It was agreed that the work should be put out to tender.

The Clerk had circulated information on a jubilee fund for local projects. Cllr Christie suggested that the parish council could bid to install a new oak bench. This idea was approved. At the earlier Annual Parish Meeting Jan Seward had put a proposal forward for some commemorative jubilee wooden plaques. Funding was first come, first served so any application would have to be made promptly. **Action: Cllr Christie to bid for jubilee funds for both ideas.**

As Cllr M Edmundson is responsible for village asset management he was asked to obtain three quotes for repair of the bus shelter. This might need to include the repair of the bench if jubilee funding is not obtained. **Action: Cllr M Edmundson.**

### **16 Village litter pick**

Although not normally done at this time of the year it was agreed that a litter pick is overdue. The date agreed is 10 July.

### **17 Planning matters:**

Cllr Christie said that the planning application for the bike track was now on the ELDC planning portal and that there were a large number of associated documents to be gone through. Time is of the essence for any objections as the expected determination is within six weeks. Councillors agreed that people should be encouraged to put their objections via the planning portal as it would carry more weight. Cllr Fry shared a list of material planning considerations which he said the decision would be made upon. Objections would best be made with reference to one or more of these points for example around road safety, environment and traffic volume. A village opposition group, outside of the Parish Council, had been formed and is to have the first meeting in a couple of days. They are considering a petition. The Clerk said that those who wished to object but were not confident using computers should be assisted in accessing the planning portal and that a standard complaint could be prepared for those who wished to use it.

Cllr Fry said that the Parish Council had the right to request extra time to prepare their objection. **Action: Clerk to look into this and contact neighbouring parish clerks to raise awareness of the application.**

The new owners of Cockerel Hall had applied to remove a tree and reduce another. The plans had been circulated and no comments from councillors had been received.

#### **18 Parish Council initiatives:**

Cllr Challender is to look at refreshing the planting in the village planters. It was agreed to spend a maximum of £50. There was a request for trailing geraniums to brighten the boxes up. **Action: Cllr Challender.**

#### **19 Correspondence:**

None.

#### **20 Items for next agenda:**

Bike track proposal.

Bus shelter repair.

Funding bid outcomes.

#### **21 Date of Next Meeting:**

Wednesday 13 July 2022, 6.50 pm

Meeting closed at 9.10 pm

Signed:

Date:

Chairman: