

DRAFT MINUTES
SOUTH WILLINGHAM PARISH COUNCIL
MEETING
MONDAY 4 JULY 2022

Present:

Cllr F Christie (acting Chair)

Cllr M Edmundson

Cllr R Granger

Mr S Scott (co-opted)

Clerk - S Asquith

Residents' Forum:

There was no attendance from residents.

1 Apologies for absence:

Cllr V Edmundson – on holiday

Cllr J Pedersen - unwell

Cllr P Bradwell (LCC)

Cllr R Fry (ELDC)

2 Vacancies:

Stewart Scott, who has lived in the village for many years, asked to be considered for one of the vacant councillor posts. Cllr Granger proposed him and Cllr Christie seconded this. Cllr Scott was welcomed to the meeting. The Clerk is to arrange for the pecuniary interests and declaration of acceptance of office to be signed. One vacancy remains and is currently being advertised. **Action: Clerk**

3 Declarations of interest in any items on this agenda:

None.

4 To agree (in principle) the Minutes of the annual parish meeting held on 26 May 2022 and feedback on actions:

These were agreed as being an accurate account and will be formally signed at the annual parish meeting of 2023.

The Clerk had written to the Heneage Estate regarding the complaint from a resident that the drover's verge on the Donington Road had been cut right across the full width. The Clerk shared the written reply from Christopher Heneage which explained that an 'over-zealous' contractor had mown more than he had been asked. The letter had also been shared with the complainant.

It was not known whether the previous Chair had advertised on the village facebook page for residents to use the 'Fix my Street' website to complain about the potholes.

The Clerk had not received a response from Cllr Bradwell to meet regarding the state of the roads and pavements in the village despite sending several emails.

The Clerk had put Cllr Christie in touch with Jan Seward to arrange a bid for the jubilee memento boards, however this had been unsuccessful.

5 To agree the Minutes of the annual parish meeting held on 26 May 2022:

The minutes were agreed as a true record and were signed by the acting Chair as the previous Chair had resigned and a new Chair had not been appointed.

6 Matters arising from the meeting held on 26 May 2022:

The Clerk had arranged for Cllr V Edmunson to complete the necessary forms of office. Cllr Christie has lent her a computer and it has been set up with the dedicated email address for the parish council.

Cllr Scott will need to be set up with the new dedicated email address. **Action: Cllr Christie to liaise with Paul Ferguson.**

The Clerk is currently arranging the banking mandates to include Cllrs Pedersen, Christie and Granger as cheque signatories. To be completed. **Action: Clerk**

Not all councillors are able to use the new email addresses for various reasons. The Clerk asked for feedback on progress. **Action: All**

There has been no feedback from Cllr Pedersen regarding the community orchard. **Action: Cllr Pedersen**

Cllr Granger has not yet been able to speak to Alan Bray regarding the spoil from any footpath clearance. **Action: Cllr Granger**

It is not known whether Debbie Challender has looked into refreshing the planters but no funds have been requested.

7 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.

All cheques signed at the previous meeting had been delivered. The St Martin's churchyard maintenance account had been closed so the cheque is to be returned

and re-issued. A new churchyard mowing volunteer group has been arranged by Nigel Spencer and it has been agreed that the church would reimburse petrol and strimmer wire costs. Discussion followed around the legacy from the Lacey's for the village church and the parish hall. Management of funds has been transferred to Gilly Gueritz on behalf of the Barkwith Group of parishes. The Clerk was asked to ascertain the total amount of the Lacey funds and whether there was a trustee arrangement to approve their use. Councillors are anxious that the dedicated funds are not subsumed into the group of parishes account. **Action: Clerk**

The Clerk is unable to close the Money Manager account until the banking mandate form is completed and signed by everyone. **Action: Clerk**

8 Model policies – decision on list to adopt:

The Clerk has not yet been able to read through the model policies to suggest a list for adoption. **Action: Clerk**

9 Roles and responsibilities – updated:

The allocation of roles and responsibilities is deferred to the next meeting.

10 Village litter pick arrangements:

The village litter pick is to be postponed to next spring. The Clerk is to put up a notice to this effect. **Action: Clerk**

11 Bus shelter repair:

Cllr Edmundson reported how difficult it was proving to find a carpenter. It was suggested that the person who was making the jubilee memento boards be approached. **Action: Cllr Christie & Cllr M Edmundson**

12 Funding bids:

Cllr Christie reported that the ELDC jubilee fund had been issued on a first-come-first-served basis and that there was no money remaining for a village bench or the memento boards. Cllr Christie said that he was prepared to donate a bench to the village. The offer was accepted with thanks. **Action: Clerk to liaise to find a suitable bench**

The question of the monies put aside for the phone box was raised. The Clerk explained that the history group had been asked to develop a suitable display about the village but that this had not happened. She also expressed an interest in replacing the Perspex panes with glass and said that a kit was available that was not too expensive. The issue of a defibrillator in the phone box was raised. The Clerk explained the history, as she knew it, and that the idea had been raised two years ago but that the parish council had decided against it. It was believed that the village had raised funds for a defibrillator in the past but that it had been returned to LIVES. The

Clerk was asked to find out about putting a defibrillator in the phone box. **Action: Clerk**

13 Heneage Estate bike track – update:

The meeting voted to approve the document to be submitted as the parish council objection. **Action: Clerk to submit**

There had been an interim meeting with available councillors, Cllr Richard Fry and members of the village group against the development. From this it was decided that a meeting should be held to discuss the approach to the planning committee meeting of 4th August. **Action: Clerk to arrange this meeting for the following week**

14 Risk Management:

Nothing to report other than the repair to the bench and bus shelter as above.

15 Planning matters:

None received.

16 Parish Council initiatives:

Nothing raised.

17 Correspondence:

Emails previously circulated on the change of status of Zurich Insurance and the Minerals and Waste consultation.

18 Items for next agenda:

Model policies for adoption

Roles and responsibilities

19 Date of next meeting:

Wednesday 21 September 2022.

The meeting closed at 8.30 pm.

Signed:

Date:

Chairman:

DECLARATION OF ACCEPTANCE OF OFFICE

I ...Stewart Andrew Scott..... (1)

Having been elected to the office ofCouncillor(2)

ofSOUTH WILLINGHAM PARISH COUNCIL.....(3)

declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

Signed ...S. A Scott.....Date: ...11/7/2022.....

This declaration was made and signed before me:

SignedShirley Asquith.....Date.....12/7/2022.....

Proper officer of the council (4)

(1) *Insert the name of the person making the declaration*

(2) *Insert "member" or "Mayor" as appropriate*

(3) *Insert the name of the authority of which the person making the declaration is a member or mayor.*

(4) *Where the declaration is made before another person authorised by section 83(3) of the Local Government Act 1972, state instead the capacity in which that person takes the declaration (a).*

(a) Under section 83(3) of the Local Government Act 1972, a declaration for members or elected mayors of a county, district or London borough council shall be made before two members of the council, its elected mayor, its proper officer, a justice of the peace or magistrate in the United Kingdom, the Channel Isles or the Isle of Man, or a commissioner appointed to administer oaths in the Supreme Court. A declaration for members of parish councils shall be made before a member or the proper officer of the council.