

KIRKBY UNDERWOOD PARISH COUNCIL

Minutes of the meeting held on **Tuesday 14th February 2017** at Kirkby Underwood Village Hall.

The meeting commenced at 7pm.

Present: Cllr Reynolds - Chairman; Cllr Kenwood - Vice Chairman; Cllr Collinge; Cllr Green; Cllr Pottle

In attendance: Mr M Kenwood Parish Clerk, Cllr Martin Hill Leader Lincolnshire County Council, Three members of the public

Open Forum: Nothing noted

Parish Council Meeting

1. Chairman's Remarks

The chairman welcomed Cllr Hill and those members of the public present to the meeting.

2. Apologies for absence and acceptance of any reasons given

None

3. Members Declaration of Interest or request for dispensation for items on the agenda.

The Chairman declared an interest on item 8.4 of the agenda as owner and resident of land subject to the item.

4. Minutes of the Parish Council Meeting on Tuesday 15th November 2016

These were approved and signed as an accurate record

5. Matters outstanding from the previous meeting

5.1) Telephone Kiosk Information Centre.

The clerk stated that the materials have been purchased. This will be fitted when weather conditions are suitable and a notice published in the Monthly Monitor.

5.2) Speed Signs

An application to acquire passive notices has been submitted. It awaits a review and site survey by Lincolnshire County Council Speed Watch

5.3) Neighbourhood Development Plan.

The clerk stated that the Local Development consultation stage will be commenced by South Kesteven District Council on 22nd May 2017. The full report will be published later this year.

5.4) Training

Those councillors attending the recent LALC (Lincolnshire Association of Local Councils) Councillors Training Day at our village hall provided positive feedback. It was resolved to continue the subscription to LALC and the training programme.

5.5) New Residents Welcome Document.

This continues to be work in progress, Cllr Green agreed to circulate content ideas for discussion.

6. Financial Matters

6.1) Financial Report

The clerk provided the current KU Parish Council bank reconciliation.

6.2) Transparency Code Funding.

The clerk stated that application for funding (£810) to comply with the audit framework established by the Local Audit and Accountability Act 2014 was successful. This takes effect on 1st April 2017, details of Kirkby Underwood Parish Council accounts will be available to view online at <http://parishes.lincolnshire.gov.uk/KirkbyUnderwood/>

The funding enables the Parish Council operate and acquire Hardware and Software to comply with this Act. The clerk will arrange for this information to be published in the Monthly Monitor

6.3) Budget Review- Precept

The 2017/18 Precept was set at £957. Councillors discussed possible expenditure to improve village amenities and will discuss possible options with the Village Hall Committee.

6.4) Payment Approval

The councillors resolved to approve payments for the following:

6.4.1) Telephone Information Centre Materials £18.83

6.4.2) Clerks Salary, Expenses and Transparency Staff Costs £380

6.4.3) Purchase of IT Hardware and Software £489.08

7. Planning matters

7.1) S16/2494 Burbank Farm Stainfield Road Change of use of agricultural land to equestrian, including extension to menage. The Parish Council raised no objections to this application which was subsequently granted by South Kesteven District Council.

7.2) The Parish Council resolved the following procedure

The Parish Council is consulted by the planning authority on all planning applications within its parish boundaries, but it is not a statutory consult tee. The Clerk is advised by the South Kesteven District Council (SKDC) of any new applications and these will be included on the next Parish Council agenda for discussion provided the statutory timescales will not have elapsed.

All applications are available from SKDC online at: <http://southkesteven.gov.uk/planningsearch>

The Clerk will notify all Councillors by electronic mail of the Planning Applications as they are received. Councillors can then access the originating documents by means of a direct link to the SKDC website.

Owing to the timing of Parish Council meetings, some applications may require a response before the next meeting of the Parish Council. In this instance the Clerk is delegated to consider and determine the appropriate procedure to be followed:

1. In the case of an application which is routine, such as extensions/conservatories the Clerk has delegated authority to consider the application and decide (after consultation with 2 members of the Council) whether he/she believes there to be any reason for making comment.
2. For more complex applications, the Clerk will still forward details to all Councillors electronically, but will also follow the procedure for arranging an Extraordinary Council Meeting:

- i. The purpose of an Extraordinary meeting so called is to decide upon the Kirkby Underwood Parish Council's response to any planning applications received since the last Parish Council meeting which are considered potentially complex and whose deadlines fall outside the next prescribed Parish Council meeting.
- ii. A quorum will be 3 members of the Parish Council.
- iii. In the absence of the Chairman of the Council, any other Parish Councillor may act as Chairman for that Extraordinary meeting.
- iv. Members of the Council will vote by a show of hands. The Chairman of the meeting may give a casting vote whenever there is an equality of votes.
- v. Where an Extraordinary meeting is called to consider a planning application outside of the normal meeting schedule, this will be advertised in the normal way.
- vi. The District and County Councillors will be invited to attend such Extraordinary meetings and be empowered to speak in the public session as in the normal monthly council meetings.
- vii. Villagers and those with an interest in the proposed development can attend the Extraordinary meeting just like the monthly parish meeting, but as with the monthly meetings the attendees cannot speak outside of the public participation session, unless invited to do so by the Chairman.

8. Highways

- 8.1) Defective Manhole Cover Rippingale Road. Repaired
- 8.2) Defective Carriageway Callans Lane Reported on 18th January 2017 awaiting action
- 8.3) Request for Ice signage Callans Lane. Reported on 6th February 2017
- 8.4) Callans Lane Drainage Ditch Pollution

The Chairman declared an interest in this matter at the commencement of the meeting and did not participate in this item

This matter was reported to the Parish Council concerning potential pollution approximately 100yards east of the junction of The Kennels and Callans Lane.

The clerk clarified that the Parish Council had no power to deal with this other than to report the matter to South Kesteven District Council. The Council requested this to be actioned

8.5) Grass Cutting A letter from Lincolnshire County Council was circulated by email prior to the meeting on proposals remove funding for amenity cutting and replace it with a consistent safety cutting regime. It was agreed that the village green outside the village hall would be cut by residents as per previous years.

9. Receive reports from representatives on outside bodies: None

10. Correspondence: None

Meeting closed at 7.40 pm

Date of next meeting: Tuesday 30th May 2017 to include the AGM

Signed.....B Pottle..... (Chairman)

Date 30th May 2017

KIRKBY UNDERWOOD PARISH COUNCIL

Minutes of the meeting held on **Tuesday 30th May 2017** at Kirkby Underwood Village Hall

Present: Cllr Pottle - Chairman; Cllr Kenwood - Vice Chairman; Cllr Collinge; Cllr Green

Absent: None

In attendance: Mr M Kenwood Parish Clerk, Cllr Martin Hill Leader Lincolnshire County Council.

The meeting commenced at 7.25 p.m.

Open Forum: Nothing noted

Parish Council Meeting

1. **Apologies for absence and acceptance of any reasons given:** None
2. **To receive Declaration of Interest under the Localism Act 2011:** None
3. **To approve as a correct record the notes of the Council held on 14th February 2017**
It was proposed, seconded and **Resolved:** That the official minutes of the Council held on 14th February 2017 be approved as a correct record and signed by the Chairman
4. **Consider Approving the Annual Return for Year Ending 31st March 2017**
 - 4.1) **Annual Governance Statement**
The Authority considered the assertions, it was proposed, seconded and **Resolved:** The assertions entered in Section 1 signed by the Chairman and RFO.
 - 4.2) **Approval of Accounting Statement 2016/17**
Following resolution of the Annual Governance Statement the Authority considered the accounting statement, it was proposed, seconded and **Resolved:** That the Accounting statement had been prepared in compliance with proper practices. Signed by the Chairman and RFO
5. **Vacancy for Parish Councillor**
The Clerk reported that the Notice of Vacancy was submitted to the Elections Officer at South Kesteven District Council. Following due process, direction was given for co-option. The vacancy was advertised and one application was received from Jenni Ashwood.
Cllr Kenwood proposed that Jenni Ashwood be elected as Parish Councillor. Cllr Green seconded the proposal.
There was unanimous vote of members **Resolved:** That Jenni Ashwood be elected as Parish Councillor.
Cllr Ashwood signed the formal declaration of acceptance, which was countersigned by the Parish Clerk.

6. Financial Matters

6.1) Financial Report and Review of Banking Arrangements

The clerk provided the 2016/17 and May 2017 Kirby Underwood Parish Council bank reconciliation.

It was proposed, seconded and **Resolved:** the banking arrangements specified within the Standing Order.

6.2) Transparency Code Funding.

The clerk stated following the authority's successful application for funding in 2016/17 to comply with the Local Audit and Accountability Act 2014. The Authority's accounts and governance are available to view online at <http://parishes.lincolnshire.gov.uk/KirkbyUnderwood/>

Additional funding was available through LALC (Lincolnshire Association of Local Councils) to fund staffing costs for 2017/18 and any additional software to comply with this Act.

It was proposed, seconded and **Resolved:** to make an application for a grant to cover staffing costs of £240. The clerk was authorised to submit the application.

6.3) Budget Review- Precept

The 2017/18 Precept was set at £957. The Authority's year reserve was £832

The Budget was reviewed and members will consider future objectives to consider for the next precept submission

6.4) Payment Approval

It was proposed, seconded and **Resolved:** to approve pay the following expenditure;

- 6.4.1) LALC Training Subscription 2017/18 £55
- 6.4.2) LALC Expenses Councillor Training Day 31/1/17 £32
- 6.4.3) LALC Annual Subscription 2017/18 £87.09
- 6.4.4) Salary/ Expenses to Parish Clerk £115.45
- 6.4.5) Parish Council Insurance Premium £168

6.5) Village Hall Funding.

The clerk stated that the Parish Council are Trustees of the Village Hall . Members will consider possible grant's or funding streams.

6.6) Bede Charity Account.

The authority receive the sum of £177.42 every three years. The sum comprises of an annual tithe of £59.14 levied on two farms on land within the parish forming part of The Brownlow estate (now under the ownership National Trust). The money administered by their agent Escritt Barrell Golding.

It was proposed, seconded and **Resolved:** The annual levy will be paid to the Village Hall Committee Annual Pensioners dinner.

7. Matters outstanding from the previous meeting

7.1) Telephone Kiosk Information Centre.

The clerk stated that the internal notice board had been fitted. An external sign will be required. A notice has been published in the Monthly Monitor, but the facility is yet to be used.

It was proposed, seconded and **Resolved:** To authorise the clerk to purchase a sign

7.2) Speed Signs

The installation of the passive signs was approved by Lincolnshire County Council Speed Watch. The signs were collected by the clerk. LCC specified the criteria for the positioning and location of the signs. Members considered that two of the signs were restricted by vegetation respective owners to be approached to improve signage.

7.3) Neighbourhood Development Plan.

The clerk stated that the Local Development consultation stage by South Kesteven District Council has been postponed due to the General Election. This process will commence later this year.

7.4) Training

Councillors and the Clerk will be participating in LALC (Lincolnshire Association of Local Councils) Training and networking programmes.

7.5) New Residents Welcome Document.

Cllr Green presented a document for circulation discussion to be reviewed and published.

8. Planning Matters

9. Highways

9.1) Defective Carriageway Callans Lane Reported on 18th January 2017. The Highways department response to this matter awaits resolution.

9.2) Request for Ice signage Callans Lane. Reported on 6th February 2017. The Highways department response to this matter awaits resolution.

9.3) Callans Lane Drainage Ditch Pollution.

The Clerk stated that this matter was reported to the SKDC Environmental Health Officer. Following their investigation, a source was identified and remedial action completed. The officer has reported that no further action is required.

9.4) Maintenance of Public Footpaths

The Chairman stated that he had been in communication as a resident with LCC in connection with complaints of vegetation causing obstruction and remedial work required to bridges. LCC will be scheduling work orders to undertake some of the difficulties. Councillors considered that a direct approach to the respective farmers would be advantageous. The Chairman will monitor progress.

10. Receive reports from representatives on outside bodies: None

11. Correspondence

Appreciation letter Mellisa Hudson. Cllr Kenwood agreed to prepare a draft for the Chairmans signature.

Meeting closed at 8.40 p.m. Date of next meeting: Tuesday 8th August 2017

Signed.....B Pottle..... (Chairman)

Date 8th August 2017

KIRKBY UNDERWOOD PARISH COUNCIL

Annual Meeting

Minutes of the Annual meeting held on Tuesday 30th May 2017 at Kirkby Underwood Village Hall

Present: Cllr Kenwood - Vice Chairman: Cllr Green; Cllr Pottle; Cllr Collinge

In attendance: Mr M Kenwood Parish Clerk, Cllr Martin Hill Leader Lincolnshire County Council

Meeting commenced at 7 p.m.

1. TO ELECT A CHAIRMAN FOR THE ENSUING YEAR

Following the resignation of Peter Reynolds as Chairman and Councillor, Cllr Kenwood as Vice Chairman occupied the Chair for nominations for the appointment of Chairman for the ensuing year.

Cllr Kenwood proposed that Cllr Pottle be elected Chairman Cllr Green seconded the proposal.

Cllr Pottle signed the formal declaration of acceptance of office of Chairman, which was countersigned by the Parish Clerk.

2. APOLOGIES FOR ABSENCE AND ACCEPTANCE OF ANY REASONS GIVEN None

3. ELECTION OF VICE CHAIRMAN

Cllr Green proposed that Cllr J Kenwood be elected as Vice Chairman Cllr Collinge seconded the proposal

Cllr J Kenwood signed the formal declaration of acceptance of office of Vice Chairman, which was countersigned by the Parish Clerk.

4. TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011 OR REQUEST FOR DISPENSATION FOR ITEMS ON THE AGENDA

None

5. APPOINTMENT FOR RESPONSIBLE FINANCIAL OFFICER AND INTERNAL AUDITOR

It was proposed, seconded and **Resolved:** That the Parish Clerk Malcolm Kenwood would continue as the authority's Responsible Financial Officer.

That Graham Anderson would be appointed as the Internal Auditor for the authority's annual return for year ending 31st March 2017.

The authority expressed their thanks to Mr Anderson.

6. MEETING DATES FOR THE YEAR 2017/18

The following dates on a Tuesday evening at Kirkby Underwood Village Hall commencing at 7pm were agreed;

8th August 2017

21st November 2017

13th February 2018

8th May 2018 to include the Annual Meeting and the Annual Parish Meeting

7. REVIEW OF STANDING ORDERS AND POLICY DOCUMENTS

It was proposed, seconded and **Resolved:** That the following Standing Orders and Policy Documents were reviewed and adopted by the Authority;

7.1 Code of Conduct: The existing policy was reviewed and resolved.

7.2 Contracts of Employment: The existing contract was reviewed and resolved.

7.3 Data Protection: The policy was reviewed and resolved.

7.4 Disclosure of Public Interest: The policy was reviewed and resolved

7.5 Equal Opportunities: The policy was reviewed and resolved

7.6 Fixed Asset Register: The policy was reviewed and resolved

7.7 Freedom of Information: The policy was reviewed and resolved

7.8 Publication Scheme ICO: The policy was reviewed and resolved

7.9 Retention of Documents: The policy was reviewed and resolved

7.10 Risk Management: The policy was reviewed and resolved

7.11 Standing Order/ Financial Regulation: The policy was reviewed and resolved

7.12 Expenses: A draft policy was discussed and will be formulated for the August 2017 meeting

8. REVIEW OF INSURANCE POLICY

The clerk stated that the existing Insurer had increased premiums for 2017/18. A quotation had been obtained from Came & Co which provided the same or improved cover for £168.00.

It was proposed, seconded and **Resolved:** To accept the quotation of Came & Co commencing on 1st June 2017.

The clerk to arrange payment, acceptance and implementation

9. REVIEW OF RISK ASSESSMENT

Refer to 7.10

10. APPROVAL OF ANNUAL SUBSCRIPTIONS

It was proposed, seconded and **Resolved:** To continue subscriptions to LALC (Lincolnshire Association of Local Councils) and their training programme.

The meeting closed at 7.20 p.m.

Signed ...B Pottle..... Chairman

Dated 8th August 2017

KIRKBY UNDERWOOD PARISH COUNCIL

Annual Parish Meeting

Minutes of the Annual meeting held on Tuesday 30th May 2017 at Kirkby Underwood Village Hall

Present: Clr Pottle - Chairman Clr Kenwood - Vice Chairman: Clr Green; Clr Collinge

In attendance: Mr M Kenwood Parish Clerk Clr Martin Hill Leader Lincolnshire County Council

The meeting commenced at 7.20 p.m.

1. APOLOGIES FOR ABSENCE AND ACCEPTANCE OF ANY REASONS GIVEN

None

2. TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011 OR REQUEST FOR DISPENSATION FOR ITEMS ON THE AGENDA

None

3. TO APPROVE AS CORRECT RECORD THE MINUTES OF THE 2016 ANNUAL PARISH MEETING

It was proposed, seconded and **Resolved:** That the official minutes of the Council held on 9th August 2016 be approved as a correct record and signed by the Chairman

4. MATTERS OUTSTANDING FROM THE PREVIOUS MEETING

None.

5. CHAIRMANS ANNUAL REPORT ON THE WORK OF THE PARISH COUNCIL

The following report was submitted by Peter Reynolds former Chairman of the Authority.

"As in previous years, the Parish Council met 4 times.

At the annual meeting, the Clerk Shirley Sheppard tendered her resignation.

After advertising the post, Malcolm Kenwood was appointed Clerk to the Council. During the year, Malcolm has made a great impact sorting out the increasing bureaucracy and ensuring that the Council complies with the new transparency rules.

This year the council has worked to improve the look and amenities in the village and will be continuing this work next year. A number of signs have now been erected reminding motorists of the 30mph limit.

Planning

The Council reviewed one planning application this year.

Highways

The Parish Council continues to press for resolution to highways issues in the village, as always progress is slow but steady.

Farewell

After much consideration, I have decided that after serving on the Council for over 9 years, I will stand down as Chairman and resign from the Parish Council. I would like to thank all the other Councillors for their support and in particular a massive thanks goes to Malcolm Kenwood who has worked very hard to get up to speed with all the paper work and provided invaluable support during the meetings held this year.

Pete Reynolds Chairman, Kirkby Underwood Parish Council 2 May 2017"

It was proposed, seconded and **Resolved:** That the Authority expressed their gratitude for Peter Reynolds long standing commitment and duty as Chairman. Chairman Pottle will forward a letter of appreciation.

6. DATE OF NEXT ANNUAL PARISH MEETING

Tuesday 8th May 2018 at 7pm at Kirkby Underwood Village Hall

Meeting closed at 7.25 p.m.

Signed Chairman

Dated

KIRKBY UNDERWOOD PARISH COUNCIL

Minutes of the meeting held on **Tuesday 8th August 2017** at 7p.m. at Kirkby Underwood Village Hall

Present: Cllr B Pottle - Chairman; Cllr Mrs J Kenwood - Vice Chairman; Cllr Mrs L Green; Cllr Mrs J Ashwood

In attendance: Mr M Kenwood Parish Clerk; 2 Members of the Public

Absent: Cllr H Collinge

Open Forum: The public forum opened at 7 p.m.

Mrs P Pottle requested that members gave consideration to the adaption of the Telephone Kiosk as a Library and Information hub. There is a need following the cessation of the Mobile Library and whilst there are books available in the village hall they are often inaccessible as the hall is locked. She stated that she would be willing to assist in it's implementation and running. An appeal for donation of books and perhaps some of the titles in the village hall could be utilised. The Chairman stated that this matter was on the meetings agenda and would be considered.

The meeting received a presentation from Philip Knowles from Neighbourhood Watch who outlined the operation of the scheme. The aim is to help people protect themselves and their properties, to reduce the fear of crime and improve their local environment. Signage and leaflets were available without charge and Lincolnshire Police actively support the scheme. This matter was also on the meetings agenda and would be considered.

The meeting received a presentation from two members of Lincolnshire County Council Community Team. Paul Drury, the Community Engagement Officer, outlined a number of initiatives to increase participation of residents in their community. He presented a variety of ideas for members consideration.

Wendy Moore, the Funding Officer, explained the mechanism for the Council to seek various Grant Schemes for funding projects. She provided useful guidance on the process of applying for these revenue streams.

Meeting commenced at 8.10 p.m.

1. Chairman's Remarks

The Chairman welcomed members of the public and the speakers for attending. He thanked them for their informative input which would be reflected in the Councils deliberations. He stated that following the successful 2016/17 Audit and the implementation of a number of Policies and Procedures the Authority now conformed to the latest Governance and Accountability Rules for small Parish Councils. The Council was now in a position to move forward.

The Clerk was thanked for his considerable efforts in achieving this aim

2. Apologies for absence

The Clerk reported that an apology for absence with valid reasons given had been received from Cllr Collinge
It was proposed, seconded and

Resolved: That an apology be noted with valid reasons for absence being accepted from Cllr Collinge

3. To receive Declarations of Interest under the Localism Act 2011

None

4. To approve as a correct record the Notes of the Meeting of the Council held on 30th May 2017

It was proposed, seconded and

Resolved: That the official minutes of the Annual 2017 and May 2017 meeting of the Council held on 30th May 2017 be approved as a correct record and signed by the Chairman.

5. Matters outstanding from the previous meeting

5.1) Telephone Kiosk Information Centre

Members agreed that the proposal put forward by Mrs Pottle was a good idea and whilst there were concerns that the stock could be liable to pilfering, its value was negligible. Similar schemes adopted by other Parishes seemed to operate favourably. The clerk requested that the requirement for shelving is assessed for costing. Members agreed to accept Mrs Pottle's kind offer to oversee the implementation.

It was proposed, seconded and

Resolved: That the Kiosk would be adapted as a Library and Information Centre.

5.2) Neighbourhood Development Plan

The clerk reported that South Kesteven District Council is preparing a Local Plan which will cover the whole district up to 2036. This process is in the consultative stage at present. Full details are available on <http://www.southkesteven.gov.uk/>

Members agreed to actively review these plans to consider this stage of the Local Plan

5.3) Training

The scheduled programme for members is ongoing with three councillors and the clerk attending training and networking days since the last meeting

5.4) New Residents Welcome Document

Cllr Green stated that a draft document is in place and would forward to the clerk for review.

5.5) Expenses Policy

This matter was adjourned to the next November meeting.

6. Financial Matters

6.1) 2016/17 External Auditors The clerk reported completion of the 2016/17 Audit and circulated the External Auditors report which is published at: <http://parishes.lincolnshire.gov.uk/KirkbyUnderwood/>

6.2) Financial Report

The clerk provided the current KU Parish Council bank reconciliation.

It was proposed, seconded and

Resolved: This was an accurate record of the authorities accounts

6.3) Transparency Code Funding Grant

The clerk reported that the Council's application for a grant of £240 for staffing costs was successful and remittance made

6.4) Bede Charity and Merrison Account Management

The Clerk reported that following the direction for the External Auditors these monies have been gifted to the Authority. Therefore they should be included in the Authorities reserves. As they for a

specific purpose they should be designated as earmarked funds and used for their intended purpose.

The clerk stated that Ripplingale Parish Council who operate the Hospital Car Scheme currently hold the sum of £597.50

It was proposed, seconded and

Resolved: That the direction of the auditors was noted and the reserve in the Ripplingale HCS maintained.

6.5) Budget Review

The clerk presented the current Precept Budget Paper and requested that members consider any budget implications by the next meeting prior to submission of the 2017/18 Precept

It was proposed, seconded and

Resolved: That the Budget Paper was reviewed and considered.

6.6) To authorise the signing of orders for payment

6.6.1) Training Expenses £32

6.6.2) Salary £340

6.6.3) Clerk Expenses £59.45

It was proposed, seconded and

Resolved: That orders for payment be authorised totalling £431.45

7. Planning matters

The clerk reported that a resident had been advised by SKDC Planning that a Planning Application would be required on work already commenced. Construction had ceased and awaits a Planning Application.

8. Highways

8.1) Defective Carriageway Callans Lane

The clerk reported that Lincolnshire County Council have committed to repairing the carriageway, a scheduled date is yet to be fixed.

8.2) Callans Lane Ice Signage

The clerk is awaiting a report from LCC Highways and will progress the matter

8.3) Road Markings

The Chairman voiced concerns on the lack of road markings on bends approaching the village from the A15. The clerk confirmed that this location was within Ripplingale Parish Council and we raise the issue with their clerk.

9. Receive reports from representatives on outside bodies

None

10. Correspondence

None

11. Other Business

11.1) Resilience Planning

Cllr Ashwood considered that the Authority should consider implementing a Resilience Planning Policy. By identifying local risks, resources and vulnerable groups. By helping those that are vulnerable and by providing care, support information or practical help.

It was proposed, seconded and

Resolved: That Cllr Ashwood would investigate and prepare draft recommendations for consideration by the Authority.

11.2) Best Kept Village Competition

Cllr Kenwood raised potential entry by Kirkby Underwood in to the competition for 2018. The aim is to encourage community spirit within a village by bringing together the whole community with the common goal of becoming the "Best Kept Village" in Lincolnshire. It is an opportunity to for people of all ages and from all walks of life to work together to bring about improvements in their village.

It was proposed, seconded and

Resolved: That Cllr Kenwood chair a working group, seek community involvement and consider entry for 2018

11.3) Neighbourhood Watch

Following the presentation of Philip Knowles in the public forum the authority considered it would be beneficial to adopt a scheme.

It was proposed, seconded and

Resolved: That Cllr Kenwood would liaise with NWS for implementation and seek Co-ordinators in strategic locations in the village.

11.4) Formation of a Personnel Committee

Cllr Ashwood stated that it was a legal requirement for the Authority as an employer to implement a Personnel Committee on Staff Appraisals and Terms and Conditions of Employment.

It was proposed, seconded and

Resolved: That Cllr Ashwood would Chair a sub Personnel committee with Cllr's Green and Collinge

11.5 Community Involvement

Cllr Kenwood proposed a possible trip organised by the Authority for residents to a venue to be decided to increase community involvement. It was considered that whilst it would be beneficial there were other groups within the community who could provide this type of benefit

Meeting closed at 9.35 p.m.

Date of next meeting:

Tuesday 21st November 2017

All meetings commence at 19.00 hours.

Signed..... (Chairman)

Date 21st November 2017

KIRKBY UNDERWOOD PARISH COUNCIL

Minutes of the meeting held on **Tuesday 21st November 2017** at 7p.m. at Kirkby Underwood Village Hall

Present: Cllr B Pottle - Chairman; Cllr Mrs J Kenwood - Vice Chairman; Cllr Mrs L Green; Cllr Mrs J Ashwood; Cllr H Collinge

In attendance: Mr M Kenwood Parish Clerk; Cllr Hill Leader Lincolnshire County Council 1 Member of the Public

Absent: None

Open Forum: The public forum opened at 7 p.m.

Mrs Pottle discussed the Telephone Kiosk Library project and showed a sample of the proposed metal racking. She considered that this would be more resilient to damp together with an external ply frame and is estimated at a cost of £200.

PCSO Graham Parrot from Lincolnshire Police outlined the setting up of a No Call Calling Zone initiated by Trading Standards.

The purpose of 'No Cold Calling' zones is to discourage cold callers from specific residential areas, usually a street or small cluster of houses.

The introduction of the scheme provides householders with the opportunity to collectively discourage the often-unwelcome practice of cold calling. The zones are visibly identified by overt signs and by each participant displaying a sticker on their door.

Residents are given information on how to deal with cold callers should the signs be ignored and advice about some security products. The 'No Cold Calling' zones are designed to discourage rogue traders who, for example, tell householders work needs doing and then charge exorbitant prices or who try to trick their way into the house to commit a burglary. He explained that another major benefit of 'No Cold Calling Zones' is that they help to tackle the fear of crime by making people feel more secure in their own homes.

The zone is set up in conjunction with the Police, Parish Council and Trading Standards. All residents would need to be notified of the purpose of the scheme and a questionnaire delivered. It would require a 90% acceptance rate.

Kirkby Underwood would be the first village in the area to consider a complete zone. If the take up rate was only achievable in one street it could still be adopted and operated in that specific street.

He provided Cold Calling leaflets and signage would be supplied free of charge by Trading Standards. Finally he discussed crime issues in the neighbouring area.

Meeting commenced at 7.28 p.m.

1. Chairman's Remarks

The Chairman welcomed members of the public and the speakers for attending. He thanked them for their informative input which would be reflected in the Council's deliberations.

2. Apologies for absence None

3. To receive Declarations of Interest under the Localism Act 2011 None

4. To approve as a correct record the Minutes of the Meeting of the Council held on 8th August 2017

It was proposed, seconded and

Resolved: That the official minutes of the meeting of the Council held on 8th August 2017 be approved as a correct record and signed by the Chairman.

5. Matters outstanding from the previous meeting

5.1) Telephone Kiosk Information Centre

Members agreed the proposal and estimated cost put forward by Mrs Pottle. Initial stock would be drawn from books currently in the village hall. Cllr Green stated that this was agreeable with the Village Hall committee. Cllr Green also agreed to speak with a village resident electrician to repair the internal light bulbs currently blown.

It was proposed, seconded and

Resolved: That the sum of £200 would be included in the budget for the project.

5.2) New Residents Welcome Document

The clerk stated that this document is now complete. A copy had been given to a new resident who provided positive feedback.

5.3) Expenses Policy

Members discussed the Lincolnshire County Council Members scheme of allowances and a draft outline policy statement. The clerk stated that the current HMRC allowance is .45p per mile.

It was proposed, seconded and

Resolved: That the sum of £200 would be included in the budget for subsistence expenses. The clerk shall have delegated powers to authorise councillors subsistence expenses within the yearly budget of £100. The balance would be allocated to the clerk subsistence allowance.

5.4) Resilience Planning

Work on identifying local risks, resources and vulnerable groups is in progress. This is being complied in partnership with the LCC Resilience Planning Officer.

5.5) Best Kept Village Competition

Entries for the competition will be required early in 2018. The aim is to encourage community spirit within a village by bringing together the whole community with the common goal of becoming the "Best Kept Village" in Lincolnshire. It is an opportunity to for people of all ages and from all walks of life to work together to bring about improvements in their village.

It was proposed, seconded and

Resolved: That the sum of £700 would be included in the budget for entry, purchases of planters and plants expenses.

5.6) Neighbourhood Watch

Copies of the letter inviting residents to join a new Neighbourhood Watch scheme are now available for distribution. Following the presentation of PCSO Parrot in the public forum, the authority considered it would be beneficial to combine this with a similar letter for Trading Standards No Cold Calling scheme.

It was proposed, seconded and

Resolved: That canvassing for Neighbourhood Watch and Trading Standards No Cold Calling scheme would be undertaken.

6 Financial Matters

6.1) Financial Report

The clerk provided the current KU Parish Council bank reconciliation.

It was proposed, seconded and

Resolved: This was an accurate record of the authorities accounts

6.2) To authorise the signing of orders for payment

6.2.1) Training Expenses £10

6.2.2) Salary £100

6.2.3) Clerk Expenses £50.18

6.2.4) Hire of Village Hall £78.00

6.2.5) Payment of £85.00 from Bede Account to Kirkby Underwood Village Hall Committee

It was proposed, seconded and

Resolved: That orders for payment be authorised totalling £323.18

6.3) Budget Review

The clerk presented the current Precept Budget Paper and requested that members consider any budget implications by the next meeting prior to submission of the 2017/18 Precept.

The question of expenditure on Speed Management enforcement was discussed and the Clerk is to obtain information from Lincolnshire Road Safety Partnership.

It was proposed, seconded and

Resolved: That the Budget Paper was reviewed and considered.

7. Planning matters

7.1) S17/1346 Glenross Stainfield Road Extension to out building Planning approved.

7.2) S17/1930 Barnberry Way Tree preservation work approved

8. Highways

8.1) Defective Carriageway Callans Lane

The clerk reported that Lincolnshire County Council have committed to repairing the carriageway, a scheduled date is yet to be fixed.

8.2) Callans Lane Ice Signage

Signage is not approved by LCC Highways.

8.3) Road Markings Rippingale Road

Reported to Rippingale Parish Council for consideration

9. Receive reports from representatives on outside bodies None

10. Correspondence

Cllr Hill outlined the case for a Fairer Funding Deal for Lincolnshire, requesting groups including Kirkby Underwood Parish Council to formally support the campaign.

It was proposed, seconded and

Resolved: That the authority supported the campaign and instructed the clerk to write to our MP.

11. Other Business

11.1) Neighbourhood Planning Survey

Following detailed discussion on the draft Parish Council Questionnaire, two councillors requested the option to revise the content. The clerk requested that they submit the specific amendments and revisions prior to the next meeting.

11.2) Community Involvement Questionnaire

Councillors completed the Community Lincs Questionnaire

It was proposed, seconded and

Resolved: That the clerk submits the results on the Community Lincs webpage.

11.3) Lincolnshire Association of Local Councils (LALC) Annual General Meeting and Conference

Cllr Ashwood represented the Council at the meeting on 17th October 2017 and reported that the principal issue was one of funding. That the subscription level would be increased to maintain

LALC's viability. The LCC Highways department outlined the new reporting structure for all highway matters. The system is receiving ongoing refinements.

11.4) LALC Membership subscription 2018/19

Whilst the exact subscription level is yet to be finalised, it was considered that there were substantial benefits in continued membership.

It was proposed, seconded and

Resolved: That the authority would continue membership and an estimated subscription amount shown in the precept budget.

11.5) General Data Protection Regulation (GDPR) 2018

The clerk presented his report on the new legislation due to be implemented on 25th May 2018.

The authority will be required to comply, register and appoint a Data Protection Officer.

The actual implementation and administration process continues to be defined by LALC. The clerk has requested a GDPR training course in 2018 on a date yet to be fixed.

11.6) To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matter:-

To receive, discuss and approve employee annual appraisal and resolve to implement any recommendations contained within.

It was proposed, seconded and

Resolved: That the Parish Council move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed

This part of the Meeting closed at 9.40 p.m.

It was proposed, seconded and

Resolved: That the Parish Council approved the employee annual appraisal and to implement recommendations contained within the report.

The Meeting closed at 10.27 p.m.

Date of next meeting:

Tuesday 16th January 2018

All meetings commence at 19.00 hours.

Signed...B Pottle..... (Chairman)

Date 16th January 2018