

KIRKBY UNDERWOOD PARISH COUNCIL

Minutes Of an extraordinary meeting held on 12th January 2016 at 7pm

In Kirkby Underwood Village Hall

Present: Cllr P Reynolds - Chairman; Cllr L Green; Cllr B Pottle; Cllr J Kenwood; S Shepperd - Parish Clerk. Apologies for absence from Cllr H Collinge.

Topics for discussion were as follows:

Purchase of a defibrillator

A grant has been applied for from The Margaret Brown Trust via Duncan and Topliss based in Grantham for the purchase of a defibrillator. The maximum we can receive is £1600 and this money can only be used to purchase goods not services. We are still waiting for exact costs to be furnished to us. We have been told that we can be trained in the use of the defibrillator and I believe this training will be free but as yet this has to be confirmed.

It was decided that the best place for the defibrillator would be on the grounds of the village hall, subject to the village hall committee granting permission for this to happen. It will be raised at the next village hall committee meeting by Cllr Green. (LG)

Cllr Kenwood said that she would speak to the crime prevention unit with regard to the safety of this unit being placed outside the building.(JK)


Adoption of the BT telephone box

It was decided that the adoption of the telephone box would go ahead. The documents will be sent back to BT. It was also agreed that another notice would be placed in The Monitor for ideas as to what the telephone box could be used for. The Chairman suggested that it could be used as an information point for the village, like a tourist information point, and perhaps a notice board could be put up for the villagers to be able to put up any notices that they want to. (SS)

Petition from the Residents of Callans Lane and villagers and Speeding in the village

A copy of the petition was sent to Lincolnshire County Council to Matt Chapman. He feels that it is beyond his remit and has therefore elevated the petition to his manager.

21/5/16



All the councillors agreed that and ice sign was required. That a 40 sign was required by Callans Lane to slow people down coming into the village, where there is a 30 sign. The third point that the petition addressed was a weight restriction on this road should be implemented, however, the Council agreed that this was unlikely to be implemented.

Cllr Kenwood undertook to find out about training courses in order that we can do speed checks in the village. (JK)

We are still waiting for a response from Rippingale Parish Council with regard to sharing costs of speed signs. (SS)

Village Plan

The Chairman has undertaken to look for a map of Kirkby Underwood in order that we are able to have a bench mark from which to start. (PR)

Cllr Pottle has said that he will ring John Hannam from Colsterworth as he believes that their village plan is very good and we may be able to get some pointers from him. (BP)

Cllr Kenwood has agreed to organise a questionnaire which will be sent out to every household to get a total village picture of the opinions of the residents in Kirkby Underwood with regard to what they wish to happen in their village. The questionnaire content will be discussed at the next council meeting. (JK)

It was further agreed that the questionnaire should be sent out with The Monitor and that A Andrews would be asked that this would be possible. Any extra costs of printing etc would be paid for by the Parish Council. (SS)

LALC

The Parish Clerk will find out whether/what password is need to get onto the LALC site and once established will pass this information on to all Cllrs. (SS)

Meeting closed at 20:00 hours

Date of next meeting: Tuesday 9th February 2016



9/2/16

KIRKBY UNDERWOOD PARISH COUNCIL

Minutes 9th February 2016 at 7pm

In Kirkby Underwood Village Hall

Present: Cllr P Reynolds - Chairman; Cllr J Kenwood - Vice Chairman; Cllr H Collinge; Cllr L Green; Cllr B Pottle; S Shepperd - Parish Clerk. Cllr M Hill.

Parish Council Meeting

1. Minutes

Reading of the minutes: The minutes of the meeting 17th November were agreed and signed by the Chairman.

The Vice Chairman was elected. Mrs Jackie Kenwood obtained the position.

2. Matters arising

NONE

3. Planning

NONE

4. Highways

Corner of Aslackby Road/Rippingale Road.

Callans Lane

Both of the above have still not been dealt with. The Parish Clerk will contact the Highways department to ask Matt Chapman to contact Peter Reynolds direct in order that Matt Chapman can come out to visit the specific areas with Peter Reynolds and Mr Reynolds can explain exactly what is the problem.

The Green

The Parish Council decided that in view of the fact that the cars are no longer parked on Stainfield Road, no further action will be taken on this matter at this time.

5. Finance

Parish Clerk to be paid quarterly salary of £100, plus £24 for a black printer ribbon and 74p for an envelope.

Internet banking

The forms have all been submitted and we are waiting for the forms to be returned from Nat West.

Telephone Box Adoption

The telephone box has been formerly adopted and a sign has gone up stating that it has been decommissioned. A further discussion will take place as to what the phone booth is to be used for. A notice was put in the monthly monitor for suggestions, to date no suggestions have been received from the villagers.

Speed Signs

Rippingale Parish Council have responded to our query as to whether they wish to share costs on any speed signs purchased. Rippingale have declined. It was agreed that we would join the Community Speed Watch at a cost of £40 which will entitle us to have a speed survey done in our village. J Kenwood is going to find out how we join, furnish the Parish Clerk with their bank details so that we can pay the joining fee. (JK)

Car Fund

A notice was placed in the monthly monitor explaining how the car fund was now going to operate. Mr Andrews was asked to place this in the monthly monitor at regular intervals to ensure that the villagers are aware that this money is available to them.

6. Correspondence

NONE

7. AOB

The Neighbourhood development Plan

Liz Coonan attended and talked about the neighbourhood plan for half an hour advising us how the procedure works and what is involved in creating such a plan. It was decided that this needed further discussion and will be discussed either at the next meeting or at a further meeting dedicated to this subject alone.

Defibrillator

We have now had a grant of £1600 approved from the Margaret Brown Trust. It was agreed that the equipment would be purchased to include a defibrillator (CR Plus, a box and pads for children). This is the same equipment that Irnham has purchased. It was also agreed that the defibrillator should be placed at the village hall, position to be decided. The village hall committee has agreed that the defibrillator should be placed at the village hall. Parish Clerk to order the equipment and arrange for payment. (SS)

Callans Lane Petition

Further to the petition being sent to the Highways department, it was agreed that the Parish Council would only pursue the 40 limit sign and the ice sign, we would not pursue the weight limit sign. The Highways department to be informed of this. (SS)

Strimming of verges

It was agreed that SKDC should be contacted early in 2016 to ask them not to strim the flowers until they have died back naturally. (SS)

Meeting closed at 20:30 hours.

Future Meetings

Date of next meeting: Tuesday 10th May 2016 to include the AGM

All meetings commence at 19.00 hrs.

Signed.....(Chairman)

Date..... 10/5/16

**Kirkby Underwood Parish Council
Annual General Meeting 2016
Chairman's Report**

As in previous years, the Parish Council met 4 times, the meeting in August was postponed due to the sad passing of the Vice Chairman, Dorothy Davies. The vacancy was advertised later in the year and two people applied for the position, Jackie Kenwood was subsequently co-opted to the Council. At the meeting in February, Cllr. Kenwood was voted in as Vice-Chairman.

This year the council has worked to improve the look and amenities in the village. We had a new sign made for the village, supported by a kind donation from Keith Wright, after the old one was showing signs of age and beyond reasonable repair. The new sign is a copy of the original and made of oak so should last a long time. The original sign has now been hung in the village hall.

The council has adopted the phone box in the village and asked for suggestions for its on-going use.


Finally the Council successfully applied for a grant to purchase a defibrillator for the village from the Margaret Brown Trust. The defibrillator and cabinet have been purchased and are now awaiting installation on the outside of the village hall. Training will then be arranged.

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.



Pete Reynolds
Chairman, Kirkby Underwood Parish Council
10 May 2016

KIRKBY UNDERWOOD PARISH COUNCIL AGM

10th May 2016

In Kirkby Underwood Village Hall

Present: Cllrs: Mr P Reynolds - Chairman; Mrs J Kenwood - Vice Chairman; Mr B Pottle; Clerk - Mrs S Shepperd Parish Clerk. Apologies from Mrs L Green, Mr H Collinge and Mr N Robins - Local Cllr were received.

1. Election of Chairman & Vice Chairman

The Chairman and Vice-Chairman election to be deferred until the next meeting.

The reading of the Chairman's Report was signed.

There were no outstanding matters that needed to be dealt with at the AGM as all ongoing issues are being dealt with during the quarterly meetings.

Signed..........(Chairman)

Date.....10/5/16.....

KIRKBY UNDERWOOD PARISH COUNCIL

Minutes 10th May 2016 at 7pm

In Kirkby Underwood Village Hall

Present: Cllr P Reynolds - Chairman; Cllr J Kenwood - Vice Chairman; Cllr B Pottle; S Shepperd - Parish Clerk. Apologies received from Cllr H Collinge; Cllr L Green; Cllr N Robins.

Parish Council Meeting

1. Minutes

Reading of the minutes: The minutes of the meeting 9th February were agreed and signed by the Chairman.

2. Matters arising

NONE

3. Planning

NONE

4. Highways

Corner of Aslackby Road/Rippingale Road.

Callans Lane

Both of the above have still not been dealt with. The Parish Clerk will contact the Highways department to ask Matt Chapman to contact Peter Reynolds direct in order that Matt Chapman can come out to visit the specific areas with Peter Reynolds and Mr Reynolds can explain exactly what is the problem.

Callans Lane Petition

Further to the petition being sent to the Highways department, it was agreed that the Parish Council would only pursue the 40 limit sign and the ice sign, we would not pursue the weight limit sign. The Highways department to be informed of this. **NONE OF THE ABOVE ISSUES HAVE BEEN RESOLVED.** It was decided to contact Matt Chapman once again with a copy to Kevin Brumfield. (SS)

Pothole - Aslackby Road

There is a pothole at the end of Aslackby road near to the T-junction which needs to be repaired as it is getting bigger. Matt Chapman to be contacted.

All the above to be sent to M Chapman with a copy to K Brumfield. (SS)

5. Finance

Parish Clerk to be paid quarterly salary of £100. It was agreed that stamps and envelopes should be purchased by the Clerk. (SS)

A bill has been requested for the hire of the village hall from Elaine Atkin, the village hall caretaker. (SS)

It was agreed that the insurance for the bus shelter should be paid. (SS)

It was agreed that the Chairman and the Parish Clerk would make arrangements to the annually audit to be completed. (SS)

Internet banking

The forms have all been submitted and we are waiting for the forms to be returned from Nat West.

Telephone Box Adoption

It was agreed to use the telephone box as an information centre, with shelves and a notice board, quotes required. (JK) It was further agreed that the telephone box required painting externally, quotes required. (PR)

Speed Signs

It was agreed that "speed strips" would be investigated, to be placed at either end of the village on Callians Lane. (JK)

Car Fund

A notice was placed in the monthly monitor explaining how the car fund was now going to operate. Mr Andrews to be asked to place another reminder about the car fund and that it is available to the occupants of Kirkby Underwood. (SS)

6. Correspondence

NONE

7. AOB

The Neighbourhood development Plan

A letter was sent to Liz Coonan to thank her for coming to our last meeting and explaining how the above plan should be tackled. It was a very informative talk. Any decision as to what Kirkby Underwood wishes to do with regard to the plan is deferred until the next meeting.

Defibrillator

The defibrillator has now been purchased and is with the Chairman. It was agreed that the defibrillator is to be located on the side wall of the village hall, near to the storeroom door. This needs to be ratified at the next village hall meeting.

Strimming of verges

It was agreed that SKDC should be contacted early in 2016 to ask them not to strim the flowers until they have died back naturally. (SS)

Meeting closed at 19:50 hours.

Future Meetings

Date of next meeting: Tuesday 9th August 2016
Tuesday 15th November 2016
Tuesday 14th February 2016
Tuesday 9th May 2016 to include the AGM

All meetings commence at 19.00 hrs.

Signed.....(Chairman)

Date.....9/8/16.....

KIRKBY UNDERWOOD PARISH COUNCIL

Minutes of the meeting held on **Tuesday 9th August 2016** at 7pm at Kirkby Underwood Village Hall

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

Apologies received from Clr Collinge;

In attendance: Mr M Kenwood Parish Clerk

Meeting commenced at 7pm

ELECTION OF CHAIRMAN AND VICE CHAIRMAN 2016/2017

Outstanding from annual meeting 10th May 2016

The clerk supervised the election of officers for the coming year.

The following nominations were received;

Peter Reynolds Chairman Nominated by Clr Pottle Seconded by Clr Green

Jackie Kenwood Vice Chairman Nominated by Clr Green Seconded by Clr Pottle

Nominations were approved

Open Forum: No members of the public present

Parish Council Meeting

1. Chairman's Remarks

The chairman welcomed Malcolm Kenwood as recently appointed Parish Clerk and thanked him for his initial work in preparing the agenda and reviewing the council files.

2. Apologies for absence and acceptance of any reasons given

Apologies received from Clr Collinge, which were accepted.

3. Members declaration of interest or request for dispensation for items on the agenda

None

4. Minutes of the Parish Council Meeting on 10th May 2016

These were approved and signed as an accurate record

5. Matters Outstanding from previous meeting

5.1 Telephone Box Adoption

The telephone box has now been painted. The Chairman expressed his thanks to R.A. Spencer & Sons Painters and Decorators who volunteered their work. He requested the Clerk to send a letter of gratitude.

Councillors agreed that the Box will be used as an information hub for the village. Cllr Kenwood to research the cost of suitable shelving and content.

5.2 Speed Signs

The clerk was informed by the Lincolnshire Road Safety Partnership Traffic Management Co-ordinator of a survey conducted in May 2015.

Their conclusion was that the 30mph speed limit was well adhered to and within their guidelines thus negating the need for further survey's.

Councillors expressed concern that the survey device was located in the centre of the village and therefore failed to detect excessive speed of vehicles entering and exiting the village in Callans Lane/Rippingale Road.

The clerk will discuss this matter further with Traffic Management.

5.3 Hospital and Doctors Car Service

This facility was re-advertised in a recent edition of the Kirkby Underwood Village Monthly Monitor.

5.4 Neighbourhood Development Plan

The clerk outlined the proposed Aveland Neighbourhood Development Plan, there were no objection from the Council.

The clerk stated that an officer from SKDC was prepared to attend the KU parish Council to present the development of a Neighbourhood Plan.

Councillors considered that this was worthwhile, despite Kirkby Underwood being considerably smaller than neighbouring parishes.

Clerk to pursue this avenue, Councillors believed that this would be suitable for an open meeting

5.5 Defibrillator

The Chairman reported that the Defibrillator is now operational. Emergency Services are aware and would guide any person needing to use the equipment through it's operation.

The Defibrillator is designed to "talk" the user through what action to take.

The Chairman reported due to budget cuts the East Midlands Ambulance Service no longer provide a free training programme.

Councillors considered that a open training session in CPR would be of great benefit. The clerk agreed to pursue options for a volunteer trainer.

5.6 Strimming of Verges

Councillors expressed the view that the Council avoided strimming the green, including the verge outside the Nelson Green frontage, until natural die back of the leaves, thus maintaining bulb stock. Clerk to flag response to SKDC in Spring 2017.

6. Financial Matters

6.1 Financial Report

The annual audit for 2015-16 is complete and published.

The clerk provided the current KU Parish Council bank reconciliation

6.2 Internet Banking

The Chairman indicated that the Parish Council banking will utilise internet BACS (Banking Automated Clearing Services).

The clerk will act as the Responsible Financial Officer with a non cheque account. The Parish Council will authorise all payments.

The necessary Banking authorities will be completed by the Chairman and Clerk.

6.3 Invoices for Payment

The councillors resolved to approve payments for the following:

6.3.1 Kirkby Underwood Village Hall Committee; Hire of Village Hall for 2016/2017 £70.00

6.3.2 R.A. Spencer & Sons; Supply of Paint for Telephone Box £60.10

7. Planning Matters None

8. Highways

8.1 Callans Lane Signage

The clerk reported the Area Highways Manager for Lincolnshire County Council stated that there is currently an embargo on all new traffic regulations and non-essential signage. Therefore no action could be taken at this stage.

Councillors accepted this and would review locations of gravel bins in the area.

8.2 Pothole Aslackby Road Now repaired

9. Receive Reports from representatives on outside bodies None

10. Correspondence None

11. Any Other Business

11.1 Retention of Parish Council Records

The clerk prepared a Policy Document based on recommendations from LALC. Councillors resolved to accept this document which was signed and approved by the Chairman.

The clerk will arrange to place the entire file of Kirkby Underwood Parish Council Minutes to Lincolnshire Archive Service. They will be stored and accessible to interested parties.

The remaining parish papers will be edited in line with the policy document.

11.2 Code of Conduct

The clerk prepared a Policy Document based on recommendations from SKDC. Councillors resolved to accept this document which was signed and approved by the Chairman.

It will be published.

11.3 Parish Clerk Contract and Job Description

A Document based on recommendations from LALC was presented to the Councillors who resolved to accept this document which was signed and approved by the Chairman and Parish Clerk.

The Chairman requested the Clerk to maintain a schedule of the number of hours he spends on Parish business. To assist in a future review of the Clerk's annual salary which had remained unchanged for a number of years.

11.4 Thanks to previous Parish Clerk

Councillors expressed their gratitude to Shirley Sheppard for her role as previous Parish Clerk.

The Chairman agreed to write a letter to her to this effect.

11.5 Training

The clerk outlined LALC's training programme for Councillors and Clerk. It was resolved that the Parish Council would join this facility and attend courses over the coming year.

11.6 New Residents Welcome Document

Clr Green proposed a welcome information document for new residents to the village. Councillors agreed that this was a good idea given the number of properties currently on the housing market. Clr Green to prepare a draft.

Meeting closed at 20.15 hours

Future Meetings

Date of next meeting:

Tuesday 15th November 2016

Tuesday 14th February 2017

Tuesday 9th May 2017 to include the AGM

All meetings commence at 19.00 hours.

Signed..... (Chairman)

Date..... 15/11/16

KIRKBY UNDERWOOD PARISH COUNCIL

Minutes of the meeting held on **Tuesday 15th November 2016** at 7pm at Kirkby Underwood Village Hall

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

In attendance: Mr M Kenwood Parish Clerk

Meeting commenced at 7pm

Open Forum: Presentation by South Kesteven District Council on Neighbourhood Development Planning. Given by Sarah Watson Planning Policy Officer and Phil Jordan of SKDC. No members of the public attended.

Parish Council Meeting

1. Chairman's Remarks

The chairman welcomed the presentation from officers from SKDC in clarifying the issues on Neighbourhood Development Planning.

2. Apologies for absence and acceptance of any reasons given

Apologies received from Cllr Green, which were accepted.

3. Members declaration of interest or request for dispensation for items on the agenda

None

4. Minutes of the Parish Council Meeting on 9th August 2016

These were approved and signed as an accurate record

5. Matters Outstanding from previous meeting

5.1 Telephone Box Adoption

Councillors agreed that the Box will be used as an information hub for the village. Expenditure for the purchase of notice board to be fixed to the existing baseboard was agreed. Upon installation this facility will be circulated in the Parish Monthly Monitor and webpage.

5.2 Speed Signs

The clerk circulated the application process to acquire Passive warning notices. They are intended to assist drivers to be aware of the 30mph speed limit and the need to check their speed. These notices are supplementary to the compulsory signs required by legislation.

The councillors confirmed that their installation would be beneficial. Expenditure for the application and notices was agreed.

A clear legible location annotated map will require creation.

A condition of the application requires proof of public liability insurance of £5 million cover held. Clerk to provide Cllr Collinge with a copy of the policy documents to confirm compliance.

5.3 Neighbourhood Development Plan

Councillors considered that the presentation clarified the objectives of The Localism Act 2011 in establishing a new tier to the planning system called Neighbourhood Planning. Providing our community with a more direct way of shaping future development.

Given the small size of Kirkby Underwood Parish boundary the Councillors consensus was:

The preparation of a Neighbourhood Development Plan would be an extremely lengthy and complex procedure.

It would be essential to appoint specialist services with potential impact for significant cost. Whilst grants are available this would require a skill set to achieve.

That any decision on furtherance of action by the Parish Council will be assessed following publication of the South Kesteven local development plan due to be published in Spring/Summer 2017.

5.4 Defibrillator/ CPR Training

The Clerk reported that Nigel Adams a first responder for LIVES provided a CPR and Defibrillator training session on Tuesday 8th November 2016.

This was attended by eight residents and the feedback was extremely positive in providing essential live saving care. It was agreed that the a further training session would be considered next year

5.5 Retention of Parish Records

The Parish Council Minutes from 4th December 1894 through to 11th November 2009 are now stored with Lincolnshire Archives in St Rumbold Street Lincoln. Access to them can be gained via application to the Archive

5.6 Parish Clerk Contract

The clerk stated that his time allocation on council matters since the last meeting was in excess of 30 hours.

The committee agreed to a quarterly payment to the clerk of £20 in future to cover miscellaneous expenses.

5.7 Thanks to Previous Clerk

The chairman confirmed that a letter thanks had been sent to the previous clerk.

5.8 Training

A Councillor training course has been arranged by LALC at Kirkby Underwood Village Hall on Tuesday 31st January 2017, Three councillors are booked and Cllr Collinge asked to be added to the list.

5.9 New Residents Welcome Document

This matter is work in progress and Cllr Green will provide a report by the next meeting.

6. Financial Matters

6.1 Financial Report

The clerk provided the current KU Parish Council bank reconciliation. Cllr Collinge requested discussion for the next meeting on a budget review.

6.2 Internet Banking

The Clerk stated that internet BACS (Banking Automated Clearing Services) is now operational.

6.3 External Auditors Report 2015/2016

This report is now published on the Council webpage. There was comment from the auditors regarding procedural completion of the audit. The clerk stated that this would be rectified in 2016/2017 audit.

6.4 Transparency Code Funding

Councillors were in possession of the audit framework established by the Local Audit and Accountability Act 2014. Effective from 1st April 2017 in place of an external audit, local electors and ratepayers will have access to relevant information about Kirkby Underwoods accounts and governance.

This information will be published on the council webpage <http://parishes.lincolnshire.gov.uk/KirkbyUnderwood/>

In order to comply with these regulations the government have made entitlements to Transparency Code Grant Funding.

Councillors agreed to instruct the Clerk to complete and submit a funding bid

6.5 Invoices for Payment

The councillors resolved to approve payments for the following:

6.5.1 Donation to LIVES Charity £40.00 6.5.2 Clerks Salary £100.00

7. Planning Matters None

8. Highways None

9. Receive Reports from representatives on outside bodies None

10. Correspondence Resident request for repainting Post Box. Chairman already contacted Royal Mail

11. Any Other Business None

Meeting closed at 20.28 hours

Date of next meeting: Tuesday 14th February 2017

Signed.......... (Chairman)

Date.....14/2/17.....