

**SURFLEET PARISH COUNCIL  
MEETING MINUTES**

Minutes of Meeting held on 17<sup>th</sup> January 2017 at 7.00pm  
at the Lady Fraiser meeting room Surfleet.

**Present.**

**Councillors:** Cllr Glynn Waltham (Chairman), Malcolm Dennis, Keith Charlesworth, Mike Chapman, Gillian Gerrans, Allen Dobney Mary Hurst and Judy Chapman.

**In attendance:** District Cllr Sneath, and Granville Hawkes (Clerk).

Minute	Item	Action
1	<b>Apologies for absence:</b> Cllrs Templeman, and District Cllr Slade	
2	<b>Public Forum:</b> No attendees.	
3	<b>Approve minutes of the meeting held on 15<sup>th</sup> and 22<sup>nd</sup> November 2016 and matters arising:</b> These had been previously distributed and were signed as a true record.	
4	<b>Clerks report on matters outstanding:</b> The Clerk reported that he and Cllrs had had a meeting with N Riches from the Environment Agency for which Cllr M Chapman had provided the attached report. Members agreed for a quote to be obtained to do an initial cut this month within a budget of £500.	
5	<b>Police matters:</b> In the absence of the Police Cllr Gerrans reported multiple thefts of chain saws from private properties.	
6	<b>SPARC:</b> The Clerk advised that a letter had been sent to Mr Whyles as previously agreed and a reply received dated 05/01/2017 which had also been emailed to members. Members were concerned at a lack of progress in agreeing a way forward and agreed that a letter be sent to Sparc advising that the parish council are prepared to employ a sub contractor to cut the grass at Glen Park.	<b>GJH</b>
7	<b>Highway matters</b> 1. The Clerk reported that the removable post had not been installed and members agreed they would arrange for installation if the post was supplied by Highways. 2. The Clerk advised that a meeting had been arranged with Carly of Highways on 18/01/2017 to discuss verge cutting in Station Road. The LED replacement bulbs had not been installed and this will be raised at the same meeting. JC will mention school safety zone in Station Road and the keep left bollards on the A16.	<b>GJH</b>
8	<b>Reports from representatives of outside bodies:</b> None	
9	<b>Cemetery matters:</b> MC reported the beech tree on the left of the cemetery was dead and he had instructed HGM to remove it. This had not happened and a second contractor had agreed to do the work by the end of January.	
10	<b>Finance report:</b> Members agreed for the following cheques to be issued,  100852 Clerk salary December   £   206.81 100853 Clerk salary January       £   200.21 100854 HMRC                           £    82.60 100855 Grant Thornton             £   120.00 vat £20.00 100856 Malc Firth Lscapes         £   840.00 vat £140.00	

	The Clerk presented the bank reconciliation and Bank balances which members agreed	
<b>11</b>	<b>Planning application and decisions:</b> The Clerk confirmed that applications had been dealt with as per the attached breakdown which had been circulated to members.	
<b>12</b>	<b>Neighbourhood Planning:</b> SHDC had confirmed the area designation for the Neighbourhood Plan which was now going out to consultation until early March. A meeting had been arranged with SHDC planning on the 8 <sup>th</sup> February.	
<b>13</b>	<b>Surfleet reservoir notice boards:</b> JC reported that Mr Lorimer had been contacted to redo the artwork and the Clerk advised that he had not had a reply to two emails. Both JC and the Clerk agreed to try to make contact again.	<b>GJH/JC</b>
<b>14</b>	<b>Members reports:</b> None.	
<b>15</b>	<b>Correspondence:</b> The Clerk confirmed that emails/letters had been circulated to members or discussed on the agenda as per the attached appendix. He also acknowledged an email from Mrs B Issitt re litter.	
<b>15</b>	<b>Meetings:</b> Members discussed the need for a general purposes committee meeting to take place between full council meetings. The meetings will issue cheques for payment of invoices, progress and chase outstanding issues. Members agreed to trial this for a six month period members elected were Cllrs G Waltham, M Hurst, M Chapman, K Charlesworth and the Clerk who will arrange dates.	<b>GJH</b>
<b>16</b>	<b>Date of the next meeting:</b> Tuesday 21 <sup>st</sup> March Annual Parish Meeting. Chairman closed the meeting at 20.37pm	

Signed:.....

Date:.....