

**SURFLEET PARISH COUNCIL
MEETING MINUTES**

Minutes of Meeting held on 28th March 2017 following the Annual Parish meeting
at St Laurence Church, Surfleet.

Present.

Councillors: Cllr Glynn Waltham (Chairman), Keith Charlesworth, Mike Chapman, Brian Templeman, Mary Hurst and Judy Chapman.

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

Minute	Item	Action
1	Apologies for absence: Cllrs Gerrans and Dennis, PCSO Abbott and District Cllr Slade	
2	Public Forum: One attendee covered in Annual Parish meeting.	
3	Approve minutes of the meeting held on 17th January 2017 and matters arising: These had been previously distributed and were signed as a true record.	
4	Clerks report on matters outstanding: No matters to discuss.	
5	Police matters: In the absence of the Police PCSO submitted a report by email detailing various thefts and a number of RTAs. Members expressed some surprise at the level of activity as in previous months there had been no incidents of note.	
6	SPARC: The Clerk advised that an email had been received on the 27 th February in response to his letter dated 25 th January. A further email had been received on 23 rd March advising that SPARC were organising a public meeting on 21 st September. The parish council have agreed to attend but have asked the Clerk to request a copy of the meeting agenda and newsletter. Copies of any accounts to be presented and an up to date list of Committee members and trustees.	GJH
7	Highway matters 1. Cllr Hurst reported that the removable post has now been installed in Reservoir Road and Cllr Chapman will attach the backplate supplied by the Clerk. 2. The Clerk was asked by members to check what insurance cover is in place when the SID devices are moved from location to location.	MC GJH
8	Reports from representatives of outside bodies: None	
9	Cemetery matters: MC reported the beech tree on the left of the cemetery has been removed and the stump ground down. A replacement tree will be planted in due course.	
10	Finance report: Members agreed for the following cheques to be issued, 100857 Clerk salary February £ 202.33 100858 Clerk salary March 200.41 100859 HMRC £ 82.40 100860 Taxtastic Ltd £ 84.00 100861 St Laurence Church £ 60.00 vat £0 100862 E Sturma & Son £ 564.00 vat £94.00 100863 E Sturma & Son £ 420.00 vat £70.00 100864 E Sturma & Son £ 720.00 vat £120.00 100865 Lady Fraiser Room £ 14.00	

	The Clerk presented the bank reconciliation and Bank balances which members agreed	
11	Planning application and decisions: The Clerk confirmed that applications had been dealt with as per the attached breakdown which had been circulated to members.	
12	Neighbourhood Planning: SHDC had confirmed the area designation for the Neighbourhood Plan which had gone out to consultation had been agreed. A meeting had taken place with SHDC planning on the 8 th February and SHDC had agreed to support with Lucy Buttery from SHDC to be the liaison. The planning committee had met as per the attached minutes and a Neighbourhood planning meeting for the general public had been organised for the 18 th April in the Fraiser room.	
13	Surfleet reservoir notice boards: Mr Lorimer had not contacted. The Chairman had been contacted by the Environment Agency who plan to do an open day regarding the new lock gates and the notice boards would be required if possible to be in place. Cllr Hurst has the text for the information and she will liaise with Cllr Chapman to see if we can progress this as soon as possible.	MH/MC
14	Members reports: None.	
15	Correspondence: The Clerk confirmed that emails/letters had been circulated to members or discussed on the agenda as per the attached appendix. H	
15	Meetings: Members discussed the need for a general purposes committee meeting to take place between full council meetings. Terms of Reference had been circulated by the Clerk which members agreed to adopt Members agreed to trial this for a six month period members elected were Cllrs G Waltham, M Hurst, M Chapman, K Charlesworth. The Clerk has arranged meetings on 18 th April, 1 st August, 17 th October, and 19 th December.	GJH
16	Date of the next meeting: Tuesday 16 th May Annual General Parish Meeting. The Chairman closed the meeting at 21.55pm.	

Signed:.....

Date:.....