

**SURFLEET PARISH COUNCIL  
MEETING MINUTES**

Minutes of Meeting held on 5<sup>th</sup> September 2017 at 7.00pm  
at The Fraiser room, Surfleet.

**Present.**

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

**In attendance:** PCSO Abbott and Granville Hawkes (Clerk).

Minute	Item	Action																					
1	<b>Apologies for absence:</b> District Cllr Slade, Cllrs Dennis and Templeman.																						
2	<b>Public Forum:</b> There was no public forum.																						
3	<b>Approve minutes of the meeting held on 27<sup>th</sup> June and 1<sup>st</sup> August 2017.</b> These had been previously distributed and were signed as a true record.																						
4	<b>Clerks report on matters outstanding:</b> The Clerk advised that there were no matters arising.																						
5	<b>Police matters:</b> PCSO Abbott reported three thefts at Surfleet Reservoir, a RTC in Hungate, and a burglary in Station Road. He also advised that youths had been gathering by the slipway on Park Lane the Police has increased their presence as a result the youths had dispersed. Cllr Gerrans reported people starting fires in Glen Park.																						
6	<b>Sparc:</b> The Clerk reported that he had written to Sparc to advise that the parish council would not pay to replace the disabled access platforms. He also reported that he had received two replies to the four invites to tender for the park grass maintenance contract. South Lincs grass care quoted £4,750 and Complete Weed Control £1,690 plus vat. Cllr agreed to accept the later quote with invoices to be paid from the March 2018 season. The Chairman confirmed he will attend the Sparc meeting on the 21 <sup>st</sup> September.																						
7	<b>Highway matters:</b> The Clerk reported that he had written to the LRSP about ordering passive speed signs and awaits a reply.																						
8	<b>Cemetery matters:</b> Cllr Chapman confirmed that he had received a quote of £980 to cut back the trees one metre back that were encroaching from Glen Park into the cemetery and members agreed to proceed. The Clerk will contact LALC about the vicar needing to continue to sign the burial register.	<b>GJH</b>																					
9	<b>Finance report:</b> Members agreed for the following cheques to be issued,  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">100881 Clerk salary September</td> <td style="width: 10%; text-align: right;">£</td> <td style="width: 10%; text-align: right;">210.41</td> </tr> <tr> <td>100882 HMRC</td> <td style="text-align: right;">£</td> <td style="text-align: right;">41.20</td> </tr> <tr> <td>100883 Open Plan Contract</td> <td style="text-align: right;">£</td> <td style="text-align: right;">412.92 vat £68.82</td> </tr> <tr> <td>100884 Community Lincs</td> <td style="text-align: right;">£</td> <td style="text-align: right;">380.70 vat £60.00</td> </tr> <tr> <td>100885 E Sterma &amp; Son</td> <td style="text-align: right;">£</td> <td style="text-align: right;">354.00 vat £59.00</td> </tr> <tr> <td>100886 Sign Design Services</td> <td style="text-align: right;">£</td> <td style="text-align: right;">120.00 vat £20.00</td> </tr> <tr> <td>100887 The Fraiser Room</td> <td style="text-align: right;">£</td> <td style="text-align: right;">42.00</td> </tr> </table> The Clerk presented the bank reconciliation and Bank balances which members agreed. The Clerk reported that the 2016-2017 audit had been completed by the auditor Grant Thornton.	100881 Clerk salary September	£	210.41	100882 HMRC	£	41.20	100883 Open Plan Contract	£	412.92 vat £68.82	100884 Community Lincs	£	380.70 vat £60.00	100885 E Sterma & Son	£	354.00 vat £59.00	100886 Sign Design Services	£	120.00 vat £20.00	100887 The Fraiser Room	£	42.00	
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10	<p><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.  Cllr Hurst reported that Tonic Health were proposing to install a cafe, hockey changing rooms and meeting facilities in The Studio with funding of £50,000 and were hoping for support from the Parish Council pending a planning application.</p>	
11	<p><b>Neighbourhood Planning:</b>  Cllr Hurst reported that a short meeting of the steering committee had taken place to discuss attendance at Celebrate Surfleet. A further event was planned for 22<sup>nd</sup> October in the village hall – both events will be used to consult the community on their views about the plan.</p>	
12	<p><b>Surfleet reservoir notice boards:</b>  Cllr J Chapman reported that following preparation at Sign Designs the boards were with Admiral Display for the surrounds to be constructed.</p>	
13	<p><b>Members reports:</b>  Cllr Hurst has been contacted by residents of Surfleet Reservoir about management of the water levels and members asked the Clerk to write to the Environment agency.  Cllr Gerrans advised that she is still acting as the bookings clerk for the village hall.  Cllr M Chapman advised that the window cleaner Mr Howlett will clean the two bus shelters owned by the parish council which members agreed at a cost of £100.</p>	<b>GJH</b>
14	<p><b>Correspondence:</b>  The Clerk confirmed that emails/letters had been circulated to members or discussed on the agenda as per the attached appendix.</p>	
15	<p><b>Grass cutting:</b>  The Clerk was asked to write to SHDC about what areas of the highway verges and amenity areas were subject to regular cutting.</p>	
16	<p><b>Date of the next meeting:</b>  Tuesday 17<sup>th</sup> October general purposes committee and 21<sup>st</sup> and 28<sup>th</sup> (budget) November.</p>	
17	<p>The Chairman closed the meeting at 20.30</p>	

Signed:.....

Date:.....