## MINUTES – of ANNUAL MEETING OF SURFLEET PARISH COUNCIL held in the FRAISER ROOM on TUESDAY $15^{\rm th}$ May 2012 commencing at 7.00pm.

## PRESENT:

**Councillors:** G. Waltham (chairman), Mary Hurst (vice chairman), Bryan Templeman, Mike Chapman, Judy Chapman, Roy Sell, Gillian Gerrans A Dobney and Fran Healands.

ITEM		ACTION	
1	Election of Chairman and Vice Chairman	71011011	
	AD proposed GW to continue as doing such a good job, BT seconded, all		
	agreed. Chairman signed acceptance of office form.		
	JC proposed MH as Vice Chairman and AD seconded, all agreed.		
2	Apologies for absence		
	District Councillor Elizabeth Sneath and PCSO Sally Pusey		
3	Declarations of Interest		
	None		
4	Other appointments		
4.i	Cemetery Overseers - AD proposed MC and BT to continue, MH seconded,		
	both accepted, all agreed.		
4.ii	Village Hall - AD proposed RS to continue, MH seconded, RS accepted.		
4.iii	Planning - AD proposed MH, FH and GG to continue, GG asked if someone		
	else wanted to take over from her, JC offered to take over, all agreed.		
4.iv	Police - GG, MC, MH to continue, all agreed.		
5	Approve minutes of the meetings held 20 <sup>th</sup> March 2012		
	These had been previously distributed.		
	They were signed as a true record.		
6	Clerks report on matters outstanding		
6.i	Insurance to cover lighting of the Beacon – covered by public liability as		
۰	long as risk assessment carried out and certain guidelines followed.		
6.ii	Big Lottery Fund application – FH to finalise over next few weeks.	FH	
6.iii	Cleaning of Bridge – now completed, acknowledgement to be written.	LB	
6.iv	Reply to Mrs Reedman – a letter was sent in response to her initial e-mail in		
	September and now received another e-mail that requires a response. Draft		
<b>C</b>	response discussed and to be sent with a minor change.		
6.v	Bus Shelter repairs Gosberton Road – MC to get quotes from 3 local		
6.vi	glaziers, clerk to put on next agenda.	LB	
O.VI	Dog Poo Bins – e-mail from S.Slade, need to choose top 3 sites out of:		
	End School Crescent on Station Road		
	Newlands Road by bus stop (two bins, one for poo and one for rubbish)		
	At end of path opposite Mermaid on main road  By bus stop opposite Kingfisher Close on road towards Riverside Pub, cost		
	£200 to £300 each.		
	AD - can they not use same bins on Newlands Road.		
	GW – no, must be separated.		
	AD - ask again if need two separate bins.		
	GG - chance that they get filled up with rubbish and no room for poo.		
	MH - proposes S. Slade do dog bins and PC do normal bin, GG seconded.		
	GG – Kingfisher important.		
	GW - one at Mermaid		
	SS – is it necessary to have a dog bin at Newlands?		
	GW – proposed to just have bin.		
	All agreed to prioritise dog bins at Mermaid, School Crescent and Kingfisher		
	and Parish Council to purchase rubbish bin at Reservoir bus stop.		
	AD - Over kill if 4 bins with in half mile of each other.		
	FH – dog poo is becoming a hazard.		
	AD - Bins not stop that.		
	FH - proposed 3 sites prioritised for dog bins and MH seconded, all agreed.		
	Clerk to e-mail S Slade confirmation of sites	LB	

7	Police Matters			
'	PCSO Sally Pusey sent apologies, no e-mail update received.			
	GG – A lot of catalytic converters and boat engines are being stolen			
	AD - tractor batteries too.			
8	Highways Matters			
•	MH - Reported non repair of potholes and still nothing been done, still			
	pursuing them. Pot hole on Seas End Road opposite No. 21.			
	BT - Marsh Road no longer a road, covered in potholes, whole stretch.			
	AD – tractors getting bigger and wider and creating big ruts in sides, planings			
	had been put down but been washed out.			
	Parishioner MD spoke - Gubboles Drove month ago had 200yds west side of			
	crossing fixed but east side very bad now, work has stopped, its near			
	Harrisons farm. MH to report.	МН		
9	Reports from representatives on outside bodies	1411.1		
•	Village Hall – nothing to report			
10	Cemetery Matters			
10.i	MC – reported grass not cut at last meeting, contractor there following day.			
10.ii	MC looked into contract renewal, if we are happy with conduct it just rolls on,			
	contractor just adds inflation. All agreed happy to continue.			
10.iii	AD – In Autumn we need branches cut off trees over cemetery and			
	cremation area.			
10.iv	MC – what did we decide with renewal of footpath?			
	GW - put money aside over 3 years and lottery funding application.			
	It seems a terrific amount of money for a footpath.			
	AD – suggested Bacon to dig footings out if keep hardcore separate from soil			
	BT - try and get more quotes.			
	MC - get quote from Bacon with same specification.	МС		
10.v	JC - Clubleys having an open day on Saturday if anyone interested 10am-			
	4pm.			
11	Queens Jubilee			
	JC – been attending meeting to organise the events, cheque for Beacon gas			
	equipment has been sent, Risk assessment developed by clerk, to be			
	completed by JC/MC. S. Dobney helping with gas cylinders. Plea for			
	Stewards, need barrier around it, enquiring to loan fire extinguishers for			
	evening.			
	AD - got plastic barriers that can be borrowed.			
	JC - Beacon lighting time 10.15pm.			
	Teddy Bears picnic, flotilla and bbq at hall.  MH – presentation of medals to primary school taking place, school			
	expecting a reply to invitations.			
12	Finance			
12.i	All agreed happy with annual review of Standing Orders, no changes.			
12.ii	All happy with annual review of Financial Regulations and additional			
	paragraph to be added, all agreed.			
12.iii	Annual Return year end 31 <sup>st</sup> March 2012 signed as true record, all happy			
12.iv	Statement of Accounts approved			
12.v	Executive review of effectiveness of Internal Audit and Statement of Internal			
· —- •	Control accepted, all agreed.			
12.vi	Annual Governance Statement accepted			
12.vii	Annual review of Risk Management Policy and assessment agreed and			
	accepted			
12.viii	Renewal of insurance			
	GW - cemetery railings and gates insured for £1,158, that price would not			
	cover cost of new gates, cemetery wall insured for £1,136.			
	AD - how many times stolen in 100 years			
	GW – it would cost Parish Council to put right out of our own pockets			
	BT – it would cost person that caused accident to use their own insurance			
	MC – would gates really be stolen?			
	AD - unlikely			
	MH – how much would the extra premium be if amount insured was doubled,			

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	take away risk.		
	MC – volunteered to get a price		
	AD - proposed carry on with same level of insurance for the next year, BT		
	seconded.		
	GG - more risk of thieving these days		
	AD - have to take a risk, never get paid for all of item	s damaged.	
	Vote was 5 agreed with proposal, MH and RS agains	t.	
	MH - if gates stolen money would have to come from	Parishioners and not	
	insurers, not good business.		
12.ix	Signing of Cheques		
12.x	Signing of electronic payments		
12.xi	Income and expenditure		
	Income:		
	Lincs CO-OP – B Williamson burial of ashes	90.00	
	Addelesee - D Newell Burial	90.00	
	SHDC – Jubilee costs donation	600.00	
	Expenditure:	000.00	
	before meeting:		
	Clerk's salary - March and April	308.85	
	Beacon gas equipment	370.80	
	AWA	26.80	
	HMRC PAYE	114.60	
	at meeting:	114.00	
		20.00	
	2 x months broadband contrib	20.00	
	Fraiser room rent May	12.00	
10	CCL Insurance	514.72	10
13	Volunteer to undertake annual Risk Assessment		JC
14	JC agreed happy to do again.		
14	Parish Plan		
	Litter picking being organised as part of Parish Plan, Sat 26 <sup>th</sup> May, aim is to		
	make Village look nice in time for Jubilee, 10am Villa	ge nali car park, need	
	more high vis jackets.		
15	Risk assessment done, volunteers welcome.		
15	Planning applications and decisions		
45:	All received copy		
15.i	No objections for Burman, Palmer or Rawding.		
16	Correspondence		
	Arising from correspondence:		
L	Nothing		
17	Members reports		
	AD – nothing		
	RS – nothing		
	GG – Mrs Skells, Coalbeach Lane South reported ga	tes damaged. Can Mr	
	Templeman have a look?		
	AD - also issue with flooding		
	GW - access to highways so needs reporting. Highways	ays put up gates,	
	possibly Mr Skells has keys.		MH
	JC - nothing		
	FH - nothing		
	MH - nothing		
	MC - nothing		
	BT – nothing		
	AD – need to follow up digging shrubs out War memo	orial, looked after as	
	part of grounds maintenance contract.	,	MC
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18	Date of next meeting		
18	Date of next meeting Tuesday 3 <sup>rd</sup> July starting at 7.00pm in the Fraiser Ro	om.	

The meeting was declared closed at 8.02pm

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