

**SURFLEET ANNUAL PARISH COUNCIL
MEETING MINUTES**

Minutes of Meeting held on 21st May 2019
at The Fraiser Room, Surfleet.

Present.

Councillors: Cllr Glynn Waltham (Chairman), Alan Tokeley, Brian Templeman and Philip Godderidge.

In attendance: Two members of the public, District Cllr Sneath and Granville Hawkes (Clerk).

Minute	Item	Action
1	Apologies for absence: Cllr Wright	
2	Public Forum: Mr Storey advised that the parish council should apply for section 106 money where there are new developments of 5 or more houses. There is an area of grass in Kingfisher Close formerly cut by a resident who has moved away this may need adding to the list of regular grass cutting by SHDC	GJH
3	Election of Chairman and officers of the council: The following officers of the council were proposed and elected unanimously, Chairman Glynn Waltham Vice Chair Alan Tokeley Cemetery Overseers Philip Godderidge and Alan Tokeley Planning Philip Godderidge and Trevor Wright Highways Alan Tokeley Barry Storey and Patrick Caulfield were co opted by members. Declarations of office and DPI forms were completed.	
4	Approve minutes of the previous meeting on the 26th March 2019: These had been circulated and were agreed as a true record.	
5.	Matters arising: There were no matters arising.	
6.	Police matters: The Clerk confirmed that a letter had been sent to parishes by the Spalding Inspector to advise that officers were no longer required to attend meetings. PCSO Abbott had sent an email report advising 3 RTC, 2 Thefts a burglary and an incident of criminal damage.	
7	Highway matters: Cllr Tokeley advised that he had reported a damaged sign by the bridge in Surfleet Road and this would be replaced. Cllr Godderidge has obtained a quote of £400 for 8 ornamental trees to be planted in the milestone layby in the autumn which members agreed.	
8.	Cemetery matters: The Chairman expressed concern that there had been no progress with the contractor installing the new fencing. He had obtained a new quote from Belnie Landscaping of £2,715.87 and members agreed to proceed with the new quote, work to start 03/06/2019.	
9	Finance report: The Clerk reported the following cheques for issue, 100954 Clerk salary £ 233.41 100955 Clerk salary £ 224.61 100956 HMRC £ 83.00 100957 P Godderidge £ 20.40 100958 Complete Weed Control £ 2,028.00 vat £338.00 100959 C Chastom £ 54.00 100960 C MacKenzie £ 100.00 100962 St Laurence Church £ 1,000.00	

	<p>The Clerk reported that the Bank reconciliation had been circulated and was agreed by members.</p> <p>The Clerk reported that the internal auditor had completed the 2018-2019 accounts and members proposed and agreed to approve the internal audit report. Members proposed and approved the Annual Governance Statement (section 1). Members then proposed and approved the Statement of Accounts (section 2). Members then proposed and agreed that the Chairman sign the annual return as approved. The Clerk will submit the audit and publish the relevant public notice.</p>	
10.	<p>Planning: Applications had been circulated and actioned. PG reviewed the outstanding applications.</p>	
11.	<p>Neighbourhood Plan: The Clerk reported that final expenses were being paid out and then a final report prepared and any unused funds returned.</p>	
12.	<p>Tonic Health: The Clerk reported that he had emailed Michael Morris regarding future funding support and this had been acknowledged.</p>	
13	<p>Members reports: There were no updates from members.</p>	
14.	<p>AOB: The Clerk reported that he had received an email regarding the VE day celebrations in May 2020 – Cllr Tokeley will follow this up. The Clerk will arrange to meet Mike Chapman to obtain the beacon equipment and any other parish council items.</p>	
15	<p>Date of the next meeting: 18th June 2019</p>	
	The Chairman closed the meeting at 20.08	

Signed:.....

Date:.....