

**SURFLEET PARISH COUNCIL  
MEETING MINUTES**

Minutes of Meeting held on 16<sup>th</sup> May 2017 at 7.30pm  
at The Fraiser room, Surfleet.

**Present.**

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

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

Minute	Item	Action
1	<b>Apologies for absence:</b> District Cllrs Slade and Sneath.	
2	<b>Public Forum:</b> No one present.	
3	<b>Appointment of Chairman and Vice Chairman for the ensuing year:</b> Cllrs AD and MC nominated Cllr Waltham who agreed to stand for a further year which was agreed by members. Cllrs AD and BT nominated Cllr M Chapman as vice Chairman for a further year which was also agreed by members.	
4	<b>Appointment of officers &amp; other representatives:</b> Cllrs AD and GG nominated the following officers which were agreed by members, Planning – Cllrs Hurst, J Chapman and Charlesworth. Cemetery overseers – Cllrs M Chapman and B Templman Highways – Cllr Dennis assisted by the Clerk. Celebrate Surfleet Community Group – Cllr J Chapman.	
5	<b>Approve minutes of the meeting held on 28<sup>th</sup> March 2017.</b> These had been previously distributed and were signed as a true record subject to two minor amendments.	
6	<b>Clerks report on matters outstanding:</b> No matters to discuss.	
7	<b>Police matters:</b> PCSO Abbott reported incidents of theft and criminal damage in Station Road. He also advised that Waterway Watch packages had been produced and made available to boat owners to warn of the risk of thefts from boats.	
8	<b>SPARC:</b> The Clerk advised that an email had been received on 30 <sup>th</sup> March. Members reaffirmed their agreement that on receipt of reliable income and expenditure figures the parish council are willing to fund the maintenance of the grass and park area used by the public as previously confirmed to Sparc. The Clerk will respond.	<b>GJH</b>
9	<b>Highway matters</b> 1. The removable post has now been installed in Reservoir Road and the speed indicator device is having a positive effect, thanks were given to Cllr Chapman for installing the device. 2. The Clerk has contacted the insurance company regarding the cover in place when the SID devices are moved from location to location and he waiting for a reply. 3. MC raised the issue of Lincs CC letter re grass cutting. The Clerk also reported an email from SHDC offering their services. The Clerk will clarify whether this covers highways or amenity area cutting schedules. Members agreed a budget of £150 for cutting the parish amenity areas.	<b>GJH</b>  <b>GJH</b>
10	<b>Cemetery matters:</b> MC reported rabbits were a problem again as they usually are a this time of the year.	
11	<b>Finance report:</b>	

	<p>Members agreed for the following cheques to be issued,</p> <table> <tr> <td>100866 Clerk salary April</td> <td>£</td> <td>210.41</td> </tr> <tr> <td>100867 HMRC</td> <td>£</td> <td>41.20</td> </tr> <tr> <td>100868 LALC</td> <td>£</td> <td>342.05 vat £57.01</td> </tr> <tr> <td>100869 J T Ward</td> <td>£</td> <td>464.40 vat £77.40</td> </tr> <tr> <td>100870 Clerk salary May</td> <td>£</td> <td>214.38</td> </tr> <tr> <td>100871 HMRC</td> <td>£</td> <td>41.20</td> </tr> <tr> <td>100872 Came &amp; CO</td> <td>£</td> <td>366.76</td> </tr> </table> <p>The Clerk presented the bank reconciliation and Bank balances which members agreed.</p> <p>Members agreed to renew the insurance cover on a three year fixed agreement.</p> <p>The Clerk reported that the 2016-2017 audit figures were completed and members agreed the annual governance statement section 1 and accounting statement section 2 for the chairman to sign.</p>	100866 Clerk salary April	£	210.41	100867 HMRC	£	41.20	100868 LALC	£	342.05 vat £57.01	100869 J T Ward	£	464.40 vat £77.40	100870 Clerk salary May	£	214.38	100871 HMRC	£	41.20	100872 Came & CO	£	366.76	
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<b>12</b>	<p><b>Planning application and decisions:</b></p> <p>The Clerk confirmed that applications had been dealt with as per the attached breakdown which had been circulated to members.</p>																						
<b>13</b>	<p><b>Neighbourhood Planning:</b></p> <p>A Neighbourhood planning meeting for the general public had been undertaken on the 18<sup>th</sup> April in the Fraiser room and sufficient people expressed an interest to form a steering committee which will next meet on 17<sup>th</sup> May.</p>																						
<b>14</b>	<p><b>Surfleet reservoir notice boards:</b></p> <p>The Chairman confirmed that the Environment Agency open day regarding the new lock gates has been arranged for the 3<sup>rd</sup> June. Cllr J Chapman has spoken to Sign Design Services who are prepared to replace the old information boards and members agreed a budget of £500 to meet the cost.</p>	<b>JC</b>																					
<b>15</b>	<p><b>Members reports:</b></p> <p>Cllr J Chapman reported that the bus shelter opposite the Fraiser room needed refurbishment/replacement and Cllr M Chapman will look at both options.</p>	<b>MC</b>																					
<b>16</b>	<p><b>Correspondence:</b></p> <p>The Clerk confirmed that emails/letters had been circulated to members or discussed on the agenda as per the attached append</p>																						
<b>17</b>	<p><b>Date of the next meeting:</b></p> <p>Tuesday 27<sup>th</sup> June.</p>																						
<b>18</b>	<p>The Chairman closed the meeting at 20.33.</p>																						

Signed:.....

Date:.....