

Belchford and Fulletby Parish Council

Minutes from Parish Council Meeting held on Thursday 18th January 2024 held at Belchford Village Hall.

Present in person: Councillors: J Newby (JN), P Thompson (PT), I Goodall (IG), N Brigginsshaw (NB), K Skalka (KS), M Brown (MB), J Smith (JS) 5 member of the public and the clerk Mrs K M Elliott.

The public forum began at 7.34 pm

Public Forum: At the start of the public forum the Chairman welcomed everyone and invited members of the public to raise matters for discussion, which included recent flooding at Narrow Lane and how to mitigate future flood risks. Why is the water coming down the road? JS agreed to take Mr Barnes to show him where the problem is. Culverts need to be cleared, this needs to be reported to LCC Highways. The roadside drains have been pumped out but the one outside Southview is still blocked and also has a broken grille. This has been reported before. Signs have been put up on private land, as mentioned at previous meetings. These signs have been removed and thrown in a ditch, why is this being done, it is vandalism. Also, dog waste is being left in bags in the hedgerows and on paths when there are plenty of bins close by. If this continues it may be a matter for the Police. Salt/Grit boxes – some have been removed. This will be dealt with under the Highways item 14 on the agenda.

Parish Council meeting commenced at 7.45 pm

1. **Apologies for absence and reasons given** – K Marris, N Sorenti & P Morris, reasons provided and accepted.
2. **Declaration of interests and requests for dispensations** - *To receive declarations of interest in accordance with the Localism Act 2011 and to consider granting dispensation(s), as per written requests received by the proper officer, to councillors under section 22 of the Act.* There were none.
3. **Chairman's remarks** – PT is feeling positive about the work that the parish council is doing. That it will make a difference for residents in both villages.
4. **To confirm and sign the minutes of the meeting held on 30th November 2023** – it was proposed, seconded, voted and RESOLVED unanimously that the official minutes of the last meeting having been previously circulated were approved following amendment and clarification, as a true and accurate record of the minutes, Chairman signed and dated.
5. **To receive reports from the Clerk and Councillors on matters outstanding:**
 - a. Wi-Fi at the village hall: the village hall committee will be asked if they consider this a facility worth paying for/investing in.
 - b. Storage of Parish Records: NB will take action for the records stored at the village hall and the clerk will visit Fulletby Church to ascertain what needs to be kept out of the filing cabinet in the vestry.
 - c. The meeting also discussed purchasing stone for the recently reopened bits of Ings Lane. From April grant funding may be available to fund Rights of Way improvements. All Rights of Way are to be inspected and a proposal put forward.
6. **To receive reports from District and County Councillors, and Police (if available)** –Police, District and County Councillors not present.
7. **TPO Update:** KS confirmed that he had received no further response from ELDC. Members discussed how to proceed and KS will chase the tree officer and copy in the District Councillor for reference and assistance.
8. **Welcoming New People:** As KM was not at the meeting this item is to be deferred to the next agenda.
9. **NDP update and expenses:** IG advised that the consultation had taken place between October and December. Good responses have been received from the statutory bodies, residents and businesses. There have been no negative responses. The next step is Regulation 15 Consultation. An external examiner will receive 3 documents. More grant funding has been applied for and the target is April for this part of the process. PT thanked those involved in this project.
10. **Footpath / Ings Lane:** JS advised that £50,000 is available from a new fund and applications are to go through LCC, which would need to be quickly submitted. Suggestions were discussed. A map of our parishes with all our footpaths marked would be useful. PT, JN and KS are keen to be involved. It is noted that 4WD's have discovered Ings lane and were asked to stop. A damaged kissing gate at the end of Viking Way / Dams Lane has been reported to LCC Footpaths officer. Dog mess – it was proposed to expand the current waste bin scheme and a proposal was put forward for a budget of £50 to cover any costs for this. This was approved.

Parish Clerk: Mrs Karen Elliott

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- 11. Flooding Ings Lane & elsewhere:** S Ross from ELDC has visited the parish. There is too much silt coming down. 30 – 40 tonnes of silt has been taken out. There is a problem with the pipe at the ford. Prior to Covid Highways were attending 2 or 3 times per year and the situation was better. S Ross promised action with Highways and a report which has not been sent or received. There are lots of places with issues in our parish. Dimensions of the pipes are inadequate. Some areas that we can take action and some that other agencies need to address. Do we need a proper report from a professional drainage officer to back up our concerns. There would be a cost for this, should a quote be obtained. S Ross will be chased and asked to visit site again. Members discussed clearing culvert and ditches. Also taking a look at the issues near P Bells property. Resolved.
- 12. Community Woodland –** Trees are all in and deer guards are needed. Volunteers are needed to install these please. PT will help JS on 3rd/4th February. Old Christmas trees are to be recycled. There is plenty of room for more trees.
- 13. SLA for defibrillators:** LIVES offer a Service Level Agreement for defibrillators which keeps them maintained and the consumable items replaced when required. It costs £200 per defib per year. The proposal was to contact the Co-op first to see if they can offer this service and if not to go with LIVES. Resolved. Signage for the defibs to highlight their location has been researched by PT and can be purchased at £40 each, the clerk has applied for a grant from ELDC D Cllr's funds to cover the costs of the signs.
- 14. Highways Update:** Road edge deterioration and water leaking out of the ground on Mill lane has been reported on Fix my street. This needs reporting again as there was a sheet of ice on a steep road. The clerk will report again and include our District and County Councillors. JS noted that historically we have sat around this table for 20 plus years discussing and complaining about the same highways issues. JS proposed to write to LCC saying we are going to address this ourselves, take the matter into our own hands and may consider taking action on to our roads. Chase R Fenwick at LCC. Agenda item for March is road closure. Two salt/grit boxes are missing from Belchford Cross roads and the top of Belchford Hill.
- 15. Website:** IG provided some background to the current situation and advised that he is happy to coordinate upgrading the website. He has spoken to the webmaster at LALC and 5 extra hours of LALC website time are to be purchased. There are several action points and councillors contact information needs amending. What are people content with being in the public domain. The clerk will address the minutes and agendas including APM. IG will review Council information, DB/JN village hall information, KM/NS village green information, PT Hayes Furlongs Wood, DB/JN Belchford village and KS Fulletby Village. IG and other volunteers will update and re write and provide suitable photographs from the NDP Archive.
- 16. To consider correspondence received since the last meeting:** None received.
- a. The clerk will chase R Fenwick at LCC Highways and the District Councillors grant. KS will chase the ELDC tree officer.
- 17. Clerk – Employment contract & Appraisal:** A model document is to be obtained from LALC and will be circulated to all councillors for information. An Appraisal date is to be agreed with the clerk.
- 18. Financial matters:** to authorise the signing of cheques and to note the income for this period. The RFO, NB has provided a financial report, which has been circulated to all.
- a) To receive an updated bank reconciliation form, NB provided a spreadsheet. The account balance is £6,984.67 and we are in a healthy position. We have spent £2,664.02 so far this financial period. Expenses approved at tonight's meeting include LIVES £400, Audit £50, LALC £85, Village Hall £20, Bins £50.
- b) *To consider and resolve payments since the last meeting. Thanks to NB for his RFO work.*
- 19. Planning Matters:** There are none.
- 20. To consider items for the Parish Newsletter:** JN is to ask for articles please in time for our next quarterly newsletter. (March) Members considered a colour version, what would the cost be for this?
- 21. To agree agenda items for the March 2024 meeting –** The meeting will be held on 21st March at the village hall. An update on Defibrillators and LSA

There being no further business the Meeting closed at 9.13 pm.

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FINANCE UPDATE	
Prepared by Nigel Brigginsshaw, RFO Dated 30 November 2023	
Note: Payments in the year to 31 March 2023 are cheques written up to then but not cleared	
Balance per bank statement as at 1 November 2023	
HSBC Current account	£ 7,653.33
Less: any un-presented cheques at 30 November 2023	

<i>The net balance reconciles to the Cash Book (receipts and payments account) for the year to date, as follows</i>	
CASH BOOK	
Opening Balance 01 Apr 23	£ 7,870.40
Add: Receipts in the year to 30 November 2023	£ 3,634.87
Less: Payments in the year to 30 November 2023	£ 1,995.36
Less: Payments in the year to 31 March 2023 (from 2022/23)	£1,856.58
Closing balance per cash book [receipts and payments book] as at 30 November 2023	£7,653.33

PAYMENTS IN

Precept 2023- 2024 6th April 2023	£3,100
VAT Repayment	£254.74
Lane Letting	£280
BHIB Credit	£0.13
TOTAL	£3,634.87

PAYMENTS OUT

388 R Ward (Trees)	£45.00
Bank Charges (22 April 2023)	£6.60
389 Village Hall	£18
390 BHIB Insurance	£411.84
391 Clerk's Salary	£247.86
392 HMRC	£61.80
Bank Charges (22 May 2023)	£7.80

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Bank Charges (22 June 2023)	£5.80
393 J Newby (Speed sign and printing donation)	£87.61
394 C Hedley (Dog Bins)	£48.00
Bank Charges (22 July 2023)	£7.08
395 ELDC Election Charges	£97.00
396 P Thompson (Blackboards)	£38.66
397 LALC (Cllr Training)	£30.00
398 K Hockham (Village Green Football Nets)	£341.99
399 BHIB Insurance Upgrade	£19.06
Bank Charges (22 Aug 2023)	£6.20
400 Clerk's Salary	£247.66
401 HMRC	£62.00
402 J Newby (Newsletter Printing)	£25
403 Village Hall	£12.00
404 LALC Training Scheme	£96.00
405 E Goodall (NDP Distribution)	£60.00
Bank Charges (22 Sept 2023)	£6.60
Bank Charges (22 Oct 2023)	£5.80
TOTAL	£1,995.36