

# Belchford and Fulletby Parish Council

## Minutes from Parish Council Meeting held on Thursday 21<sup>st</sup> March 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), N Sorenti (NS), P Morris (PM) 3 members of the public, D Cllr D Simpson and the clerk Mrs K M Elliott.

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### The public forum began at 7.30 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 Elections for the Police & Crime Commissioner which will take place on 2<sup>nd</sup> May. A planning application has been received regarding conservation ponds and creation of habitat for great crested newts. Deadline for responses is 12<sup>th</sup> April.

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### Parish Council meeting commenced at 7.45 pm

1. **Apologies for absence and reasons given** – K Marris, reasons provided and accepted. JS also advised that he has to leave the meeting early.
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 thanked IG for all his work in getting the website up to date and thanked the NDP team for continued work with this project. A couple of items on the agenda will be taken out of order to allow JS to comment. IG noted that several sets of minutes on the website still said Draft, the clerk advised that the web manager has been asked to change them from draft to final.
4. **To confirm and sign the minutes of the meeting held on 18<sup>th</sup> January 2024** – it was proposed, seconded, voted and RESOLVED unanimously that the official minutes of the last meeting having been previously circulated were approved following a minor amendment, 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: It is felt that this would be a positive for all village hall users, other local halls have this facility. The Village Hall committee have not been asked by any hall users for Wi-Fi. This will be discussed at the village hall AGM on 24<sup>th</sup> April.
  - b. Storage of Parish Records: NB advised that the documents are now under the bar at the village hall and the clerk will need to arrange to inspect and sort these documents and the ones at the Fulletby Church too.
  - c. Newsletter – has been printed.
  - d. Highways – It has been 6 months since our meeting with R Fenwick of LCC Highways and nothing has happened. The clerk and Chairman will chase again.
  - e. Footpaths – Proposal to submit an application to improve accessibility is to be made. To improve surfaces and gates for more user friendly versions. Resolved. Also the footpath from Fulletby Top to Salmonby Carr, a plan is to be formulated. [Cllr D Simpson arrived 8.19pm]
  - f. District Councillors grant has been received.
6. **To receive reports from District and County Councillors, and Police (if available)** –Police and County Councillors not present. D Cllr Simpson reported that flooding is at the forefront of minds and the Environment Agency advise that there is a regular regime to check the Hemingby scheme is doing what it is supposed to. Lots of dykes locally are being cleaned out. Internal Drainage Boards want to see more clearing of the dykes/drains and EA are not of the same opinion. A programme of refurbishment of pumps on the coast to improve work against the tide. A consultation for the National Grid Line, Grimsby to Walpole re new pylons is taking place. Lincolnshire Resilience Forum what to do in times of emergency. Do we have an emergency plan for our villages?
7. **Annual Parish Meeting:** A date of 27<sup>th</sup> April was suggested, but it doesn't have to be on a Saturday. The chairman and clerk will agree a date.
8. **TPO Update:** KS confirmed that he had received no further response from ELDC. Cllr D Simpson is to be asked for assistance.

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- 9. Welcoming New People:** As KM is not at the meeting, this item is to be deferred to the next agenda.
- 10. NDP update:** IG advised we are ready to begin the formal consultation process as of tomorrow. Grant funding has been received. All processes have been completed. Feedback has been incorporated. NS has made the document look professional. It needs to be submitted to ELDC tomorrow, who will re-advertise to the statutory consultees. An examiner will be chosen, then following this a referendum will take place. When complete we will be one of the smallest NDP in the UK. IG proposed authority to choose an external examiner if required before the next parish council meeting, RESOLVED.
- 11. Community Woodland** – A working party over the Easter weekend was proposed, to install guards and to repack the brash areas.
- 12. SLA for DEFIBS:** NB, This has been set up with LIVES and £800 has been spent of the service agreements and new pads and batteries. An explanation is required for the next newsletter. It was proposed and RESOLVED that the funds raised from the lane letting go towards these ongoing costs. Also the Belchford Public Purposes and Neave Charity funds may be used for this, JN.
- 13. Drainage Highways & Flooding** – The council has written to LCC Highways to express our concerns and the volume of traffic at weekends which has massively increased. A suggestion was made to block a road in protest, would this suggestion be supported by the parish council. Further discussion took place and it was suggested that a plan and strategy be agreed prior to the next parish council meeting – how to do it, when to do it, publicity, communication with LCC Highways. [JS left the meeting at 7.57pm] There was no objection to this proposal. Drainage and flooding, the drain is still broken outside Southview and needs reporting again; Chapel Lane is underwater and there is a perpetual problem on Ings Lane. The report from S Ross at ELDC is still outstanding and flooding has also been reported on Narrow Lane. The drains in Fulletby are all full of silt and require clearing out. The clerk is requested to ask for drain clearance again.
- 14. Website update:** IG has audited the website and 30 to 40 documents were missing which have now been added. The one missing from 2019 will be retyped and added as a word document. The homepage banner required some local landscape photos of high quality resolution and a request will be made in Newsletter and a decision at the May meeting. Members were advised of the new regime and timescale for dealing with draft minutes.
- 15. To consider correspondence received since the last meeting:** None received.
- 16. Review of Policies and Procedures:** there are 7 and they are all out of date. The newly adopted Code of Conduct needs to be put onto the website. The clerk will action and new versions will be circulated before and reviewed at the May meeting.
- 17. Sheep on Highway** – Several texts a calls have been received by JS and other councillors about this matter. MB advised that the sheep has been dealt with. Members discussed whether there was another sheep in distress/dead in the field.
- 18. Clerk – Employment contract & Appraisal:** An appraisal has taken place. The clerk will check with LALC regarding safeguarding protocols. Also the clerk will check with LALC for recommended storage/backup of parish council documents. If any training costs or more hours are needed seek approval from Chairman and RFO.
- 19. 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, as circulated.
  - b) *To consider and resolve payments since the last meeting.*
  - c) *To consider LALC Annual Subscription, LALC Annual Training Scheme & LALC extra Website Hours. The Clerk will ask LALC to send an invoice.*
- 20. Planning Matters:**
- a. S/013/00107/24 FPP Given. Hawthorn Cottage, Belchford. KS noted that our comments were not noted on the portal. The clerk will investigate.
- 21. To consider items for the Parish Newsletter:** This has been completed and printed and is now ready for distribution. June will be the next newsletter.
- 22. To agree agenda items for the May 2024 meeting** – The meeting will be held on 16<sup>th</sup> May at the village hall. There being no further business the Meeting closed at 9.33 pm.

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## FINANCE UPDATE

Prepared by Nigel Briginshaw, RFO Dated 21 March 2024

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 March 2024

HSBC Current account	£ 9,551.91
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Less: any un-presented cheques at 21 March 2024

419 LALC Web Site)	£102.00
420 N Briginshaw (24 Stamps)	£18
421 N Sorenti (NDP)	£900.00
422 I Goodall (NDP)	£900.00
423 HMRC	£62.00
424 Clerk's Salary	£247.66
425 TP Jones (Payroll)	£73.92

<b>Net bank balance as at 21 March 2024</b>	<b>£ 7,248.33</b>
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*The net balance reconciles to the Cash Book (receipts and payments account) for the year to date, as follows*

### CASH BOOK

Opening Balance 01 Apr 23	£ 7,870.40
Add: Receipts in the year to 21 March 2024	£ 7,334.87
Less: Payments in the year to 21 March 2024	£ 6,100.36
Less: Payments in the year to 31 March 2023 (from 2022/23)	£1,856.58
<b>Closing balance per cash book [receipts and payments book] as at 21 March 2024</b>	<b>£7,248.33</b>

### PAYMENTS IN

Precept 2023- 2024 6th April 2023	£3,100
VAT Repayment	£254.74
Lane Letting	£280
BHIB Credit	£0.13
Groundwork UK	£3,600.00
ELDC	£100
<b>TOTAL</b>	<b>£7,335</b>

### PAYMENTS OUT

388 R Ward (Trees)	£45.00
Bank Charges (22 April 2023)	£6.60
389 Village Hall	£18
390 BHIB Insurance	£411.84

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391 Clerk's Salary	£247.86
392 HMRC	£61.80
Bank Charges (22 May 2023)	£7.80
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
Bank Charges (22 Nov 2023)	£6.60
406 Woodhall Print	£141.00
407 J Newby (NDP & Newsletter Printing)	£35.00
408 N Sorenti (NDP Web)	£159.40
409 Village Hall	£12.00
410 Clerks' Salary	£247.86
411 HMRC	£61.80
Bank Charges (22 Dec 2023)	£5.00
412 Village Hall	£12.00
413 LALC (Web Site)	£85.00
414 PKF Littlejohn (Admin charges)	£48.00
415 Bluebell Inn (Xmas Lunches)	£175.00
Bank Charges (22 Jan 2024)	£8
416 LIVES (De-fib Service)	£480.00
417 LIVES (De-fib Pads)	£151.18
418 LIVES (De-fib Batteries)	£168
Bank Charges (22 Feb 2024)	£5.80
419 LALC Web Site)	£102.00
420 N Briggshaw (24 Stamps)	£18
421 N Sorenti (NDP)	£900.00
422 I Goodall (NDP)	£900.00
423 HMRC	£62.00
424 Clerk's Salary	£247.66
425 TP Jones (Payroll)	£73.92
<b>TOTAL</b>	<b>£6,100.36</b>