

# Belchford and Fulletby Parish Council

## Notes from Parish Council Meeting held on Thursday 18<sup>th</sup> May 2023 held at Belchford Village Hall.

(These notes are a record of the meeting and are not accepted as formal minutes until duly signed on behalf of the Parish Council)

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

---

### The public forum began at 7.33 pm

**Public Forum:** At the start of the public forum the council members signed and completed the DPI and Declaration forms required following the uncontested election. The Public forum began with residents stating that the minutes of the previous meeting and the agenda for this meeting were not available on the website. JS advised that his chairman's report will be sent to the new Chairman for reading at Saturday's Annual Parish Meeting. JS reminded everyone of the 50 for 50 celebrations happening in the Lincolnshire Wolds over the next few weeks and that Alford windmill will be opening up at weekends. There is also a working party at the end of June to remove Himalayan Balsam, further details from the Environment Agency.

---

### Parish Council meeting commenced at 7.46 pm

#### 1. Election of Officers

- a. **Chairman** – It was proposed, seconded, voted and resolved that Mr P Thompson be elected as Chairman.
- b. **Vice Chairman** – It was proposed, seconded, voted and resolved that I Goodall and J Newby be appointed as Joint Vice Chairs.
- c. **Responsible Finance Officer** – It was proposed, seconded and resolved that N Brigginsshaw be appointed as RFO.

PT thanked JS for his time on the parish council and as Chairman.

#### 2. Apologies for absence and reasons given – P Morris.

3. **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.* MB for item 17 b). It was proposed and resolved to move this item to the end of the agenda. The clerk was asked to contact the new district councillor and invite him to our next meeting, and also to write to thank David Andrews,

4. **Chairman's remarks** – PT wished to thank J Smith, Z Henden and R Short for their contribution to the parish council and service to their communities. The clerk was asked to write to each and convey these views. PT also wished to thank all volunteer litter pickers and village green committee for the Coronation Tea Party, The neighbourhood Development Team for a professional document which will be useful in the future and N Brigginsshaw for his work as RFO. The next 12 months should be exciting as we work towards creating a play area, getting lngs Lane open and more work on the community woodland. PT would like to encourage more people to attend the public forum and put forward project ideas, he would also like to see an improvement in the Lowfield Lane road surface.

5. **To confirm and sign the minutes of the meeting held on 16<sup>th</sup> March and 19<sup>th</sup> April 2023** – it was proposed, seconded, voted and RESOLVED unanimously that the official minutes of the last meeting having been previously circulated were approved following amendments, as a true and accurate record of the minutes, Chairman signed and dated. Amendments were made to the minutes prior to signing. A copy of the letter sent to John Medler is to be circulated to all.

6. **Vacancies for parish councillors** – There are 3 and 2 candidates expressed an interest and gave a brief report of themselves to the meeting. These vacancies have been advertised on the latest newsletter and following discussion it was proposed, seconded, voted and resolved that K Hockham and N Sorenti be co-opted as parish councillors. Both were asked to complete the necessary DPI and declaration forms. This leaves one vacancy and this will be advertised again.

7. **To review/consider and update Standing Orders and Code of Conduct** – A document prepared by PT had been circulated to all prior to the meeting and copies were also handed out. It was proposed to adopt The Model Code of Conduct 2020 to regulate issues with agendas and meetings. This was proposed, seconded, voted and RESOLVED.

8. **To receive reports from the Clerk and Councillors on matters outstanding:**

# Belchford and Fulletby Parish Council

- a. **Annual Parish Meeting 2023** – This will take place on Saturday 20<sup>th</sup> May at 11am in Belchford Church. There is a lack of minutes and agendas on the parish council website NS is taking over this task as it is felt that LALC are not offering good value for money.
9. **To receive reports from District and County Councillors, and Police (if available)** – none present. They are all to be invited to our July meeting.
10. **To receive an update from the Village Green Committee** – KH, they have had lovely feedback from the recent Coronation Tea Party event. There is Dance Free event at the Community Woodland 21/5/23 and other future events will be publicised throughout the year using social media accounts and the newsletter. The V G committee is in a good place and they want more people to use the V G, funds are currently around £3,500 and the parish council pay for insurance.
11. **To review any potholes & other Highways matters** – The top of Tetford Hill and Water Tower to Fulletby are nearly as bad as Lowfield Lane for road surface condition. Who is our area manager at LCC, the clerk was asked to open communications with them to have a site visit. Members of the public are still to be encouraged to use the fix my street online reporting system.
12. **Blocked ditches & dykes off Ings Lane** – members discussed that the culvert is silted up and needs clearing. Is this a LCC Highways issue? A site visit was suggested. Landowners have certain responsibilities as far as water courses. Witham 3<sup>rd</sup> Internal Drainage Board are the local agency. PT we must try to move this forward.
13. **Neighbourhood Development Plan** – IG advised that there have been two open events in March and May, with over 40 people attending. A policy is being rewritten instead of a list of specific named properties. The conservation and heritage officers have control over what goes on the list. IG explained the next processes and that a 6 week consultation period with all residents will follow and a referendum at the end. The NDP was to cover 2023 to 2031 and this is to be extended to 2041, which is in line with the ELDC local plan.
14. **To consider correspondence received since the last meeting:**
- a. **Dog Waste Bins proposal** – The request has been made from a resident and following discussion this was thought an affordable proposal. They have installed 2 already and so there are 4 to pay for with the bins being emptied by locals. £60 was allocated to this project.
  - b. **Replacement bin for Fulletby** – we are unsure who has responsibility for this bin and so will contact ELDC in the first instance. July meeting for an update.
  - c. **Tree Planting** – This is an expression of interest for the coming winter planting period. Fulletby Glebe Field, Belchford Village Green and The Community Woodland are all suitable sites. The clerk will advise ELDC.
  - d. **Applications to Belchford Public Purposes Charity** – There have been 3 applications from the Parents & Toddlers group, The Village Green Committee and Belchford Church. There is approximately £800 available which has built up over a few years. It was proposed and resolved that each group receives £200. Cheques were issued at the meeting. [one member of the public left at 9.10pm]
15. **Insurance Renewal** – NB advised that the insurance renewal has been received. Cost of cover has increased but cover is sufficient. Our Asset register will be reviewed at the July meeting, this may result in a mid-term adjustment to the policy.
16. **Tree Preservation Orders** – KS provided an update on the Pig Hanging Tree and advised that there are quite a number of trees requiring consideration. A conversation has been ongoing with the Tree Officer from ELDC, why is it worthy of preservation, Is it expedient to put on a TPO if there is no immediate threat no action need be taken. Members discussed the situation and there is a potential building plot and this is therefore a threat to the tree. Members decided they wanted to pursue this and KS advised that he would convey this to the tree officer at ELDC.
17. **Financial matters:** to authorise the signing of cheques and to note the income for this period. The RFO, NB has provided a financial report for the year end to 31.03.2023 and also for this new financial period, which has been circulated to all.
- a) To receive an updated bank reconciliation form, NB provided a spreadsheet. The account balance is £10,300 however there are a number of unpresented cheques. VAT has been reclaimed and the insurance renewal is also to be paid, £411
  - b) *To consider and resolve payments since the last meeting. Members discussed why internet banking is not used.*

# Belchford and Fulletby Parish Council

- c) *Internal Audit to Year End 31.03.2023. NB will arrange internal auditor to sign off External audit paperwork.*
- d) *Annual Governance and Accountability Return (AGAR) All sections were read to the meeting, appropriate pages signed and completed and RESOLVED.*
  - i) *To agree year end accounts 31.03.2023.*
  - ii) *To Complete and approve Annual Governance Statement 2022/2023*

## 18. Planning Matters:

- a. S/013/00231/21 – Refusal of Planning Permission Blue Bell Inn
- b. S/013/00894/23 - Application at Red House, {MB left the room 9.29pm] Members discussed this proposal and they supported the proposal for inclusion of swift boxes and had no objections to this planning application. [MB returned]
- c. S/055/00176/23 – FPP Given Corner Farm Fulletby
- d. S/055/00343/23 FPP Given The Old Rectory Fulletby

19. **To consider items for the Parish Newsletter:** the next newsletter will include a NDP update, a village green update, a thank you for the coronation event, details of the old and new parish council chairman and councillors plus the vacancy for one councillor.

20. **To agree agenda items for the July 2023 meeting** – The meeting will be held on 20<sup>th</sup> July 2023 in Fulletby Church and items for inclusion on the agenda will include - Empty Properties, Highways Site Visit, Councillor Training, Review of the Asset Register, Website. Members discussed having an A board to advertise the meetings and other events – this is to be made by volunteers.

There being no further business the Meeting closed at 9.45 pm.

FINANCE UPDATE	
Prepared by Nigel Briggishaw, RFO Dated 18 May 2023	
Note: Payments in the year to 31 March 2023 are cheques written up to then but not cleared	
<b>Balance per bank statement as at 1 May 2023</b>	
HSBC Current account	£ 10,302.22
Less: any un-presented cheques at 18 May 2023	

--	--

<b>The net balance reconciles to the Cash Book (receipts and payments account) for the year to date, as follows</b>	
CASH BOOK	
Opening Balance 01 Apr 23	£ 7,870.40
Add: Receipts in the year to 18 May 2023	£ 3,100.00
Less: Payments in the year to 18 May 2023	£ 51.60
Less: Payments in the year to 31 March 2023 (from 2022/23)	£1,856.58

# Belchford and Fulletby Parish Council

Closing balance per cash book [receipts and payments book]  
as at 18 May 2023

**£9,062.22**

## PAYMENTS IN

Precept 2023- 2024 6th April 2023

£3,100

**TOTAL**

**£3,100.00**

## PAYMENTS OUT

388 R Ward (Trees)

£45.00

Bank Charges (22 April 2023)

£6.60

**TOTAL**

**£51.60**