

MARTIN AND MARTIN DALES PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

Date and Time: Tuesday 19th March 2024 7.30pm

Location: Martin Village Hall

Present
Clare Cowen (CC) Chair
Will Jenkins (WJ)
Ben Lilley (BL)
Will Stephenson(WS)
Andy Wilkes (AW)
Mick Ignatowski (MI)
Parish Clerk

Present
Cllr. R. Kendrick (RK)
WS and MI were not able to stay for the full meeting

Public Session
Issues raised: None

Minute Ref	Actions from this meeting	Action by
Matters Arising		
4	Clerk to look into possible cost of Local Plan	Clerk
8.1	Cllr. Wilkes to pick up responsibility for the park inspections	AW
	Clerk to send inspection document to Cllr. Wilkes	Clerk
	ROSPA report to Hags to request quote	Clerk
8.1.2	Newsletter to include information about the possible grant application for gym equipment in the park	TBC
8.2	Schedule to be updated for the ground maintenance work and quotes to be obtained from at least two sources	Clerk
	Public Liability and tool Insurance evidence to be obtained with quotes	Clerk
	Cllr. Jenkins to send most recent schedule of works	WJ
	Clerk and Cllr. Cowan to meet and update for the 2024 season.	Clerk CC
8.3	Clerk, Cllr. Jenkins and Chair to establish a document detailing all necessary information in respect of the	WJ CC Clerk

	Woodland should Cllr. Jenkins not be available. Clerk to send finished document to the full Council		
	All future woodland meetings to be noted, distributed to and all and kept on record.		WJ
8.4	Emergency Plan: Cllr. Stephenson to update at the next meeting		WS
8.5	Clerk to send quotes for memorials to VHC when received from the Chair		CC Clerk
	Clerk to check details of cheaper quote		Clerk
8.6	CC to contact Church for the D-Day service details		CC
	Cllr. Jenkins to contact RAF re: flypast		WJ
9.1.3	2023-2024 Audit to be completed and sent to local auditor.		Clerk
9.1.4	Finance Committee to meet before the next meeting		WJ
9.1.5	Further request to be made to the bank for Chair to second authorise on line banking payments		Clerk CC
9.2.1	Funding request form to be sent to Friends of Martin School		Clerk
9.2.2	Emails to be sent to Website Administrator and VHC for links to be included		Clerk
9.2.3	Contact to be made with Parishioner with regard to additional light		Clerk
9.2.4	MI to meet with Website Administrator re: emails		MI
	Clerk to check with Administrator about problems with some Cllr. emails		Clerk

Minute Ref	Minute Commentary	Action By
1	<u>Welcome and Apologies and Co-option</u> 1.1 Welcome from the Chair 1.2 Co-option did not take place	
2	<u>Apologies</u> : Cllr. Greene <u>Not Present</u> : District Councillors Whittle and Lawrence And Cllr. Busby	
3	<u>Declarations of Interests</u> None	
4	<u>Previous Minutes 9th January 2024</u> Accepted as correct All Agreed Matters arising: Neighbourhood Plan – Clerk to look into possible costing	CC/Clerk

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5	<p><u>County and District Councillor Remarks</u></p> <p>Contractor Volunteers are working in the cemetery and the Parish Council appreciate the work undertaken.</p> <p>Tourism continues to grow in Lincolnshire.</p> <p>Other parts of Lincolnshire are concerned about the pylon project which could affect the developments in tourism.</p> <p>Cllr. Kendrick's full report is on the Website for all to access</p> <p>https://martinparishcouncil.co.uk</p> <p>Parishioners to contact the Clerk directly if they do not have access to the internet.</p>	RK
6	<p><u>Planning</u></p> <p>A recent planning application has been refused but a further planning application may be made.</p> <p>All planning is sent to the full Council and full details are available at: North Kesteven Planning on Line portal.</p> <p>planningonline">https://www.n-kesteven.gov.uk>planningonline</p>	
7	<p><u>Highways</u></p> <p>All Highways concerns can be reported by parishioners and Councillors directly on:</p> <p>https://www.fixmystreet.lincolnshire.gov.uk</p>	
8	<p><u>Parish Items</u></p> <p>8.1. Playpark</p> <p>A quote has been obtained by Cllr. Cowen for around £6000 for repairs in the park.</p> <p>Agreed: Clerk to send ROSPA report to HAGS and ask for a quote for a second quote for the repairs.</p> <p>8.1.2 Grant for additional equipment</p> <p>Agreed: To include the Council's intention to apply for fitness equipment in the next newsletter asking for Parishioner's views, before application for funding is sent in by Cllr. Cowen.</p> <p>Cllr. Wilkes to pick up the responsibility for inspecting the playpark and defib.</p> <p>Clerk to send documents to Cllr, Wilkes.</p> <p>8.2 Groundwork Maintenance</p>	<p>Clerk</p> <p>CC</p> <p>Clerk</p>

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	<p>Schedule of Work for Grounds Maintenance to be prepared for at least 2 quotes. Contractors to send Public Liability insurance to the Clerk for insurance purposes.</p> <p>Possible two-year contract to be considered on a fixed price.</p> <p>Agreed: Clerk and Cllr. Cowen to meet to update the schedule and the Clerk to send to the full council.</p> <p>Cllr. Jenkins to send schedule that was produced some time ago as a starting point.</p> <p>8.3 Woodland Update</p> <p>Planting is ongoing with a group of volunteers and Councillors. The planting season comes to an end in April. Future dates to be planned in advance to enable as many volunteers and Councillors to attend.</p> <p>Agreed: Any future sub-committee meetings to be noted and kept on record. Although currently emphasis is on planting and they may not meet for some time.</p> <p>Cllr. Cowen to prepare a document with the Clerk to ensure that should Cllr. Jenkins not be available, the Clerk or another Councillor can pick up the co-ordination of the project. This will include all contact details and planned actions and will be shared with the full council.</p> <p>All expenditure to be formally authorised as previously agreed in line with Finance Regulations.</p> <p>Cllr. Jenkins to use the vat element of recent grant received to purchase further trees.</p> <p>All agreed</p> <p>8.4 Emergency Plan</p> <p>Cllr. Stephenson updated the Council on progress so far.</p> <p>He has made contact with the Emergency Planning Department and the Fire Service and is awaiting updated documents. When these are received, he will update the Martin and Martin Dales Emergency Plan in consultation with the full council.</p> <p>8.5. Memorials</p> <p>A general discussion took place. An email has been received from the VH Committee indicating that the VHC have received some funding that may be able available for the Memorials.</p> <p>A current quote was excessive and the total cost has not been allowed for in the 2024-2025 budgeted amount. A cheaper quote had been received but clarity needed on what was actually quoted for.</p>	<p>CC Clerk</p> <p>WJ</p> <p>All</p> <p>WJ</p> <p>CC Clerk</p> <p>WJ</p> <p>WJ</p> <p>WS</p> <p>Clerk</p>

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	<p>Agreed: Clerk to forward the quotes to the VHC.</p> <p>Clerk to check the detail of the cheaper quote.</p> <p>8.6 D Day Celebration 6th June 2024</p> <p>Cllr. Cowen has booked the bell ringers.</p> <p>A thanks giving service has been suggested in the Church and the Parish Council will light the beacon at around 9pm</p> <p>Agreed: Cllr. Cowen to speak to the church to confirm timing of the service.</p> <p>Cllr. Jenkins to look into a fly past.</p> <p>8.7 Village Fete 30th June 2024</p> <p>Request received for use of PC land for the Fete. They will have their own full insurance and plan to hold a dog show.</p> <p>All Agreed</p>	<p>CC</p> <p>WJ</p>
<p>9.</p>	<p><u>Clerk's Update</u></p> <p>9.1.1 Bank Balances and Statements</p> <p>Current Account: £3516.93</p> <p>Reserve Account: £5819.26</p> <p>9.1.2 Payments</p> <p>Note: All planned payments were made before extended leave of the Clerk.</p> <p>9.1.3 Audit 2023-2024</p> <p>Agreed: Clerk to prepare audit documents for inspection by the local auditor.</p> <p>Audit documents to be sent to the local auditor</p> <p>Governance statement to be signed in the May meeting after the local audit has been completed.</p> <p>9.1.4 Finance Sub Committee</p> <p>Agreed: To meet before the next meeting and notes to be taken and kept on file.</p>	<p>Clerk</p> <p>Clerk</p> <p>All</p> <p>WJ</p>

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	<p>9.1.5 Banking</p> <p>Agreed: Chair to be added for online banking which would require the Chair to second authorise</p> <p>9.2 Correspondence</p> <p>9.2.1 Request from Friends of Martin School for funding.</p> <p>Agreed: Clerk to send Funding Request Form to Friends of Martin School.</p> <p>9.2.2 Website</p> <p>An email has been received from the VHC requesting links for bookings etc to be included on the PC website.</p> <p>Agreed: Clerk to contact the administrator and inform the VHC</p> <p>9.2.3 Timtin Light</p> <p>A general discussion took place after updating the Council on recent correspondence with LCC and NKDC.</p> <p>NKDC have requested that a local consultation is needed with the parishioner possibly affected.</p> <p>Agreed: Clerk to contact the parishioner and write to NKDC with a copy of minutes where the light was discussed.</p> <p>9.2.4 Emails</p> <p>Agreed: Clerk to look into the difficulties with Cllr. Wilkes and Ignatowski's emails.</p>	<p>Clerk CC</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
10	<p><u>Additional Agenda Items for the Next Meeting</u></p> <p>None</p>	
11	<p><u>Date of Next Meeting AGM</u></p> <p>Tuesday 14th May 2024 7.30pm Martin Village Hall</p>	

Signed:

Date: