

MARTIN AND MARTIN DALES PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING OF MARTIN AND MARTIN DALES PARISH COUNCIL

Date and Time: 11th May 2021 7.30pm

Location: Martin Village Hall

Cllrs Present
Rob Millband (Chair)
Les Porter
David Busby
Zara Attwell
Will Jenkins

In Attendance
Heather Woolgar (Clerk)
Richard Spencer (Litter Picker)
Julie Atkinson (Nominee for Parish Council Vacancy)
Adrian Crawson (nominee for Parish Council Vacancy)
Aaron Masters (AM) (nominee for Parish Council Vacancy)
Nicole Linn (nominee for Parish Council Vacancy)
Lindsey Fulton (Parishoner)

Date and Time of Next Meeting:

7th July 2021 at 19.30

Minute Ref	Actions From This Meeting	Action By	Completed
5.4	Email and What's App Group for new Councillors	HW	
7.1	Asset Register to be reviewed	WJ	
7.2	Bus Shelters to be Cleaned	AM	
8.1	Standing Orders to be Reviewed	WJ	
11.2	Download of SID data	JA	
11.3	Look in to cost of new SID	HW	
11.6	RM to form Speed Watch Group	RM	
11.7	Lighting Review	LP	
12.2	High Vis jacket for Litter Picker	HW	
12.2	Litter Picker report on litter	RS/HW	
12.3	Play Park sub committee	ZA	
12.6	Weekly Checks	AM	
12.7	HAGs to be contacted	HW	
12.8	Write letter to owner of property on Moor Lane	HW	
12.9	Acquire quote for Play Park Benches	ZA	
12.10	Review of all benches	ZA	
12.11	Review of Village Gates	RM	
13.4	Organise cheque book signatories	HW	
13.5	Review of Clerks Contract	WJ	
14.1	Make ID badge samples	LP	

Minute Ref	Actions Not Closed from Last minutes	Action By	Completed
6	Highways Speed signs ongoing	HW	
4.2	Hedge at Bottom of Wyatt Close	RM	
7.1.4	Play Park Gate	RM	
7.4	Land Registry	RM	
8.2.2	Field Fire	RM	
8.5	Emergency Pack	HW	

Minute Ref	Minute Commentary	Action By
1.1	<p><u>Welcome and Apologies</u></p> <p>The Chairman welcomed everyone to the meeting and introduced the new Clerk.</p> <p>It was reported apologies had not been received from Cllr R Kendrick and Cllr G Ogden.</p>	

Minute Ref	Minute Commentary	Action By
2.1	<p><u>Election of Chair</u></p> <p>Nominations were requested for the position of chair. Les Porter (LP) nominated Rob Millband (RM) as Chair and was seconded by Will Jenkins (WJ).</p> <p>As there were no objections and no other nominees LP was elected as Vice Chairman.</p>	
2.2	<p><u>Election of Vice Chairman</u></p> <p>Nominations were requested for the position of vice chairman. RM nominated Les Porter (LP) as Vice Chairman and was seconded by WJ.</p> <p>As there were no objections and no other nominees LP was elected as Vice Chairman.</p>	
3.1	<p><u>Declaration of Interest</u></p> <p>David Busby (DB) declared he had interest in Council Business as he holds tenancy of allotment in Martin Dales owned by the Council.</p> <p>WJ declared he was the Chairman of the Mrs Mary Kings School Trust.</p>	
4.1	<p><u>Previous Minutes and Matters Arising</u></p>	
4.2	<p>The minutes of the previous meeting were approved by the Chairman.</p>	
4,3	<p>Outstanding actions from Previous Minutes</p> <p>Highways Speed signs ongoing Hedge at Bottom of Wyatt Close Play Park Gate Land Registry Field Fire Emergency Pack</p>	HW
5.1	<p><u>Election of New councillors</u></p> <p>The nominees for the new councillors who were present introduced themselves. A vote was taken by secret ballot.</p>	
5.2	<p>The newly co-opted Councillors were announced as: Julie Atkinson Nicky Linn Nick O'Hern Aaron Masters</p>	
5.3	<p>The current and new Councillors introduced themselves.</p>	

Minute Ref	Minute Commentary	Action By
5.4	<p>Action: It was agreed that each Councillor will be added to the Councils WhatsApp Group and will be given an email address.</p>	HW
6.1	<p><u>Representatives on other Committees</u></p> <p>The Councils representative on the Village Hall Committee was discussed. At present the Village Hall Committee is not meeting so it was agreed to discuss at next meeting.</p> <p>WJ remains on the Mrs Mary Kings School Trust.</p>	
7.1	<p><u>Asset List</u></p> <p>Each Councillor was shown the parishes Asset List and it was discussed.</p> <p>Action: It was agreed that WJ was to review the Asset List</p>	WJ
7.2	<p>Bus Shelters Martin Dales</p> <p>Action: Aaron Masters (AM) volunteered to wash the bus shelters in Martin Dales because the previous contractor had ceased operation.</p>	AM
7.3	<p>Land</p> <p>The agricultural land which is rented to farmers was also discussed and they are currently being registered with HM Land Registry.</p>	
8.1	<p><u>Standing Orders</u></p> <p>The Councils Standing Order documents are being reviewed by WJ and LP</p> <p>Action: They are to be revised and presented at the next meeting. JA volunteered to assist.</p>	WJ/LP/JA
9.1	<p><u>County and District Councillor Remarks</u></p> <p>It was declared that County Councillor Rob Kendrick (RK) has been re-elected but was not in attendance.</p> <p>Cllr Gill Ogden was also not in attendance.</p>	
10.1	<p><u>Planning</u></p> <p>No planning applications have been received since the previous meeting.</p>	

Minute Ref	Minute Commentary	Action By
11.1	<u>Highways</u>	
11.2	<p>The Speed Information Boards (SID) were discussed and the data is currently downloaded and presented on the website monthly.</p> <p><u>Action</u> JA agreed to provide assistance.</p>	JA
11.3	<p>The Speed Information Displays (SID) were discussed and the data is currently downloaded and presented on the website monthly by previous councillor Gareth Charles (GC). JA agreed to provide assistance.</p> <p><u>Action</u> Purchase of another SID was discussed. It was agreed to contact Metherringham Parish Council's Clerk to find out how much their SID cost.</p>	JA HW
11.4	The Speed Limit Review of Martin Moor has been undertaken by LCC and it has been agreed that the Speed Limit in Martin Moor is to be reduced to 40mph in due course. They are to be receiving new signs soon.	
11.5	The number of HGVs and vehicular speed travelling through the village was discussed. A survey was undertaken earlier in the year and we await the results. It was agreed that Cllr Rob Kendrick (RM) would be contacted to discuss with him.	
11.6	<p>The Village Speed Watch scheme was discussed and it was agreed that the Parish would purchase the training and the appropriate equipment to undertake this. It was proposed by RM to form a Road Safety Sub-Group to discuss further and recruit volunteers. This was seconded by LP.</p> <p><u>Action:</u> RM to form Speed Watch Group</p>	
11.7	<p>It was reported that there was a collision outside number 90 High Street and a lamppost was destroyed and taken away. RK to be contacted by LP.</p> <p>It was discussed and agreed that a Lighting Review should be undertaken. RK to be contacted.</p> <p><u>Action</u> LP to contact RK</p>	RM LP
12.1	<u>Parish Items</u>	
12.2	Richard Spencer (RS) gave a litter picking report.	

Minute Ref	Minute Commentary	Action By
	<p>Action: It was agreed to purchase a new High Visibility Jacket and Grabber.</p>	HW
	<p>Action: It was also agreed that there needs to be more community awareness of the litter issues in the village. Thus it was agreed for RS to send photos of the amount of litter picked each week to HW to display on the village notice boards.</p>	RS/HW
12.3	The Play Park was discussed and it was agreed that a Play Park sub-committee would be set up, led by ZA.	
12.4	It was discussed that the boundary between the Trusts land and the Parish Council land in the Park needs to be known so No Dog signs can be erected on the Parish Council section.	
12.5	LP thanked WJ for his help with planting the trees on the Trusts land with the children at Mrs Mary Kings.	
12.6	<p>The parish is due to receive funding from Community Infrastructure Levy funding from the housing development off Mill Lane. It has been decided that this should be spent on outside fitness equipment. ZA has arranged appointments with companies who provide these.</p>	
	<p>Action DB provided details of a company who installs equipment.</p>	DB
	<p>Action AM to undertake a weekly safety check of the park</p>	AM
12.7	The parts which were required from the ROSPA report last year have been ordered and are awaiting their installation. HW is to contact HAGS to install.	HW
12.8	The tree on Moor lane was discussed.	
12.9	<p>Action HW to write a letter to the owner of a property on Moor Lane to trim their tree as it is preventing light from a highway light.</p>	HW
	It was agreed that one new bench would be purchased for the Play Park as it is in poor condition.	
12.10	<p>Action ZA is to get quotes for benches.</p>	ZA
	A review of the other benches in the village would be undertaken to ascertain which benches require renewing.	ZA

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12.11	<p><u>Village Gates</u></p> <p>The previous quotes which have been received for village gates are to be reviewed in the Finance Sub-Committee.</p> <p>Action Gates to be reviewed</p>	RM
13.1	<p><u>Clerks Update</u></p>	
13.2	<p>It was declared that last year's accounts have been audited and signed off as meeting the requirements for 2019/2020 Annual Governance and Accountability Return</p>	
13.3	<p>There is an invoice from the Witham First Drainage Board to paid and the wages for the Clerk and Litter Picker. It was announced that due to one signatory leaving the Council we need one more signatory in order to sign cheques.</p>	
13.4	<p>JA, AM and NL were nominated as signatories.</p> <p>Action HW to organise new signatories for the cheque book.</p>	HW
13.5	<p>It was declared that the Clerks contract is being reviewed by WJ before being ready for the signature by the clerk.</p> <p>Action WJ to review documentation</p>	WJ
14.1	<p><u>Parish Council ID</u></p> <p>It was agreed that an identification badge should/could be worn by members of the council when undertaking council business.</p> <p>Action LP to make some sample badges.</p>	LP
15.1	<p><u>Agenda Items for Next Meeting</u></p> <p>LP informed the Council of an issue raised by a parishioner regarding with a Willow Tree</p>	

