

MARTIN AND MARTIN DALES PARISH COUNCIL

DRAFT

MINUTES OF THE PARISH COUNCIL MEETING

Date and Time: Tuesday 14th November 2023 7.30pm

Location: Martin Village Hall

Present
David Busby (DB) V. Chair
Clare Pearson (CP) Chair
Will Jenkins (WJ)
Ben Lilley (BL)
Christopher Greene(CG)
Michael Ignatowski (MI)
Will Stephenson(WS)
Parish Clerk

Present
6 Parishioners
Cllr. R. Kendrick (RK)

Public Session
The public are reminded that it is not possible to speak during the meeting unless addressed by the Chair.
Anaerobic Digester – Agenda Item 7.8
Trees in Parishioner’s Garden – Agenda Item 6.1
Condition of Linwood Road – Agenda Item 6.2
‘How Parish Councillors Should Act’ Document
A parishioner raised a non-specific concern about a Councillor – and informed the PC of the above document which he had become aware of.
Woodland – see agenda item 7.3.

Minute Ref	Actions from this meeting	Action by
PS	Date to be booked for the AD Public Meeting	CP BL Clerk
PS	BL to attend December AD Task and Finish meeting in December	BL
PS	Trees to be collected from Parishioner’s Garden	WJ MI
1.	Clerk to inform Election Team of co-options Co-opted Councillors to complete Declaration of Interest form asap which, these must be sent within 1 month of co-option, to the election team.	Clerk WS CG Clerk
6.1	CP to have a site meeting with RK to look at options	CP RK

6.2	Clerk to contact Cllr. Kendrick to report the condition of Linwood Road		Clerk
7.1	Playpark		
	Clerk to send ROSPA report to CG		Clerk
	Clerk to send Risk Assessment and inspection form to CG for the playpark		Clerk
	Tunnel quote to be sought asap		WJ
	Closing of gates, in the evening, to be undertaken for a trial period.		MI
7.2	Clerk to request voluntary hours through RK for help in the cemetery.		Clerk
7.3	First stage of the grant to be applied for. Working party of volunteers and Councillors to work together to prepare land and plant trees.		CP WJ
7.4	Daffodils to be planted in the cemetery around the gates		MI WJ
7.5	Calendars to be sold on request and at the Christmas Fayre		BL Clerk
7.7	Emergency Plan to be sent again to all Councillors. Councillor to review and advise		Clerk WS
7.8	Anaerobic Digester survey to be completed and delivered. Council to be represented on the Task and Finish Group. Public meeting to be held – date to be agreed subject to availability of the hall – village hall to be booked.		Volunteers BL Clerk
7.9	Christmas Tree to be collected and delivered around the 24 th November		DB
7.11	Grant to be sought for the cleaning of the memorials		CP and Finance Group
8	Invoice for the course to be paid for the course fee invoice received.		Clerk
8.1.3	Finance Sub-committee to meet to review finances including the 2024-2025 Precept request.		CP WJ WS MI
8.2.1	Clerk to check with NKDC about ID cards.		Clerk
8.2.2	Clerk to arrange payment for the agreed grant to MATES		Clerk
8.3	Local Plan to be sent to all Councillors		Clerk
8.4	Finance Regs to be reviewed		Clerk All
8.5	Draft Precept to be considered fully before the January meeting when it will be agreed.		RFO All

Minute Ref	Minute Commentary	Action By
1	<p><u>Welcome and Apologies and Co-option</u></p> <p>Will Stephenson co-option</p> <p>Proposed: WJ Seconded: MI</p> <p>Chris Greene co-option</p>	

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	<p>Proposed: BL Seconded: CP</p> <p>All agreed</p> <p>WS and CG signed acceptance of office form and joined the meeting. Both were welcomed to the Council by the Chair.</p> <p>Clerk to inform Election Team</p> <p>It was confirmed that SK has resigned from the Council and there are now 2 vacancies. The legal notice will be displayed when received.</p> <p>Councillors to complete Declaration of Interest forms for sending to the election team within one month of the co-option.</p>	<p>Clerk</p> <p>WS/CG</p>
2	<p><u>Declarations of Interests</u></p> <p>CP declared an interest in the application for funding from MATES as a member of the committee.</p>	
3	<p><u>Previous Minutes 12th September 2023</u></p> <p>Accepted as correct</p> <p>Proposed by: MI Seconded: CP</p> <p>All Agreed</p>	
4	<p><u>County and District Councillor Remarks</u></p> <p>Volunteer Hours – PC to ask again in January for volunteer hours for help in the cemetery via RK.</p> <p>He informed the council that it is now possible, if obnoxious fumes are experienced by Parishioners due to illegal substances being smoked by neighbours, for action can be taken.</p> <p>He also reported the huge success of the tourism industry in Lincoln which includes the Castle being given a gold award.</p> <p>Cllr. Kendrick full, latest report is routinely put on the Website. https://martinparishcouncil.co.uk</p>	<p>Clerk RK</p>
5	<p><u>Planning</u></p> <p>All planning is sent to the full Council and full details are available at: North Kesteven Planning on Line portal. planningonline">https://www.n-kesteven.gov.uk>planningonline</p>	<p>Clerk</p>
6	<p><u>Highways</u></p> <p>6.1 Moor Lane Tree</p>	

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	<p>Agreed: Cllr. Kendrick to complete a site visit with CP to look at options</p> <p>6.2 Linwood Road</p> <p>Complaints have been received about the condition of this road from Parishioners.</p> <p>Agreed: Clerk to write to RK for him to action</p> <p>All Highways concerns can be reported by parishioners directly on: https://www.fixmystreet.lincolnshire.gov.uk</p>	<p>CP RK</p> <p>Clerk RK</p> <p>All</p>
7	<p><u>Parish Items</u></p> <p>7.1.1 Playpark</p> <p>CG agreed to pick up the monthly inspection and prepare the priority jobs from the inspection report.</p> <p>Agreed: Clerk to send him the report and inspection schedule document.</p> <p>7.1.2 Tunnel</p> <p>Agreed: WJ to get quotes for the Tunnel to prevent children climbing and causing further damage.</p> <p>7.1.3 Gates</p> <p>There is concern about some behaviour in the park with cars particularly late at night.</p> <p>Agreed: MI to trial opening and closing the gates in the evening and morning whilst out walking.</p> <p>7.1.4 Nets</p> <p>There has been damage to the football nets.</p> <p>Agreed: MI to monitor the condition of them over the winter</p> <p>7.2 Groundwork</p> <p>All done for this season and DH has done a good job. There has been positive feedback from a Parishioner thanking the Council for work undertaken.</p>	<p>CG</p> <p>Clerk</p> <p>WJ</p> <p>MI</p> <p>MI</p>

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	<p>7.3 Woodland</p> <p>CP and WJ updated the public forum on the current situation with regard to the woodland.</p> <p>CP confirmed that the Grant has been accepted. WJ confirmed that initially the first £6000 of a £35000 for planting, will be claimed to enable the PC to purchase further trees. If the grant is not received as expected the Council can decide not to proceed and the future use of the land will be re-considered.</p> <p>Agreed: WJ to make the first claim and when received, more trees will be purchased.</p> <p>Councillors and volunteers to work together to plant the trees.</p> <p>7.4 Gates – Cemetery</p> <p>All completed and look good.</p> <p>Daffodils to be planted around the gates.</p> <p>7.5 Newsletter/Calendar</p> <p>BL presented the finally finished calendar which everyone was very pleased with. 50 have been printed and will be sold for £5.70. Payments will be made via bank transfer if possible. Clerk to send Bank details to BL and cash can be handed to BL for banking via Clerk.</p> <p>Some will be sold at the Christmas Fayre in December.</p> <p>7.6 Facebook</p> <p>It was decided not to have a Facebook page for the time being and to use the village events page for messages to the Parish.</p> <p>7.7 Emergency Plan</p> <p>A general discussion took place. When it has been updated and agreed information can be included in a future newsletter.</p> <p>Agreed: Clerk to forward the document to everyone and WS to review the document and advise the Council.</p> <p>7.8 Anaerobic Digester</p> <p>BL reported back on the action so far. It was proposed that our rep joins the task and finish group (run by Blankney Parish Council) and for the Council to distribute and collate a survey to enable Parishioners to say whether they are for or against. They can also state any concerns they may have. A suggestion was made that a date should be included as to when it should be returned.</p>	<p>WJ</p> <p>All</p> <p>BL Clerk</p> <p>WS Clerk</p>

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	<p>The role of the Task and Finish group is to gain a greater understanding of the implication of any proposed development, to ensure any formal responses to a planning application are 'informed' responses.</p> <p>Agreed: The Council are represented on the Task and Finish Group and the PC Survey to be sent to all homes in the Parish.</p> <p>The survey document be sent to the full Council to ensure everyone has seen the final document.</p> <p>Volunteers to deliver the survey.</p> <p>Proposed: WJ Seconded: CG All agreed</p> <p>7.9 Christmas Tree</p> <p>Agreed: DB to collect on or around 24th November and deliver to the Village Hall.</p> <p>7.10 Bonfire</p> <p>All went well with a good turnout (more than in 2022). Volunteers and 2 Councillors helped build the fire and helped clear up afterwards.</p> <p>It is hoped to repeat the event next year.</p> <p>7.11 Memorials</p> <p>A general discussion took place. Cleaning and repair are required for both monuments.</p> <p>Agreed: A grant application to be made to try and raise some money. Some money to be set aside in the 2024-2025 precept figures</p>	<p>BL</p> <p>Clerk</p> <p>DB Clerk</p> <p>CP</p> <p>Finance Committee</p>
8	<p><u>Clerk's Update</u></p> <p>8.1.1 Bank Balances and Statements</p> <p>Current Account: 7572.12</p> <p>Reserve Account: 5791.37</p> <p>Statements seen by Chair and distributed to the full council</p> <p>8.1.2 Payments for November</p> <p>Clerk's Salary</p> <p>November £568.35 Includes back pay to 1st May increase December £368.38 Gates £1988.92 (Includes VAT £331.48)</p> <p>Agreed in Advance</p>	

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	<p>Training Place (September 2021)</p> <p>Agreed to pay 50% of the outstanding balance and the VAT can be re-claimed.</p> <p>£141.60 (includes VAT £23.60)</p> <p>All agreed. Clerk to send payment</p> <p>8.1.3 Finance Sub Committee</p> <p>A general discussion took place. It was proposed that a formal sub-committee is formed to discuss in depth anything relating to the finances and report back to the full council. Any Parish Councillor can attend this meeting. The sub-committee does not have the power to make decisions on behalf of the Council but will advise the full Council on any decision that needs to be made.</p> <p>Agreed: WS WJ CP BL to form a sub-committee which will meet on a regularly agreed basis and all meetings will be minuted and shared with the Council.</p> <p>8.2 Correspondence</p> <p>8.2.1 ID Cards</p> <p>A general discussion took place.</p> <p>Agreed: Clerk to check with NKDC whether they are available through them</p> <p>8.2.2 MATES funding application</p> <p>Agreed: to donate £300 towards the hampers. Payment to be sent.</p> <p>Proposed: BL Seconded WJ</p> <p>All Agreed</p> <p>Clerk to arrange payment</p> <p>8.3 Local Plan 2023</p> <p>Agreed: Clerk to send out again to all Councillors for them to read, due to Martin being included in the new plan.</p> <p>8.4 Finance Regulations/Standing Orders</p> <p>Agreed: Clerk to review documents</p>	<p>Clerk</p> <p>Finance Committee</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

Minute Ref	Minute Commentary	Action By
	8.5 Precept 2024-2025 Agreed: PC to review estimated accounts prepared and finance group	All
9	<u>Agenda Items for the Next Meeting</u> Standing Items	
10	<u>Date of Next Meeting</u> Tuesday 9th January 2024 7.30pm Martin Village Hall	

Signed:

Date: