

# MARTIN AND MARTIN DALES PARISH COUNCIL AGM

MINUTES OF THE MEETING OF MARTIN AND MARTIN DALES PARISH COUNCIL

Date and Time: Tuesday 14<sup>TH</sup> May 2024 7.30pm

Location: Martin Village Hall

Present
Clare Cowen (Chair) CC
Ben Lilley BL
Will Jenkins WJ
Will Stephenson WS
Andy Wilkes AW
David Fletcher DF
Clerk to the Council
County Cllr. Rob Kendrick
District Cllr. Sarah Lawrence

Cllrs Not Present
David Busby DB Apologies sent
Chris Greene CG Apologies sent
Cllr. Adrian Whittle

Public in Attendance and Items Raised (PS)
10 Parishioners
Bus Shelter on the main road

Minute Ref		Action By	Completed
	<b><u>Agreed Actions from this meeting</u></b>		
PS	A review of possible location for a shelter to be undertaken and to look at possible options of location and funding. Cllr. Kendrick to be copied into progress on the bus shelter review	CC	
2	Vice Chair on the agenda for the next meeting	Clerk	
5	Review outstanding items from previous minutes and send to PC	Clerk	
5	Resident to be contacted re: light to be placed outside of Timtin	Clerk	
8	Audit documents required to be sent to external auditors	Clerk	
	Public rights to be put on the noticeboard	Clerk	
9	Declaration of Interest form to be completed and sent to NKDC	DF Clerk	

	Acceptance of Office Form signed and filed	DF Clerk	
10	Finance Group meeting to be agreed in the future.	CC	
	Emergency Plan to continue to be updated to include the agreed names.	WS	
	Councillors to confirm with WS what contact numbers should be added to the emergency plan.	CC BL	
	Cllrs. To check emergency box	CC BL	
	Key Holders to be confirmed (School and VH)	WS	
11	Asset List to continue to be updated and contact to be made with Majestic to discuss clock.	WJ	
12	Council document on the website to be read by all Councillors	All	
15.1	Nets and soil to be ordered	Clerk	
15.2	Cllr to Inspect the grounds maintenance work	WJ	
15.3	Cllr to check chainsaw licence for insurance and safety purposes Cllr to clarify review of agreement in 2025 to ensure best value.	WJ WJ	
16.3	All agreed payments to be made by cheque or bank transfer	Clerk	
16.4	All agreed donations to be made when all paperwork is in place.	Clerk	
16.5	All future apologies for non-attendance at meetings to be sent to the full Council in writing.	All	
16.6	Microsoft Teams: all Councillors to follow link and WS to continue to develop this	WS All	
16.7	Filing to be reviewed asap and where possible archived or disposed off	Clerk WJ	
18	Cllrs. To review dates provisionally booked for future meetings and to contact Clerk direct to request change or send apologies.	All	

Minute Ref	Actions Not Closed from Last minutes	Action By	Completed
	Tree on West Grove		
	TimTin Light		

**Date and Time of Next Meeting: Tuesday 8<sup>th</sup> November 2022 7.30pm**

Minute Ref	Minute Commentary	Action By
1	<b><u>Welcome</u></b> Clerk welcomed everyone to the meeting	Clerk

Minute Ref	Minute Commentary	Action By
2	<p><b><u>Election of Chair and Vice-Chair</u></b></p> <p>Chair:</p> <p>CC Elected as Chair</p> <p><b>Proposed by : AW                      Seconded:    BL</b></p> <p><b>All Agreed</b></p> <p><b>Vice Chair:</b> Not appointed</p> <p><b>Agreed to put vice chair election on the agenda for the next meeting</b></p>	Clerk
3	<p><b><u>Welcome by newly elected chair</u></b></p>	Chair
4	<p><b><u>Declarations of Interest</u></b></p> <p>CC and AW declared an interest for the Village Hall and Church funding requests.</p>	Chair
5	<p><b><u>Previous Minutes and Matters Arising 10<sup>th</sup> April 2024</u></b></p> <p>All Correct</p> <p><b>Proposed:        AW                      Seconded:        BL</b></p> <p><b>All Agreed</b></p> <p><b>Matters arising:</b></p> <p>WS has met with the company for grounds maintenance and has obtained a second quote, which for next year would be competitive. Councillor to check with school whether the Mary Kings Trust would be prepared to share the cost of cutting the area at the same time. A re-negotiation to take place at the end of this cutting year to ensure best value.</p> <p>Councillor to talk to DH to ensure he has a licence to use a chain saw and is aware of the review of the ground maintenance work in 2025.</p>	<p>Chair</p> <p>WJ</p> <p>WS</p> <p>WJ</p>
6	<p><b><u>County and District Councillors Remarks</u></b></p> <p><b><u>District Councillor Sarah Lawrence</u></b></p> <p>Cllr. Lawrence was welcomed to the meeting as it was her first. She reported that NKDC is financially sound and have just purchased an hotel in Sleaford, the Carr Arms (opposite Aldi in Sleaford).</p>	

Minute Ref	Minute Commentary	Action By
	<p><u>Councillor Rob Kendrick</u></p> <p>Report available on the Website.</p> <ul style="list-style-type: none"> <li>• RK highlighted that LCC is also on a sound financial footing.</li> <li>• Devolution discussions are ongoing. It is likely that under new proposals there could be an election for Mayor.</li> <li>• Addition funding for highways has been increased.</li> <li>• Fire Services have new equipment and are seen as good practice by others across the country.</li> <li>• Essential services have been safeguarded</li> <li>• Children Services have been rated outstanding</li> <li>• Highways have received additional funding of £19m</li> <li>• Heritage and Culture continues to grow raising up to £2billion for the local economy. Lincolnshire to be promoted for filming films and tv.</li> <li>• Trading Standards continue and have closed several shops selling illegal cigarettes</li> <li>• Coroners Service also continues to work hard for the County.</li> <li>• Children with Special Education Needs are now able to attend schools closer to their homes.</li> <li>• RK undertakes case and also promotes the volunteering hours from the Authority Contractors.</li> <li>• RK offered support for the application for bus shelter</li> <li>• The bypass around Lincoln continues towards completion and is called the North Hykeham Ring Road</li> </ul>	
7	<p><b><u>Parish Council Annual Reports</u></b></p> <p>CC and WJ have written reports for the most recent newsletter.</p> <p>The reports are available on request from the Clerk.</p>	CC WJ
8	<p><b><u>Finance Report and Audit Governance Statement 2023-2024</u></b></p> <p>The local auditor has signed off the accounts for 2023-2024. The audit documents 2022-23 were also at the meeting. The Governance statements were read in full and were agreed and signed off.</p> <p><b>Proposed: CC                      Second: WJ</b></p> <p><b>All agreed</b></p>	Clerk Chair
9	<p><b><u>Co-option</u></b></p> <p>David Fletcher applied to become a Parish Councillor and had submitted responses to the Council.</p> <p>The Acceptance of Office form was signed.</p>	

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	<p>Declaration of Interest to be completed, given to the Clerk and returned to NKDC within a month.</p> <p><b>Proposed: CC                      Seconded: WJ</b>  <b>All Agreed</b></p>	<p>Clerk DF</p>																														
10	<p><b><u>Holders of Office/Delegated Responsibilities</u></b></p> <p><b>Agreed:</b></p> <table border="0" data-bbox="336 600 1222 965"> <tr> <td>10.1 Play Park</td> <td></td> <td>AW</td> </tr> <tr> <td>10.2 Groundwork</td> <td></td> <td>WJ</td> </tr> <tr> <td>10.3 Inspections – Defib and Playpark</td> <td></td> <td>AW</td> </tr> <tr> <td>10.4 Finance/Grants</td> <td></td> <td>CC</td> </tr> <tr> <td>10.5 Events</td> <td></td> <td>BL</td> </tr> <tr> <td>10.6 Sid</td> <td>Volunteer Parishioner</td> <td></td> </tr> <tr> <td>10.7 Speed Monitoring</td> <td>Volunteer Parishioners</td> <td></td> </tr> <tr> <td>10.8 Speed Stats</td> <td>Volunteer Parishioner</td> <td></td> </tr> <tr> <td>10.9 Emergency Plan</td> <td></td> <td>WS</td> </tr> <tr> <td>10.10 Woodland</td> <td></td> <td>WJ</td> </tr> </table> <p><b>All Councillors are able to attend sub groups if they want to.</b></p> <p><b>Updates of any group discussions can be recorded on Microsoft Teams currently being developed by WS.</b></p> <p><b>Names were agreed to be added to the emergency plan.</b></p> <p><b>Team Leader (TL) BL</b>  <b>Assistant Team Leader (ATL) CC</b>  <b>Clerk AW WJ to assist</b></p> <p><b>Other Groups involved in the plan – VHC and Mary Kings</b></p> <p><b>The plan can be initiated by the TL, ATL , LCC and the Clerk</b></p>	10.1 Play Park		AW	10.2 Groundwork		WJ	10.3 Inspections – Defib and Playpark		AW	10.4 Finance/Grants		CC	10.5 Events		BL	10.6 Sid	Volunteer Parishioner		10.7 Speed Monitoring	Volunteer Parishioners		10.8 Speed Stats	Volunteer Parishioner		10.9 Emergency Plan		WS	10.10 Woodland		WJ	
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11	<p><b><u>Parish Council Asset List</u></b></p> <p>This is currently being by updated by WJ, including valuations for insurance purposes.</p> <p>Councillor to contact owner of the building where the clock is housed to check condition and value.</p>	<p>WJ</p>																														
12	<p><b><u>Document Update</u></b></p>	<p>All</p>																														

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	All councillors to review documents on the website which will be updated as and when agreed.	
13	<p><b><u>Planning</u></b></p> <p>All planning is sent to the full Council and full details are available at: North Kesteven Planning on Line portal.  <a href="https://www.n-kesteven.gov.uk/planningonline">https://www.n-kesteven.gov.uk/planningonline</a></p>	
14	<p><b><u>Highways</u></b></p> <p><b><u>Nothing to discuss</u></b></p>	
15	<p><b><u>Parish Items</u></b></p> <p><b>15.1 Playpark</b></p> <p>Repairs have been authorised by CC.</p> <p><b>Agreed: Nets and soil to be ordered</b></p> <p><b>15.2 Grounds Maintenance</b></p> <p>Work is being undertaken by DH. and contract to be reviewed in 2025.</p> <p><b>Agreed: WJ to inspect work asap. Cllr. to discuss the insurance requirements of using a chainsaw and review of the agreement in 2025</b></p> <p><b>15.3 Woodland Update</b></p> <p><b>Agreed: WJ to order trees for delivery and planting in November and reclaim the costs using income from grants.</b></p> <p><b>Clerk to request whether it is possible to set up another saving account without incurring cost for the Council. This will ensure clarity on funding income and expenditure for the woodland.</b></p> <p><b>Proposed: WS                      Seconded: WJ</b></p> <p><b>All Agreed</b></p> <p><b>15.4 Defib and Playpark Inspection Reports</b></p> <p>All inspections completed and sent to the full Council.</p>	<p>Clerk</p> <p>WJ</p> <p>WJ</p> <p>WJ</p> <p>Clerk</p> <p>AW</p>

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	<p>Councillor to continue inspections including equipment expiry dates.</p> <p><b>15.5 Village Fete July 2024</b></p> <p>The PC will have a stall which will be run by BL and the Clerk Photos have been requested including any old photos which will be judged by the parishioners on the day.</p> <p><b>15.6 Heritage Society Update</b></p> <p>The work continues to produce a book over a period 24 months, if possible, some support from this fund may be available for the memorials. Target date for presentation October 2025.</p> <p><b>15.7 D Day Celebration 6.03.24</b></p> <p>The celebration for this day will include the ringing of the Church bells, a thanks giving service and lighting of the beacon at 9.15pm.</p> <p>DB to be requested to help to put the wood in the Beacon.</p> <p><b>15.8 Shelter Cleaning</b></p> <p><b>Agreed: Risk assessment would need to be completed and quotes to be obtained.</b></p>	<p>AW</p> <p>BL Clerk</p> <p>MVH</p> <p>DB</p> <p>Clerk WJ</p>												
16	<p><b><u>Clerk's Update</u></b></p> <p><b>16.1 Bank Balance</b></p> <p><b>Current Account:       £22,307</b></p> <p><b>Business Reserve Account:   £5833.37</b></p> <p>The Clerk informed the council that it is not possible to upgrade the internet banking system to allow for online authorisation without upgrading the account at a cost of £20 per month.</p> <p><b>16.2 2023-2024 Audit Public Notice</b></p> <p>To be placed in the notice boards and the website</p> <p><b>16.3 Payments May/June</b></p> <table data-bbox="336 1883 997 2027"> <tr> <td><b>HMRC</b></td> <td><b>178.22</b></td> <td></td> </tr> <tr> <td><b>Clerk Salary</b></td> <td><b>375.45</b></td> <td><b>May   June</b></td> </tr> <tr> <td><b>Expenses</b></td> <td><b>75.75</b></td> <td></td> </tr> <tr> <td><b>Grounds Maintenance</b></td> <td><b>280.00</b></td> <td><b>May   June</b></td> </tr> </table>	<b>HMRC</b>	<b>178.22</b>		<b>Clerk Salary</b>	<b>375.45</b>	<b>May   June</b>	<b>Expenses</b>	<b>75.75</b>		<b>Grounds Maintenance</b>	<b>280.00</b>	<b>May   June</b>	<p>Clerk</p>
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