

MARTIN AND MARTIN DALES PARISH COUNCIL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE

Date and Time: Tuesday 2nd July 2024 7.30pm

Location: Martin Village Hall

Present
Clare Cowan (CC) Chair
Will Jenkins (WJ)
Ben Lilley (BL)
Will Stephenson(WS)
Andy Wilkes (AW)
David Busby (DB)
Parish Clerk

Present
1 Parishioner

Public Session
Issues raised: None

Carried Forward from Previous meeting			
	Checking of the Emergency Box		CC BL
	Emergency Plan		WS
	Shelters		Clerk
	Asset List		WJ
	Park Repairs		CC
	Microsoft Teams		WS
	Filing		WJ Clerk
	Timtin Light		Clerk
	Memorials		CC

Minute Ref	Actions from this meeting		Action by
Matters Arising			
2	Clerk to look into acceptance of apologies guidance and speak to CG.		Clerk

8.1	Cllr. to follow up progress on repairs in the Playpark		CC
	Cllr to cut back the weeds		WJ
8.2	Cllr. to forward risk assessments to the Clerk		WS
	Maintenance Contract to be reviewed in November		All
8.4	Quotes to be obtained for Calendar printing		BL
8.5	Emergency box to be checked		BL CC
8.6	Grant to be sought for memorials	y	Clerk CC
8.7	Apply for street light on Low Moor Lane	y	Clerk
8.8	Cllrs. To inspect the two existing shelters		WJ WS
	Cllrs. To choose their preferred design		All
	Agreed design to be sent to Highways		Clerk
8.10	Clerk to contact parishioner about the tree on Parishioner's land near the highway.	tbc	Clerk
9.2	Lincolnshire County Council to be informed of the agreement to use the website.	y	Clerk
	LALC website manager to be employed to administer the site.	y	Clerk
	Confirmation of hours needed to be clarified	y	Clerk
	New emails to be created	tbc	Clerk
	One.com folder to be saved.	tbc	Clerk
9.3.3	Code of conduct training to be confirmed	tba	Clerk
9.3.4	Village Hall to be informed that a training place is not required	y	Clerk
9.3.5	Cllr. to attend school event		WS
9.4	Finance sub group to meet in August	y	AW CC Clerk

Minute Ref	Minute Commentary	Action By
1	<p><u>Welcome and Public Session and Elect Vice-chair</u></p> <p>1.1 Welcome from the Chair 1.2 Vice-chair</p> <p>DB to be Vice-chair</p> <p>Proposed: WJ Second: WS</p> <p>All Agreed</p>	
2	<p><u>Apologies</u> : Parish Cllrs CG, DF and CC Kendrick</p> <p><u>Not Present</u>: District Councillors Whittle and Lawrence</p> <p>A general discussion took place with regard to apologies.</p> <p>Agreed: Clerk to contact CG and get some guidance on accepting apologies.</p>	Clerk

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3	<p><u>Declarations of Interests</u></p> <p>None</p>	
4	<p><u>Previous Minutes 14th May 2024</u></p> <p>Accepted as correct Proposed: AW Second: BL All Agreed</p>	
5	<p><u>County and District Councillor Remarks</u></p> <p>Not Present Cllr. Kendrick's full report is on the Website for all to access https://martinparishcouncil.co.uk Parishioners to contact the Clerk directly if they do not have access to the internet.</p>	
6	<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>	
7	<p><u>Highways</u></p> <p>All Highways concerns can be reported by parishioners and Councillors directly on: https://www.fixmystreet.lincolnshire.gov.uk</p>	
8	<p><u>Parish Items</u></p> <p>8.1. Playpark</p> <p>The vandalism issue was raised with the Police. Visits have been made to Parish Councillors. No further action to be taken.</p> <p>AW has undertaken the regular inspection.</p> <p>Repairs have been delayed because of the weather and CC.</p> <p>AW pointed out that some nettles need cutting down near the slide.</p> <p>Agreed: CC to chase the repairs which hopefully will be done before inspection.</p> <p>WJ to have the nettles cut down.</p> <p>8.2 Groundwork Maintenance</p> <p>WJ reported the grounds maintenance is going well.</p>	<p>CC WJ</p>

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	<p>A parishioner has volunteered to strim the grass and the Clerk has asked the question to the Insurance Company.</p> <p>Agreed: WS to forward a risk assessment for strimming. Maintenance to be reviewed in November for 2025.</p> <p>8.3 Woodland Update</p> <p>WJ to create risk assessment for volunteer work on the woodland. WJ reported that a tree has come down and the wood has pushed to the side as it is too large to use for logs otherwise it would be offered to Parishioners in need.</p> <p>The separate account has now been opened.</p> <p>8.4 Calendar 2025</p> <p>All going well and the photos have been chosen.</p> <p>Agreed: BL to gain quotes for printing once the design has been agreed.</p> <p>8.5 Emergency Plan</p> <p>This is a work in progress and the final agreement is needed for the Village Hall for it to be completed. The emergency boxes will also need to be checked as previously agreed and brought up to date.</p> <p>Agreed: BL CC to check and update the contents in the boxes and the Clerk to see if other resources are available.</p> <p>8.6 Memorials</p> <p>The two memorials are in need of cleaning and renovation.</p> <p>Agreed: CC and Clerk to look into grants</p> <p>8.7 Streetlight Low Moor Lane</p> <p>The Clerk has spoken to the nearest resident to the proposed light and no objections were made.</p> <p>Agreed: Clerk to submit application</p> <p>8.8 Bus Shelters</p> <p>Application form has been received and contact has been made with Highways. Initial thoughts would be to site them near bus-stops.</p> <p>Agreed: Cllrs. to review the designs of the shelters and forward the preferred design to the Clerk. The residents would need then to be consulted.</p> <p>The application would then have to be sent to Highways and finally NKDC.</p>	<p>Clerk</p> <p>BL</p> <p>BL CC</p> <p>Clerk CC</p> <p>Clerk</p> <p>All</p> <p>Clerk</p>

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	<p>Two to look at the existing shelters to assess the condition of both of them</p> <p>8.9 Local Plan</p> <p>A general discussion took place. Some finance is available to support the progress. The benefits would be that the PC may have a greater say in the future and a higher percentage of the CIL would be received. Agreed: No further action to be taken</p> <p>Proposed: WJ Second: DB</p> <p>All agreed</p> <p>8.10 Tree near West Grove</p> <p>Several enquiries and actions have taken place with regard to the large tree on the side of the footpath.</p> <p>The Council have been informed that the tree is on the Parishioner's land and therefore the NKDC are not able to take any action beyond what has already been done i.e. requesting that it be cut back away from the footpath.</p> <p>Agreed: Clerk to contact the complainant and give this update as the Parish Council is not able to take any action.</p>	<p>WJ WS</p> <p>Clerk</p>
<p>9.</p>	<p><u>Clerk's Update</u></p> <p>9.1.1 Bank Balances and Statements 28.06.2024</p> <p>Current Account: £17,999.95</p> <p>Reserve Account: £ 5,847.05</p> <p>Woodland Account £ 886.22</p> <p>9.1.2 Payments</p> <p>Grounds Maintenance Salary HMRC Sign for the Park</p> <p>All Agreed</p> <p>9.1.3 Audit 2023-2024</p> <p>All completed and sent to external auditors. Acknowledgment has been received.</p>	

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	<p>Audit documents are on the website and public notice has been displayed.</p> <p>9.2 Website/Emails</p> <p>The Council discussed the website in depth and the importance of having an updated site. The existing website is non-compliant It was accepted that establishing the new website would incur initially additional finance. Clerk to speak to Administrator re: gallery and estimated hours.</p> <p>Agreed: The free LCC website would be used in the future. LALC website manager will be employed to administer the website.</p> <p>New emails addresses to be created in due course.</p> <p>Clerk to request estimated hours for finance planning with a maximum of £500.</p> <p>Proposed: WJ Second: CC</p> <p>Contract with one.com to end asap.</p> <p>New emails to be set up asap.</p> <p>Arrangements to be made to have the existing folders saved and sent over for future reference and finally notice to be given to one.com.</p> <p>Proposed: AW Second: BL</p> <p>All Agreed</p> <p>9.3. Correspondence Parishioner</p> <p>9.3.1 Speeding</p> <p>A letter had been received requesting speeding stats and this was passed on to BD who has all the stats.</p> <p>9.3.2 Bin – Rear of Village Hall</p> <p>Agreed: Cllr. to make contact to clarify that this is not a PC matter</p> <p>9.3.3</p> <p>Code of Conduct</p> <p>Agreed: Clerk has asked whether the LALC training option is possible rather than the planned session.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>CC</p> <p>Clerk</p>

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	<p>9.3.4 First Aid Training</p> <p>Agreed: Clerk to confirm that the PC does not require a place on the course.</p> <p>9.3.5 Mary Kings School</p> <p>Agreed: WS to attend school function on behalf of the Council.</p> <p>9.4 Finance Sub Committee</p> <p>Agreed: Committee to meet in August initially on the 6th August and feed back to the Council.</p> <p>Forecast to be prepared for the September 2024 meeting.</p> <p>9.5 Microsoft Office</p> <p>All ongoing</p>	<p>Clerk</p> <p>WS</p> <p>Clerk CC AW</p> <p>WS</p>
10	<p><u>Additional Agenda Items for the Next Meeting</u></p> <p>Apology Process</p>	
11	<p><u>Date of Next Meeting AGM 17th September 2024 7.30pm</u></p>	

Closed : 9.10pm

Signed:

Date: