

# MARTIN AND MARTIN DALES PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING

**Date and Time: Tuesday 9<sup>th</sup> January 2024 7.30pm**

**Location: Martin Village Hall**

Present
David Busby (DB) V. Chair
Clare Pearson (CP) Chair
Will Jenkins (WJ)
Ben Lilley (BL)
Will Stephenson (WS)
Andy Wilkes (AW)
Parish Clerk

Present
2 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.
Issues raised: None

Minute Ref	Actions from this meeting	Action by
<b>Matters Arising</b>	Christmas tree to be taken down and disposed of.	<b>AW and parishioner</b>
	ID Card – Clerk to retain her ID card. PCs to decide individually if they want one.	
	Clerk to enquire to LALC and NKDC of the creation of a Local Neighbourhood Plan.	
	The District Councillor is Adrian Whittle	
<b>1</b>	AW to form and send to NKDC	<b>AW</b>
	Inform NKDC of Co-opted Councillors	<b>Clerk</b>
<b>5</b>	Request Voluntary Hours for Cemetery	<b>Clerk</b>
<b>7</b>	WJ to contact Highways on behalf of Parishioner	<b>WJ</b>
<b>8.1.2</b>	Councillor to inspect park and defib the following week	<b>CP</b>
<b>8.1.4</b>	WJ to send land details to WS	<b>WJ</b>
<b>8.1.5</b>	Contact to be made with previous worker for park maintenance	<b>CP</b>
<b>8.2.1</b>	Schedule of ground work to be agreed and quotes obtained	<b>CP Clerk</b>

8.2.2	Parishioner to remove fallen tree on the Park		Parishioner
8.3	Trees to be purchased subject to income		WJ
8.4.1	Newsletter to be completed and sent to editor		BL
8.4.2	Callender details to be added to Newsletter		BL/WJ
8.5	Emergency Plan: contact to be made with the County Council and fire Service, Review to continue.		WS
8.7	Quotes to be obtained for memorials		CP
8.8	Extra Light request via fixmystreet		Clerk
9.1.2	Payments to the end of March to be paid		Clerk
9.1.3	Terms of reference to be drafted for Finance Subcommittee for May 2024		Clerk
9.4	Finance Regulations to be reviewed by May 2024		Finance Sub Committee
9.5	Parishioner to be advised to contact Police with regard to shooting on the land.		Clerk
9.6	Precept forms to be submitted to NKDC before 17 <sup>th</sup> January 2024		Clerk
9.7	Cheque book, cemetery log and log books to be handed to Chair in the absence of the Clerk		Clerk

Minute Ref	Minute Commentary	Action By
1	<p><b><u>Welcome and Apologies and Co-option</u></b></p> <p>1.1 Welcome</p> <p>The Chair Welcomed everyone to the meeting with best wishes for 2024</p> <p>1.2 Co-option</p> <p><b>Andy Wilkes was co-opted to the Council</b></p> <p><b>Proposed: WJ      Seconded: CP</b></p> <p><b>All agreed</b></p> <p><b>AW to sign acceptance of office form and declarations asap and was welcomed by the Chair.</b></p> <p><b>Clerk to inform Election Team</b></p> <p><b>Councillor to complete Declaration of Interest forms and send to the election team within one month of the co-option.</b></p>	<p>AW</p> <p>Clerk</p> <p>AW</p>
2	<p>Apologies</p> <p>MA did not attend apologies were received.</p>	

<b>Minute Ref</b>	<b>Minute Commentary</b>	<b>Action By</b>
	CG did not attend.	
3	<p><b><u>Declarations of Interests</u></b></p> <p>CP declared an interest in the quote for the tree removal.</p>	
4	<p><b><u>Previous Minutes 14<sup>th</sup> November 2023</u></b></p> <p>Accepted as correct</p> <p><b>Proposed by:            WJ                                  Seconded:    DB</b></p> <p><b>All Agreed</b></p>	
5	<p><b><u>County and District Councillor Remarks</u></b></p> <p>5.1 Voluntary Hours</p> <p><b>Agreed: Clerk to send request for support in the cemetery.</b></p> <p>5.2 On-call Fire Fighter</p> <p>Adverts will be out soon for the above.</p> <p>Cllr. Kendrick full, latest report is routinely put on the Website.</p> <p><b><a href="https://martinparishcouncil.co.uk">https://martinparishcouncil.co.uk</a></b></p>	Clerk
6	<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.</p> <p><b><a href="https://www.n-kesteven.gov.uk&gt;planningonline">https://www.n-kesteven.gov.uk&gt;planningonline</a></b></p>	Clerk
7	<p><b><u>Highways</u></b></p> <p>7.1 Moor Lane Tree</p> <p><b>Agreed: Clerk to send reminder email to Cllr. Kendrick</b></p> <p>7.2 Highway Verges</p> <p>A parishioner has approached a Councillor about the condition of the verge near their home.</p> <p><b>Agreed:    WJ to enquire with Highways.</b></p> <p>All Highways concerns can be reported by parishioners and Councillors directly on:</p> <p><b><a href="https://www.fixmystreet.lincolnshire.gov.uk">https://www.fixmystreet.lincolnshire.gov.uk</a></b></p>	Clerk       WJ
8	<b><u>Parish Items</u></b>	

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	<p>8.1. Playpark</p> <p>8.1.1 Railings on the Tunnel</p> <p><b>Agreed; No further action to be taken and parishioner to be informed By the Clerk.</b></p> <p>8.1.2 Monthly Inspection</p> <p><b>Agreed: CP to inspect the park and defib over the next couple of weeks and Clerk to contact CG directly for update.</b></p> <p>8.1.3 Park Gates</p> <p><b>Agreed: To wait for update MI at the next meeting</b></p> <p>8.1.4 Playpark Ownership</p> <p>WS raised the question of ownership of the land.</p> <p><b>Agreed: WJ to give WS Land Registry details.</b></p> <p>8.1.5 Playpark Maintenance Quote</p> <p><b>Agreed: Councillors to make contact with known maintenance worker to establish cost of annual maintenance to keep the park to a satisfactory safe standard guided by the annual ROSPA report.</b></p> <p>8.2 Groundwork</p> <p>8.2.1 Schedule of work to drafted.</p> <p><b>Agreed: Full Schedule of work to be undertaken and quotes obtained for overall grounds maintenance.</b></p> <p>8.2.2 Tree removal from the Park.</p> <p><b>£45 to be paid to a parishioner (PC) for clearing the fallen tree in the playpark.</b></p> <p><b>Fallen tree on the woodland to be voluntarily chopped and taken away. All work to be undertaken at their own risk.</b></p> <p><b>Logs to be made available to those who needs them.</b></p> <p><b>All logs will need to be dried out before use.</b></p> <p>8.3 Woodland</p> <p>WJ confirmed that the submission had been made and when cash has been paid into the bank further trees will be purchased. The working group, headed by WJ, have begun the process of planting trees.</p>	<p>CP</p> <p>WJ</p> <p>CP</p> <p>CP Clerk</p> <p>PC</p>

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	<p><b>Agreed: First claim has been submitted and when income received, more trees will be purchased and planted.</b></p> <p><b>Councillors and volunteers (45) in working group to work together to plant the trees.</b></p> <p>8.4 Newsletter/Calendar</p> <p>8.4.1 Newsletter</p> <p><b>Agreed: BL to add details of the calendar to the draft prepared by WJ and agreed through Council. It will then be sent to the editor.</b></p> <p>8.4.2 Calendar</p> <p>This has been successful and all sold.</p> <p><b>Agreed: 2025 Calendar to be produced. Parishioners' photos to be judged at the Summer Fayre 2024. Printing and cost to be agreed.</b></p> <p><b>Any Parishioner can enter (including Councillors) as voters will not know who took the photo.</b></p> <p>8.5. Emergency Plan</p> <p>WS have looked at this document on behalf of the PC.</p> <p><b>Agreed: WS to completely review and update a draft of the Emergency Plan after contacting the County Council and the Fire Service.</b></p> <p>8.6 Anaerobic Digester</p> <p><b>Agreed: No further action to be taken on this for the time being, due to information being received that , for the time, being the proposals have been withdrawn and it will now be removed from the agenda.</b></p> <p>8.7 Memorials</p> <p>CP agreed to take photos for the quotes as these are being requested when approached by the Clerk.</p> <p><b>Agreed: CP to continue to work on quotes and grants for renovation and cleaning of both memorials.</b></p> <p>8.8 Street Light (Timtin)</p> <p><b>Agreed: Clerk to report on fixmystreet.</b></p> <p>8.9 Cemetery</p> <p>A burial is due to take place this week.</p> <p>Daffodils have been planted around the gates.</p>	<p>WJ/CP</p> <p>WJ/BL</p> <p>WS</p> <p>CP</p>

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	<p><b><u>Clerk's Update</u></b></p> <p>9.1.1 Bank Balances and Statements</p> <p>Current Account: £5804.59</p> <p>Reserve Account: £5464.39</p> <p>Statements seen by Chair and distributed to the council at Finance sub group.</p> <p><b>All Agreed</b></p> <p>9.1.2 Payment to be paid up to the end of March</p> <p>Clerk's Salary £369.38 per month plus expenses HMRC : £629.58 to end of March 2024</p> <p><b>All agreed</b></p> <p>9.1.3 Finance Sub Committee</p> <p><b>Agreed: Terms of reference to be drafted by the Clerk after leave and to include meeting 3 times per year.</b></p> <p>9.2 Correspondence</p> <p>9.2.1 D Day Celebrations</p> <p><b>Agreed: On the agenda for the next meeting to discuss lighting the beacon and bell ringers.</b></p> <p>9.2.2 NKDC/LCC Documents handed out and consultation dates information is on the notice boards.</p> <p>9.2.3 Shine Magazine</p> <p>Copies handed out.</p> <p>9.4 Finance Regulations/Standing Orders</p> <p><b>Agreed: To be reviewed by the Finance sub-group and formally agreed in May 2024.</b></p> <p>9.5 Parishioner Correspondence</p> <p>Shooting on Land</p>	<p>Clerk</p> <p>All</p> <p>All</p>

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	<p><b>Agreed: Clerk to write to inform Parishioner to contact the Community Policing Team.</b></p> <p>9.6 Precept 2024-2025</p> <p>Lengthy discussions have taken place considering the ever-increasing costs of the Play Park, work on the memorials and increased grounds maintenance throughout the Parish. It was decided that the cost-of-living indexes should be seriously considered before agreeing the precept request. This was taken into account in the final decision.</p> <p>There is a commitment to look for grants to help with costs towards memorials.</p> <p><b>Agreed: A 4.9% increase to be requested from NKDC.</b></p> <p><b>Proposed:              WJ                                      Seconded:      BL</b></p> <p><b>All agreed</b></p> <p>9.7 Clerk’s Leave Arrangements</p> <p><b>Agreed: Clerk to be on leave from the 16<sup>th</sup> January until 18<sup>th</sup> March 2024.</b></p> <p><b>Chair to have cheque book for any necessary payments (two signatories required)</b></p> <p><b>Chair also has post box key and cemetery documents.</b></p>	<p>All</p> <p>Clerk</p>
10	<p><b><u>Agenda Items for the Next Meeting</u></b></p> <p><b>D Day Thursday 6<sup>th</sup> June 2024</b></p>	
11	<p><b><u>Date of Next Meeting</u></b></p> <p><b>Tuesday 19<sup>th</sup> March 2024 7.30pm</b></p> <p><b>Martin Village Hall</b></p>	

Signed:

Date: