MARTIN AND MARTIN DALES PARISH COUNCIL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE

Date and Time: Tuesday 17th September 2024 7.30pm

Location: Martin Village Hall

Present		
Clare Cowen (CC)	Chair	
Ben Lilley (BL)		
Chris Greene(CG)		
Will Stephenson (W	S)	
Will Jenkins (WJ)		
Parish Clerk		

Present
4 Parishioners
Apologies Received: Cllr. Fletcher and Cllr. Wilkes
Not Present: Cllr. Busby

Public Session

Issues raised:

(1) Speeding – Request for something to be done – concerns over noise levels, cracks in properties

Suggestions:

- 20 MPH Speed Limit through the village
- 40 reduced to 30mph in parts
- Reduce noise by reducing speed
- Repair potholes and bumps
- Acknowledgement of huge vehicles from various companies
- Large vehicles from very early morning to late at night
- Extend 20mph limit near the school
- Zebra crossing
- Use evidence available from the SID

(2) A thank you from a Parishioner for everything the Parish Council do for the Parish

Carried Forward from Previous meeting		
	Emergency Plan	
	Restoration of memorials	
	Microsoft Teams	
	Timtin Light	

Minute Ref	Actions from this meeting	Action by
Public Session	Formal Approach again to the County Council raising the continuing serious concerns of Parishioners about speeding and the condition of the roads in the parish.	Clerk
2	Full Council to review Legal Note 5 (formal guidance for Parish Councils via LALC)for Parish Councils and agreement to be reached at the next meeting.	ALL
7	Clerk to contact County Councillor Kendrick with formal request addressing concerns of Parishioners around speeding and the condition of the road through Martin.	Clerk
8.1	Update on repairs to the park and invoice to be requested	Clerk
8.2	WJ to purchase bulbs for planting	WJ
8.3	Invoice to be paid for trees	Clerk
	Refund to be requested	WJ
	Statement to be sent to WJ for refund purposes	Clerk
8.4	Calendars to be ordered	BL
8.6	Memorials to be cleaned and repaired. Clerk to write a letter to the business owner parishioner who has offered to undertake the work.	Parishioner and CC
8.7	Timtin light to be followed up	Clerk
8.10	Landowner to asked to ensure footpath is cut regularly to a minimum of 2 metres width.	Clerk
8.11	Clerk to purchase two remembrance wreaths for laying at the memorials	Clerk
8.12	Christmas tree to be purchased for the Village Hall in time for	Clerk
	the Fayre.	WJ
0.0	WJ to speak to DH to compare price.	
9.2	Clerk to make payments as agreed as detailed in minutes below.	Clerk
9.3	Formal Audit Notice to be displayed	Clerk
9.4	Email .gov addresses to be completed.	Clerk
	Clerk to look into the saving of emails folders	
9.5.1	Clerk to contact NKDC re: additional bin collection	Clerk
9.5.2	Parish Clock to be valued for insurance purposes.	
	Cllr. to try to see if anything can be done to access the clock to have it valued.	СС
9.5.3	Clerk to request additional grit and to approach DB for delivery	Clerk
	location.	DB
9.5.4	Clerk to contact the VHC re: litter picking	Clerk

9.5.5	Clerk to contact the Monitoring Officer to agree a date for training.	Clerk
9.6.1	Finance Group to agree a date for late November	Clerk
	Action to be taken to produce consultation document including WS to contact the school and CG and Clerk contact community groups.	Clerk WS CG
9.6.2	Clerk to look into replacing the printer as planned for in the precept.	Clerk
9.9	Asset lists for audit and insurance to be reviewed by Councillor and Finance Officer in due course.	Clerk/RFO
Minute Ref	Minute Commentary	Action By
1	Welcome and Public Session	Chair
	Co-option - None	
2	Apologies: Cllrs. Wilkes and Fletcher	
	A general discussion took place with regard to the handling of apologies from Councillors. This included emphasising that although absence at times is unavoidable it was important that Councillors regularly attended meetings and these apologies must be recorded in the minutes as accepted or not. Consideration to be given to the Legal Notice 5 for Parish Councils which offers guidance on the 6 th Month rule which for Martin and Martin Dales Parish Council would cover 3 meetings. The Legal Note 5 gives formal guidance on procedures for Parish Councils	All
3	Declaration of Interests	
4	Previous Minutes 2 nd July 2024	
	These were accepted as a true Record	
	Proposed: CC Second: BL	
	All Agreed	
5	County and District Councillors – None Present	
6	Planning	
	6.1 Anaerobic Digester	
	A notification had been received from the Blankney PC, as yet no action is required.	
	All planning is sent to the full Council and full details are available at: North Kesteven Planning on Line portal. <u>https://www.n-kesteven.gov.uk>planningonline</u> Clerk can be contacted directly for clarification/information	

		
7	Highways	
	The condition of the road in the village and the speed and nature of the traffic was discussed in the public session.	
	Agreed: Clerk to formally contact Councillor Kendrick.	
	All Highways concerns can be reported by parishioners and Councillors directly on:	Clerk
	https://www.fixmystreet.lincolnshire.gov.uk	
8	Parish Items	
	8.1 Playpark	
	AW continues to inspect the park on a regular basis. The ROSPA report has been received.	
	Repairs have been undertaken and an update and invoice are due to be received.	
	Agreed: Clerk to chase the update and invoice for payment	Clerk
	8.2 Grounds Maintenance	
	All going well.	
	As agreed in the precept planning, bulbs to be purchased for further planting.	WJ
	Proposed: WJ Seconded: CC	
	All Agreed	
	8.3 Woodland Update	
	WJ gave the update on the woodland.	
	The weeds on the land have been dealt with.	
	A further grant has been received which will be used for the purchase of further trees for planting.	
	WJ informed the full Council that further trees will need to be sourced to ensure all planting is completed in the future as 2 more orders are needed after this one.	WJ Clerk
	Agreed: Clerk to pay invoice for the trees and send bank statement to WJ as soon as possible. WJ to order further trees asap.	WJ CIEIK
	8.4 Calendar 2025	
	Agreed: BL to order 75 A4 (£450-£495)	
	to be sold for £6.50.	
	A stall will be requested at the Village Hall Christmas Fayre.	BL
	Proposed: WJ Seconded: CC	
	All Agreed	
	8.5 Emergency Plan	
	WS confirmed that the Village Hall have agreed to be included in the Plan.	
	The contents of the emergency box were reviewed.	
	Cllr. to continue to work on this.	WS

8.6 Memorials	
A Parishioner had kindly agreed to repair/clean both memorials having had communication with the NKDC Heritage Officer. The PC agreed to allow this to happen.	Parishioner
Agreed: Clerk to contact the parishioner who runs the business on which the memorial is situated in Martin Dales confirming the PC are happy for him to undertake the work subject to agreement with the Heritage Officer recommendation being confirmed.	Clerk
Proposed: WS Seconded: CG	
All Agreed.	
8.7 Street Light	
(Timtin) NKDC had responded asking the PC for confirmation of who will pay for this. The PC has requested that the light is fitted by NKDC.	Quality
A response has not been received yet.	Clerk
Agreed: Clerk to chase this up.	
 8.8 Bus Shelters	
CC and a parishioner have inspected the existing shelters and report that the plastic windows are in very poor condition and will need replacing.	
Agreed: It was decided that no further action to be on the requested bus shelters due to only one request being received, the location and the difficulties with existing shelters.	
Proposed: CC Seconded: CG	
All Agreed	
8.9 Speeding – 20 mph	
Previously discussed	
8.10 Footpath Width	
Agreed: Clerk to ask the landowner and as for the continued upkeep of the footpath to ensure that there should be 2 metres wide at least.	Clerk
8.11 Remembrance Sunday	
Agreed: Council to buy two wreaths for the memorials and agreement to be reached for Councillors to lay both wreaths.	CC Clerk
8.12 Christmas Tree	Clerk
Agreed: Council to again donate tree for outside of the Village Hall in time for the Christmas Fayre. Clerk to order and arrange collection and delivery once quotes have been received. WJ to speak to DH.	WJ

9	Clerks Update	
	9.1 Bank Balances as of 16 th September 2024	
	Current Account: £15183.94	Clerk
	Woodland: 7386.44	
	Business Reserve Account: 5861.70	
	9.2 Payments	
	Grounds Maintenance: £280.00	Clerk
	Clerk Salary: £375.45	
	Woodland Trees: £5162.40(inc. vat - reclaimed)	
	Ext Audit Standard Fee: £252.00(inc. vat to be reclaimed	
	HMRC £178.22	
	All Agreed	Clerk
	9.3 Audit 2023-2024	Clerk
	Internal and external audits have been completed and confirmation received that all is in order.	
	Agreed: Legal Notice to be displayed to inform the Parish.	
	9.4 Website	
	Agreed: Clerk to confirm minutes table with the website administrator.	Clerk
	Clerk to organise .gov emails with the suggested supplier	
	One.com email folders to be requested due to the changeover to the Lincolnshire County Council website.	
	9.5 Correspondence	•
	Much had already been discussed.	
	9.5.1 Poo Bin	
	Agreed: PC to purchase a new bin subject to confirmation that it will be emptied by NKDC.	Clerk
	9.5.2 Parish Clock	
	Agreed:	
	9.5.3 Grit	Clerk
	Agreed: The Council to order the offered grit and asked DB if it can be delivered there.	
	9.5.4 Litter Picking	
	A letter has been received offering a grant subject to certain conditions. A general discussion took place discussing the offer of the grant, the current arrangement and the option of employing a litter picker.	Clash
	Agreed: It was decided the clerk would speak to the VHC about the regularity of the litter picking.	Clerk
	9.5.5 Code of Conduct Training	Clerk
		I

	Agreed: Clerk to contact the monitoring officer to propose a session takes place before a future meeting as Councillors have had these dates in their dairies.	
	9.6 Finance Group	All Clerk
	9.6.1 The latest discussion notes were emailed to the full Council and further discussion will take place after the November meeting when the precept will be discussed in more depth.	
	Finance for the Playpark Outdoor Gym had been progressed.An application had been submitted. The Clerk had been advised that a broader consultation should take place. Discussion included, survey via the school, the village hall community groups and individuals.	
	Agreed: Clerk to draft a survey and send to Councillor for a review and printing.	Clerk
	Clir. to contact the school.	WS
	Cllr. and Clerk to contact community groups.	CG Clerk
	9.6.2 Printer	CGCIEIK
	Agreed: Clerk to look into the cost of the new printer planned for in the precept.	
		Clerk
	9.7 Microsoft Office	
	Agreed: work on this to be continued when the new emails are set up.	WS
	9.8 Apologies Procedure	
	Already discussed	
	9.9 Asset Value and Asset List	
	Agreed: WS and Clerk to meet to draft and asset document which includes appreciation and depreciation of all asset annually.	WS Clerk
10	Agenda Items for the next meeting	Clerk
	Grounds Maintenance M Soft Office Apologies	
	Date, time and venue for the next meeting	All
	12 th November 2024 7.30pm Martin Village Hall	

Meeting ended 9.30pm