

# MARTIN AND MARTIN DALES PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

**Date and Time: Tuesday 23rd May 2023 7.30pm**

**Location: Martin Village Hall**

Present
David Busby (DB)
Clare Pearson (CP) Chair
Will Jenkins (WJ)
Ben Lilley (BL)
Sasha Kitley
Parish Clerk

Present

Public in Attendance			
Issue Raised	Public Session		
	The public were reminded that it is not possible to speak during the meeting unless addressed by the Chair.`		
	AD Statement from the MAD group (Martin Against Anaerobic Digester) Agreed: LF to report back to the Parish Council as the work develops.		
	Hedge Rows A Parishioner highlighted the improved hedges around the Parish.		
	Lighting between 64 Moor Lane and the bus stop is insufficient, an additional light is required.		
	Speed Sign 30 mph to be relocated Cllr. Kendrick to be contacted to see if he has an update. Consideration to be given relocation of SID.		
	Precept Increase 98% increase in 2 years – huge concerns raised by a parishioner. A general discussion took place about financial decisions. Working together helping to raise money would help eg. Mates VHC and PC working together to buy goal posts. Precept will be discussed in meeting in November 23 and agreed in January 2024. This will be a very transparent process.		
	Woodland general discussion took place with pros and cons – final decision to be made when future funding is clarified.		

	Some trees have been planted on the Mary Kings Land and confirmation has been received that dogs are not allowed on the Trust Land. Future signs will reflect this.		
	Suggestion to have DIY volunteers to help around the Parish to save costs. It was suggested that sometime in June would be a good time before Parishioners go on holiday.		

<b>Minute Ref</b>	<b>Actions from this meeting</b>		<b>Action by</b>
<b>8</b>	<b>Clerk to send audit paperwork to external auditors and put paperwork on the website and display public notice</b>		<b>Clerk</b>
<b>10</b>	<b>Councillor to attend Village Fete planning group</b>		<b>BL</b>
	<b>Councillors to meet parishioner volunteer to organise relocation and charging of SID</b>		
<b>11</b>	<b>Asset list to be updated</b>		<b>WJ</b>
	<b>Clerk to check status of the full graveyard</b>		<b>Clerk</b>
<b>14</b>	<b>Clerk to contact Cllr. Kendrick re: roadworks</b>		<b>Clerk</b>
<b>15.1</b>	<b>VHC to confirm funding for goalposts Risk assessment of location before being fixed Councillor to meet with Young People to clarify what they prefer.</b>		<b>VHC SK WJ</b>
<b>15.3</b>	<b>Councillor to obtain additional 2 quotes for the park signs.</b>		<b>WJ</b>
<b>15.6.2</b>	<b>Councillors to organise photography competition</b>		<b>WJ BL</b>
<b>15.7</b>	<b>Councillor to obtain additional quote for cemetery gates and KC plaque.</b>		<b>CP</b>
<b>15.8</b>	<b>Councillor to look into new Facebook page</b>		<b>SK</b>
<b>15.9</b>	<b>Clerk to contact volunteer parishioner re: relocation and re-charging of SID. Two councillors to follow this up with timing and risk assessment discussion with parishioner.</b>		<b>Clerk BL WJ</b>
<b>16.1</b>	<b>Continue to assess on-line banking despite difficulties experienced thus far.</b>		<b>Clerk</b>
<b>16.1.3</b>	<b>Mother and Toddler group to be sent form</b>		<b>Clerk</b>
<b>16.1.4</b>	<b>Parishioner requesting use of land to be contacted informing him that it is not available for rent at this time.</b>		<b>Clerk</b>
	<b>Clerk to buy pens for the outside 'chalkboard'</b>		<b>Clerk</b>
<b>16.1.5</b>	<b>Clerk to forward all LALC newsletters which include training opportunities for all Councillors</b>		<b>Clerk</b>
<b>16.1.6</b>	<b>Clerk to record all hours to ensure audit trail for extra payment/toil.</b>		<b>Clerk</b>
<b>18</b>	<b>Clerk to contact VHC re: dates and display on noticeboards and website.</b>		<b>Clerk</b>

Minute Ref	Minute Commentary	Action By
1	<p><b><u>Welcome and Apologies</u></b></p> <p>The Clerk welcomed everyone to the meeting</p> <p>Apologies from Cllr. Ogden and Cllr. Kendrick</p>	Clerk
2	<p><b><u>Election of Chair and Vice Chair</u></b></p> <p>Cllr. Pearson elected as Chair Proposed: SK and Seconded DB DB elected as Vice Chair proposed: WJ and Seconded by BL</p>	Chair
3	<b><u>Welcome by New Chair</u></b>	
4	<p><b><u>Declarations of Interest</u></b></p> <p>None declared.</p> <p>The Clerk collected signed forms of acceptance of office and declarations clarifying the requirement for all Councillors complete their forms and ensure that they are with NKDC by the 6<sup>th</sup> June.</p> <p>Clerk happy to deliver the forms if requested but they must be given to her by the 30<sup>th</sup> May.</p>	Chair  Clerk
5	<p><b><u>Previous Minutes</u></b></p> <p>All agreed minutes as correct</p>	
6	<p><b><u>County and District Councillors Remarks</u></b></p> <p>Councillors not present, reports received and sent to full Council.</p>	
7	<p><b><u>Parish Council Annual Report</u></b></p> <p>Available on request from Chair via the Clerk</p>	
8	<p><b><u>Finance Report and Governance Statement</u></b></p> <p>The Clerk presented the audit papers to the full council and the Governance Statement was read out and agreed. This document must be signed by the Chair.</p> <p>The Clerk confirmed that since joining the Council in November the financial processes were in place and reminded all councillors their responsibilities with regard to finance.</p>	
9	<p><b><u>Co-options</u></b></p> <p>Co-options did not take place on this occasion.</p> <p>Co-option to be included on future agenda.</p>	

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10	<p><b><u>Election of holders of Office and Delegated Responsibilities Highways</u></b></p> <p>Village Events – BL for the village fete – representatives to be agreed for each event.</p> <p>Play Park – Councillor to inspect – responsibility to be shared by all</p> <p>Defib Inspection – Monthly inspections and response to ROSPA</p> <p>Finance Discussion group – WJ Clerk and all councillors invited to attend</p> <p>SID – WJ BL plus 1 parishioner</p>	<p>BL</p> <p>SK</p> <p>Clerk Cllrs</p> <p>WJ Clerk All BL WJ</p>
11	<p><b><u>Asset List</u></b></p> <p>Updated and will be sent to the Insurance Company.</p> <p>Village signs have been added and all 5 Dog Bins to be added.</p> <p>Clarity is needed on the value of the Clock and maintenance.</p> <p><b>Agreed: Councillor to update the list</b></p> <p><b>Clerk to check ownership/responsibility for the full graveyard.</b></p>	<p>WJ</p> <p>Clerk WJ</p> <p>Clerk</p>
12	<p><b><u>Review and Updating of Documents</u></b></p> <p>This is an ongoing process including updating and reformatting when necessary. All Councillors to ensure they read all current documents on the website.</p>	<p>WJ Clerk</p>
13	<p><b><u>Planning</u></b></p> <p>All local planning applications have been sent to the full council and details are available on <b>planningonline.gov.uk</b> website The Council has not yet received anything formally from planning in respect of the AD.</p> <p>Concerns re-iterated the impact of traffic, conditions of roads, smells and the effect on local wildlife and the rural landscape.</p> <p><b>Agreed: The representative from the action group will keep the Parish Council updated.</b></p>	<p>LF</p>

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	<p><b>The preferred approach at this stage is to wait for the formal opportunity to respond.</b></p> <p><b>Individual responses can be made now on the Walcott application.</b></p>	
14	<p><b><u>Highways</u></b></p> <p>There are future works planned for after July 2023 but they may not include full closure. All details should be available on line.</p> <p><b>Agreed: Clerk to request clarity on planned works from Councillor Kendrick.</b></p>	Clerk
15	<p><b>Parish Items</b></p> <p><b>15.1 Playpark</b></p> <p>Goal Posts – waiting for confirmation from VHC as Mates and PC have confirmed financial support. Risk assessment to made on the safest place location of any goal posts as the ground is uneven. WJ to speak directly with young people with regard to their preferences.</p> <p>Grants may be available for a mugger Councillor to look into this.</p> <p><b>15.2 ROSPA Report</b></p> <p>The bench has now been removed and wood taken away.</p> <p>Bolts to be covered up by rubber ordered by CP and the hole at the back of the slide will be filled in.</p> <p>The netting around the slide is partly covered by grass and it was proposed it could be fully covered by grass.</p> <p>Staining to be undertaken asap.</p> <p>A cherry picker is needed for some work on the zip slide. DB to use his and inform the PC when he is free and work with a small group. Work to be completed before the ROSPA inspection which is due August 2023.</p> <p><b>15.3 Park Sign</b></p> <p>A sign to be agreed and longevity and attractiveness to be considered. A quote has been received for tin signs and the Council discussed having wooden sign erected on posts which may look more attractive.</p> <p><b>Agreed: Councillor to look into quotes for stronger signs.</b></p>	<p>VHC</p> <p>WJ</p> <p>CP</p> <p>DB</p> <p>WJ</p>

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	<p><b>15.4 Boundary between Trust Land and Playpark.</b></p> <p>This is not necessary as it has been confirmed that this is now a completely dog free.</p> <p><b>15.5 Christmas Trees</b></p> <p>The trees have not been located and it is a mystery as to where they are. WJ said that they were not needed and action was not necessary.</p> <p><b>Agreed: No action to be taken.</b></p> <p><b>15.6 Village Fete</b></p> <p>15.6.1 BL is the rep and there will be a stand with bottles of water</p> <p>15.6.2 Photography Competition is to be launched at the Fete and calendar may be produced.</p> <p><b>Agreed: Councillor to attend planning meetings and 2 Councillors to work on this including advertising and judging.</b></p> <p><b>15.7 Gates and Plaque</b></p> <p>Quotes received:</p> <p>3615 inc. vat 2450 plus vat</p> <p>This will replace the rotten wooden gates and improve the appearance of the village.</p> <p><b>Agreed: Further quote to be requested to include the plaque which will state CR and the date. Councillors to give CP other suggestions for quote.</b></p> <p><b>15.8 Facebook</b></p> <p><b>Agreed: Councillor to look into setting up and monitoring use</b></p> <p><b>15.9 SID</b></p> <p><b>Agreed: Clerk to contact Parishioner to explain the SID would need to be moved on occasions as well as charged.</b></p> <p><b>Councillors to arrange delivery and collection of SID and charger.</b></p>	<p>BL</p> <p>BL WJ</p> <p>CP</p> <p>SK</p> <p>Clerk</p> <p>BL WJ CP</p>

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16	<p><b><u>Clerk's Update</u></b></p> <p>16.1.1 Statement Balances 28.04.2023 :</p> <p>Current Account: <b>£18293.03</b>  Business Reserve Account: <b>£5752.98</b></p> <p>Clerk to continue to set up on line banking after explaining the difficulties encountered so far.</p> <p>16.1.2 Cheques for Payment before the July meeting</p> <table> <tr> <td>001326</td><td>440.00</td><td>Maintenance April/May</td></tr> <tr> <td>001327</td><td>448.79</td><td>Drainage Board</td></tr> <tr> <td>001328</td><td>1155.66</td><td>Legal Fees</td></tr> <tr> <td>001329</td><td>81.45</td><td>Travel Feb – May</td></tr> <tr> <td></td><td>330.00</td><td>April Salary Clerk</td></tr> <tr> <td></td><td>330.00</td><td>May Salary</td></tr> <tr> <td>001330</td><td>309.55</td><td>Printing/Scanning/Storage Of all legal documents etc</td></tr> <tr> <td>001331</td><td>499.00</td><td>Insurance</td></tr> <tr> <td>001332</td><td>330.00</td><td>June Salary Clerk</td></tr> </table> <p><b>All Agreed</b></p> <p>16.1.3 Application for small grant support</p> <p>Clerk presented agreed document for any groups requesting funding. This will be sent out on request to interested groups.</p> <p>16.1.4 Correspondence Parishioners and others</p> <p>Parishioner request to farm land on the currently unused land.</p> <p><b>Agreed: Parishioner to be informed that as the final decision about the woodland proposal is due in June, any decision about future use is deferred.</b></p> <p>Chalkboard Correspondence</p> <p><b>Agreed: Clerk to buy pens for the outside noticeboard and discuss with VHC.</b></p> <p>Metal Sign Quote</p> <p><b>Agreed: Additional quotes for Playpark sign to be sought</b></p>	001326	440.00	Maintenance April/May	001327	448.79	Drainage Board	001328	1155.66	Legal Fees	001329	81.45	Travel Feb – May		330.00	April Salary Clerk		330.00	May Salary	001330	309.55	Printing/Scanning/Storage Of all legal documents etc	001331	499.00	Insurance	001332	330.00	June Salary Clerk	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>WJ</p> <p>Clerk</p>
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	<p>16.1.5 Councillor Induction</p> <p>Clerk to continue to send all training opportunities and Councillors to let the Clerk to know which courses they wish to attend.</p> <p>All requests for training places to be made via the Clerk to LALC.</p> <p>16.1.6 Clerk's Leave January/February 2024</p> <p>The Clerk informed the Council of extended leave in early January 2024. Council happy to work around this utilising toil and leave remaining.</p> <p>16.1.7 Clerk supervision, contract and expenses</p> <p><b>Agreed: The Contract and Job Description have been signed and two supervision sessions have taken place. The Chair and Clerk to meet again in September 2023.</b></p> <p><b>Expenses agreed from 1 April 2023-2024.</b></p> <p>16.1.8 Outstanding Farming Tenancy</p> <p>The second tenant claims he gave notice in November 2019.</p> <p><b>Agreed: The Council voted and decided at this stage not to take the matter any further, 4-1.</b></p>	<p>Clerk</p> <p>Clerk CP</p>
17	<p><b><u>Agenda Items for the Next Meeting</u></b></p> <p>Co-option</p>	Clerk
18	<p><b><u>Next Meeting Dates Agreed 2023-2024</u></b></p> <p><b>July 18<sup>th</sup> 2023</b></p> <p><b>September 12<sup>th</sup></b></p> <p><b>November 14<sup>th</sup></b></p> <p><b>January 9<sup>th</sup> 2024</b></p> <p><b>March 19<sup>th</sup></b></p> <p><b>May 14<sup>th</sup></b></p> <p><b>Venue: Martin Village Hall Time: 7.30pm</b></p>	