

**MINUTES OF THE MEETING OF SOUTH KILLIGHOLME PARISH COUNCIL HELD ON MONDAY
2nd NOVEMBER 2015 AT 6.30PM IN THE COMMUNITY CENTRE.**

Present : Chairman: Cllr Evans
Cllr Hull, Cllr McInnany, Cllr C Stinson, Cllr G Hare,
Cllr A Morbin, Cllr K Hesketh, Cllr J Berry, Cllr P Crofts, Cllr S Bainbridge.
In attendance : Mrs K Pickering – clerk.
Cllr's Hannigan and Clark.
Eight members of the public.

1. **Apologies :** Cllr L Johnson(left message at clerks home – delayed at work), Cllr D Wells.
2. **Declaration on Interest on any agenda item:** Cllr's Evans, Hull, Berry – Item 7(i) – personal.
3. **Adoption of the minutes of the Parish Council meeting held on 5th October 2015**
The minutes of the meeting were approved and signed by The Chairman.
4. **Matters arising from the minutes of the Parish Council meeting held on 5th October 2015**
 - i. Nameplate sign – Mayflower Close – N.L.C have been asked to re-instate the second nameplate sign.
 - ii. Traffic Monitoring – Baptist Chapel Lane – Cllr Morbin advised the meeting that she had spoken to Roy Hindmarsh and as there was no evidence of speeding no further action could be taken. Consideration could be given to the level of lighting being safe for pedestrians and possibility of children wearing high viz vests – these matters would require funding.
 - iii. Pothole – near 3 St Denys Close – this has been repaired. Primitive Chapel lane – road required resurfacing.
 - iv. Smart Wind – DONG Energy – Cllr Morbin has contacted the company and asked for regular updates to be sent to the parish council.
 - v. Electric Box – Community Centre – It was reported that the electric box has been locked and made secure.
 - vi. Standards training – Clerk reported that no further standards training is planned at present. Advice can be sought from N.L.C.
 - vii. Trees – Mayflower Close – cutting back – this matter has been reported to N.L.C and N.L. Homes.

5. Planning

Opportunity was given to one person (member of the public) from each side to state, within 3 minutes, objections or support for the application.

- 1) **Application PA/2015/1254** – Planning permission for proposed additional access to existing highway and improvements to existing access – Scangrit, Eastfield road, South Killingholme.

IT WAS RESOLVED to **OBJECT** to this planning application as the proposed entrance/exits on the corner of Staple Lane and Eastfield Road would prove dangerous – particularly for drivers exiting staple lane along with the added problem that vehicles would drive across the refinery lane on eastfield road. There is also a 2 way cycle lane and this proposed additional access would prove dangerous to cycle users.

- ii) **Application PA/2015/1271** – Planning permission to erect two engineering workshops with associated offices and a secure store – Land adjacent to Unit 3 Manby Road, South Killingholme.

IT WAS RESOLVED to report **NO OBJECTIONS OR COMMENTS**.

- iii) Cllr Berry asked the clerk to write to the chief planning officer and The Laeder of The Council to advise that he felt not sending copies of plans for planning applications to the parish council was discriminatory to people without internet access . The clerk explained that this decision was taken over 2 years ago – due to budget constraints – and that parish councils were advised to make their own arrangements to ensure councillors have access to the plans.

6. Community Centre and Bar Matters.

- i) To report the work undertaken to the facia boards at the bowls club and to discuss and agree any further works required to this area of the community centre. Cllr Hare has undertaken a substantial amount of work to the bowls club area of the community centre, additional work required is guttering, and repairs to doors. Cllr Morbin advised the meeting that the motion passed at the last parish council meeting stated that quotations for this work would be sought from contractors/firms – it was not agreed that the work would be carried out voluntarily. Cllr Morbin suggested that Insurance for this voluntary work may have been invalid if the necessary risk assessments and health and safety assessments had not been undertaken.

MOTION: Cllr Hare to undertake the remaining work to the bowls club area (guttering, repairs to doors) – proposed by Cllr Hesketh, seconded by Cllr Hull. 6 votes recorded in favour of this motion, 5 abstentions recorded. **MOTION CARRIED.**

- ii) Community Centre hire charges – to give consideration to the current community centre hire charges and agree alterations if required.

Information circulated – appendix 1

Cllr Berry suggested a committee be formed to look at all matters relating to the community centre – use of, marketing, charges and management. It was suggested that the committee should be made up of parish councillors and members of the public.

MOTION: To form a committee to progress all matters relating to the community centre – proposed by Cllr Berry, seconded by Cllr Morbin – agreed unanimously.

MOTION CARRIED.

The meeting asked for volunteers to form this committee – the following people volunteered or were suggested: Cllr's Hare, Stinson, Berry, Bainbridge, McNanny and

members of the parish – Mrs Forbes, Mrs Chandler, Jessica Hindrich, Maureen Price.

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- iii) To give consideration to making improvements to the community centre including the security of the community centre.

It was agreed to have the community centre boiler serviced immediately and a general gas check of the community centre. Report of findings to be provided to the committee formed to look into community centre matters. Improvements and security of the community centre will be discussed and progressed by the community centre committee.

- iv) To discuss the CCTV system operating in the community centre and the management of the CCTV system.

Cllr Morbin suggested that a survey should be undertaken regarding where the cameras are, what area they cover, are they working adequately and provide good evidence if required. Consideration should also be given to by whom, how often and when the cctv footage is checked, where the footage is stored and how long the footage is kept for. It was agreed that this subject would be considered by the community centre committee.

- v) Recycle bins – to report that South Killingholme Parish Council must be responsible for securing the recycle bin and use a combination lock.

Cllr Hare agreed to purchase a combination lock and secure the recycle bin on delivery next Monday 9th November.

- vi) To report findings relating to The Sports and Recreation Club and the evidence of handing over of assets to the parish council.

The clerk provided the original lease to the Bowls Club and the written confirmation of the relinquish of the lease and the hand over of the bowls club assets to the the parish council.

- vii) To discuss any new community centre or bar matters: Cllr Morbin asked if the bar float and any bar takings when held in the community centre were secure and insured. Cllr Morbin was advised that there are two strong safes and cash held and in transit is covered by Insurance.

Cllr Berry asked if bar wages costs could be itemised. The clerk advised that bar wage costs have not been constant as for 2/3 years parish councillors have worked behind the bar volunarily – latterly the caretaker has undertaken bar work but as there have not been many functions bar wage costs have been minimal.

Cllr Hare asked the meeting to consider allowing the bowls club area of the community centre to be turned into an activity centre for young people. Volunteers would be required to help run the centre and the necessary CRB checks undertaken for helpers. Cllr's Hare and McInanny agreed to give this matter furrher consideration and take ideas to the community centre committee for consideration and progression.

The clerk was asked to look into where the deeds for the community centre are stored.

7. Correspondence.

- i) To give consideration to the letters received from 2 residents regarding the facebook posting and agree action required.

Cllr's Berry, Evans and Hull left the room.

A discussion took place regarding the fact that the closure of the parish council website and allowing an open facebook page to be constructed caused the problem to occur.

It was agreed that the clerk would write to the resident who sent letter 1 apologising for the incident, explaining the measures the parish council have taken to ensure this doesn't happen again and advising him that an apology to the parish will be placed on the parish council website – when up and running and on the parish notice board.

Councillors felt that an apology to the whole parish – in particular those who signed the petition in favour of the carpark at the doctors surgery should be written by The chairman.

It was agreed that individual letters to the residents who signed the petition for the doctors surgery carpark could not be written as it was impractical to send such a large amount of letters and there are data protection implications to consider.

MOTION – Proposed by Cllr McInnany, seconded by Cllr Stinson with 4 votes in favour, 1 against and 2 abstentions - The Chairman be asked to write a letter of apology to the residents of the parish which would be placed on the parish website (when available), notice board and if a parish newsletter is produced.

MOTION – Proposed by Cllr Bainbridge, seconded by Cllr Stinson with 4 votes in favour, 1 against and 2 abstentions - The Chairman be asked to write a letter of apology to Cllr John Berry for failing to manage the meeting adequately when he attended as a member of the public.

Other correspondence to consider:

VANL – training course diary

Rural Services Network – information

N.L.C – weekly road works list – **to be sent to Cllr Crofts.**

N.L.C – Winter salt requirements.

N.L.C – Consultation Planning and Health and Wellbeing – 12/10/15 – 9/11/15 -

http://nlincs-consult.limehouse.co.uk/portal/health_spd

Broxap and Glasdon – product information – local councils.

VANL – AGM – 10/11/15

NATS Meeting Minutes

N.L.C – Forthcoming meetings – November 2015

ERNLLCA – Being a good councillor – training – 3 days – **information to be sent to Cllr's Bainbridge and Stinson.**

8. Public Forum.

A number of residents spoke supporting The Chairman and could not understand why her resignation was being called for.

A member of the public advised the meeting that she was very disappointed with the manner in which parish councillors had conducted themselves during the meeting, that they were not acting like a council and must learn to abide by parish council rules and act like a committee. This resident suggested that all councillors should seriously consider all

training available to them.

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MOTION: Proposed by Cllr Morbin, seconded by Cllr Berry and unanimously agreed – to move Standing Orders to allow the meeting to continue until 9.00pm.
Cllr Hull left the meeting at this point.

9. Finance

i) ACCOUNTS FOR PAYMENT :

Payee	Cheque no	Amount
XLN Telecom	DD	33.04
N.L.C – Rates	DD	54.00
AON Insurance	400727	1835.54
G Hare – materials for repair	400728	173.20
M Foley – Grass mowing	400729	40.00
Mrs K Pickering – Admin expenses	400732	28.11
Photocopying/envelopes – 23.70, stamps 4.41		
PKF Littlejohn – Auditors	400733	120.00
North Lincs council – S.L.A	400734	1412.09
Total Gas and Power (July/Aug/Sept)	DD	93.63
N Roberts – window cleaner	400735	25.00
Anglian Water	400736	53.02

The above accounts were proposed for payment by Cllr Hare seconded by Cllr T McInnany and unanimously agreed.

Income (October):

**Bank Interest – 0, Bar Takings – 0, Hire – N.L.C (Election) – 150.00,
KCB (Aug & Sept) – 260.00**

ii) To receive the income and expenditure year to date analysis - circulated at meeting.
iii) Insurance and Asset Register – The clerk investigated alternative insurance companies for South Killingholme Parish Council but established that AON is the most suitable insurance policy for this year. The insurance policy with AON has therefore been continued for a further year. The Community Centre Insurance value has been increased to £700,000 (in line with the insurance valuation) and the community centre contents insurance valuation is £76,239.08

10. North Lincolnshire Council Matters

i) Winter salt requirements – to report that N.L.C have agreed to 'top up' the green parish salt bins throughout the winter – no need to order 2 tonne bags.
To give consideration to whether further parish salt bins are required -
£145.00 each +vat.

IT WAS RESOLVED to ask N.L.C to 'top up' the existing salt bins (Green and Yellow). No further parish bins required.

ii) New matters to report: No new matters to report.

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11. Delegates Reports :

- i. Reports from Parish Councillors attending meetings – No reports to receive
- ii. North Lincolnshire Council Representatives – No reports to receive.
- iii. Report from Clerk regarding the transparency code training – information to be placed on the website circulated – and to inform the parish council of the website company recommended by ERNLLCA and funding available – Information sheet circulated.

The meeting felt that the parish council should proceed immediately with a website and did not want to wait for the government funding in order to proceed.

MOTION: Proposed by Cllr Morbin, seconded by Cllr McInanny – unanimously agreed – To ask the original website company who designed a website for South Killingholme PC (Kyanite Consulting Ltd) to reconstruct the website for the parish council – allowing enough pages for all the items required to be placed on a website to comply with the transparency code.

The clerk advised the meeting that the cost was originally quoted as £126 +vat per annum (this includes set up costs) however as more pages are required in order to comply with the transparency code the cost may be a little higher. The meeting agreed that the clerk should proceed with Kyanite Consulting Ltd unless she felt that the extra cost was disproportionate.

12. Police Matters:

- i) NATS meeting - report on NATS meeting – minutes of the NATS meeting were available for councillors to take. Cllr Berry asked the meeting what action had been taken regarding the vandalism at the community centre. The Chairman advised the meeting that The Police had been made aware of the names of the children/youths who had caused the damage and that The Police were visiting all the children at home. The Chairman advised that she had no further influence on the Police as to what action they should take with the children once they had been visited.
- ii) New Police matters to report : Camera's are to be placed on Staple lane and St Deny's to monitor traffic. Theft of ornaments and a bird table from the front garden of a property on Pigrims Close was reported.
- iii)

13. Parish Matters

- i) To give consideration to purchasing a dog bin for the South side of the village – quotation £195 +vat
The meeting agreed to purchase a dog bin for the south side of the village and agreed to ask for it to be sited half way down Baptist Chapel lane (where the traffic monitoring wires are often placed).
- ii) New Parish Matters: No new parish matters.

14. Agenda Items For Next Month's meeting.

No items requested at meeting.

15. Date of Next Meeting – MONDAY 7th DECEMBER 2015 at 6.30pm - Community Centre.