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MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

Wednesday 17th May 2023, 7pm - Held at Asfordby Parish Office

PRESENT:

Members: Cllrs; R De Burle, P Lamb, J Whitehead, K De Burle.

In Attendance: Administration Manager: Helen Callaghan

Guests: Five members of the public

17.05.23/1. Election of Chairman.

Nomination Cllr R de Burle Seconded Cllr J Whitehead Vote All in favour

Cllr R de Burle was duly elected and took the Chair. The Declaration of Acceptance of Office was signed before Members.

17.05.23/2. Election of deputy Chairman.

Nomination Cllr P Lamb Seconded Cllr R de Burle Vote All in favour

Cllr P Lamb was duly elected as vice Chair.

17.05.23/3. To receive apologies for absence.

None

17.05.23/4. Members Disclosure of Interests.

None

17.05.23/5. To approval and sign the minutes of previous meetings.

Minutes of the Ordinary meeting held on 24.02.2023 were approved by all and signed as an accurate record of the meeting.

17.05.23/6. Chairman's report.

The Chair reported that work on the parish hall damp issue, the parish hall pitched and flat roof and Asfordby Valley play area fencing had all been completed.

The council could now take payments by card.

The council has contracted regular cleaning of the parish bus shelters.

Matters raised by members of the public at our last meeting.

The Chair reported back that the parish council had adequate insurance and assurance in place to protect from any fraudulent activity relating to the debit card.

The Chair reported back that the parish council wage rates had always met the minimum rates.

Written Questions.

A parishioner had written asking the council to seek approval from LCC to authorise the verges on the approach roads leading into the village being developed into wildflower verges.

Cllr K De Burle said that the council had looked into this previously and volunteers were needed to undertake the work involved.

A parishioner said that the verges would look messy and would the public really want messy verges over mown verges.

Cllr R de Burle said that due to the time of year this should be discussed more later in the year.

17.05.23/6a. Public Forum (maximum individual 3 mins) (Standing order rule 3k).

- a. A parishioner asked if a meeting could be arranged to discuss the development on Main Road Asfordby Hill. The Chairman responded they were happy to meet and that they should contact the council office to arrange a meeting.
- b. A parishioner asked if any councillors had claimed any money from the council. The Chair responded that he was not aware that any council members had made any claims.
- c. A parishioner asked that when discussing agenda item 15 that the council consider if that would be money well spent.
- d. A parishioner also has concerns over agenda item 15 and if the money could be better spent.

17.05.23/7. Matters Arising.

- a. Speeding issues Eastbound & Westbound entering & exiting Asfordby. Speeding issues Asfordby Hill. Speed reduction Asfordby Hill due to new housing development.

The Chair reported that LCC had conducted speed surveys and the results were within the acceptable threshold under which the Police enforce.

- b. Bus shelters.

The Chair reported the council now have the authority to place a bus shelter on the Main Street opposite



the old garage and the council are waiting to hear if bollards can be put in front of the bus shelter on Station Lane.

17.05.23/8. Parish Title Deeds.

The Chair reported that the council had discovered three areas of land the Parish Council owned are not registered with the Land Registry and proposed to instruct the Parish solicitor to register these areas and approve the estimated costs of £3250.00.

Moved Cllr R de Burle Seconded Cllr J Whitehead Member vote All in favour

17.05.23/9. Cemetery and Allotment Working Party.

The Chair recapped on the issues discussed at the working party meeting on 20.04.23 for approval of the implementation of the recommendations for vacant plots and to amend and adopt the website allotment contract as the only version and distribute to all allotment holders when the next bills are issued. Members discussed and agreed to approve implementation of the recommendations.

Moved Cllr R de Burle Seconded Cllr J Whitehead Member vote All in favour

17.05.23/10. Parish Financial Matters.

- a. The Chair talked members through the Year end 2022/23 accounts. (Using the enclosed simplified accounts presentation document)

Members discussed and approved the outcomes for submission to the external Auditor.

Moved Cllr R de Burle Seconded Cllr K De Burle Member vote All in favour

- a1. Members to approve and authorise the year end AGAR input reports

Moved Cllr R de Burle Seconded Cllr P Lamb Member vote All in favour

- b. Proposal to modify the virements report to reflect the amount spent and allow underspends to be returned to current budget.

Moved Cllr R de Burle Seconded Cllr P Lamb Member vote All in favour

- c. Proposal to move underspend from 2022 /2023 budget into supporting a reduction of (21%) £25,149 in precept requirement and £24,489 into hall toilet and cloakroom reserve.

Moved Cllr R de Burle Seconded Cllr J Whitehead Member vote All in favour

- d. To approve February 2023 lists of payments no 11 value £21,298.39

Moved Cllr R de Burle Seconded Cllr J Whitehead Member vote All in favour

- e. To approve March 2023 list of payments no 12 value £26,309.48.

Moved Cllr R de Burle Seconded Cllr P Lamb Member vote All in favour

- f. To approve April 2023 list of payments no 12 value £11,473.26

Moved Cllr R de Burle Seconded Cllr K De Burle Member vote All in favour

- g. Members noted list of receipts received Cemetery/Hall/Allotments. (Member circulation only)

- h. Members to approve removal of outstanding balance of £595.00 for room hire from the sales ledger 2018/19.
The Chair gave a run down on an invoice that had no record of payment which the hall hirer had claimed to have paid in cash. Members discussed and agreed to write off and remove from the sales ledger.

Moved Cllr R de Burle Seconded Cllr J Whitehead Member vote All in favour

- i. Debit card. Members noted that the provision of a second debit card in the name of a councillor is not allowed, and as such will not be progressed.

17.05.23/11. Asfordby Neighbourhood Plan.

The Neighbourhood plan is reached the end of the process.

Members discussed and approved the final invoice from Plan-It X Consultancy for support during the Neighbourhood Plan Examination for £1,500.00+vat.

Moved Cllr R de Burle Seconded Cllr P Lamb Member vote All in favour

17.05.23/12. Planning Applications.

- a. The Crescent - Single story extension
b. Hall Drive – Single storey extension

Members discussed. No action required

17.05.23/13. Staff Training Matters.

Members discussed and approved for the Cleaner and caretaker/handyman to undertake a Health & Safety course at a cost of £25.00+vat per person

Moved Cllr K De Burle Seconded Cllr J Whitehead Member vote All in favour

Members discussed and approved for the caretaker/handy man to undertake a ROSPA training course at a cost of £320.00+vat

Moved Cllr R de Burle Seconded Cllr J Whitehead Member vote All in favour

17.05.23/14. Equipment Purchase.

Members discussed and approved the purchase of a laptop computer for remote use in the office £1,009.03+vat (including software)

Moved Cllr R de Burle Seconded Cllr P Lamb Member vote All in favour

17.05.23/15. Recreation, All weather exercise footpath 1 third mile Jubilee Park.

Following discussing the proposal to provide an all-weather footpath to circle the field and the cost involved members decided to defer for further investigation. All members approved.

17.05.23/16. Proposal to remove to a Closed Session as required by local Government law to discuss matters relating to staffing.

Moved Cllr R de Burle Seconded Cllr J Whitehead Member vote All in favour

Meeting closed at 9.15 pm

Date of Next Meeting: To be confirmed