

TATHWELL AND HAUGHAM PARISH COUNCIL

Minutes of the meeting held Tuesday 29th October 2019 at St Vedast Church, Tathwell, 7:30 pm

Public Forum

There was one member of the public present to observe the meeting and had no issue for the parish council to discuss.

- a) **ELDC Ward Member report** – Cllr A Grist has sent his apologies and has not sent any update.
- b) **LCC Ward Member report** - none submitted and Cllr H Marfleet did not attend.
- c) **Louth Rural Neighbourhood Policing Team** – PC Rich Precious and PCSO Ian Porter attended this session and reported that there have been no crime instances around the parish. However there had been a recent spate of dwelling burglaries in the rural area around Legbourne and South Reston which could be linked. The Police have advised to keep being vigilant and secure properties including use of technology to deter crime. PCSO Porter will forward information to the Clerk for circulation. The Police have also stated that they are happy to come to residents' homes to assess security issues and recommend options. Both PC Precious and PCSO Porter left after this session.

19/10-1 Record of Members Present and Apologies

Present: Cllr E Hairsine (Chairman); Cllr L Fear (Vice-Chairman), Cllr C Shaw and Cllr J Stainton

Also in attendance: Mrs N Must (Parish Clerk/RFO), PC Rich Precious and PCSO Ian Porter

19/10-2 To receive any Declarations of Interest on any item on the agenda. Cllr J Stainton declared an interest on agenda item 19/10-7b relating to the Charnwood planning application.

19/10- Minutes from 3rd September 2019 – It was resolved that the minutes were accurate and duly signed by the Chairman.

19/10-4 Council Matters

- a) **Chairman's Remarks.** The Chairman reported that a £200 donation was received to help with the cost of installing the Haugham defibrillator. The Council noted its thanks to the donor. The Council also noted that the defibrillator cabinet in Tathwell was donated by Mrs L Fear which was not known at the time. The Council thanked Cllr Fear for the cost of the cabinet. A cabinet for the Haugham installation will need to be added as an extra cost to the overall budget requirement.
- b) **Actions from Previous Meeting.** All actions from the clerk had been completed.
- c) **Councillor work email addresses update.** Both the Chairman and Vice Chairman had created dedicated council email addresses already in use. It was resolved that the Clerk will set up a new account for Cllrs Shaw and Stainton and advised accordingly.
- d) **Councillor vacancies.** The Clerk had not received any interest. The Chairman stated that there was an interest from a resident but is not currently eligible because of residency requirement.
- e) **Communications.** A list of correspondence was circulated. The Council noted and agreed on the following:
 - 1. **Re National Community Energy Campaign** – to reply to the organisers stating the Parish Council's general support for the campaign.
 - 2. **Re Environment Agency - What the Flood? Campaign** – to promote the campaign on the website.

19/10-5 Council Policies and Procedures – The Council considered all the proposed policies outlined below to comply with The Information Commissioner’s Office under the Model Publication Scheme and unanimously resolved to adopt as proposed. The Clerk to upload on website.

- a) Health and Safety Policy
- b) Environmental Policy
- c) Equal Opportunities Policy
- d) Vulnerable Persons Policy
- e) Complaints Procedure

19/10-6 Finance and Budgets

a) Payments approved

- i. Parish Clerk – £102.40 for salary underpayment and expenses and R Howard - £17.00 reimbursement for Remembrance Sunday wreath
- ii. To note invoices paid since last meeting under delegated powers in accordance with the Council’s Financial Regulations.
 - 1) ELDC Election cost - £97.00
 - 2) HMRC Income Tax - £62.40
 - 3) British Heart Foundation Haugham Defibrillator- £600

b) Proposed Budget for 2020/21 and 2nd Quarter Financial Monitoring. The Council noted the financial statement review and considered the proposed budget for financial year 2020/21. The Council resolved to accept the RFO recommendation and agreed a precept of £2,315, a 4.99% increase from last year. The increase takes into account the cost of installing the Haugham defibrillator. This will be submitted to ELDC when the precept form is received.

c) Bank mandate on clerk salary payment – The Chairman reported that the bank mandate did not always match the Clerk’s salary due to changes in the Clerk’s HMRC tax codes. The Council resolved to cancel the bank mandate and the Clerk agreed to be paid by cheque on a quarterly basis based on the payment slips prepared by the payroll administrator.

19/10-6 Planning Matters

- a) Planning permission granted at Kenwick Park for 68 lodges was noted.
- b) N/174/01639/19 Charnwood - extension to tractor shed. The Council resolved to make no comment.
- c) It was noted that N/081/01867/19 Corner House had been approved prior to the meeting. N/174/01778/19 Kenwick Park electricity sub-station was a retrospective application and the Council resolved not to make any comments.

19/10-7 Amendments to Clerk’s Employment Contract. The Council moved into closed session for this agenda item. The Council agreed on the amendments to the Clerk’s employment contract and terms and conditions.

19/10-8 Date of Next Meeting – Wednesday, 15th January 2020. The Council agreed to move the scheduled meeting from 21st January 2020 to 15th January due to councillor availability.

The meeting closed at 20:45 pm.