



Minutes of a Meeting of Rippingale Parish Council, held on Thursday 14 March 2019 in the Village Hall

Present: Cllrs C. Charlton (Chairman), S. Goode, E. Field-Lucas, A. Vaughan & S. Warcup.

In Attendance: Michelle Free (Clerk/RFO), and RGAG, PCC & HCS Reps.

Public Forum: The Chairman opened the Public Forum at 7.30pm. He gave an overview of the Forum process and that, as per the Agenda, the Council may resolve to move into Closed Session for item 7.4, before inviting comments and questions:

- Attempts were being made to create a local 'Men-in-sheds' group and enquiries were made regarding the availability of the JPF Portacabin as a Meeting venue. The Chairman stated that the Portacabin was currently subject to Temporary Planning Permission but requested a written proposal, for discussion at a future Meeting.

1. Welcome.

344. The Chairman opened the Meeting at 7.38pm and thanked everyone for attending.

2. Apologies for Absence.

345. There were apologies for absence from Cllr S. Charlton.

3. To receive any new Declarations of Interest.

346. There were no new Declarations of Interest to be recorded.

4. Approve Minutes of the previous Meeting.

347. The previously circulated DRAFT Minutes were presented for approval. Cllr Field-Lucas abstained from the vote due to her absence from the Meeting. The remaining Cllrs unanimously **resolved to accept the Minutes of the Meeting on 21 February as a true and accurate record.** The Chairman signed the file copy. **Clerk to publish approved Minutes.**

5. Cllr Co-option.

348. No applications had been received.

5.1 New Cllr Acceptance of Office & Declarations of Interest

349. Not required.

5.2 Review of Cllr Roles & Responsibilities

350. A full review would be carried out once the cllr vacancy had been filled. Cllr Field-Lucas stated that she was unable to continue as the PCC liaison; she would see the lamppost project through to fruition. Cllr Warcup volunteered to take on the role of PCC Representative when available. The Chairman thanked Cllr Field-Lucas for all of her work with the PCC to date.

6. External & Community Group Updates.

6.1 Police, County & District Councillors' Reports

351. **LCC.** Cllr Field-Lucas passed on the thanks from the Leader of LCC, C.Cllr Hill, for the positive attitude shown by the Parish Council in maintaining the village; he was impressed with the village during the recent Walkabout. C.Cllr Hill also requested a regular invitation to the Council Meetings. **Clerk to Action.**

352. **SKDC & Police.** There was no SKDC or Police Report available.

6.2 Community Groups & Organisations.

353. **RGAG.** The requirement for the routine attendance of a Council Representative at RGAG Meetings was highlighted. The RGAG Chairman reiterated Cllr Field-Lucas' report that the RGAG Cttee would prefer Council attendance by invitation for specific issues; RGAG issues could also be highlighted through this standing Agenda item. Cllr Field-Lucas confirmed that the Memorial Plaque had not been removed by the Council. The RGAG Chairman asked for guidance on the size of permitted polytunnels **The Council unanimously agreed to the RGAG Cttee request to withdraw routine attendance at RGAG Meetings.** The Council agreed to consider the inclusion of polytunnel dimensions in the next Tenancy Agreement Review; any interim request could be dealt with by tenants submitting a written request to the Council. The Clerk confirmed that the outstanding rent from the 3 remaining tenants had been chased.

354. **Feast.** Cllr Warcup confirmed that he had been given £205 by the Feast Chairman following the Quiz on 9 March; the money would be transferred to the Treasurer for banking. The date for the Family Fun Day had been changed to 11 May and would be held between the Bull Inn and Church. The Clerk

had chased the outstanding Christmas Tree invoice and reiterated the need for any other expenditure requests to be submitted before the end of the FY.

355. **HCS.** The HCS Co-ord confirmed that everything with the scheme was terrific.

356. **VHMC.** Cllr Field-Lucas stated that she would attend the next Meeting of the VHMC until a permanent replacement was found.

357. **PCC.** During the Public Forum, the Churchwarden had requested confirmation of the contractor for the village grass cutting for 2019, and if the Churchyard was included. The Chairman stated that grass cutting contract was due to be resolved at item 7.4 (366). The Clerk reiterated that cutting of the Churchyard would be carried out by Environment SK on behalf of SKDC. Details of the start date and frequency could be obtained through the contact details previously given.

358. The Churchwarden thanked the Council for the cheque for £836.05 from the Feast Cttee following the Christmas Lights event. With assistance from the Lincoln Diocese, an application for a £4000 Grant towards the Phase 2 of the roof repairs had been submitted to the Heritage Lottery Fund. The PCC was also considering purchasing a self-propelled wheelchair; Cllr Field-Lucas may be able to assist with this. The removal of some pews to create an area for a Children/Toddler Group or Meeting place was being considered, along with a prayer corner for visitor reflection outside of church services. The next phase for development would be toilets and a kitchen, which was deemed to be a limiting factor.

359. **Aveland Neighbourhood Plan.** (*Item discussed before the RGAG (353)*). Cllr C. Charlton stated that the next Meeting had taken place on 27 February. The Neighbourhood Character Assessment had been endorsed. A seminar was due to take place on 3 April to discuss the Plan's points and policies. A great deal of background work was underway.

6.2.1 To Resolve to amend the Neighbourhood Plan Area.

360. Following the lack of involvement in the Plan by the Aslackby & Laughton and Dunsby parishes, an agreement in principal at the last Council Meeting (Minute Reference: 2019.02.21.10 (341 on page 38)), and guidance from SKDC, **the Council unanimously resolved to amend the area of the Aveland Neighbourhood Plan and remove Aslackby & Laughton and Dunsby.**

7. Parish Matters.

7.1 JPF

7.1.1 Play Equipment Project & Funding Updates

360. The Chairman informed the Council that the Grant applications to the Government Small Parks Scheme and Beaverbrook Benevolent Fund had been rejected; no reasons had been given. The Project was still part of the Tesco Bags for Help Grant Scheme in the Bourne and Spalding branches. There was no update on the new play equipment. The refurbishment of the existing equipment was discussed under item 7.1.2 (361) and the electricity supply for a CCTV system under 7.1.3 (363). **Ongoing.**

7.1.2 Safety Inspection Report

361. Cllr Vaughan confirmed that that he had invited 2 companies to submit quotes for the repairs/refurbishment of the existing equipment but was still awaiting site visits. The Clerk stated that the Casual Worker had reviewed the Inspection report and felt that he could do the majority of the tasks but was concerned how long this would take in terms of both cost and time. He advised the Council to remove the damaged swing as soon as possible. Cllr Vaughan confirmed that a couple of volunteers had come forward; Cllr Field-Lucas was also available. **Clerk to send contact details of the Casual Worker to Cllr Vaughan. Cllr Vaughan to remove the damaged swing.**

7.1.3. Portacabin & Container

362. The Chairman informed the Council on the potential interest in the Container. **It was unanimously resolved to the container being sold at no cost if removed at the buyer's expense.**

363. Cllrs Vaughan, Field-Lucas and S. Charlton had gained access to the Portacabin and re-secured it. The building was watertight but required some external repairs and internal refurbishment; joint replacement was required to reinstate the water system. Estimated costs of moving the electricity supply and fitting an external box were £1500 (excl VAT), plus installation costs. **Due to the interest in the future use of the Portacabin highlighted in the Public Forum, the Council unanimously agreed to explore the option of retention. Clerk to contact SKDC Planning.**

7.2 Churchyard Lamp Posts Project Update

364. Cllrs Field-Lucas & S. Charlton had spoken to the installation contractor. Subject to weather and availability of the electrician, work was due to commence on 1st April; the cabling may have to be re-routed to avoid a grave stone abutting the footpath. Due to the curved structure of the lampposts, the most suitable style and location of memorial plaque was a 6" x 3" brass plaque fitted flush to the kerb stones. If required, due to an estimated shortfall, the cost of the plaques would have to be borne by the sponsors. The funding from the 4th sponsor was still pending. **Ongoing.**

7.3 Highways Parish Walkabout

365. The Clerk confirmed that some of the faults that had been reported following last month's walkabout had been rejected or closed with no further action by LCC. The faults had been resubmitted with a comment to state that they were reported at the request of the Leader of LCC. **Ongoing.**

7.4 Grounds Maintenance Contract Review *(Discussed after item 10.1 at the end of the Meeting)*

366. **Due to the confidential nature of contract quotes to be discussed, the Council unanimously resolved to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960.** The members of public left the Meeting.

367. The Clerk updated the Council on the clarified prices. **The Council unanimously resolved to award the Grass Cutting Contract to the Lincoln branch of Glendale Grounds Maintenance Ltd. Clerk to notify the contractors and obtain proof of liability insurance.** Due to the disparity between the hedge cutting quotes and possible change in the requirements, the decision on the Hedge Cutting Contract was deferred until later in the year. The formal contract acceptance paperwork for 3 LCC verge safety cuts had also been received; the Budget for the FY2019/20 had been updated with the confirmed payment. **It was unanimously resolved to accept the LCC verge safety cutting for 2019. Clerk to sign and submit the Contract acceptance to LCC.**

8. Finance Matters

8.1 FY2018/19 Accounts to date & Independent Check

368. The RFO gave an overview of the previously circulated accounts to 28 February and forecast of outturn for the end of the FY; a Credit Note had been received for the remaining balance of the JPF hedge cutting invoice. There were no questions from the Council.

369. Cllr Goode had previously reviewed the online accounts and carried out an independent check on the invoices and bank statements presented at the Meeting. A correction to one of the proposed payments was identified. The list of payments for approval was amended and initialled.

8.1.1 Approval of Expenditure & Independent Check

370. The previously circulated list of payments for approval were discussed. Due to the account signatory changes still not being completed by NatWest, there was only one signatory available at the Meeting to sign the cheques. The RFO had spoken to Cllr S. Charlton before the Meeting and, if the Council approved the cheque expenditure, he was happy to be the second signatory. **The Council unanimously resolved to approve the list of expenditure, including the amendment identified in 8.1 (368). The Chairman and Cllr Field-Lucas signed the payments sheet. Cllr Field-Lucas signed the cheques and took the supporting paperwork and cheque book to Cllr S. Charlton for signing.**

8.2 Electricity Tariff Review

371. The current fixed tariff contract for the JPF Portacabin electricity ends in April. The Clerk had obtained renewal quotes for up to 3 years; the prices were subject to amendment until a contract was agreed. With low usage, the Standing Daily Rate was a key factor. If the Portacabin was removed, there was an expected ongoing requirement for a supply for a CCTV system; a contract could be cancelled without penalty if the supply was removed. **The Council unanimously resolved to take a long-term fixed rate contract. Clerk authorised to finalise the best fixed term electricity contract.**

9. Planning Updates

372. The Clerk confirmed that there were no open applications.

7.1 Comments on new Applications

373. Not required. No new applications for comment.

10. Admin Matters**10.1 Annual Policy & Regulations Review**

374. The Council policies and regulations previously circulated for review were discussed. The Chairman thanked the Clerk for her efforts in preparing and circulating the documents for review. A second volunteer Flood Warden had also come forward. **It was unanimously resolved to accept the proposed amendments and legislation changes to the Council Policy & Regulation documents:** Code of Conduct, Communications; Complaints; Disciplinary & Grievance, Employee Handbook, Financial Regs, FOI & Data Protection, Emergency Plan, Environmental, EO, Fly Posting, Grants, H&S, Lone Working, Newsletter, Risks, Safeguarding & Standing Orders. **Clerk to implement the agreed changes and publish the reviewed documents.**

10.2 Clerk Report & Correspondence

375. The previously circulated Report was discussed, and the correspondence was available for inspection. Cllr Field-Lucas reiterated her offer to assist with the review of Council archives. Another copy of the Faculty approval for the Churchyard Lampposts was required. NatWest required additional paperwork to amend the signatories. The Clerk had the Local Election Nomination Packs for issuing after the Meeting. **Clerk to arrange access to the Council archive cupboard with the VHMC.**

10.3 Matters Arising Matrix.

376. Cllr Field-Lucas confirmed that she had fitted a replacement padlock to the Tennis Court; code to be circulated to all Cllrs. The cleaning of the Tennis Court surface was discussed. Cllrs Vaughan & Field-Lucas offered to apply an algae cleaning solution to the surface; the Chairman thanked the Cllrs.

11. Urgent Reports.

377. There were no urgent reports.

12. Items for Next Agenda

378. The RFO stated that the approval of the End of Year Accounts was required at the Next Meeting. The Accounts and DRAFT External Audit documents would be circulated as soon as possible after the year end. In addition, the requirement for “keep to footpath” signs and LCC footpath marker posts would be included.

Before moving into Closed Session for item 7.4 (366), the Chairman opened a 5 Minute Public Forum:

- There was support for the Council decision to explore the retention options for the Portacabin.



Michelle Free, Clerk

31 March 2019