



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

Present: Cllrs C. Charlton (Chairman), S. Charlton, E. Field-Lucas (not item 8.1) & S. Warcup.

In Attendance: Michelle Free (Clerk/RFO) & 9 Members of Public (incl HCS Co-ord, RGAG Reps & the Residents for item 6.1).

Public Forum: The Chairman opened the Public Forum at 7.00pm and gave an overview of the process. The following items were raised:

- An allotment Tenant queried the Chairman's written response to the removal of the items from plots deemed by the Council to be non-compliant with the Tenancy Agreement and claimed that the Council's access to the allotment land was not in accordance with H&S requirements. The Chairman stated that this had already been addressed in the written correspondence. The Clerk reiterated the Council's entitlement to access its land. Cllrs were covered under its Insurance Policy and that the risks are reviewed at least annually. The Tenant disagreed and stated that he would write to the HSE.
- The RGAG Chairman asked when the Council was going to fulfil its promise to cut the Allotment Hedge. The Council Chairman stated that, as detailed in the previous Minutes, this was due to be cut by Cllr Moseley. The RGAG Chairman also stated that he did not agree with removing the Beehives from the Allotments. The Chairman stated that this had already been discussed and agreed by the Council.
- Proceedings were being recorded by 2 attendees.

1. Chairman's Opening Remarks.

175. The Chairman opened the Meeting and thanked everyone for attending.

2. Apologies for Absence.

176. Apologies were received from Cllrs Goode, Vaughan & Moseley, due to family commitments.

3. To receive any new Declarations of Interest.

177. There were no new Declarations of Interest to be recorded. Cllr Field-Lucas to be absent from item 8.1 (199) due to an already published Pecuniary Interest.

4. Approve Minutes of the previous Council Meeting.

178. The DRAFT Minutes had been amended and previously circulated to all Cllrs. **The Council resolved to accept the amended Minutes of the Meeting on 17 October 2019 as a true and accurate record.** The Chairman signed the file copy. **Clerk to publish the approved Minutes.**

5. External & Community Group Updates.

5.1 Police, County & District Councillors' Reports

179. No **Police, LCC** or **SKDC** reports had been received.

5.2 Community Groups & Organisations.

180. **RJPFT.** The Chairman stated that a Grant of £4,000 had been received from the Garfield Weston Foundation. Other funding applications were in progress. *See item 6.3.1 (193) for more detail.*

181. **Neighbourhood Plan.** Cllr C. Charlton confirmed that the Plan was progressing with the Consultants reviewing the proposed documents. The Plan was due to be presented at the Rippingale Business Breakfast on 21 Nov; the next Steering Group Meeting was 25 Nov. The Grant had been received.

182. **RGAG.** There were no additional items to discuss.

183. **HCS.** The Co-ord confirmed that another appeal for new drivers would be included in the next Newsletter.

184. **VHMC.** No update. The Council was not notified of the AGM on 15 Oct and awaited feedback.

185. **PCC.** Cllr Warcup stated that clarification had been sought on who had carried out the grass cutting of the Cemetery & Churchyard. The Parish Council was only responsible for the Cemetery; SKDC maintained the Churchyard. **Cllr Warcup to notify PCC.**

5.2.1 Feast Constitution Feedback

186. Cllr Warcup confirmed that the reviewed Constitution had been sent to the Feast Chairman but had not been disseminated to the Cttee ahead of its Meeting. **Item deferred.**

5.2.2 HCS Changes & Kirkby Underwood Residents

187. The Clerk confirmed that the revised Council cost share was now in place as of 1 Nov.

188. Kirkby Underwood Parish Council had decided to make their own arrangements to enable residents to access medical appointments.

6. Parish Matters.

6.1 Grinders Lane Hedge

189. The Chairman stated the Council's findings in response to the issue raised by the resident (Mr D) at the Public Forum preceding the October Meeting. The Council did not arrange for or carry out any work on the hedgerow or dyke at Grinders Lane. The work referred to was a private arrangement between a local farmer, who happens to be a Councillor, and a resident. Cllrs (including Cllr Warcup) had visited the area at the invitation of another resident (Mr A), who had provided a copy of the Land Registry extract as of 26 Sept 2018 as evidence of ownership of the area. The area was found to be unkempt and littered with bagged dog faeces. The request to install a footbridge to access the area was not a Parish Council matter; nor SKDC (confirmed through previous work with SKDC regarding fly-tipping, localised flooding and reports of a rat infestation at neighbouring properties).

190. The Council was not aware of any legal dispute regarding ownership of the area. The Minutes of the Council Meeting on 13 Sept 2018 were complete and correct; as resolved by the Council at the following Meeting (Minute Ref: 2018.10.11.4 #193). The Council was contacted by Mr A by email prior to the Oct Meeting, with a request for approval to maintain and access his area of Grinders Lane via a new footbridge; the request was included on the next Agenda. At the Meeting, the Council confirmed the role and feedback of the Environmental Agency, no SKDC ownership and no Parish Council responsibility. No objections to the proposals were raised and planned improvements and future maintenance of the area was welcomed and supported (Minute Ref: 2018.10.11.7.4 #211). Cllr Warcup stated that the claim from Mr D that he was made aware of the legal dispute was incorrect. At no point during his onsite visit had Mr D informed Cllr Warcup that the ongoing neighbourly dispute was a legal matter.

191. The resident (Mr D) requested a written copy of the Council's response; this would be provided but the personal data of other residents would be redacted. Mr D disagreed with the Council findings.

6.2 Woodland Trust Tree Scheme

192. Due to the absence of Cllr Moseley, **item deferred**.

6.3 JPF:

6.3.1 Update Grant Funding & Play Equipment Project

193. The Chairman informed the Council that a Grant of £500 had been awarded by the Lincolnshire Playing Field Association and would be received once the project commenced. The application for funds from the Ward Member Community had been rejected, along with the SK Crowdfunding application, due to the pending award of £10,000 from the SKDC Community Fund Grant. An estimated total of £20,000 was expected; the RFO confirmed a current balance of £9,163.

194. There was no update to the Project available. **Ongoing**.

6.3.2 Portacabin Retention & Container Removal

195. The Clerk confirmed that the Application had been submitted but that updated maps had been requested. The required payment of £117 had been paid via the Clerk's Council Debit Card. As Cllr Moseley was unavailable for this Meeting, the Clerk had obtained and submitted the required Maps. The Chairman thanked the Clerk.

7. Finance Matters

7.1 FY2019/20 Accounts to date & Approval of Expenditure

196. The RFO gave an update of the previously circulated Accounts and Expenditure list. The expenditure for approval included the HCS claims for October. There were no questions. The printed expenditure sheet for reconciliation and signing could not be located so the Approval of expenditure was deferred.

197. The printed expenditure list was located during item 9.3.1. Following the Closed Session, the Council reconciled the expenditure for approval. **The Council unanimously resolved to approve the expenditure. Cllrs S. Charlton & Field-Lucas signed the cheques and payments sheet. Clerk to submit BACS payments**, pending receipt of the outstanding invoices.

7.1.1 Interim Internal Audit.

198. The RFO confirmed that LALC had deferred the publication of their 'best practice' Internal Audit templates pending the outcome of higher legislation review. **It was unanimously resolved to instruct the IA to carry out an Interim Audit of the current FY based on existing requirements.**

7.2 FY2020/21 DRAFT Budget, Precept & Proposed Projects

199. The Chairman asked for comments on the previously circulated DRAFT Budget and the proposal to carry forward and increase the Council funds for the JPF new Play Equipment from £7,500 to £10,000. The offer for the 2020/21 LCC grass cutting had also been received. The RFO confirmed that the SKDC Precept Calculator had been issued. No change to the Precept would equate to a 1.9% reduction for a Band D property. The RFO reminded the Council that the required Precept should be based on planned expenditure. A resident had also asked the Council to consider installing Bus Shelters. **The Council unanimously resolved to accept the proposed DRAFT Budget and the increase in JPF Project funding. Bus Shelters to be included on the next Agenda.**

8. Planning Updates

200. Council consultation on Application **S19/1920**, for outline planning permission for the erection of a single storey dwelling on land at the rear of 22 High Street, had been received and circulated prior to the Meeting; a plan of the proposed layout was available. **The Council unanimously resolved to have no objections to the Application. Clerk to notify SKDC.**

8.1 S19/1782 – Single storey rear extension at Chaff Houses, High Street.

201. Due to her declared Interest, Cllr Field-Lucas left the Meeting and took no part in the discussion or Council response. There was no objection to the extension in principle, but the Chairman confirmed that the proposed finish (white render) was not in accordance with the current Village Design Statement and the ongoing NP; public comment on this aspect of the Application had also been received. **The remaining Cllrs resolved to have no objections to the rear extension, but comments should be included to highlight that the proposed finish should be sympathetic with surrounding landscape and in accordance with the VDS and in progress NP. Clerk to notify SKDC.** Cllr Field-Lucas returned to the Meeting.

9. Admin Matters

9.1 General Election Arrangements

202. The Clerk confirmed that the formal Notice of the Parliamentary Election on 12 Dec had been received, which detailed the deadline dates for Nominations, Voting Registration, Postal and Proxy Votes. The date for the planned Parish Council Meeting had been rearranged to 10 Dec.

9.2 Meeting Dates

203. The previously circulated dates for the Dec 2019 and 2020 Council Meetings were discussed. Dates were based on the 2nd Thursday, apart from Jan 2020. A start time of 7pm for all Meetings was also proposed. **The Council unanimously resolved to accept the proposed Meeting dates and start time of 7pm for 2020 and a rearranged date of Tue 10 Dec for the next Meeting. Clerk to publish.**

9.3 Clerk Report & Correspondence

204. There were no questions arising from the previously circulated Report. The Chairman stated that the WI had an ink cartridge recycling scheme. There was no requirement to duplicate. Item to be removed from ongoing projects.

9.3.1 Annual Clerk Contract Review.

205. *Discussed after item 11.* **The Council unanimously resolved to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed;** the Chairman read the statement.

206. The routine Clerk & RFO tasks regularly exceeded the allocated 8 hours per week; increasing the weekly hours was discussed. The Clerk stated that there was no need to increase the current SCP. The additional cost had been profiled in the proposed Budget for 2020/2021 and was seen as affordable. **The Council unanimously resolved to increase the Clerk & RFO weekly hours to 9.**

9.4 Matters Arising Matrix.

207. There were no additional items to be discussed

10. Urgent Reports.

208. There were no urgent reports received.

11. Items for Next Agenda

209. Items to be include on the next Agenda were: LCC 2020/21 Grass Cutting, Allotment Rent Review, Bus Shelters and RGAG issues, pending receipt of the details in writing.

There being no more business, the Chairman closed the Meeting at 8.15pm

Prior to moving into Closed Session for item 9.3.1, the Chairman opened a short Post Meeting Public Forum.

- No additional comments were received, and the attending public left the Meeting.



Michelle Free, Clerk

25 November 2019

