

<u><i>Londonthorpe &amp; Harrowby Without Parish Council</i></u> Minutes of the Parish Council Meeting held 9 <sup>th</sup> May 2018 at Belmont School This meeting was the Annual Parish Meeting at 7.00pm.	
	<b>Public Open Session; there were parishioners present.</b>
	<b>Councillors present</b> were P Bakker, J Anderson, G Parnham, A Gregory, Cllr G Chivers, M Radley, R Keeler, A Widdowson, Cllr N Craft, R Wright and Y Martin. (11 Members were present.). LCC Cllr Linda Wootten and were also in attendance. P Armstrong the Clerk took the notes. Cllr P Bakker the Chairperson took the Chair.
1/18	<b>No Apologies were received.</b>
2/18	<b>Declarations of Interest;</b> None.
3/18	<b>Election of Officers;</b> P Bakker was proposed by G Parnham and seconded by N Craft to stand for another year, this was carried unan. G Parnham was proposed by J Anderson seconded by A Gregory, this was also passed unan. Committees/Working Parties; some changes were made to involve the new councillors. R Keeler was added to Leisure & Outdoor & Woodland Trust Working Party, R Wright was added to the Open Evening and Planning WP's. Y Martin added to Tom Childs Award WP. A Gregory was added to the Open Evening WP. These changes were agreed by all.
4/18	<b>Clerks Notes</b> of the 14th March 2018 meeting were accepted as a true record and became the minutes. Proposed by Y Martin, seconded R Wright, all members were in agreement.
5/18	<b>Clerks Report on Progress.</b> The Clerk stated all matters were covered under the appropriate agenda items.
6/18	<b>Financial Statement No.1.</b> The Clerk/RFO went through the financial report in fine detail as usual explaining all the payments etc. The Community Cleaners and Clerks salaries for the last two months March & April totalling £1424 was paid. £338 was paid to HMRC for employees Income Tax. Other payments included £300 to R Webster this was a missed invoice for grass cutting from last year. The Community Cleaners annual travel expenses of £50 was paid. LALC annual membership fees of £910.33 was paid this included £151.72 in VAT. Petty Cash expenditure owed to the Clerk during the last two months was less than £10 and was agreed to be carried forwarded to July. Total expenditure during these two months being £3023.09 a total of £201.72 of VAT is reclaimable. Income was £15500.02 just over 50% of the precept and £610.74 from SKDC to offset our Community Cleaner costs. Known expenditure due for payment before the next meeting are Community Cleaner's Salary, Clerks Salary, Repairs, Road Safety Insurance and Training. The Clerk informed the meeting that all budget headings were as expected for this time of year. The Project funds account is to be topped up in the later part of the financial year as by October we will have used the available funds at HSBC. The VAT refund is due back to us in the next few weeks. Agreement to accept the Financial Statement No1 and all the options suggested plus the normal expected payments was proposed by A Gregory seconded by M Radley agreed unanimously.
6a/18	<b>Confirm Accounts for Audit;</b> all members had received a copy of the accounts and the Clerk/RFO went through them in detail. All Members were happy with the figures and they were proposed and seconded by N Craft and G Chivers for acceptance. This was done unanimously.
6b/18	<b>Review of Financial Security;</b> The Clerk explained that due to the changes in members over the last few years we still have several retired councillors on our bank mandates, this need updating. The Clerk had mandate papers ready for signing for the Melton Mowbray. J Anderson and R Wright agreed to join P Bakker and G Parnham as the new signatories. These will replace J foster & I Crowther. This was agreed by all. The HSBC accounts will also be done, and J Anderson will be added to P Bakker, G Parnham and N Craft. The members were happy that all necessary steps are taken to protect our monies etc. A full two monthly breakdown of income and expenditure is agreed against the bank statements and this keeps a regular check on our situation. No cheque signatories sign these off. The Clerk explained the Fixed Assets Register with members. The Clerk and Chairman went through the Audit check list with members. It was confirmed we are committed to doing all in the manner that it should be done. N Craft proposed and M Radley seconded the motion to continue in the present manner. Agreed without dissent.
6c/18	<b>Sign Off Audit Forms;</b> the Chairman and Clerk signed of the paperwork after a proposal by J Anderson

seconded N Craft to agree all the figures and statements therein. There were no queries raised.

7/18

**PLANNING APPLICATIONS**

Number	Address	Reason	Comment/notes
S18/0310 &/0311	Hall Farm Church Lane	Substantial changes to Hall, plus pool extension, garage	Matching materials to be used
S18/697	Harrowby Hall	Pollard damaged tree	No Obj.
S18/0581	3 Hall Cottages	Rear Ext	Asked for materials to be in keeping with property
S18/0489	82 Sunningdale	Dbf garage	No Obj.
S18/0722	137 Kenilworth	Dem garage, 2 storey extension	Still out
S18/0819	Hall Farm Church Lane	Agricultural Building	Still out Replaces one below.
S18/0328	Hall Farm Church Lane	Farm Building	To Large and in the Conservation Area OBJ
	A1 Junction and Relief Roads to Spitalgate Heath	Road Layouts and compulsory purchase orders	Work has started alongside the A1.

All Councillors have been informed of all these applications. Councillors for the areas concerned have reviewed the planning applications received for this period and these were agreed as above.

8/18

**Leisure & Outdoor Committee.**

All Areas covered by this Committee are as usual reported in this item. J Anderson Chair of this committee stated that there had been no meeting of this committee since full Council last met. He added that the new play equipment on the Belfry appears to be well used.

- a. **Playground Safety:** no new problems have been reported.
- b. **Hills & Hollows;** the two new applications for memorial trees are being dealt with at present by the Clerk.  
One tree will be a Bird Cherry the other a Crab Apple. Cllr P Bavin offered to get the trees through his business at cost unfortunately these would have to be imported and we are committed to British grown stock. This means we will not be able to source until the autumn. Donors have been informed.
- c. **Working Party;** we have been asked to assist again with improvements at the Belmont School Wildlife Area. The school are encouraging much more outdoor activities to try and counteract the amount of time spent inside on electrical gadgetry.  
The Clerks interview about the Big Lottery Fund Grant received by the Woodland Trust to join up with the National Trust Belton Park was on "Look North" and Central over the Easter period This Project if successful will provide another opening to Belton Park.
- d. **Parish Tour:** this will take place on two Wednesdays in late May/early June. Either 30<sup>th</sup> May, 6<sup>th</sup> or 13<sup>th</sup> June.
- e. **Best Kept Gardens:** members were reminded that they will be receiving the nomination forms shortly and these must be returned by the 1<sup>st</sup> July.
- f. The Clerk mentioned he had had two recent requests for information about Allotments.
- g. **WW1 Memorial:** Cllr J Anderson and the Clerk have met with the Park manager and agreed a spot in which to plant a Walnut tree on the Parish boundary.  
The NT will supply the guard and we will supply the tree. This is likely to happen on the second weekend of October when the Machine Gun Corps holds their Annual get together in Grantham. The Clerk has been liaising with their secretary and will continue to do so. Members will be invited to attend in joint event with them and the Trust.  
Cllr Anderson spoke about the state of the Londonthorpe churchyard graves which are the responsibility of the Commonwealth War Graves Commission. It is hoped these can be cleaned

	and tidied up before November. The Clerk is to make contact. J Anderson informed us of a Beacon to be lit on the 11/11/18 at Belton Park.
9/18	<p><b>Highways Notes.</b></p> <p><b>Chatsworth Drive, Flooding;</b> the complaint about water running from the fields behind these homes on to the Highway is now in the hands of LCC. This appeared in the Grantham Journal last week.</p> <p><b>Speed Guns:</b> The Clerk read out information passed on by Cllr L Wootten about the set up and the fact the managers dealing with it have now been appointed but are still to be trained. When the details are released by the Road Safety Partnership these names will be passed on.</p> <p><b>Potholes:</b> members are concerned by the number of really dangerous potholes within our parish and beyond, many have been reported but nothing seems to be done. Councillor L Wootten continues to push for us on all Highways matters currently affecting the Parish. Members last month reported dangerous potholes on Harrowby Lane, Five Gates Lane, Harrowby Hill and many others. Most of these are still outstanding. There are further ones on Alma Park Road, Sunningdale, St Andrews and Belton Lane. Members are still querying what has happened to all the extra monies that were promised for this. The clerk read out the dates allocated for Grass Cutting in the SKDC area.</p>
10/18	<b>Tom Childs Award:</b> no nominations have been received so far members were asked to think of anyone in their area of the parish who could be worthy recipients.
11/18	<p><b>General Data Protection Regulations:</b> further information has been given out to councillors to peruse; The Working Party will be meeting to come up with a more detailed plan in the near future. It has been confirmed that Parish Councils will not need Data Protection Officers (DPO). Several things have been highlighted for improvement to meet the Act! Office control will need tightening up with possibly; new E-Mail addresses for all councillors, Password Protection on everything, Locked Filing Cabinets for paper records etc New Parish Email Address and updated policies. These will be further discussed by the Working Party before being brought back to the Council.</p> <p>A proposal stating the following was put forward by N Craft and seconded by J Anderson; the Clerk has done considerable work on this already making sure we will be GDPR compliant. He has already adapted policy documents etc for the, Data Protection Policy, Records Retention Policy, Subject Access Requests and Data Breach Policy. These were duly adopted unanimously and will form the basis of our policies. The clerk stated the rest of the work required should be passed to the Working Party to complete the task. This was also passed.</p> <p>A date is to be set for the Working Party of P Bakker, G Parnham, Y Martin, J Anderson and the R Wright ASAP.</p>
12/18	<b>Review of Policies;</b> See 11/18 this will take precedence over other policies for the time being.
13/18	<b>WWI Memorial</b> dealt with under 8/18
14/18	<b>Correspondence:</b> all matters of interest/concern mailed out or dealt with under appropriate heading.
15/18	<p><b>Items Not covered Under Other Agenda Headings;</b></p> <p>Information was requested about the way to get the contact for a FOI request from LCC.</p> <p>Fly Tipping on Five gates and also on Hall Lane and Turnor Road.</p> <p>The Clerk stated that he had obtained a simple training package for councillors that he was prepared to deliver if required. It does not replace a full training course but would clear up some misunderstandings regard procedures etc.</p> <p>Members thought this was a good idea and asked for it to be arranged.</p>
	<p>Meeting closed 8.46pm.</p> <p>Diary Dates are as per these minutes and the Newsletter.</p> <p>Next meeting; 4<sup>th</sup> July 2018.</p> <p><i>G Parnham</i></p> <p>Signed as a true copy of the meeting held 9th May 2018 Date 5/7/2018</p>