

# ASHBY CUM FENBY PARISH COUNCIL

## MINUTES OF THE MEETING HELD ON MONDAY 8<sup>TH</sup> MAY 2017 AT 7.00PM IN THE CHURCH HALL, ASHBY CUM FENBY

Present: Cllr Cherry Ann Pearson Cllr Nick Pettigrew  
Cllr Jane Thomson Cllr Stan Wood  
Cllr Philip Jackson NELC

Apologies: Cllr John Shaw Cllr Brian Purchon  
Cllr Iain Colquhoun NELC

In Attendance: Kim Kirkham Parish Clerk

### 17/014 Election of Chairman

The Clerk asked if there were any nominations for Chairman.  
Councillor S. Wood proposed Councillor CA Pearson and Councillor J. Thomson seconded.  
Councillor C A Pearson agreed to accept the position. Chair duly elected; signed her Declaration of Acceptance of Office.

### 17/015 Declaration of Interest (Model Code of Conduct Order 2012)

(a) To record declaration of interest by any member of the Parish Council in respect of the agenda items listed below. Members declaring interest should identify the agenda item and type of interest being declared.

Cllr Nick Pettigrew declared a Personal Interest in Agenda Item 17/021 Whitsend Farm.

(b) To note dispensation's given to any member of the council in respect of the Agenda items listed below – None applied for.

### 17/016 Election of Vice- Chairman

Councillor J. Thomson proposed Councillor N. Pettigrew and Councillor S. Wood seconded.  
Councillor N. Pettigrew agreed to accept the position; Vice Chair duly elected.

### 17/017 Review of Governance/Procedural Documents for Council for the year.

To review and agree any amendments/necessary actions on the following:

Personnel Committee members - Approved.

Risk Management Strategy including any necessary Risk Assessment - Approved.

Governance Documents of Standing Orders and Financial Regulations - All in place; no amendments required.

Fixed Assets - Approved.

Register of Interests - Councillors reviewed their Register of Interest (DPI's) forms; no amendments required.

Website Provision and adherence to new audit procedures for 2017- In place.

Insurance Provision - Approved.

Training Criteria – Council's strategy agreed that all new members were offered training courses and existing members encouraged to renew their training as offered.

Community Emergency Plan – Some amendments were noted. Clerk to make changes; document to be approved at June's meeting.

17/018 To approve the Minutes of the Meeting held on 3<sup>rd</sup> April 2017

The minutes of the meetings held on 3<sup>th</sup> April 2017 were approved and signed by the Chair as a true record. **Action: Clerk to prepare draft minutes by 12 May & to be posted 19 May 2017.**

17/019 Police Report

The Police were unable to attend the meeting, but a Police Report was submitted. The clerk distributed copies of the Police Report to Councillors prior to the meeting. There have been 10 crimes reported in the Waltham Ward. **Action: Clerk to post Police Report on the Parish Notice Board.**

16/020 Community Led Plan (CLP)

To receive an update from Mr Smith (NELC Drainage Officer). Chair read responses from Mr. A. Smith, which covered all questions asked. **Action: Clerk to place Andy Smith response in the CLP.**

17/021 Highways / Public Footpaths / Items Carried Forward

- *Whitsend Farm/The Thorns Footpath width (FP89) / 09/104 Misuse of Land Whitsend Farm.* Cllr Pettigrew having declared a personal interest left the room. The Chair distributed an e-mail received from Mr S. Jones NELC. Councillor Philip Jackson asked for the e-mail to be forwarded so that he could take this further. Councillor Pettigrew returned to the room. **Action: Clerk to forward e-mail to Councillor P. Jackson.**
- 14/110-2 The Stable, Ashby Hill – Clerk advised that Martin Ambler will give an update regarding this matter tomorrow. **Action: Clerk to forward future correspondence to Ward Councillor P. Jackson.**
- 16/048-2 Flooding on the road near the Church – The Clerk advised that she has not received a response to the letter dated 5<sup>th</sup> April 2017. **Resolved: The Parish Council agreed for this item to be removed from the agenda. Item to be deleted.**
- 16/070-2 Village Green – Councillors discussed and agreed to leave this item on the agenda.
- 16/098-5 Website – Clerk reported that the pictures have not been uploaded and she will continue to chase the Website provider. **Action: Ongoing**

17/022 Items for Discussion

1. Pothole Fund – Shortlist Locations for repairs 2017/18 – The potholes maintenance along the Main Road has been completed by NELC. **Resolved: Clerk to thank NELC for completing the work.**
2. ERNLLCA Membership Renewal – Councillors agreed to renew the membership. **Resolved: Clerk to forward cheque.**
3. Commemorative Brass Plates – Councillors agreed that this item should be deferred until June meeting.
4. Training 'Being a Good Councillor' - Clerk to forward details of the training session to Councillors Shaw and Purchon to see if they are able to attend.
5. Insurance Quotes and Renewal – Councillors discussed quotes obtained and decided to stay with Came & Co. **Resolved: The Parish Council agreed for the insurance to be renewed at £168. Clerk to forward cheque.**

## The following documents were placed in the distribution pack:

### 17/023 Information Update

1. ERNLLCA Newsletter – April 2017
2. Town & Parish Councils Liaison Committee – Agenda & Minutes
3. CPRE Field Work – Spring 2017 issue
4. Countryside Voice – Spring 2017

### 17/024 Planning Matters

#### **Application Received:**

- a) DM0375/17/FUL – Kingsley, Brigsley Road. Change of use from domestic garden to camping site for three mobile camping pods. The Parish Council discussed and reviewed the plans; they agreed that they would need clarification on whether this is a garden and if the area was outside the development boundary. They also agreed that a site visit would be required and asked that the clerk apply for an extension for their comments. **Action: Clerk to contact NELC Case Officer.**
- b) DM1116/16/FUL – 2 Post Office Lane. Demolish existing dwelling and erect two detached dwellings to include attached garages, roof lights and creation of new access. Councillors discussed and agreed to **oppose** this application. **Action: Clerk to forward comments to NELC Planning Department.**

#### **Approved:**

- a) DM0214/16/OUT – Fenby House, Post Office Lane. Outline application for the erection of a detached dwelling and residential annexe with all matters reserved – The Chair read the response received from Mr Dixon NELC. Councillors agreed that no further action is required.
- b) DM0188/17/FULA – Wycoller, Third Lane. Erect single storey extension to front include external alterations
- c) DM0211/17/FUL – Shaws Farm New Bungalow, 3 Ashby Lane. Erection of dormers to front and rear elevations.

#### **Appeal:**

- a) APP/B2002/W/17/3166465 – Land off Ashby Lane. Erect 7 dwellings and garaging with associated works including an attenuation pond, landscaping, off street parking for uses of the nearby Village Hall and new footpath. (Amended information 10<sup>th</sup> October 2016)

### 17/025 Clerk's Report - To receive and report any correspondence from Councillors or Members of the Public for consideration at the meeting

1. Two representatives are invited to attend the Mayor Making Ceremony on Thursday 18<sup>th</sup> May 2017 at Grimsby Town Hall at 7pm. Councillor Nick Pettigrew agreed to attend and represent Ashby cum Fenby Parish Council.
2. The Farmwatch text system will be gradually phased out and replaced by the Farmwatch WhatsApp group. Councillors agreed not to use the WhatsApp App.
3. Town & Parish Council Liaison Committee meeting – Community Led Plan and Community Infrastructure Levy. Clerk reported that the Chair and herself attended this meeting and gave a brief update.
4. Weekly Highway Updates – Councillors agreed to receive the weekly updates.

#### 17/026 Future Dates

- Date of Next Meeting – **Monday 5<sup>th</sup> June 2017 at 7pm.**
- Planning Committee Meeting – Wednesday 24<sup>th</sup> May 2017, at 9.30am in Grimsby Town Hall.

#### 17/027 Audit

- To receive an update on the Internal Audit; agree any necessary actions: -
  1. Audit Commission Form – Internal Audit received; no action required. Section four signed off by Internal Auditor.
  2. Audit Governance Statement Approval 2016/17 – The annual governance statement and accounting statements for 2016/17 has been approved by the Parish Council for submission to the External Audit Commission.
  3. Governance Assertion Approval 2016/17 – Assertions were agreed by Councillors; completed and signed by the Chair.
  4. To agree formal arrangements for inspection of accounts and make necessary arrangements – Clerk to place notice of 'Public Rights and Publication of Unaudited Annual Return' on the notice board and website.

***Resolved: That the Annual Return be authorised with figures as approved and that Councillors approved the Chair's signature of approval of all Governance matters on the Annual Return. The return to be submitted to external auditors.***

#### 17/028 Finance

- VAT Return 2015/2016 – VAT Return completed for submission.

To receive a list of Accounts payable up to 9<sup>th</sup> May, 2016 and approve their payment: -

- Kim Kirkham – Salary £132.60
- Southern Electric – Telephone Box electric supply £6.81
- ERNLLCA Membership Renewal £249.93
- Francene Woods – Internal Audit £60
- Catherine Naylor – Grass Cutting Services £160
- Came & Co Insurance - £168

**RESOLVED: Accounts approved for payment.**

The meeting closed at 20.26

Prepared by: Kim Kirkham, Parish Clerk

Approved by: \_\_\_\_\_

*These minutes are subject to approval at the next meeting of the Parish Council.*