

WITHERN WITH STAIN & TOTHILL PARISH COUNCIL

[www.withernstain.uk](http://www.withernstain.uk)

Parish Clerk:  
Sarah Kennett

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*Sarah Kennett*

Clerk and RFO

30<sup>th</sup> May 2022

MINUTES

No comments from the public this evening

1. **Election of Chair**– to elect a Chair and sign the declaration form **Resolved that: Simon Acklam remains in post Proposed TO, seconded AJ**
2. **Election of Vice-Chair** – to elect a Vice-Chair and sign the declaration form **Resolved that: Alexandra Blomley remains in post Proposed SA, seconded TO**
3. **Confirm the Clerk as the Responsible Finance Officer for FY2022/23: Resolved that: Sarah Kennett remains in post Proposed SA, seconded FD**

4. **Apologies for absence: None received, NS said had a conflict of meetings**

Absent from meeting JHB

Resignation of Hollie Pocklington from the Parish Council

5. **Review of declarations of interest**
  - a. All councillors to review the declarations of interest forms on file **Reviewed and signed as correct**
6. **To approve the minutes of the previous meeting – 26th April 2022 Resolved that: Minutes approved Proposed FD, seconded AJ**
7. **Updates from EDLC and LCC representatives**
  - a. **SH** – ELDC funding available for a long-standing memorial (Plaque for the Jubilee)
  - b. Health services are putting on support for communities and specific groups, in particular people that are alone and at risk of mental health issues. There are wellbeing events at Mablethorpe, Louth, and Alford. Such as Short walks, art groups, and cooking classes.
  - c. Program of support for people who are carers
  - d. Started to make payments for the Council tax rebates
  - e. Grants available for improving rural houses £25,000. Making your house warmer

Sandra Harrison made her apologies and left the meeting

8. **To approve updated standing orders** – to review the three updates  
**Resolved that: Making video recordings 1. I, 3. XVII payment of emergency bill can be paid, 3. XVIII planning application dissolved responsibility. Approved Proposed SA, seconded FD**
  9. **Financial regulations** - To add in online banking financial regulations  
**Resolved that: Online Banking added: approved Proposed SA, seconded TO**
  10. **LALC training plan** – To review the training plan for the coming year. A decision will be needed on subscription to this. Cost to Withern and Stain Parish Council - £95 + £19 VAT
    - a. Course costs that would be included in the package –
      - i. New Clerk Course £50 (excluding the £10 per day for lunch)
      - ii. VAT for unregistered councils £30 (to be approved) 14th June 10 am to 11.30 am
      - iii. New Councillor Training offered
      - iv. Any other core courses throughout the year**Resolved that: Inclusion on the training plan for this year. Approved Proposed SA, seconded FD**
  11. **To approve Clerk Salary and level of expenses for FY 2022/2023**
    - a. Contract of employment – approval from council
    - b. The suggested increase in hours from 84 hours per year to 120 hours per year**Resolved that: Contract approved with some amendments and increased in hours with reviews Proposed AJ, seconded FD**
  12. **Risk Assessment**
    - a. Review and approve for the FY 2022 / 2023**Resolved that: Risk Assessment Approved Proposed FD, seconded AJ**
  13. **Speed watch update**
    - a. Withern and Stain Parish Council are now members of Speed watch – 4 Sites we have to stick to and use
    - b. Passive sign placement – 8 signs to place
    - c. Training of volunteers provisional date booked for Saturday 11<sup>th</sup> June at 1 pm in the Village Hall - **Change the date to the 18<sup>th</sup> June ant 1 pm to allow councillors to attend**
    - d. **Clerk to contact other interested members of the public to advise of the date once confirmed**
- Members of the public left
14. **Planning applications** Prior Approval only for transport and Highways impact
    - a. Determination of whether or not prior approval is required as to a) transport and highways impact... - STAIN HILL FARM, STAIN LANE, WITHERN, ALFORD, LN13 OPF Ref. No: N/212/00853/22 | Received date: Tue 03rd May 2022 | Status: Deposited (i.e. valid and registered) | Case Type: Planning Application
    - b. **No comments are needed as prior approval only**

**15. Financial:**

**a. To approve/pay the following and produce cheques for signature:**

- i. Clerk Expenses – mileage, HMRC payments £159.53
- ii. Clerk Salary - April to May and overtime for courses £303.32

**Resolved that: Approved both payments Proposed AJ, seconded FD**

**b. Annual Governance and Accounts Return (AGAR)**

- i. To approve Internal Audit – JC - £35 depending on work needed
- ii. **Resolved that Approved appointment of JC**

**c. To approve the maintenance contract for Robert Aldrich**

- i. £827 for grass cutting and maintenance
- ii. **Clerk to double-check with Robert where we are in our contract term**

**d. Review the Insurance cover for the year**

- i. **Current Provider Zurich Insurance** Long term agreement (LTA) is due for renewal on 01/06/2022. We have the following options:
  - A 5-year LTA premium of £199.12
  - A 3-year LTA premium of £201.92
  - A 1-year standard premium of £204.73

**Resolved that Approved five year LTA premium Proposed SA, Seconded AJ**

**a. War memorial renovation**

- i. Stage one completed and successful – authorisation to approve the whole works for £2,500 for the renovation of memorial, railings and bench (earmarked budget)

**Resolved that: Approved appointment of Andrew Banks to complete the restoration for £2,500 Proposed SA; all agreed**

**Clarify specification of works and if all agreed via email. Pay £700 upfront to cover costs and the rest paid upon completion**

**b. Purchase of sign and vests for speed watch – Prices correct 14/06/21**

- i. 6 x Vests @ 9.85 each – Total £59.10 (various sizes)
- ii. Complete sign kit with bag - £85.07
- iii. Clicker counter – Amazon - £7.99
- iv. Total £152.16

**Resolved that: Approved the purchase of items as long as no more than £200 Proposed SA, all agreed**

**16. NWS response to the emailed letter sent 07th May 2022**

- a. No response to date from NWS
- b. Response from Victoria Atkins to advise if we get no reply
- c. Next Steps proposed to be approved:
  - i. Send a reply to Victoria Atkins that no reply has been received
  - ii. Send the letter to Chair ELDC and LCC as a copy
  - iii. **Online Briefing Tuesday 14<sup>th</sup> June at 6 pm – Fred Donner and Alexandra Blomley volunteered – SA to send link.**

**Resolved that: reply Victoria Atkins and ELDC and LCC**

**AB arrived at 20.11 pm with apologies due to a family emergency**

**17. Any other matters for inclusion in the next agenda**

- a. Budget set for 2022 – 2023
- b. SIDs in the village
- c. Adding Councillors to the banking mandate

**18. Dates of next meetings:**

- a. 12th July 2022
- b. 06th September 2022
- c. 04th October 2022
- d. 22nd November 2022
- e. 10th January 2023
- f. 21st February 2023
- g. 04th April 2023
- h. 16th May 2023 - Annual Parish Council Meeting AGM (within 14 days of the 05th May due to Election year)

Meeting closed 20:18pm