

**MINUTES OF A PARISH COUNCIL MEETING OF GREAT COATES VILLAGE COUNCIL ON THURSDAY 24<sup>th</sup> APRIL 2014 AT GREAT COATES VILLAGE HALL, COOKS LANE, GREAT COATES at 7.00 PM**

**Present:** Cllrs. Thomas, Bagley, Souter-Smith, Redgrift

**Apologies:** Cllrs. Maasdam, B. Winterburn, Mrs. L. Winterburn and Cutting

**In Attendance:** PCSO Mike Eckley  
Mr. S. McGrath, NELC  
Cllr. R. Sutton, NELC (from 7.05 pm)

There were 4 members of the public present and 1 member of the press

Election of Chairman for meeting as Cllr. Maasdam not present – Cllr. Redgrift proposed and unanimously agreed.

**Resolved: That Cllr. Redgrift act as Chairman for the meeting**

**14/01 To receive and accept apologies**

Cllr. Maasdam due to illness; Cllr. B. and Mrs. L. Winterburn due to hospital visit and Cllr. Cutting had sent apologies but no reason.

**Resolved: That apologies for absence be accepted**

**To receive notice of election from NELC for casual vacancy**

Election called for latest casual vacancy and notices posted as required.

**14/02 DECLARATIONS OF INTEREST (Code of Conduct 2012)**

Cllr. Thomas declared personal and prejudicial interest in war memorial due to location of her home address.

**14/03 To approve the minutes of the previous meetings – February 2014**

**Full Council meeting and Extraordinary Meeting 10.04.14**

Feb 2014 minutes with addition as requested by Cllr. Thomas that issues raised by members of the public with regard to the war memorial were those of trees, drainage, car park and bench

Extraordinary meeting minutes approved.

**Resolved: That minutes be accepted as true record of meetings with addition To Feb 2014 minutes as agreed**

**14/04 Police Report for information**

3 crimes - 1 report criminal damage, 1 assault and one theft of pedal cycle. Assault not a random one, but domestic incident.

**Public Break**

Resident mentioned problems with acoustics. Resident asked Cllrs. to consider if scheme to restrict parking on verges be adopted, that Cllrs. come up with alternative parking arrangement for those who have no choice but to park on the grass verges. Resident also advised that hirers of this hall will also have problems as the car park isn't large enough.

**14/05**                    **Highways/Footpaths**

- a) To consider invitation to join scheme restricting parking on verges and footways from NELC, to receive correspondence from resident and agree next course of action

Letter received from resident re parking on Cooks Lane. Cllrs. discussed pros and cons of scheme, with agreement that some areas would benefit but others would result in difficulties. Exemptions discussed for any possible scheme. Clerk to request visit by Dave Poucher to June meeting if possible to assist Cllrs. with questions.

**Resolved:      That Mr. Dave Poucher, Cofely/NELC be requested to visit a meeting To discuss the scheme**

- b) To consider maintenance contract for land off Allington Drive , to receive correspondence from resident and agree any action

Clerk advised that grass had now grown again and was in poor state and since budget allocated was limited, urgent works were necessary. Agreed Clerk to seek quotations from appropriate contractors and table at next meeting.

**Resolved:      That quotations for works be obtained and placed before members**

- c) To receive Clerk's report on general highways/footpaths/traffic issues

Nothing from Clerk. Cllr. REdrift drew attention to cars for sale on Estate Road 6 and also on Estate Road 5.

**14/06**                    **Great Coates Village Hall**

- a) To consider request from Village Hall Committee Chairman that funds raised through events staged by Committee can be spent on items decided directly by the Committee and agree actions

Clerk tabled e.mail request from Cllr. Cutting. Clerk reminded members of 'float' allocated of £200 to assist in staging events. Cllrs. agreed that the scope of the £200 could be wider and agreed that the £200 and any funds raised by the Committee through events etc. could be spent on equipment as chosen by the Committee, but that the total float be guaranteed at the end of any financial year and that any surplus then be given back to the Council. Example given, £200 float plus £50 proceeds from an event would result in £250. Equipment purchased for £200 would leave £50 balance. Next event raised £300 so float 'topped up' to £200 and then £150 left as surplus – if end of year then go back into Council reserves and if not then to be spent on further equipment.

**Resolved:      That request be granted upon conditions as set out above in example And that all village hall accounts be presented to full Council for approval/auditing**

- b) To receive rateable value for Village Hall information and agree any necessary actions  
Rateable value received of £6,700 – Clerk now awaiting final rates bill.

- c) To receive letter from NELC re planning conditions for village hall building planning permission (including landscaping items) and agree necessary action

Agreed that strongly worded letter be sent to Architects and ask them to respond directly to NELC and the Village Council.

**Resolved:      That letter be sent to Hendry Architects**

- d) To receive report from Chairman on RIBA visit to Village Hall

Cllr. Bagley and Chairman had attended for visit. RIBA were greatly impressed and had questioned Cllrs. Result will be known on 1<sup>st</sup> May.

- e) To consider list of outstanding and ongoing repairs/snagging and agree necessary action

Proposed that independent building inspector be appointed to undertake independent assessment and report for Council. This would aid members with regard to remaining retention figure to be paid to building contractors. Clerk to obtain quotations for May meeting for consideration.

**Resolved: That quotations be obtained for independent building inspection for The village hall**

**14/07 Planning Matters**

To consider the following planning applications received:

**DM/0099/14/FUL Huntsman Tioxide UK, Moody Lane, Grimsby  
Development of a renewable power facility for the production of Electricity using pre-treated fuel feedstocks**

Agreed that Cllr. Redgrift would examine documentation and report back to Council's next meeting if deadline date allowed. Transport was main concern.

**DM/0257/14/FUL Great Coates Village Hall  
The erection of a war memorial**

Noted.

**Resolved: That comments as agreed be sent to NELC on the applications**

To consider any other planning matters and/or receive correspondence

None.

**14/08 Great Coates War Memorial**

To receive update on planning application for memorial relocation And agree necessary action for quotations for building work

Planning application now submitted. Propose ask Architect to produce tender document irrespective of cost and publish it as soon as possible so that costings can be obtained. Clerk advised that application would be going before the planning committee.

**Resolved: That Architects be asked to prepare tender document as soon as Possible and published so that costings could be obtained**

**14/09 Future Dates**

Next Meeting Date – Thursday 22<sup>nd</sup> May 2014 scheduled date and to Consider alternative date or venue due to NELC elections

Agreed either Wed 21<sup>st</sup> or Friday 23<sup>rd</sup> May and Clerk to e.mail all members and take date suitable for majority.

**Resolved: That May meeting be held on either Wed 21<sup>st</sup> or Friday 23<sup>rd</sup> May Depending upon majority**

ERNLLCA Training Programme Spring 2014

Clerk had already circulated details.

To agree date for Annual Parish Meeting for Great Coates

Thursday 29<sup>th</sup> Annual Parish Meeting 7.00 pm

Any further future dates

Cllr. Thomas to give report on Freshney Forward meetings which are held on last Tuesday of each month as she will usually attend.

#### **14/10            Reports**

To receive minutes from Personnel Committee Meeting – 11.04.14 and Approve minutes of meeting

Proposed and agreed to move to exempt item with matters arising. Clerk advised that this item was only to approve meeting which had taken place and that there were no matters arising on the Agenda for discussion. However Cllrs. resolved the proposal to be carried.

**Resolved:    That item be taken as exempt item at end of meeting**

Town and Parish Liaison Committee – 27<sup>th</sup> March 2014

No report.

ERNLLCA District Meeting – 17<sup>th</sup> April 2014

No one in attendance.

#### **14/11            Information Update**

a) Information received from NELC, ERNLLCA

Cllr. Thomas raised the issue of a Freedom of Information request she had submitted to the Village Council prior to becoming a member and advised she had received information regarding tenders , the answer being that the Council did not hold the information – she confirmed with the Clerk that this had meant that the tenders did not exist. She expressed concern over the Council's tender process.

b) Input from Ward Councillors if present

Apologies from Cllrs. Barber and Elliott given to Cllr. Sutton. Echoed comments that acoustics in Hall need to be improved. Ward Cllrs. would be delighted to be involved in decision regarding grass verges. Mentioned land on Allington Drive and that they could help with maintenance if it hadn't been transferred yet from NELC ownership - KR said it had. Mentioned various issues dealt with by Ward Cllrs.

c) To consider update on Community Governance Review with NELC and consider any action required

Chairman suspended Standing Orders so that Mr. Grath, NELC could speak. At the last meeting of the Review Panel, it was noted that there had been complaints from Cllrs. against other Cllrs. and at the present moment in time the action plan has been suspended.

*(Cllr. Sutton left the meeting at this point)*

d) To consider matter of sharing of information and agree any necessary actions (Cllr. Thomas)

Cllr. Thomas advised that she thought updates from the Council were not received and not circulated. FOI request for example had not been put in the bag. Circulation bag sometimes was very late depending on when members received it in turn. Concerned that not all Cllrs. are invited to all meetings but Clerk advised that often it is only Chair and/or Vice-Chair invited and sometimes the Clerk and agreed that it assists if Cllrs report to all members if they had been in attendance at any meetings – Clerk advised that this was facilitated by 'Reports' section on the agenda.

Noted but no formal resolution but there is a requirement to keep other Council members informed.

- e) To consider protocol for extraordinary and rescheduled meetings and agree any necessary actions (Cllr. Thomas)

Cllr. Thomas expressed concern that Extraordinary meeting had been called by Chairman at her convenience and whatever decision was made were on behalf of the full Council. Any extraordinary meetings other than small committee meetings should be towards evening time. Rescheduled meetings should be called as soon as possible. Proposed that members discuss adding formal time frame into Standing Orders for rescheduling main Council meeting if failed to take place for whatever reason.

**Resolved: That item be placed on next Council Agenda**

#### **14/12 Great Coates Community News**

Next edition – June/July 2014

Closing date – 14.05.14

To consider report from Clerk on alternative printing source and Potential cost savings and agree any action

Go to print and copy centre for next edition.

**Resolved: That Clerk use alternative printer for next edition**

#### **14/13 Finance**

- a) To approve cheques for authorisation as per list presented

Accounts as per list circulated approved for payment.

**Resolved: That accounts for payment be made as per list circulated**

- b) To consider renewal of ERNLLCA membership and changes to fee structure and agree necessary action

Agreed to renew membership but only for one year and not two year deal. £523.91 should be total for one year but Clerk to check.

**Resolved: That ERNLLCA membership be renewed but only for one year and not Take advantage of the discount for the two year membership deal**

- c) To receive information re appointment of internal auditor for fy 13/14 and agree necessary action

Clerk asked members to consider whether any interests needed to be declared but there were none. Several quotations/proposed auditors tabled to members. Proposed Mr. Nesbitt to act as Internal Auditor as there would be no charge.

Vote taken with three members for proposal and one against and Cllr. Bagley asked for the vote to be recorded that she voted against the proposal.

**Resolved: That Mr. Alan Nesbitt be appointed as the Council's Internal Auditor**

- d) To receive notification of External Audit date and procedure deadlines

Clerk advised final date for submission of information to the external auditor was 9<sup>th</sup> June, after internal audit had been completed, the information would be returned to the May Council meeting for approval to be submitted for external audit for 9<sup>th</sup> June.

**Resolved: That date for external audit be noted and procedure to be followed As above**

- e) To receive final year end accounts for fy 13-14, account reconciliation and agree any action

Account reconciliation, account information, bank statement verification of final balance and income and expenditure full account for year had been circulated to all members of the Council with agenda papers in advance of the meeting. Agreed to formally approve and receive the accounts for the financial year 13-14.

**Resolved: That accounts for fy 13-14 be formally received and approved by the Council**

Moved standing orders at 9.00 pm.

**14/14 Exclusion of Press and Public**

Resolved: exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information<sup>i</sup>

**14/15 Staff Vacancy – Caretaker/Cleaner**

To formally receive item referred back from Personnel Committee Meeting held on 11.04.14 to consider applications for position of Caretaker/Cleaner and agree any necessary action. (Matter referred back to full Council due to declarations of interest)

Agreed that interview be arranged for late application candidate. Cllr. Bagley from the Personnel Committee to conduct interview with Cllr. Thomas to assist with Clerk due to declared interests from other Personnel Committee members in this appointment matter.

**Resolved: That Cllrs. Bagley and Thomas with Clerk arrange interview for Candidate for vacancy**

Approval of Personnel Committee Minutes (carried forward from main agenda)

Members had questions relating to resolutions of the Committee and they were advised that any questions should be directed directly to the Chairman of the Committee.

Chairman closed the meeting at 9.48 pm

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<sup>i</sup> Under Part 1 of Schedule 12A of the LGA 1972 (as amended)