

Minutes

Rauceby Parish Council

Minutes from the Annual Parish Council Meeting held on Wednesday, 17 May 2023 at 7.50 pm at The Village Hall, South Rauceby. (Meeting delayed due to late finish of Open meeting)

Present: Cllrs M Ireland (in the Chair), J Malloch (Vice-Chairman), G Enstone, M Froggatt, P Ireland, B Balderston, G Hall and Cllr R Wright of LCC and the Clerk, Mr I Grady.

Public speaking time: No members of the public were present.

Prior to the opening of the meeting all Parish Councillors present signed their Declarations of Acceptance of Office.

1. **Election of Chairman:** Nominations for the position were invited from the councillors. Cllr M. Ireland was the sole nominee. His nomination was seconded and he was elected by majority vote. He accepted the position and signed the Chairman's Declaration of Acceptance of Office.
2. **Election of Vice-Chairman:** Nominations for the position were invited from the councillors. Cllr J. Malloch was the sole nominee. His nomination was seconded and he was elected unanimously. He accepted the position and signed the Vice-Chairman's Declaration of Acceptance of Office.
3. **Apologies for absence:** Apologies were received from Cllr A Hagues of NKDC and Parish Cllrs S Enstone and J Hoare.
4. **To Appoint the Responsible Finance Officer:** Mr I Grady was appointed to this position.
5. **To Appoint a Planning Sub-Committee:** Cllrs J. Malloch, M. Froggatt and S. Enstone were nominated and duly appointed to this sub-committee; Cllr M Ireland continues to be the alternate.
6. **To receive any Declarations of Interest:** None were received regarding this meeting. Councillors were reminded that after the elections it was mandatory that all new and re-elected councillors submit a new Declaration of Interest form within 28 days of the meeting.

Action May (1): All councillors to submit their Dol forms to the Clerk.

7. **To decide on any items to be carried out in Closed Session:** None required.
8. **To Review the Insurance Policy and quotation:** The Insurance policy renewal quote has been received and circulated. It was agreed that the policy, which is a new style from Zurich Insurance, will meet the needs of the Parish. The coverage includes an All-Risks element valuing, in total, the Parish assets to an amount of £28,000 and a separate valuation of £24,000 for the Buttercross Monument. It was recognised that the valuation for the Buttercross would probably suffice for repairs, but not for a complete replacement.
9. **To Review and Adopt the Standing Orders** (on website). These were reviewed and adopted.

10. **To Review and Adopt the Financial Regulations.** These were reviewed and adopted.
11. **To Review the Asset Register** (revision circulated). This was reviewed and adopted. Two new items have been added since last year:
 - 2 dog bins purchased to replace two that had been vandalised during the year.
 - 10 more litter pickers were purchased to facilitate litter picking in the village.
12. **Review of the Council's other Policies, Procedures and Practices:**
 - Councillors Code of Conduct
 - Records Retention Policy
 - Risk Management and Assessment
 - Communications/Press/Media and Social Media Policies
 - Publication scheme
 - GDPR: Data Protection Policies
 - GDPR: Data breach policy and procedure for handling a breach
 - GDPR: Subject access request (SAR) procedure
 - Freedom of Information Requests
 - Equal Opportunities Policy
 - Complaints Procedure
 - Whistleblowing Policy
 - Other website sections: "About", "Contact", "Accessibility" and "Privacy"
 - Planning Procedure (not on website)
 - Co-Option for Councillor Vacancy Procedure (not on website)
13. **Adoption of New Procedures:** No new procedures have been introduced.
14. **Review of the Council's Expenditure incurred under Section 137 of the Local Government Act 1972 or the General Power of Competence.** *(This item was subsequently deemed to have been incorrectly reported in the meeting; the following is the correction and was reported in the July 2023 meeting.)* One expense was incurred in the year that is considered to be allowable under S.137 provisions: the purchase of the Remembrance Wreath at a cost of £20.00. This is substantially below the maximum allowable of £3809.73.
15. **Financial Matters:**
 - i) **To approve the internal auditor for 2023-24 and approve the Statement of Assurance:** It was unanimously agreed to reappoint Mrs D Gascoyne as internal auditor for the coming year.
 - ii) **To formally adopt the Annual Governance Statement 2022-23 and to set the dates for public inspection:** The Annual Governance Statement 2022-23 was adopted in the meeting and signed by the Chairman and Clerk (RFO). The dates for public inspection of the AGAR documents will be specified shortly.
 - iii) **To formally adopt the Accounting Statement 2022-23:** The Accounting Statement 2022-23 was adopted and signed by the Chairman and Clerk (RFO).
 - iv) **To agree and sign the AGAR 2 Exemption Certificate:** the AGAR 2 Exemption Certificate was agreed and signed by the Chairman and Clerk (RFO).
16. **To approve as a correct record the minutes of the meeting held on 15 March 2023:** Unanimously approved; the Chairman signed the minutes.
17. **Rauceby Gigabit Project:** An update from Cllr. S Enstone was presented at the meeting.
 - We reached our funding target (vouchers confirmed by central Govt) in April.

- Following this, Rauceby Gigabit Ltd, the company formed to contract with Openreach on behalf of the village, signed the contract with Openreach to deliver the infrastructure upgrade. This is for a total value of £322,358.
 - Openreach have largely completed a detailed survey of the village and in some areas have started 'rodding and roping' - the process of preparing ducts for fibre.
 - Openreach will lead an open meeting at Rauceby Village Hall at 6:30 pm on June 6 to explain the installation process and next steps. Installation timing will be by the end of this year at the latest, and potentially as early as September.
18. **Reports from Visiting Representatives and Police Matters if any:** Reports by Cllr R Wright and Cllr A Hagues are attached to the minutes of the Open meeting held immediately prior to the Parish meeting.
19. **Planning Applications:** All applications received to date have now been considered by Rauceby Parish Council:
- Received from NKDC** (This may include plans received since the agenda was circulated):
- i. 23/0574/TPO | Sycamore - Fell | Beech Rise South Rauceby Sleaford Lincolnshire NG34 8PZ. **No Objections by Rauceby Parish Council.** (Submission complete 25/05/23).
 - ii. 23/0484/FUL | Proposed extension to and change of use of existing garage to cattery | 72 Main Street South Rauceby Sleaford Lincolnshire NG34 8QQ. (By 27/05/23. **A majority of the council objected (voting: 5 against, 1 abstention) to this proposal.** The main issues of contention concerned a lack of information regarding effluent disposal, litter waste disposal, parking difficulties, windows/ventilation/odour, water supply for cleaning, food preparation area, noise mitigation, isolation unit for quarantine purposes. It is not clear whether an animal welfare organisation has an input to the planning process. It is not clear whether an environmental impact assessment has been carried out and whether the neighbours have been consulted. (Submission complete 25/05/23).
 - iii. 23/0414/HOUS | Erection of single storey extension | Ermine Street Farm, High Dike, Byard's Leap, Cranwell, Lincolnshire. **No Objections by Planning Sub-Committee of Rauceby Parish Council.** (Submission complete 04/05/23).
 - iv. 23/0349/HOUS | Garage extension and alterations including new gable roof and solar panels. | 17 Southgate Spinneys, South Rauceby, Sleaford, Lincolnshire, NG34 8QF. **No Objections by Planning Sub-Committee of Rauceby Parish Council.** (Submission complete 10/05/23).

Plans decided by NKDC since the last meeting

- v. 23/0286/HOUS | Installation of ground based solar PV array of approximately 9KW in paddock to the rear of Manor House | Manor House, Main Street, North Rauceby, Sleaford, Lincolnshire, NG34 8QP. **No Objections by Planning Sub-Committee of Rauceby Parish Council.** (Submission complete 18/04/23). **NKDC has approved the application.**
- vi. 23/0083/HOUS | Erection of single storey extension to the rear garden, unblock existing window opening and install new window and install new gate to the drive. | The Manor House, 16 Main Street, South Rauceby, Sleaford, Lincolnshire, NG34 8QG. **No Objections by Planning Sub-Committee of Rauceby Parish Council; an observation was made that highway safety should not be**

compromised when vehicles enter and leave the driveway. (Submission complete 03/02/23). **NKDC has approved the application.**

20. **Matters Arising and New Business:** Notified to Clerk prior to meeting

- i. Electoral Register: Councillors were reminded that in order to access a copy of the electoral register applications had to be made through NKDC.
- ii. Coronation commemoration: A bench with an appropriate commemorative plaque has been purchased and will be installed on Main Street in place of a bench that had to be removed for safety reasons.

Action May (2): Chairman to arrange bench installation.

- iii. Portrait of the King: The Chairman will talk to the Village Hall management regarding the acquisition of a portrait of the King for hanging in the hall.

Action May (3): Chairman to discuss with the Village Hall management.

- iv. Pinfold Lane Hedge Restoration Recommendations (Rauceby Estate): There is agreement to the proposals for this hedge replant. It is hoped that the view of the parkland from the road would not be obscured by the hedge.

Action May (4): Clerk to email Rauceby Estate Management regarding the view through the proposed hedge.

- v. Consider a request by Rauceby Book Club for the Council to endorse the request by the Club to purchase from BT the redundant telephone kiosk in South Rauceby for its conversion into a local book exchange: Since the original approach, the Book Club has withdrawn its request. However the council members consider that the condition of the kiosk is very poor and suggested that BT be approached to repair and repaint it.

Action May (5): Clerk to approach BT

21. **Update on Outstanding Matters**

- i. Reports by Councillors on village safety checks. The Chairman reported that a Safety Audit of the Parish assets had been carried out. The following points are highlights of the audit:

Item	Description of issue
Bench – C & M Bee (Burroughs Hill)	Timber poor with some rot; brambles need cutting back
Bench – Sleaford and District Round Table (Main Street)	Very Poor condition. Concrete deteriorated and timber rotten (Bench has since been removed, see item 20(ii) above)
Bench (The Lodge NR)	Timber could be treated
Bench (Cliffe View)	Timber ends beginning to rot

Apart from the removed bench, an action plan for the other items has yet to be considered.

No other safety concerns in the village were raised.

Action May (6): Councillors to consider how to proceed with a follow up to the safety audit.

- ii. Consideration of need for Grants and Donations policy. After discussion, it was considered that our current method of determining donations to be adequate for the size of our Parish.

- iii. Actions from the last meeting: all complete except one (see item below table):

Action	Responsible Party	Description	Status
Mar (1)	Clerk	Notify Mr Spurrier on Well Plantation consideration	Complete
Mar (2)	Chairman	To seek a speaker on Neighbourhood Plan	Complete
Mar (3)	Clerk	To find out councillor ward representation	Complete
Mar (4)	Chairman	Discuss coronation memorabilia with councillors	Complete
Mar (5)	Chairman	Publicise Volunteer Monday in village newsletter	Complete
Mar (6)	All Councillors	Carry out safety checks in village	Complete
Mar (7)	All Councillors	Carry out fit-for-purpose checks on Councils Policies and Procedures	Complete
Mar (8)	Clerk	Notify NKDC regarding finalisation of artwork ownership	Complete
Mar (9)	Chairman	Investigate speed signage used by other villages	Complete
Mar (10)	Chairman	Approach Estate management regarding leaf mulch clean up on Pinfold Lane	FixMyStreet notified

Item: Mar (10): Since the meeting FixMyStreet have indicated that this problem is not theirs (ie not LCC). NKDC also state it is not their problem. Cllr Wright has asked for details so he can follow up.

Action May (7): Clerk to send details, with photo, to Cllr Wright.

22. Financial Matters:

- The financial report was approved and signed off by the Chairman.
- The Current account stands at £21,483.24 at 25 April 2023.
- A VAT claim for £186.99 has been lodged with HMRC for relevant parish council expenditure over the last two years.
- The Clerk is to arrange for new cheque signatories with the bank to replace the two members who left the council at the elections.

Action May (8): Clerk to arrange signatories.

- This month's payments were approved and cheques signed:
 - J Earl: Verge maintenance
 - D Gascoyne: Internal audit
 - TJ Bookkeeping and Accounts: Payslips
 - I Grady: Salary
 - Zurich Insurance: Parish insurance
 - B Knight & Son: Coronation bench

23. Any other business: Any matters which have arisen after the agenda was published.

- Rewilding grass verges: A suggestion from a parishioner (brought forward from the Open Meeting) to enhance the village and encourage pollinator species to attract insects. This was discussed in more detail. Rewilding is a complex issue and is more than scattering wildflower seeds; ground has to be prepared and existing grass removed. It was concluded that the Rauceby Foundation be approached to ask that a rewilding trial could be carried out on part of their proposed wildlife area alongside Main Street.

Action May (9): Clerk to contact Rauceby Foundation.

The ownership of the verge needs to be determined before any costing or work is carried out.

Action May (10): Clerk to supply information regarding the verge extent to Cllr Wright so he can determine ownership.

- ii. **Village sheep signs:** Cllr J Malloch volunteered to repaint the village entrance signs.
- iii. **Neighbourhood Plan:** After Ms A-M Shepherd's talk in the Open meeting it was decided to make this a topic for discussion at the next parish council meeting.

Action May (11): Clerk to include agenda item.

- 24. **Date of Next Meeting:** The next regular meeting will be held on Wednesday, 5 July 2023 at the Rauceby Village Hall starting at 19h30.

Matters which have been raised in previous meetings and which may be considered further at a future date:

- Flooding and drainage at the junction of Rauceby Drove and A153. (Lincolnshire Highways are aware of this issue and have it on a long term planning strategy.)
- S Rauceby Well refurbishment: deferred until more appropriate.