

Rauceby Parish Council (RPC)

**Minutes of the Parish Council Meeting held on Wednesday, 05 May 2021 at 19h30.
The meeting was held virtually, using Zoom hosting.**

Present: Cllr M Ireland (in the Chair), Cllr B Balderston, Cllr G Enstone, Cllr R Enstone, Cllr S Enstone, Cllr M Froggatt, Cllr K Colehouse, Cllr J Malloch, Cllr S Waite, Cllr A Hagues (LCC), the Clerk, Mr I Grady and the outgoing Clerk, Mrs P Ireland.

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

1. Introduction of New Parish Clerk

Having been interviewed and appointed in April 2021 the new Clerk, Mr Ian Grady, was introduced to the Parish Councillors.

2. Election of Chairman

The sitting Chairman, Cllr M Ireland, was re-elected unopposed and unanimously. He signed the Chairman's Declaration of Acceptance of Office which will be filed accordingly.

3. Election of Vice-Chairman

The sitting Vice-Chairman, Cllr J Malloch, was re-elected unopposed and unanimously. He signed the Vice-Chairman's Declaration of Acceptance of Office which will be filed accordingly.

4. Apologies for absence

None received.

5. Responsible Finance Officer

The Clerk of the Parish Council, Mr I Grady was appointed by unanimous vote as the Responsible Finance Officer for the Parish Council.

6. To Appoint a Planning Committee

The three sitting Councillors on the Planning Committee: Cllr J Malloch, Cllr K Colehouse and Cllr R Enstone with Cllr M Ireland as the reserve, were unanimously re-elected to those positions.

7. To receive any Declarations of Interest

None received.

8. To decide on any items to be carried out in Closed Session

None required.

9. To Review and Adopt the Standing Orders

There being no changes since the previous review these were unanimously adopted.

10. To Review and Adopt the Financial Regulations

There being no changes since the previous review these were unanimously adopted.

11. To Review the Asset Register

There being no changes in the last year the register was confirmed.

12. To Review the Insurance Policy and quotation

It was noted that this year's premium of £292.33 was £4 (about 1.3%) higher than last year. It was agreed to issue a cheque for the full amount of the premium. In a subsequent discussion with Zurich, the insurers, they explained that the policy is index linked to keep material damage cover in line with inflation, hence the slight increase. The long term arrangement policy has a fixed discount rate which has not changed. This was apparently disclosed when the policy was commenced at the outset.

13. **To Review the Complaints Procedure**

There being no changes since the previous review this was unanimously adopted.

14. **Review of the Council's Policies, Procedures and Practices in respect of its obligations under: Freedom of Information; Data Protection Policies; Equal Opportunities; Risk Management**

There being no changes since the previous review these were unanimously adopted.

15. **Review of the Council's Policies for Communications / Press / Media and Social Media**

There being no changes since the previous review these were unanimously adopted.

16. **Review of the Council's Employment Policies and Procedures**

There being no changes since the previous review these were unanimously adopted.

17. **Review of the Council's Expenditure (donations) incurred under Section 137 of the Local Government Act 1972 or the General Power of Competence**

No expenditure was carried out under this category in the last year.

18. **Financial Matters (Annual)**

i) To approve the internal auditor for 2021-22 and approve the Statement of Assurance

- It was agreed to retain Ms Denise Gascoyne as the internal auditor and to approve her Statement of Assurance that the affairs of the Parish Council have been conducted in accordance with its procedures.

ii) To formally adopt the Annual Governance Statement 2020-21 and to set the dates for public inspection

- The Annual Governance Statement 2020-21 was adopted and 11 June 2021 set as the date to announce its publication on 14 June 2021 to enable public inspection.

iii) To formally adopt the Accounting Statement 2020-21

- The Accounting Statement 2020-21 was formally adopted.

iv) To agree and sign the AGAR 2 Exemption Certificate

- The AGAR 2 Exemption Certificate was agreed and signed.

The adoption and agreement of all the above financial matter items were proposed by Cllr Colehouse, seconded by Cllr R Enstone and carried unanimously.

19. **Plans for a Parish Open Meeting**

A discussion was held regarding the desirability of holding a public Parish Council meeting this year or whether to defer it until healthier times. The meeting would not be a formal Parish Council meeting but one where parishioners would be able to meet with the Council and raise matters of local interest or concern. There was a keenness to hold such a meeting but some uncertainty about how it could be held.

The members were reminded that the present Parish Council meeting was brought forward to avoid the legal requirement of (after 6 May) having to carry out a face to face

meeting under Covid restrictions. In addition, Zoom costs had increased from £50 to £120 per year and this was felt to be too expensive for perhaps only one meeting.

It was decided that each member should give some thought to the issue and make proposals for the next meeting.

Action required: Councillors to consider proposals for a public meeting.

20. **To approve as a correct record the notes of the meetings held on 17th March 2021 and to authorise the Chairman to sign the official minutes.**

The minutes of the meeting of 17 March 2021 were approved and signed.

21. **Rauceby Gigabit Project – update from Cllr S Enstone**

Cllr S Enstone gave a short presentation updating the members on the Rauceby Gigabit Project:

A meeting with Openreach took place on the 4th May which concluded:

- Openreach will re-run the final estimation (target end May). This will now include the new houses on Meadow View, South Rauceby.
- Further details regarding the proposed self-dig at Grange Farm have been submitted.
- A site visit will be organised, both to assess the self-dig, and review the additional new ducting runs required.
- Openreach have already submitted a quote to Lincolnshire County Council to connect Rauceby School. This connection is covered under a different grant scheme, so the costs of ~£15k can be removed from our quotation. Openreach will confirm the status of this scheme, and in parallel I have asked Lincs CC broadband team to confirm.

Openreach have confirmed the next steps:

- Openreach will prepare the final quote and contract
- An advance voucher approval will be sent by Openreach to DCMS. If confirmed, we will need to supply Openreach with a list of all the properties for whom we are requesting vouchers. This list is already prepared but will need a final check.
- DCMS will send out an email to every property that is participating in the scheme to confirm that: 1) they are aware of the voucher application and 2) that they commit to connect to a faster broadband package to meet the requirements of the voucher. Households will have 28 days to reply. We will need to manage this process carefully.
- Once all the voucher replies have been received, the scheme is in essence funded and ready to go.

22. **Reports from Visiting Representatives and Police Matters if any:**

Councillor Andrew Hagues notified the meeting of a government community renewal fund initiative for a post-Covid situation. Lincolnshire County Council has a web page dedicated to this matter and which explains how bids may be made to access the funds:

<https://www.lincolnshire.gov.uk/grants-funding/apply-uk-community-renewal-fund>

Bids will be accepted up until noon 14 May 2021. No discussion took place in respect of this information. The Chair thanked Cllr Hagues for his service as a co-opted member from LCC, having stepped in at short notice some time ago and wished him well for the forthcoming elections on 6 May.

Action: All to consider potential

No Police matters were raised.

23. **Planning Applications**

- i) 21/0302/HOUS | Erection of a rear and side extension with internal alterations to form revised living area and attached annexe accommodation. | 14 Pinfold Lane South Rauceby Sleaford Lincolnshire NG34 8QE – **Previously considered by RPC: No objections.**
- ii) 21/0398/HOUS | Removal of existing conservatory and replace with single storey extension for kitchen / dining space | 42 Main Street South Rauceby Sleaford Lincolnshire NG34 8QG. – **No objections by RPC.**
- iii) 21/0672/TCA: G1 2 X Yew trees - reduce the trees to bring them back into line with the hedge, so it can be maintained as a hedge again. 63 Main Street, South Rauceby, Sleaford, Lincolnshire, NG34 8QQ. – **No objections by RPC.**

Action: Clerk to notify NKDC of considerations.

Plans decided since the last meeting

- i) 21/0138/HOUS | Erection of detached summerhouse and storage room | 20 Pinfold Lane South Rauceby Sleaford Lincolnshire NG34 8QE. **Approved.**
- ii) 21/0271/HOUS | Erection of a single storey side extension | 11 Southgate Spinneys South Rauceby Sleaford Lincolnshire NG34 8QF. **Approved**
- iv) 21/0366/TCA | T1 Horse Chestnut - fell | 32 - 34 Main Street North Rauceby Sleaford Lincolnshire NG34 8QP. **TPO not served.**

24. **To approve renovation of one bench and noticeboard - North Rauceby**

This work has been carried out and observers have noted it was to a good standard. Cllr R Enstone proposed that the bench in St Peter's Close also be repaired. The meeting agreed.

Action: Chairman to arrange repair work

25. **Village Litter Pick**

This item has been pre-empted by one parishioner who has volunteered to carry out litter picks on a routine schedule as part of her Duke of Edinburgh Award scheme challenge. She would keep a log, including photographs, of her achievement. It was agreed that the RPC would support her endeavour and sign off her final report.

Action: Chairman to notify parishioner of RPC agreement

26. **Correspondence:**

An email has been received from the Rauceby WI asking two things:

- would it be possible for the WI to put together a display of knitted poppies for Remembrance Day in Rauceby? The WI would assemble and dismantle it; and
- would it be possible to hang small knitted angels on trees/bushes around Rauceby for people to help themselves to and take home to put on their Christmas tree as a gift from the WI? Again, the WI would be responsible for keeping the area tidy.

The request met with a mixed response; problems foreseen with litter, weather impact and it being uncertain that the church was holding this year's Remembrance Day service. A vote was held and although there was broad agreement to the proposals in principle it was felt that further information was required from the WI.

Action: Chairman to discuss with WI

27. **Update on Outstanding Matters**

i) Traffic calming measures

- Cllr Malloch reported: Approval has been given by LCC Highways Dept to install village entrance gates subject to certain conditions. Unfortunately some of those conditions may not be achievable (verge spacing for example). According to the Department, gates have been shown to reduce the incidence of speeding by 85%. There is about £2000 in our budget for this item. A fully costed option has been requested for the Rauceby Drove entrance to the village.

Action: (1) Cllr Malloch to cost

- In addition, Cllr Ireland is to talk with an officer of another village regarding their experiences with the installation of this type of gate at the entrance to their village

Action: (2) Cllr Ireland to contact Ms D Gascoyne

ii) Sleaford REP Community Power Fund Grant

- To be held in abeyance

iii) Position of Post Box – South Rauceby

- An attempt to get the MP involved was proposed. The lack of interest by the Royal Mail seems odd.

Action: Chairman to approach MP

iv) Reinstatement of footpath, Main Street, South Rauceby – update

- There appears to be some activity in that lines have been painted around the affected areas of pavement, presumably the prelude to the repair work being done.

v) VAT reclamations on remaining Community Fund

- No further action to be taken.

28. **Financial Matters (Monthly)**

i) Financial report (May 2021) – for approval and signing

- Report approved and signed off by Chairman.
- Current account - £16,240.97 (statement circulated)

ii) To consider donations for 2021 (S137) i) LIVES (Request received), ii) upkeep of Rauceby Churchyard, iii) Purchase of wreath from RBL

- It was proposed by Cllr Ireland and seconded by Cllr Balderston that the following sums would be made available to support the following organisations:
 - LIVES: £50
 - Churchyard upkeep: £450
 - Royal British Legion wreath (purchase in September): £20

iii Cheques for signing / expenditure approval

- This month's expenditures were approved and cheques prepared:

○ Denise Gascoyne (Internal Audit)	£125.00
○ TJ Bookkeeping (Payslips)	£25.00
○ RVHMC (Community Fund)	£971.01
○ Rauceby DCC (Community Fund)	£971.01
○ Darren Elmes (Maintenance)	£890.00
○ Zurich Insurance (Policy Renewal)	£292.33

29. **Matters of Urgency – Any matters which have occurred after the agenda was published** – for discussion only.

- i The Chair noted that the plaque honouring a former parishioner, Mr Doug McFarlane, has been installed on a bench in the village.
- ii The Chair also thanked the outgoing Clerk, Mrs Paula Ireland, for her services to the Parish Council over two periods of office, 1991 – 2004 and 2018 – 2021. He presented her with a bouquet of flowers with the appreciation of the Council.

There being no other business the meeting closed at 20h50.

Date of Next Meeting – The next meeting will be held on Wednesday, 7th July 2021 at 19h30

Ongoing Highway Matters, which have been reported and of which Lincolnshire Highways are aware.

- Drainage work and low level kerbing – Thorpe Drove – 21/22 programme of works.
- Flooding and drainage – Rauceby Drove – A153 – best option still being considered by Highways.