

**OLD BOLINGBROKE WITH HAREBY PARISH
COUNCIL
MINUTES OF THE OLD BOLINGBROKE WITH HAREBY PARISH COUNCIL
MEETING HELD ON MONDAY 23rd January 2017**

Present Councillors Cllr Mr N Nash, (Chairman)
 Cllr Mr P O Flynn, Cllr Ms E Phillips
 Cllr Mr M Wilby, Cllr Mr D Makins
 Cllr Mr M Etches
 Cllr Mr W Grover (ELDC)

In Attendance Mrs C Newton (Clerk)

13 Members of the Public

1 Chairman's Welcome

The Chairman welcomed all present and reminded the public of the guidelines for the public forum.

The Chairman went on to propose that all meetings were recorded in the future, it was agreed that Cllr O Flynn would record the meetings (including this one), and the Clerk would hold a copy of the recording which could be made available upon request.

The Chairman went on to remind all Councillors of the Code of Conduct

2 Apologies for Absence

Cllr Mrs. V Ayling this absence was formally approved, by vote, having considered and accepted the reason for absence

3 Declarations of Interest

None

Cllr Mr. O Flynn proposed that the Parish Council worked from the original agenda sent out to Councillors in accordance with the Standing Orders and not the altered agenda which was sent out with only 1 clear days' notice. Seconded Cllr Mr. Etches and RESOLVED

4 To sign as correct the minutes of the meeting held on 21st November Proposed Cllr O Flynn seconded Cllr Etches, the chairman then declared that the notes on item 11 were not a true record and proposed that the agenda item was amended to indicate that the Full Council should attend the Village Hall Meeting, a vote was then taken FOR 3 Against 3, the Chairman used his casting vote, and had item 11 amended accordingly - the Chairman then signed the minutes.

5 To receive reports on LCC/ELDC issues from councillors if present.

LCC - NOT PRESENT

ELDC Cllr Grover gave reports on the state of the roads, ELDC budget and the referendum which will be held on the 7th May

6 Clerk - Matters to report from the last meeting

- a) The Clerk has spoken to the monitoring Officer concerning amalgamation of Parish Councils - this can be requested & ELDC would arrange
- b) Candle Auction - it was agreed that Bells should run the candle auction as in the past for sheep grazing only - The clerk will advise them accordingly

7 Correspondence received

- a) LCC Highway Grass Cutting - Noted
- b) LCC street lighting up date - Noted
- c) LALC Training Programme

It was agreed to join the programme for 2017/18, the Clerk will advise Councillors of the courses available. A training record will be kept

8. Finance - Cllr Mr. D Makins

- a) Bills to be paid

C Newton salary January £219.01

Friends of Bolingbroke Castle £40.00 (reimbursement to Cllr Mrs. E Phillips)

It was unanimously agreed that these bills should be paid

- b) Balance of accounts

Parish Council Current account £ 3318.44 - Noted

Ramsden Trust Account £3715.52 - Noted

- c) Bank Mandate – Now completed, the Clerk will now arrange to alter the mandate on the Ramsden Trust Account

d) Precept and budget for 2017/18 information sent to Councillors before the meeting, and details handed out to the public. Discussed and unanimously agreed that the precept should be set at £10750.00

9. Neighborhood Watch – Linda Creedy

Ms. Creedy reported that broken beer bottles and glass had been found around the village.

There have also been incidents of dangerous driving which the police are monitoring Ms. Creedy advised that there has been shed break in along the A16 – so residents need to ensure that their sheds are secure

10. Planning

a) Decisions

Reference Number S/018/01756/16

APPLICANT: Mr. T. Batten,

PROPOSAL: Planning Permission - Erection of a detached house with integral single garage which is an amendment to that previously approved under planning permission ref. no. S/018/00466/02 (works already commenced).

LOCATION: LAND ADJACENT TO BROOKSIDE COTTAGE, BACK LANE, OLD BOLINGBROKE, LINCOLNSHIRE.

Stop Notice Issued

Full Planning permission granted

Reference Number S/018/02264/16

APPLICANT: Mr. A. Cozens,

PROPOSAL: Planning Permission - Erection of a detached barn to provide Bed and Breakfast accommodation on the site of a former bus garage which has been removed. LOCATION: LAND AT ELM HOUSE, CHURCH ROAD, OLD BOLINGBROKE

Full Planning permission granted

APP/D2510/10/16/3159867 Linwold appeal has been granted

11. Footpaths & Highways

- a) Outstanding reports

101000135144 Castle View Hagnaby Road – Pothole – Now completed

101000130156 Hagnaby Road – Large Potholes – Now completed

The Clerk was asked to report the overhanging trees on Back Lane – the Clerk will chase this outstanding item

Highway problems can be reported to the Clerk via e mail/phone or can be reported direct to Highways via the Lincolnshire County Council web site

12. Co Option

It was unanimously agreed that the vacancy should be advertised with a view to filling it at the next meeting

13. Village Gardening Contract

It was unanimously agreed that tenders should be requested.

The advert will go on the notice board, website, and the Clerk will send out to local contractors

14. Village Hall

a) Draft Minutes from the meeting held 17th November – All Councillors had received a copy

b) Village Hall Report – **Cllr Mr. P O Flynn**

This report had been sent out to all Councillors before the meeting and is attached.

c) Terms of reference – **Cllr Mr. P O Flynn**

Proposals for altering the terms of reference had been sent to Councillors before the meeting- It was proposed by Cllr Mr. O Flynn & seconded by Cllr Etches that the alterations should be adopted

Vote For 4 Against 2 Arrangements will be made to alter the Terms of reference and add them to the Web Site

d) Letter from a resident – Ramsden Hall Car Park & the Empty School House

It was agreed that Cllr Mr.' Flynn would monitor the run-off water from the car park. The Empty School house is privately owned and the Parish Council do not have powers, the Clerk will reply to the resident direct, and will also attempt to contact the owner

15. Play Area - Cllr Mr. M Wilby

a) Meeting of the committee

Although every effort was made to arrange a meeting of the committee this did not take place. Cllr Ms. Phillips advised the Council that all the committee members had decided to resign, and handed over the paperwork she held.

The savings passbook was not handed over and when questioned advised the Council that this was because the funds in the account were 'other people's money'

b) Playground report

No report available from the committee

Cllr Wilby gave an update on his attempts to gain the paperwork from the committee, Cllr Philips advised the Parish Council that all grants had been spent, and the funds in the savings account were not public money, but funds of the public Cllr Philips also advised the PC that all the Committee – Mr. Richardson, Mr. Haigh, Miss James & Mrs. Askew, had resigned and would continue a voluntary basis

c) It was agreed that safety reports should be put on the web site, and arrangements would be made for a small working group to clean up the play area.

16. Councillors Feedback

None

17. Agenda Items for the next Meeting

Play area

Car Park – water run off

18. Next Meeting date

20th March 2017

Meeting ended at 9.30 pm

Report to Old Bolingbroke Parish Council (PC) on a meeting between the nominated PC members of the Village Hall Committee (VHC) and the VHC on 13 Dec 2016

Present: Cllr Flynn, Andrew Gore, Pam Powell, Roy Hallam, Roland Alexander, Marcel Todd.

Apologies: Cllr Etches

Introduction

The meeting was in response to an earlier request by the Monitoring Officer for a meeting between the PC and the VHC. This meeting was conducted by the Cllrs appointed at the November PC meeting to communicate between the PC and the VHC.

With the agreement of the VHC, Cllr O'Flynn chaired the meeting and in his introduction stressed the need for the creation and maintenance of trust between the PC and VHC and emphasised the need for the PC to support the VHC in their work.

Submission of VHC Accounts

The VHC Treasurer submitted the latest VHC Financial Statement copied at Annex A. The bank balance tallied with the item 'bank balance as at 310816'. It was reported that subsequent statements were missing but being sought via the PC RFO.

Cllr O'Flynn informed the meeting that the PC RFO had stated that she should not hold the VHC accounts or VHC money and that this function should properly be performed by the VHC Treasurer with the usual safeguards in place. Periodic reports should be made to the PC and the accounts audited by the Cllr acting as shadow RFO. Cllr Makins has agreed to do this.

Items 4 and 7 of the VHC terms of reference would need to be amended accordingly and should reflect the trust necessary between the PC and the VHC both in terms of which body had financial control of VHC funds and how the PC should exercise sound governance on behalf of the community.

Cllr O'Flynn agreed to make a suitable proposal at the next PC meeting.

Membership of the VHC

The current membership of the VHC comprised Andrew Gore (chairman), Pam Powell (secretary), Roland Alexander (treasurer), Roy Hallam, Marcel Todd, Cllr Etches (PC rep) and Cllr O'Flynn (PC rep).

The VHC chairman discussed the perceived need for a slightly larger committee. The main reason was that when work was needed to achieve success in projects including fund raising, it was usually the committee members who volunteered and two more members could be beneficial.

Cllr O'Flynn agreed to propose an increase in membership to 7 plus 2 Cllrs at the next PC meeting.

Review of Health and Safety/Security Compliance

The following items were checked for governance purposes:

- Fire Extinguisher Servicing: Next due 22 Nov 2017
- Fire Evacuation and Assembly Point: VHC to display a suitable point clearly and include that detail in the booking form.
- PAT Testing and Building Electrical Inspection: Firestop to be contacted and, if practicable, these items could be arranged to coincide with the Chapel inspections.
- Risk Assessment Date: Overdue – VHC to comply.
- Boiler Servicing Date: Cllr O’Flynn to contact Andrew Stringer to service in the New Year at the same time as the Chapel – if possible.
- Booking Form Conditions of Hire: VHC to revise.
- Safeguarding Policy: VHC to draw up a suitable policy and to include requirement in booking conditions.
- Key Holders List and Compliance Forms: All correct except for the keys held by the PC. It was suggested that these keys should be taken over by the PC reps on the VHC. Cllr O’Flynn to draft a suitable proposal at the next PC meeting.
- Food Safety Certificate Holders: None at present but not needed as no food was prepared on the premises. VHC will look at the need if and when the proposed luncheon club is planned.
- Copyright Licenses Held: PRS for music valid until Apr 2017.
- Bookings: regular bookings expected to be similar to the previous year.
- Planned Fundraising Events: Plant sales, craft fair, bbq/pig roast. The long term future of the VHC will greatly affect commitment to such events.

Long Term Future of VHC

It would be no exaggeration to state that the prospect of disbandment of the VHC by the PC has hung like a sword over the VHC’s heads and greatly discouraged efforts to engage in long term projects and improvements necessary to increase the income of the village hall. This has to be urgently addressed and the present time limit of four years together with the possibility of replacement of members at any time by the PC needs to be carefully and considerately dealt with by a suitable change to item 3 of the VHC Terms of Reference.

Cllr O’Flynn agreed to draft a suitable proposal at the next PC meeting.

Division of Responsibilities between the VHC and the PC

The present detailed breakdown of responsibilities is shown at Annex B. This is a historic document and is not sufficiently detailed to clearly delineate financial responsibility (for example: who covers the boiler and why are the field and play area included?). It should be the subject of further detailed discussion. Although the general arrangement is similar to Landlord/Tenant this is not a valid path as the tenant in this case gets all the income and the landlord much of the expense.

There is also a need to put aside a suitable sum of money each year to provide for large expenses such as a roof repairs, replacement boiler or windows. Without such a fund the hall could be forced to close awaiting grant funding or a one-off large precept increase. The PC could earmark part of the precept and the VHC could use a sum from income each year to satisfy this provision.

Cllr O'Flynn agreed to make a suitable proposal at the next meeting to include a levy on the precept.

Conclusion

This was a useful meeting which not only covered details essential for governance by the PC but also enabled constructive dialogue that will result in bringing forward detailed proposals for change to secure a better future for the village hall and community. Throughout the discussions there was a commendable spirit of co-operation and motivation to run the village hall successfully for the benefit of the village and this augers well for the future.

Cllr F J O'Flynn

14 December 2016

(Copies to all present at the meeting)

Proposals for January Agenda

1. Items 4 and 7 of the VHC terms of reference are amended as follows:
 - *Delete Item 7, renumber the items following.*
 - *Item 4 change to read as follows: 'The Treasurer of the VHC will be in charge of keeping records of the accounts and having them audited annually by an auditor approved by the PC. Income and expenditure details and bank balances are to be reported at each VHC meeting and all payments authorised by a minimum of two signatories. Expenditure items not exceeding £150 may be settled promptly but any non-routine items exceeding this amount are to be authorised in advance by the VHC. The accounts records are to be made available for inspection by the PC at any time and may be inspected by the public on request.'*
2. Item 1 of the VHC terms of reference, line 2, change to read 'up to 7 village representatives'
3. Item 3 of the VHC terms of reference, change to read as follows:
 - *3a. 'VHC membership shall be approved by the PC. Applicants wishing to join the VHC in the event of any vacancy are to be approved by both the PC and VHC. The PC recognises the value of long-term service by members of the VHC but continued membership is subject to observance of the terms of reference and the support of the PC. If the PC has reservations concerning the conduct of any member(s) of the VHC, these are to be notified to the VHC Secretary in writing and discussed at the next VHC meeting.'*
 - *3b. 'If, following the VHC meeting mentioned above, the PC wishes to withdraw support for any member(s) of the VHC, the member(s) is/are to be notified in writing with reason(s) and the item included on the next PC meeting agenda. The item will be heard in closed session and it must be supported by clear evidence of breach of the terms of reference or failure to show normal respect to either the public or the PC. The VHC member(s) shall be given the right of reply and may be represented. A majority vote will then be taken.'*
4. Item 9 of the VHC Terms of Reference – renumber to 8 – change to read as follows:
 - *'The PC will support the VHC in funding and grant applications and by allocating a suitable sum of money from the precept each year to a reserve fund to help pay for any large expenditure items such as boiler, windows, roof repairs etc.'*
5. It is proposed that the set of keys to the village hall currently held by the PC should be held by one of the PC reps to the VHC. All other keys to the village hall should be held by members of the VHC.

Paddy O'Flynn

22nd December 2016`