

LEGBOURNE PARISH COUNCIL

Minutes of the Parish Council meeting held on **Monday 17th April 2023** at Legbourne Community Centre.

In attendance – Cllrs Stephenson, Maw, Cole, Conduit, Harrison, Exley, and Grist (ELDC).

M Hoad – Clerk taking notes.

There were no members of the public present.

- 53 / 2023 **CHAIRMAN'S WELCOME AND REMARKS** – The Chairman welcomed the members and as there were no public questions/comments opened the meeting for business.
- 54 / 2023 **APOLOGIES FOR ABSENCE** – Apologies had been received from Cllr Hallifax and Cllr Parkin was not present at the meeting. It was agreed to accept all reasons for absence.
- 55 / 2023 **DECLARATIONS OF PECUNIARY INTEREST** – There were no declarations of interest expressed.
- 56 / 2023 **APPOINTMENT OF NEW CLERK** – Cllr Stephenson advised that following the review of applications for the position of Clerk, 3 individuals had now been interviewed. One candidate had withdrawn her application and out of the remaining candidates one was new to clerking and the other currently a Clerk for two other parishes. Following debate, it was agreed to offer the position to N Must, an existing Clerk starting from the 1st May 2023 and the Clerk was asked to send the offer details.
- 57 / 2023 **NOTES OF PARISH COUNCIL MEETING HELD ON MONDAY 13 MARCH 2023.** Draft copies of the minutes had been circulated to Cllrs prior to the meeting for review. **It was resolved** to adopt these notes as accurate records and the Chairman signed the minutes (p PM & s ME)
- 58 / 2023 **FINANCIAL MATTERS:**
- a) Accounts for payment: - The Clerk had circulated a payment sheet prior to the meeting for authorisation – 58/2023a minute ref below. This was reviewed and it was resolved to authorise these payments (p DH s PM).
 - b) Bank Reconciliation at end of March 2023 – the document had been circulated prior to the meeting for review & it was resolved to accept as correct and was signed by the Chairman.
 - c) Budget Statement as at end of March 2023: - The Clerk had circulated the updated budget statement prior to the meeting, the document was reviewed and accepted as correct by Council.
 - d) Asset Register – The Clerk had circulated an updated copy of the asset register for consideration. Following review Cllrs resolved to accept the updated register as correct.
 - e) Completion of 2022/23 Accounts:
 - i. External Audit Exemption Certificate 2022/23 – it was resolved that the Council was exempt from submitting a completed Annual Governance & Accountability Return to the external auditor for a limited assurance review on the grounds that it was exempt due to the gross income or gross expenditure was under £25,000 threshold: the signed documents would be placed on the Council web site and exemption certificate forwarded to the external auditor.

- ii. Annual Governance Statement 2022/23 – the document had been circulated and Council as asked to confirm the statement contents individually & it was resolved to approve Section 1 as accurate.
- iii. Statement of Accounts - the document was circulated and duly considered at the meeting & it was resolved that the account statement was correct.
- iv. Annual Internal Audit Report 2022/23 – The report had been circulated and was read to Council: no actions had been identified for consideration and it was resolved to accept the report. It was noted that no VAT had been claimed back for the year due to the very low amount which would be added to the following years' claim.
- v. External Audit – Exercise of Public Rights – Council confirmed the period for the exercise of public rights as required by Regulation 15(2) Accounts & Audit Regulations 2015 as commencing on Monday 5th June 2023 and ending Friday 14th July 2023; Clerk to place all relevant paperwork on the Parish Council web site by Monday 29th May 2023 to comply and return the exemption certificate to the external auditor.

59 / 2023 ADOPTION OF NEW PLANNING POLICY – The Clerk had circulated an updated draft planning policy to cover consultation on planning applications when meetings are held bi-monthly. Following debate to was resolved to adopt the new policy.

60 / 2023 PLANNING APPLICATIONS FOR PARISH COUNCIL COMMENTS:

- a) N/102/00566/23 Proposed Track rear of Ravens Cottage, Pinfold Lane, Little Cawthorpe. Erection of a dwelling with integral garages, construction of an access track and alterations to existing vehicular access (some works already completed). Consultation has been sent to Little Cawthorpe PC primarily and Legbourne as neighbouring PC for comment. A short extension on consultation period for this application had been requested. Due to technical problems the Clerk was unable to download and display the plans for Cllrs on the meeting night and therefore the Chairman asked if any comments could be sent to the Clerk to forward on to ELDC after the meeting. No comments received.

61 / 2023 COMMUNITY INITIATIVES.

- a) Village Plaques: Cllr Harrison advised that after further review of the existing information engraved onto the village pump, he recommended replacing the existing worn engraving rather than considering a separate new plaque. This was agreed by all and will be taken forward on that basis.
- b) Initiatives to Combat Dog Fouling: Cllr Grist informed the meeting that some wildlife cameras had been purchased by Little Cawthorpe PC and erected in known problem areas. It was agreed that this method could act as a deterrent for the problem in Legbourne and Cllr Cole advised he would speak with relevant residents in affected areas to see whether they would object to having wildlife cameras erected on trees or posts at the edges of their properties.
- c) Legbourne Picnic Area – All Cllrs agreed this was a problem area for the village at present due to current anti-social behaviour. It was acknowledged that Council would like to take some action to deter this anti social behaviour and possibly revive the general area. Cllrs were still waiting to hear from Cllr Parkin regarding ownership of the site before considering next level of action. Cllr Grist confirmed he had asked the local PCSO to make more frequent visits to the location with a view to hopefully reducing the problem there.

62 / 2023 NOTICEBOARDS – The Clerk advised that Louth Mens Shed were working on the noticeboard from outside the village school. It was agreed that the main noticeboard in the village centre required a new combination padlock, and this would be purchased and expensed by a Cllr. Neither the Chairman nor the Clerk had received

any contact back from John Burrell, it was therefore resolved to give John to the end of April to reply before looking to move the map design project to someone else.

63 / 2023 HIGHWAYS – There were no new highways issues for the Clerk to report and Cllrs commented that items placed on FixMyStreet were being dealt with quickly. It was acknowledged that residents were still not using this method as the quickest route to report highways issues and reminders would continue to go out to them.

64 / 2023 CORRESPONDENCE RECEIVED / ACTIONED

1. Revised Asset Register – circulated to all and added to agenda.
2. Revised Planning Policy document circulated to all and added to agenda.
3. Acknowledgement received from ELDC planning control regarding concerns raised at last month's meeting in relation to Olsen Fisheries – circulated to all.
4. Confirmed nominations for Council received from ELDC – published on noticeboard.
5. Acolaid Case N/100/00249/23 - Plot 2, Land adjacent Wildrose Cottage, Reston Road, Legbourne, Section 73 amendment to materials – approved.
6. Email from PSPS finance advising of precept remittance.

65 / 2023 DISTRICT COUNCILLORS REPORT – Cllr Grist had no further items at this time.

66 / 2023 COUNTY COUNCILLORS REPORT – Cllr Parkin had been unable to attend the meeting, therefore there was no further update at this time.

67 / 2023 COUNCILLORS REPORTS – Cllr Harrison advised that the bus shelter was now in need of some refurbishment work and this item would be added to the next agenda.

Cllr Conduit advised the meeting she was not re-standing for Council next year as she was in the process of moving away from the village. However, she had enjoyed her time on the Council and wished her fellow members well for the forthcoming civic year.

The Chairman thanked both Cllr Conduit and Cllr Hallifax (who was unable to attend) for their time and support on the Parish Council as both were stepping down from the positions. He also thanked the Clerk who was leaving the Council at the end of April for her support and advice and a new Council would be formed following the local elections in May.

68 / 2023 AGENDA ITEMS FOR NEXT MEETING: All items as identified above.

69 / 2023 NEXT MEETING – APCM Monday 15th May 2023 at 7:30pm - Legbourne and Little Cawthorpe Community Centre

58/2023a

Accounts for payment	meeting			17.04.2023
Payee	Amount	Vat	bacs	Total
Clerks March salary & Expenses	148.57	0.00	Bacs	148.57
HMRC	32.60	0.00	Bacs	32.60
LALC Annual Subscriptions	236.91	20.00	Bacs	236.91
J Cooper Internal Auditor	40.00	0.00	Bacs	40.00
			TOTAL	458.08

The meeting ended at 20:59

Signed by Chairman Date

Signed by.....Clerk Date.....