Minutes of the Annual Meeting of the Parish Council held Monday, 15th May 2023 at 7:30pm in the Legbourne and Little Cawthorpe Community Centre.

**PART A**

The Declaration of Acceptance of Office and the Declaration of Pecuniary Interest forms were received from Parish Councillors present at the meeting following the May 2023 Elections.

**70 / 2023 Election of Chairman.** Cllr Cat Stephenson was proposed and seconded for the appointment in his absence. There being no other nominations, it was RESOLVED to appoint Cllr Cat Stephenson as Chairman. Cllr Stephenson signed the Declaration of Acceptance of Office.

P: DH S: ME, All in favour

**71 / 2023 To Elect a Vice-Chairman -** Cllr Paul Maw was proposed and seconded for the appointment. There being no other nominations, it was RESOLVED to appoint Cllr Paul Maw as Vice-Chairman and duly signed the Declaration of Acceptance of Office.

P: DH S: ME, All in favour

1. **/ 2023 Record of Members Present and Apologies.**

Present: Cllr Cat Stephenson (Chairman), Cllr Paul Maw (Vice-Chairman), Cllr Madeleine Exley and Cllr David Harrison

Apologies: Cllr Shaun Cole and Mrs Nadine Must (Parish Clerk)

1. **/ 2023 To Elect Representatives** and agree terms of appointment.
   1. **Community Centre Committee**. Cllr Madeleine Exley was appointed after being proposed and seconded.

P: DH S: PM, All in favour

* 1. **Personnel Committee**. It was agreed that the whole Council will continue to fulfil this role.

Part A closed at 19:40 hours.

**PART B** The Chairman arrived at 19:45 hours and started this meeting. There were four members of the public that attended this meeting.

1. **/ 2023 Chairman’s Welcome and Remarks.** The Chairman apologised for arriving late and thanked members of the public for attending the meeting.
2. **/ 2023 Declarations of Pecuniary Interest**. Cllr P Maw declared an interest on item 82 / 2023 Planning Application for Cawthorpe Springs Trout Farm.
3. **/ 2023 Minutes from 17th April 2023.** It was resolved that the draft minutes were accurate and was duly signed by the Chairman.

P: PM S: ME, All in favour

1. **/ 2023 Review/Adoption of Parish Council Policies**
   1. **Standing Orders**. The Council reviewed and made two amendments namely that. the Parish Council now meets bi-monthly instead of monthly and that a Planning Policy has been adopted.
   2. **Financial Regulations**. The Council reviewed and no changes required.
   3. **Code of** **Conduct**. The Council resolved to defer changing the current code of conduct until the July meeting.
2. **/ 2023 To Adopt the General Power of Competence.** The Council agreed to defer this item until the July meeting.
3. **/ 2023 Dedicated Email Address for Parish Council Use.** It was resolved to comply with the legislation and a standardised dedicated email address for all councillors will be set up by the July meeting.
4. **/ 2023 Storage of Archive Files.** An agreement was reached to store parish council documents at the Community Centre only after all documents have been assessed and only essential papers are kept. All sensitive data will be stored separately.

1. **/ 2023 Financial Matters** 
   1. The following payments were approved:
      1. Clerk’s April salary & expenses claim and HMRC income tax payment

P: DH S: PM, All in favour

1. **/ 2023 Planning Applications:**
   1. **N/100/00827/23** Cawthorpe Springs Trout Farm, Wood Lane, Legbourne LN11 8LU. After considerable discussion, the Council voted to support this application with two caveats. 1. A detailed traffic system to be provided as access to the site is a narrow lane. And 2. That there be a covenant in place which will not allow any change of use to long term letting, in case the property is sold at a later stage.
   2. **N/100/00297/23** | Planning Permission - Extension to existing dwelling to provide additional living accommodation. | Derema, 10 Chapel Lane, Legbourne, Louth, LN11 8LW - Noted
   3. Any received between agenda close and meeting. None received.
2. **/ 2023 Annual Parish Meeting.**  Council agreed on the agenda and the printing for distribution to households. The Chairman to action.
3. **/ 2023 Community Initiatives**:
   1. **Bus Shelter Refurbishment**. This is still ongoing
   2. **Noticeboards Combination Lock**. The Chairman has pulled out the locks.
   3. **Village Map**. There is no further progress.
4. **/ 2023 Highways.** No updates

**For Information**

1. **/ 2023 Correspondence.** Noted
2. **/ 2023 District Councillors Report.** The ELDC Ward Member did not attend.
3. **/ 2023 County Councillors Report**, The LCC Ward Member did not attend.
4. **/ 2023 Councillors Reports.**  None received
5. **/ 2023 Agenda Items for Next Meeting scheduled for** Monday 10th July 2023
   1. Invoice for Men’s Shed
   2. Notice board by school
   3. Picnic Site update

The meeting closed at 21:45 hours.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairman) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_