

LEGBOURNE PARISH COUNCIL

Web Site: legbourne.parish.lincolnshire.gov.uk

Minutes of the Parish Council Meeting held Monday, 20th November 2023 at 7:30pm in the Legbourne and Little Cawthorpe Community Centre.

Public Forum. There were no members of the public present.

Reports from Outside Bodies:

- a) **ELDC Ward Member** – apologies sent and no report provided.
- b) **LCC Ward Member** – Cllr S Parkin (SP) reported the health and wellbeing is being prioritised to ensure that residents needing support get the help they require. There will be an official media release promoting Social Care services. Highways issues were also discussed and she will forward to the relevant officers Fixmystreet reports that are still unresolved. See Minute reference 137/2023 below. Cllr Parkin left at 8:20pm.

128/ 2023 Record of Members present and apologies.

Present: Cllr C Stephenson (Chairman)(CS), Cllr M Exley (ME) and Cllr D Harrison (DH)

Also Present: LCC Ward Member S Parkin and Mrs N Must (Parish Clerk)

Apologies accepted: Cllr P Maw (Vice-Chairman) (PM), Cllr S Cole (SC) and ELDC Ward Member Cllr A. Grist

129/ 2023 Declarations of Pecuniary Interest. None declared.

130/ 2023 Minutes from 11 September 2023. It was resolved that the draft minutes were accurate and the Chairman signed the official minutes.

P: DH S: CS, All in favour

131/2023 Chairman's Remarks. There were no matters to report.

132/ 2023 Actions from previous meeting. The Council noted the updates.

133/ 2023 Correspondence. Noted and resolved the following:

- a. **Lincs & Notts Air Ambulance.** They will be invited to make a presentation at the 2024 Annual Parish Meeting which was set for Monday, 15 April at 7:30pm at the Community Centre.
- b. **Lincolnshire Emergency Planning.** Cllr ME has offered to attend the volunteer session on 22nd November
- c. **ELDC Local Plan Services and Facilities Review.** Some changes required to the list provided and Parish Clerk to send amended list.
- d. **Lincolnshire Police.** Cllr ME has volunteered to represent the Parish Council at the Engagement Session on the 5th December 2023.

134/ 2023 Financial Matters

a. The following payments were approved:

	To	Amount (£)
1	Parish Clerk Salary and expenses (September to November 2023)	909.98
2	HMRC - Income Tax	44.20
	Total	954.18

P: DH S: ME, All in favour

There were no receipts or payments in between meetings.

- b. **Latest Receipts and Payments and Bank Statements.** Noted.
- c. **Proposed Budget for FY 2024/25 and agreed Precept.** The draft budget proposed by

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the RFO was considered and it was resolved to increase the budget for parish council insurance to reflect recent cost surges. The estimated total expenditure amounted to £8,019. The estimated total receipts were £50 for reclaiming VAT. There is still a considerable amount in reserves and it was therefore agreed to a precept amount of £6,480, which is only a one percent increase from last year.

Administration	2023/24 Budget	Spent as @ Sept 2023	Estimated spend to yr end	Proposed Budget 24/25	Comments
Clerks Salary & Expenses	£ 2,000	£ 1,456	£ 3,468	£ 3,414	SCP19. Rate assumed at £16.254ph. No change @ 17.5 hrs per month.
Tax Deducted from Clerk & paid to HMRC	£ 400	£ 65	£ 65	£ -	Included in staff costs
Office Allowance/Mileage	£ 208	£ 147	£ 370	£ 360	WFH £312pa + mileage at £58
Insurance	£ 420	£ 424	£ 424	£ 600	Estimated.
Audit	£ 40	£ 40	£ 40	£ -	£40 added to professional fees
Postage, Stationery and printing	£ 650	£ 92	£ 100	£ 100	Stationery and other printing costs
Professional Fees	£ 300	£ 356	£ 356	£ 450	LALC Memb, Audit, SLCC Memb, ICO, SLCC Membership
Hall Hire / ZOOM	£ 200		£ 200	£ 250	Added extra £50 for higher hall charge
Election expenses in 4 years	£ 100	£ 49	£ 49	£ -	No parish election expected
Other Spending					
Grants & Donations/sponsorship	£ 450		£ -	£ -	Added to S137 allowance
Yellow pages	£ 250		£ 250	£ 275	Added extra for higher charge/contribution
Village pump maintenance	£ 200			£ 200	Carried over from last year's budget
Village noticeboards	£ 1,000	£ 375	£ 375	£ -	No expected refurbishment for 2024/25
Training	£ 30		£ 25	£ 50	Councillors Training budget
Entrance Gates	£ 600			£ 600	Carried over from last year's budget
Village Plaque Project	£ 850			£ 850	Carried over from last year's budget
Section 137	£ 25			£ 500	Grants, donations, sponsorship, poppy wreath
Village Maintenance	£ 250		£ 350	£ 250	Solar charger for SID (2023/24) £250 for 2024/25 Silt works carried over
Defibrillator	£ 120		£ 120	£ 120	Training cost
	£ 8,093	£ 3,003	£ 6,191	£ 8,019	Estimated Total Expenditure
Budget Calculations					

	As at October 2023				
	£				
Community Account	£ 5,610				
Business Premium	£ 11,259				
Total Current Reserves	£ 16,869				
<u>Less expected spend to year end</u>	<u>£ 6,191</u>				
Expected balance at 1 April 2024	£ 10,678				
Budget for current yr	£ 8,093				
expected spend to end of yr	£ 6,191				
estimated current underspend to budget	£ 1,902				
Income	Year 2023/24	Year 2024/25			
	£	£			
VAT Reclaim	0	50			
Grants from local authorities	0	0			
Total income	0	50			
Net expenditure (Total expenditure less total income)	6,191	7,969			
Precept	6,414	6,480.00	1%		
Bank reserves	£ 10,678				

P: CS S: ME, All in favour

- d. **Barclays Bank.** The Chairman is still waiting for the bank to call back as promised weeks ago. He will go to the Louth Library to hopefully sort out the issues with moving the account from a community account to a parish council account. Cllr ME now has access to online banking.

135/ 2023 Planning Applications:

- a. **N/100/00827/23** | Cawthorpe Springs Trout Farm, Wood Lane, Legbourne. The Parish

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Council noted the amendments submitted and supports the comments made by the Lincolnshire Wildlife Trust for further surveys to give a clearer assessment of the ecological impact of the planning application. The Clerk will submit feedback.

- b. **Application Reference Number: 0119/23/TPA:** Kenwick Park, Legbourne. | Works to trees with Tree Preservation Order. The Parish Council considered this application and had no objection to the works. The Clerk will send feedback.

Planning Decisions Noted

- a. **N/100/02046/23** | Non-material amendment to that previously approved under Planning Permission ref no. N/100/01902/22. | Land Adjacent Wildrose Cottage, Reston Road – **Approved**
- b. **N/100/01731/23** - 6 Paddock Close – Erection of a detached domestic garage – **Approved**
- c. **N/100/01617/23** – 5 Paddock Close - Erection of a detached garage – **Approved**

The Chairman suggested that all parish councillors register with ELDC Planning to receive alerts on planning applications for the parish. This will eliminate the need to add those that have been decided on the agenda and will only include those that require considerations.

136/ 2023 Community Initiatives:

- a. **Legbourne Picnic Site.** LCC did not agree to the suggested temporary closure and the Officer will monitor the site and provide a report. This is still awaited. Cllr ME reported that the situation has improved and there were less incidents. It was resolved to get the Clerk to contact the Policing Team and find out how often they come and check. Cllr DH will find out who owns the land adjacent to the site. Cllr SP suggested that the Parish Council may want to consider taking on the ownership of the site in the future.
- b. **Bus Shelter Refurbishment.** It was resolved to accept the quote from the Louth Men's Shed to repair and refurbish the bus shelter for £1,597. Cllr ME will confirm.
P: DH S: CS, All in favour
- c. **Speed Indicator Device.** There is still some information missing to get a quote for the solar charging unit. The Chairman will liaise with the Vice Chairman for update.
- d. **Neighbourhood Watch Scheme.** A resident informed the Parish Council that he had tried on numerous occasions to find out about the scheme but did not have any success including contacting the local police force. He suggested that the Parish form their own scheme. The Parish Council decided to put this initiative as an item for discussion at the next Annual Parish Meeting to gather residents' views.
- e. **Village Map.** There has been no further progress on retrieving works already done by the previous contractor. It was resolved to reconsider this project at the Annual Parish Meeting and get residents' ideas.
- f. **Flowerpot/Scarecrow Festival.** Cllr ME reported that the Community Centre Committee were keen to hold an event next summer as a joint initiative with the Parish Council and other interested groups and businesses. A sub-committee will be formed including parish councillors and is expected to meet early next year to set up the details of the project. The Chairman volunteered to be involved. It was suggested that a fete cum competition be held in mid-July with the competition results in October/November.

137/ 2023 Highways.

- a. **Househams Lane.** Cllr Parkin reported that this is still work in progress. It was reported that the flooding and standing water issues had not worsened despite the rain.
- b. **FixmyStreet reports.** A number of reports submitted on the website have not been addressed. Further problems have been reported to the Parish Council including a petition from the residents of The Hollows and Alfred Smith Way with regard to the sub-standard

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resurfacing works on the road and pavement and the collapse of the verge on Wood Lane. The Clerk will send to the LCC Ward Member a list of works unresolved which she will report back to LCC.

138/2023 Community Centre. Cllr ME reported that the most recent event did not have as many people attending as hoped. However, there is now a very good relationship between the Community Centre and the Football Group using the facilities. It was suggested that instead of printing off the full draft minutes of the Parish Council meeting on the Yellow Pages, a bulleted summary of Parish Council decisions and discussions are preferred. Cllr ME volunteered to provide the summary after every meeting in agreement with the Parish Clerk. It was also resolved to send for publication in the newsletter, the Parish Council vacancy poster drafted by the Parish Clerk to muster some interests to join the parish council.

The Parish Council moved into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the discussion.

139/ 2023 – Parish Clerk Working Hours Review. It was resolved to keep the contracted hours as is but all extra hours worked will be paid at the next parish council meeting. Additional hours worked will continue to be monitored on a monthly basis to assess workload. End of closed session.

140/2023 Agenda Items for Next Meeting scheduled for Monday 8 January 2024.

It was also agreed to hold the Annual Parish Meeting on Monday, 15 April 2024 and the Annual Meeting of the Parish Council on Monday, 13 May 2024, both at the Community Centre for 7:30pm.

For discussion at the next meeting: full fibre broadband and frequency of collection of Green Waste Recycling.

The meeting closed at 10:05pm.

Signed: *Cllr C Stephenson*

(Chairman) Date: 8 January 2024