

LEGBOURNE PARISH COUNCIL

Minutes of the Annual Council meeting held on **Tuesday 4th May 2021, 7.30PM**
ONLINE via ZOOM.

In attendance – Councillors Maw (Chairman), Chapman, Cole, Halifax, Harrison, Stephenson; LCC councillor Parkin; the Clerk A Claydon.

The meeting commenced with a few items that had to be completed in line with statute and the Council's own operating rules.

- 01 / 2021 APOLOGIES FOR ABSENCE** – Cllr A Grist.
- 02 / 2021 ELECTION OF CHAIRMAN** – Cllr Maw was nominated by Cllr Harrison, seconded by Cllr Chapman and it was RESOLVED to elect him to the office of Chairman.
- 03 / 2021 ELECTION OF VICE-CHAIRMAN** - Cllr Stephenson was nominated by Cllr Harrison, seconded by Cllr Halifax and it was RESOLVED to elect him to the office of Vice-Chairman.
- 04 / 2021 APPOINTMENT OF REPRESENTATIVES** – it was RESOLVED to appoint the following councillors to these positions
- a. Community Centre Committee – Cllr Stephenson (pMC sAH)
 - b. Clerks Personnel Committee – all available councillors subject to a legal quorum of three (pMC s CS)
- 05 / 2021 STANDING ORDERS & FINANCIAL REGULATIONS** – the clerk asked for any suggested changes such that these could be discussed at the next meeting and the documents reviewed / adopted there.
- 06 / 2021 FIXED ASSETS.** A list had been circulated. Mention was made of a further bench that should be added to the list. It was also noted that the noticeboards are showing signs of deterioration and may be reaching the end of their lives. A report was sought on replacement options to be presented to a future meeting.
- 07 / 2021 POTENTIAL FOR CO-OPTION** – councillors discussed the vacancy for a councillor. There was felt to be potential for a renewed attempt to fill the position.

The meeting now moved into normal business

- 08 / 2021 CHAIRMAN'S WELCOME AND REMARKS** – the Chairman welcomed all those present.
- 09 / 2021 NOTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 12TH APRIL 2021** – with the exception of a spelling error to be corrected it was RESOLVED to adopt the notes as minutes (pMC s AH)
- 10 / 2021 DECLARATIONS OF PECUNIARY INTEREST** – No new matters were disclosed. It was noted that ELDC's monitoring office had reminded Parish Councils of the importance of full, up to date information and best practice was to complete new forms and the clerk undertook to circulate blank forms for members to complete.
- 11 / 2021 CLERK'S REPORT** – LCC had asked for details of the intended "third location" for speed monitoring equipment in the 40mph zone at the western end of the village. ELDC had been contacted regarding the intended replacement bin at the Mill Lane /turnaround junction but no reply had been received. The manhole cover issue in Station Road was entered on Fix My Street but had mysteriously been passed to ELDC despite clearly being a highway issue.

- 12 / 2021 **MEETING SCHEDULE 2021/22** – it was RESOLVED to move the next scheduled meeting from 14th June to 21st June, at which point the Coronavirus Restrictions were planned to be lifted. (p DH s AH). The schedule would be kept under observation to reflect any further changes in restrictions.
- 13 / 2021 **LEGBOURNE PARISH MEETING** – LALC’s advice was to hold a meeting for residents as soon as practicable after the lifting of restrictions, proposed currently for 21st June. A date and running order would be considered again at the next meeting
- 14 / 2021 **PLANNING APPLICATIONS FOR PARISH COUNCIL COMMENTS:**
a) *received at time of going to press:* None
b) *received after agenda completed:* none
- 15 / 2021 **STATEMENT OF LOCAL PLANNING PRINCIPLES / CONSIDERATIONS** – no update was made at this meeting.
- 16 / 2021 **PARISH ISSUES - Items raised by Parishioners on the following:**
a. **Street Lighting** – No new reports
b. **Highway matters** – There was some pedestrian perception that vehicles frequently speed along Mill Lane and a speed limit reminder may be beneficial. The safety of pedestrians in Reston Road had also been raised. No-through-road signs on Chapel Lane and Alfred Smith Way are needed as drivers have entered these roads without knowledge of them being cul de sacs with limited turning space, although there was a counter view that Legbourne already had a plethora of signs. Mention was also made of the hedge opposite Chapel Lane affecting visibility.
c. **Parishioners’ issues** –No new reports discussed.
- 17 / 2021 **FINANCIAL MATTERS**
a. **Accounts to be paid/authorised:** It was RESOLVED (pDH s AH) to make the following payments:
i. Clerk’s salary & expenses April 2021 including postage
ii. HMRC – income tax deducted - £29.40
iii. Insurances – £304.95 in line with item c below
b. **completion of 2020/21 accounts** – It was RESOLVED (pMC s AH) to approve the following parts of the Annual Governance and Accounts Return:
i. Certificate of exemption from external audit for submission to PKF
ii. Annual Governance Statement
iii. Statement of Accounts, based upon supporting Receipts and Payments analysis and Bank Reconciliation
c. **Insurance arrangements** –a quotation from CAS Ltd had been received with a renewal premium of £321.00 (£304.95 if a three year rate stabilisation agreement is entered into). The one year figure was some 11% lower than last year’s successful tender; the three year over 15% lower. This was due to a new underwriting insurer being appointed Taking this into account and the experience to date with CAS, it was RESOLVED (pDH sAH) to enter into a three year agreement with CAS.
- 18 / 2021 **CORRESPONDENCE** – noted
- 19 / 2021 **COUNCILLORS REPORTS** – Cllr Cole raised the potential for a Litter Pick in the village and members were keen to progress this, agreeing that one could be organised for 5th June, meeting at the Pump at 10am. Participants were asked to bring their own gloves and hi viz.
County Councillor Parkin raised the Active Travel proposals for Louth that would fundamentally change vehicular movements in the town She made councillors aware of an online survey that was open until 16th May It was mooted that the lead officer for the project might be able to explain it at the Parish Meeting, once this had been

diarised.

20 / 2021 AGENDA ITEMS FOR NEXT MEETING: Internal Audit report; Annual Parish Meeting

21 / 2021 NEXT MEETING – re-scheduled for Monday June 21st June, 7.30pm, Legbourne and Little Cawthorpe Community Centre.

The meeting ended at 9.12pm