



Minutes of the Annual Meeting of Sibbertoft Parish Council held on Tuesday 1st May 2018 at 8pm in the Reading Room, Berkeley Street, Sibbertoft

Present: Cllrs Kershaw, Brunel-While, Holmes, Putt and Walpole and 3 parishioners

1933. Election of:

- i. Chairman
RESOLVED to elect Cllr Kershaw as Chairman
- ii. Vice Chairman
RESOLVED to elect Cllr Brunel-While as Vice Chairperson

1934. Election of Officers:

- i. Highways Liaison
RESOLVED to elect Cllr Walpole
- ii. Storm Drains
RESOLVED to elect Cllr Walpole
- iii. Neighbourhood Watch/Police Liaison
RESOLVED to elect Cllr Gibbs
- iv. Lights & Rural Footpaths (Incl. mowing & weed spraying)
RESOLVED to elect Cllr Kershaw
- v. Parish Council Internal Controls Officer
RESOLVED to elect Cllr Brunel-While
- vi. Defibrillator / VETS
RESOLVED to elect Cllr Gibbs
- vii. Recreation Ground
RESOLVED to elect Cllr Putt

1935. Receive and approve apologies for absence

RESOLVED to approve the apologies from Cllr Gibbs

1936. Receive and approve for signature the minutes of the meetings of 27th March 2018.

RESOLVED to sign the minutes of the meeting of 27th March 2018

1937. Public Participation

A member of the public asked if the Council if when they are sending out correspondence, fliers and newsletters, to consider all residents including those outside the village boundaries. They also raised concern regarding the drains on the Aerodrome Road as they are prone to flooding.

Another member of the public noted that only some of the potholes in the village have been repaired, and not all to a good standard.

- 1938. Receive declarations of interest under the Council's Code of Conduct relating to business in the agenda.**
None
- 1939. Matters arising and outstanding from the meeting of the 27th March 2018**
i. Cllr Holmes to establish what is required to complete the issue of Councillors email addresses
- 1940. Correspondence**
i. Cllr Kershaw reported a complaint had been made to DDC by a member of the public against a Councillor. DDC had dismissed this complaint.

ii. A member of the public had sent a complaint to the Council regarding cars parked on the pavement of Westhorpe, the Clerk informed them this was not within the Council remit. Further correspondence from the member of the public had been received regarding a complaint against the Council, which included a letter from their solicitor. The Council have dismissed the complaint with no further action required.
- 1941. Parish Clerk Role & Responsibilities**
Cllr Kershaw reported that the Clerk is contracted to work 25 hours per month, this are to be completed at a time mutually beneficial. The previous month had required additional hours to complete the financial year end paperwork, the internal audit and extra correspondence which Council agreed to be approved by the Chairman.
- 1942. Casual Vacancy**
DDC have reported that no requests for an election have been made, the Council are now able to commence the co-option process.
- 1943. Internal Audit and AGAR**
i. Internal Audit review was held 27th April 2018. No issues reported and all issues from the previous audit have been actioned.

ii. Annual Governance Statement - consider, approve, sign
RESOLVED to approve and sign the Annual Governance Statement

iii. Accounting Statement - consider, approve, sign
RESOLVED to approve and sign the Accounting Statement
- 1944. GDPR**
The Clerk has recently attended a NCALC course on GDPR, with Cllr Brunel-While due to attend the course within the next week. Cllr Brunel-While will work with the Clerk to complete the necessary requirements for the Council to be compliant with GDPR.
- 1945. Dog Fouling**
Cllr Putt has completed the 6 week trial of spraying any dog fouling within the village. Cllr Putt reported a 75% decrease throughout the 6 weeks. Cllr Kershaw thanked Cllr Putt for her efforts and it was agreed Cllr Putt would continue with the surveillance and spraying once a month.
- 1946. Jubilee Tree**
The Jubilee tree has been chewed by the horses grazing in the Dog Yard. It was agreed by Council the tree to be left in current location but request a supplementary fence is erected to prevent the horses reaching it. Cllr Kershaw to contact the landowner.

Please note: These minutes are subject to the agreement of the Parish Council and signature of the Chairman

1947. Gigaclear

Cllr Kershaw reported the Gigaclear broadband service was now live within the village. Gigaclear have stated they are committed to repair and reinstate any damage caused during the installation. This is hoped to be completed within the next 2/3 months.

1948. Speed Sign Consultation

The Council had received both positive and negative feedback regarding the proposed installation of a speed sign within the village. Various alternative solutions had been suggested by members of the public. Some of these suggestions had previously been explored by Council but were not available or applicable to Sibbertoft. It was agreed to invite members of the public to attend the next meeting for a demonstration of the speed sign and Q&A session to fully understand the capabilities and the reported results from other village.

1949. Reports:

i. Recreation Ground Inspection

Cllr Holmes has received quotes for the supply of rubber chippings.

Mainland Aggregates 850kg @ £157.49

Rebound 500kg @ £288

Safer Surfacing 400kg @ £230

RESOLVED to order 1 x £850kg bag from Mainland Aggregates

ii. Neighbourhood Watch & VETs

Cllr Gibbs informed the Clerk there was nothing to report.

iii. Highways

The Council had been contacted by a member of the public to request the Council apply for a weight limit to reduce the number of HGV vehicles using Sibbertoft as an access route whenever the A14 is closed. Cllr Kershaw has spoken at length with NCC Highways, but unfortunately Sibbertoft do not meet their requirements for a weight limit.

There are still a vast number of potholes requiring attention.

There is significant subsidence of the drains near Coombs Farm

Deterioration of grits/rain drains on the Aerodrome Road

1950. Planning Applications

i. DA/2017/1255 – Westthorpe House, Welford Road, Sibbertoft – Awaiting decision

Construction of garage/car valeting facility

1951. Finance

Bank Balances as of 1 st April 2018	£18,380.52
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Lloyds – Sheet No 5	£ 8041.74
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Nationwide	£10338.78
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i. Payments by BACS

RESOLVED to make the following payments by BACS

EON Usage	206.10
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EON Maintenance	35.64
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S Vickers - Clerks salary	290.91
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NCALC Training – S Vickers	49.00
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1952. Future agenda items

- i. Policies review and adopt: Standing Orders, Financial Regs, Privacy Policy
- ii. Weight limit
- iii. Speed sign demonstration
- iv. Village Flyer
- v. Cllr email addresses
- vi. Clerk salary review

1953. Date of next meeting

The next meeting will be held on Tuesday 5th June 2018 at 7.30pm with a speed sign demonstration and followed by the Annual Meeting of the Parish.

Cllr. Kershaw thanked those present for their attendance and officially closed the meeting at 9.15pm.

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Chairman

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Date

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