

HOUGH ON THE HILL PARISH COUNCIL

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Chairman: Councillor Mrs S Morgan

Minutes of the Annual General Meeting of Hough on the Hill Parish Council held on the 12th May 2011 at Carlton Scroop village hall commencing 7.30pm.

Present at the meeting – S. Morgan (Chairman) B. Gray
T. Newcombe R. Kingscott
C. Sherwood

District Councillor V. Kerr also attended.

1. Public Forum.
Two members of the public attended. No issues were raised.
2. Apologies for absence.

There were no apologies for absence.

3. Members' declarations of interest on agenda.

Cllr Sherwood declared an interest in the planning application for the Old Barn, Brandon.

4. Election of Officers.

In the recent elections the following were elected as councillors without a contest:

Brian Gray – Brumhill, Grantham, Lincolnshire, NG32 2AE.

Roger Arthur Kingscott – Brandon Hall, Hall Lane, Brandon, Grantham, Lincolnshire, NG32 2AS.

Susan Morgan – 6 Gelston Village, Grantham, Lincolnshire, NG32 2AE.

Terence John Newcombe – 4 Blind Lane, Brandon, Grantham, Lincolnshire, NG32 2AR.

Christopher John Sherwood – Ridge Barn, Brandon, Grantham, NG32 2AT.

The above councillors duly made their declarations of acceptance of office before the Proper Officer of the Parish Council (Parish Clerk) and signed the appropriate declaration forms.

It was proposed, seconded and unanimously agreed that Cllr Morgan should continue as Chairman for the forthcoming year. It was also proposed, seconded and unanimously agreed that Cllr Kingscott would be Vice Chairman for the forthcoming year.

5. Notes of previous meetings:

- a. The notes of the Parish Council meeting held on 24th March 2011 were read, agreed and duly signed by the Chairman as a true record following correction of a spelling error.
 - b. The notes of the Annual Parish Meeting of the 24th March 2011 were noted.
6. Reports from Councillors and Clerk on any matters outstanding:
- a. The following outstanding items were noted:
 - (a.1) Tree on Gelston Green. The Chair informed the meeting that there had been no change to the situation since the last meeting. If no action is taken to remove the tree root by the end of July 2011 the clerk is to send a reminder letter.
 - (a.2) Playing field inspections.
It was decided to carry on with the existing system of inspections. The clerk is in future to circulate each completed inspection reports to all councillors. The updated rota is appended below:

May 2011	–	Cllr Morgan
Jun 2011	-	Cllr Sherwood
Jul 2011	-	Cllr Kingscott
Aug 2011	-	Cllr Newcombe
Sep 2011	-	Cllr Gray
Oct 2011	-	Cllr Morgan
 - (a.3) Overhanging hedges and trees. The Chair informed the meeting that we still awaited a reply from the Highways Department.
 - (a.4) Double bend barriers. The Chair informed the meeting that we were still waiting for these to be installed.
 - (a.5) C001 road. The reply from the Highways Department was noted and a decision was made to raise this matter again at the next Parish Council meeting.
 - b. There were no other matters outstanding.
7. Finance report for 2010/2011 including audit and register of assets (attached).
The Parish Clerk briefed the meeting on the 2010/2011 audit. He distributed the up to date finance report for the year ending 1st April 2011. He also distributed the register of assets which had been omitted from the documents distributed with the agenda. The internal auditor has approved the accounts. The councillors approved the annual governance statement and the Chair signed Section 2 of the Audit Commission form. The Parish Clerk will now display the statutory notice of appointment of date for the exercise of electors' rights on 16th May 2011 for 21 working days and then submit all the relevant paperwork to the external auditors.
8. The risk assessment policy including insurance, banking, audit arrangements and playing field safety and security were reviewed and approved. The clerk was

instructed to update and make minor arrangements to the risk assessment policy and distribute to all councillors.

9. A review of Standing Orders and procedures generally, including membership of planning group, was undertaken and apart from a few minor amendments to the procedures for planning applications, were considered still appropriate. The clerk was instructed to make minor amendments to the procedure for planning applications and circulate to all councillors.

10. Planning Matters:

- a. The following planning application outcomes were noted:
 - (1). Erection of wind turbine, Frinkley Farm, Hougham.
Although published as approved in Grantham Journal, and confirmed as approved by District Councillor Kerr, still awaiting formal notification of approval from SKDC.
 - (2). Barn conversion to three dwellings, Court Lees, Brandon.
Awaiting approval.
 - (3). Extension and alterations to dwelling, The Poplars, Gelston.
Refused planning permission.
 - (4). Fell trees in conservation area, Park View, Hough on the Hill.
Awaiting approval.
 - (5). Erection of gateway and stone wall, the Old Hall, Brandon.
Awaiting approval.
 - (6). Increase in number of shooting days, Stubton Gorse, Stubton.
Awaiting approval.
- b. There were no related matters to be noted.

11. Items from Councillors as follows were considered:

- a. Cllr Morgan – playing field matters:
 - (1). Seat. As this matter was becoming increasingly more expensive, it was decided to go no further with this proposal for the present.
 - (2). Electricity pole application. An application from Western Power Distribution to re-route their power cable at Hough on the Hill playing field was discussed. The proposal was to remove the overhead wires that currently cross the playing field and re-site them over an adjacent field. Permission was therefore sought to cutback some of the trees on the playing field boundary to prevent anyone climbing too closely to the power lines. The clerk was instructed to write to Western Power Distribution granting permission.
 - (3). Repairs. The clerk reported that the “handyman” suggested at the last meeting was no longer available to carry out minor repair work on behalf of the council. The clerk was instructed to try and find someone else suitable. The first priority is the repair for the wooden gate at Hough on the Hill playing field.

- b. Cllr Morgan – Gelston Green sign. The clerk was instructed to proceed with the manufacture and collection of the sign, as previously discussed. It is to be delivered to the Chairman for erection on the green.
- c. Cllr Morgan - Parish Council elections 2011 – vacancies. The clerk briefed the meeting on the correct procedure for co-opting new councillors on to the Parish Council. The councillors unanimously elected to co-opt two new councillors as a matter of urgency. One member of the public attending the meeting offered her services as a councillor and the meeting was informed of another person who might be interested in becoming a councillor. The Chair is to approach both prospective candidates and talk to them.
- d. Cllr Newcombe – Police Neighbourhood Panel meeting. Cllr Newcombe attended the April meeting of the Police Neighbourhood Panel meeting. He reported that there was nothing that directly affected this council.
- e. Cllr Morgan – repairs to road signs. The Chair reported the following requirements for repairs/maintenance to road signs:

(1). Hough on the Hill:

fixing.

(a). Cross roads by Brownlow Arms – “Grantham Road sign needs re-

(b). Crossroads by Brownlow Arms – “The “New Hill” sign is becoming overgrown with ivy.

(c). Carlton Road – Frieston Road cross roads – “Lower Road” sign is completely engulfed by resident’s hedge.

(2). Brandon:

(a). Stubton Road cross roads with C001 – “Stubton Road” sign is leaning at 45 degree angle and is in danger of falling into the dyke.

The clerk was instructed to write to SKDC and bring the above matters to their attention.

- f. Cllr Morgan – footpath 8 at Gelston. The Chair informed the meeting that footpath 8 at Gelston (categorised as a category 3 footpath of low importance) is in danger of becoming unusable. There is no style, no signage and it is very overgrown. The clerk was instructed to write to the Highways Department to ask them to write to the relevant landowners requesting that they bring the footpath up to the required standard.

12. Financial Matters.

- a. The following payments were authorised:

- (1). Village hall meeting 12/05/11 (£10.00).
- (2). Insurance renewal (£629.71).
- (3). Grass cutting (£115.00).

(4). Parts for playing field gate (£10.22).

(5). CPRE membership (£29.00).

b. The following financial matters were considered.

(1). Recent received grass cutting payment (£240.00) was authorised.

(2). The Parish Clerk has instituted proceedings to pay tax due on salary paid up to and including 1st April 2011. This will not apply in future as he is now subject to PAYE,

c. The parish accounts to 11th May 2011 were approved.

13. Correspondence.

The correspondence received as shown on the previously circulated list was noted.

14. Matters requiring urgent discussion.

There were no other matters requiring urgent attention. Cllr Gray raised the matter of an "Unclassified Road" sign which has been erected at Gelston Green. It was decided to note this as an agenda item for the next meeting.

15. Presentations by other invited speakers.

District Councillor V Kerr gave the meeting an informal briefing about the recent council elections.

16. The date and time of the next meeting was agreed as 29th September 2011 at Carlton Scroop village hall, commencing 8pm.

There being no further business the meeting closed at 9.25pm.