

SEATON PARISH COUNCIL MEETING
21st JANUARY 2019
VILLAGE HALL SEATON 7pm

Present:

Mr N Greenfield Chairman
Mr D Coop
Mr R Clarke
Mrs C Lammie

In attendance:

Mr John Hill Clerk
One member of the public

MINUTES

Prior to the start of the meeting proper, the Chairman invited a member of the public, Mr Jeremy Lang, to address the Members with his concerns regarding overgrowing weeds and grass in various areas of the village. These will be dealt with as appropriate to the ownership of the areas mentioned.

Mr Lang also wished his appreciation of the work carried out on behalf of the Parish Council to provide new steps and rails for safety reasons at the junction of public footpath E311 and Main Street to be noted.

1. APOLOGIES:

Mrs S Machin
County Councillor Mr J Lammie

2. DECLARATIONS OF INTEREST:

Councillor Clarke declared an interest in Items 4 & 7 - Footpath E311. Due to his direct local knowledge and expertise on this issue, Members felt that he should be able to speak on the Items if necessary.

3. MINUTES OF THE PREVIOUS MEETING:

On a proposal by Councillor Coop, seconded by Councillor Clarke, the Minutes of the meeting of 26th September 2018 were duly signed as a correct record with the approval of all present.

4. MATTERS ARISING (NOT ON THE AGENDA):

Councillor Greenfield has held meetings with the Parochial Church Council and the Village Hall Committee to progress a Local Award process for Seaton. The idea was received well, provided that the awards were made when fully justified rather than every year. Councillors considered how best to mark such awards. Following discussion, they agreed the winner should be awarded flowers and Champagne, together with a certificate recording their award. These would be funded by the Parish Council and presented at one of the well-attended public events in the village. The work on installing new steps and hand rails at the junction of footpath E311 and Main Street had been completed satisfactorily by John Mayfield (Odd-Jobs).

'Daphne' from the George & Dragon Public House is still incapacitated and therefore Councillor Coop will continue to deal with the flowers in the ex-beacon basket. Councillor Greenfield had investigated the availability of RCC's 'Call & Collect' bus system for Seaton. The RCC website provided a link to Lincs Bus Services who ran the service; however, the link was not easy to follow. Councillor Greenfield had therefore reported these concerns to the service provider and would continue to test the system.

5. FINANCIAL MATTERS:

Accounts update:

Petty Cash	£65.25 (-£10 for this meeting)
Current Account	
Nationwide	£3051.25 + interest
West Brom	
Deposit Account	£5559.21 + interest

Payments:

Members approved the following **retrospective** payments on a proposition by Councillor Greenfield, seconded by Councillor Lammie:

Odd-jobs - new steps & rails for footpath E311	£305.00
Royal British Legion – Donation for Lamppost poppies	£50.00
Robin Clarke - Planning Application fee for WW1 Beacon	£117.00
Biffa - Grass cutting services	£230.40
Manor Fabrications – WW1 Beacon Basket	£686.40
Robin Clarke - WW1 Event Expenses	£33.51
HMRC – PAYE tax balancing payment	£43.89

and **new payments** on a proposition by Councillor

Coop seconded by Councillor Lammie:

Clerk's half-year salary	£646.80
Petty Cash top up	£50.00

Allotment rent review:

On a proposition by Councillor Coop, seconded by Councillor Clarke, Members resolved to keep allotment rents unchanged for the 2019 season.

Budget & Precept for 2019/20:

The Clerk had drawn up and circulated a Draft Budget for 2019/20 which resulted in an indicative Precept requirement of £4,000. Members felt that this represented a significant uplift on the previous year and, on a proposition by Councillor Greenfield, seconded by Councillor Clarke, resolved to reduce this to £3,700. This could be achieved by calling on capital reserves for essential reparatory work on the Children's Play Area surface.

Update of signatories for the West Brom Building Society Deposit Account:

A certified copy of her Passport photograph is required from Councillor: Mrs. Siobhan Machin.

Audit arrangements for 2018/19 accounts:

Members agreed to use the services of Sue Fox, if she is available, to carry out the internal audit of SPC accounts.

6. ANNUAL RISK MANAGEMENT REVIEW:

Following a review of the precirculated SPC Risk Management document, the Members made the following observations:

The fact that the performance of the grass-cutting contractor is periodically reviewed should be included;

Odd-Jobs (John Mayfield) is used for a number of items of work in the village on behalf of the Parish Council – his public liability cover should be checked for adequacy;

Following the information sent by the County Council's Tree Officer with regard to risk management of trees on Parish Council land, further specific advice should be sought on establishing a formal policy for tree management. It was noted that Seaton Parish Council periodically commissions tree work but it was thought that this needs to be part of a comprehensive, proactive, policy.

The new Beacon should be considered a risk to be managed; it was suggested that this might be included as part of the annual ROSPA inspection of the playing field.

7. HIGHWAYS ISSUES:

Footpath E311:

Work on new steps and rails completed.

Drains:

The County Council should be reminded to regularly sweep the areas concerned to prevent blockage of the drains.

Roadside hedges:

Various problems are being caused by overhanging hedges, including at the pinch point at the eastern end of Main Street. As a first move, Councillors Greenfield and Clarke had asked the property owners to cut back the hedges concerned. However, there still remained a problem.

Councillor Greenfield will use Councillor Clarke's Draft as the basis for a final, light touch, reminder to the residents concerned. If that does not lead to the required action, the matter will be placed into the hands of the Highways Authority.

8. OVERHEAD POWER LINES/21 MAIN STREET:

The Parish Council has indicated its support for placing the relevant lines underground.

9. THOMPSON'S FIELD:

Play area resurfacing and equipment maintenance:

Councillor Lammie reported that the grass surface is taking hold well except for two patches. Various areas require topping up with soil to restore the play equipment to the correct height above ground level. The availability of topsoil will be investigated. Rubber matting should be considered under the tallest piece of equipment.

The half-moon wooden section on the small platform is in urgent need of repair and it was agreed to ask John Mayfield (Odd-Jobs) to look at this and other wooden roof sections which are deteriorating.

Whilst the cosmetic appearance of the items of play equipment was not an area of immediate safety concern, they are looking the worse for wear and it was agreed to engage a local contractor to quote for painting work. The Clerk will also seek to find the original supplier in the records with a view to establishing whether repainting by that Company is a viable option.

It was noted that concern about these items was not raised by ROSPA in last year's annual inspection.

The option of creating a completely new play area, using grant aid, was also discussed.

Donated funds: Members discussed methods of adding to the £500, generously donated by Mr John Mulheron in memory of his son, to purchase a suitable new piece of play equipment.

Grass cutting:

The current contractor, Biffa, has raised the price per cut for the Playing Field by 2.5% to £32.80 (from £32). All other prices for weed treatment, emptying waste bins, etc. remain the same as last season.

On a proposition by Councillor Coop, seconded by Councillor Greenfield, Members agreed to retain Biffa's services for the 2019 season.

10. ALLOTMENTS:

Tenancies:

Councillor Greenfield will advertise the vacant allotment plot on the SPC website. Following review, on a proposition by Councillor Coop, seconded by Councillor Greenfield, Members agreed that the current Allotment Risk Assessment requires no changes.

It was agreed that the tree branches overhanging and shading one end of Plot No.1 may be trimmed.

11. NEW DATA PROTECTION ACT REQUIREMENTS:

GDPR policies:

The following Draft policies had been submitted to the LRALC for review, as requested by Members, and all comments received had been incorporated in the documents and recirculated to Members prior to this meeting:

Data Breach Policy; Data Protection Policy; Privacy Notice (Local Residents); Privacy Notice (Staff & Councillors) and Subject Access Request Procedure.

Following a proposition by Councillor Greenfield, seconded by Councillor Coop, all were in favour of adopting these policies En Bloc for Seaton Parish Council. They will now be displayed for public viewing on the Parish Council website.

E-mail addresses for Parish Councillors:

The Clerk reminded Members that they are required under GDPR to have a separate e-mail account exclusively for Parish Council business and, where a digital device is shared, a separate Login for the Parish Council.

Councillor Greenfield had sought, and circulated, advice on this issue

It was agreed that, apart from the Clerk continuing to use the seaton@outlookpc format, the new addresses will contain the name of the individual Councillor, similar to the one already set up by Councillor Coop.

12. WWI CENTENARY COMMEMORATION:

Thanks were Minuted for all who contributed to the very successful WW1 commemoration event held in Seaton with particular recognition of the generous donation of Mr Tom Joule and the creative efforts of Eleanor Coop in producing artificial poppies.

13. COUNCILLOR TRAINING:

Members noted that the Clerk is arranging for Councillor Machin to attend an LRALC training course in the near future.

14. CORRESPONDENCE:

Correspondence tabled:

LRALC questionnaire;

RCC: Bus stop improvements circular;

2018/1280/CAT 14 Main Street – no TPO required;

Barrowden & Wakerley Neighbourhood Plan consultation – reply by 25/02/19;

Planning Permission for Seaton WW1 Beacon;

Signs & Street Furniture Policy;

Healthwatch Rutland survey – Have you served in the armed forces?

15. DATE OF THE NEXT MEETING:

The next Parish Council meeting will be held on Monday 25th March 2019, 7.00pm in the village hall.

The meeting closed at 21.37 hrs.