

**MINUTES OF TYDD ST MARY ANNUAL PARISH COUNCIL MEETING
HELD ON THE ZOOM VIRTUAL PLATFORM ON 6th MAY 2021 at 7.00pm**

Presiding over the meeting, Cllr Magnus

In Attendance:

Cllr Jackson-Parker, Cllr Bowser, Cllr Markillie, District Cllr Wilkinson, one Member of the public and Mrs Jane Ripley, Clerk.

TSM = Tydd St Mary TG = Tydd Gote PFC = Playing Field Committee

There was a short public forum where a Parishioner gave the Council a statement in support of their planning application H21-0369-21.

1. **89.21 TO ELECT A CHAIRMAN**
Cllr Magnus was proposed, seconded and elected.
2. **90.21 CHAIRMANS DECLARATION OF ACCEPTANCE TO BE SIGNED**
Cllr Magnus signed her declaration of acceptance.
3. **91.21 TO ELECT A VICE CHAIRMAN**
Cllr Bowser was proposed, seconded and elected.
4. **92.21 APOLOGIES FOR ABSENCE** with reasons
Cllr Evans sent her apologies and Council accepted her reasons. District Cllr Tyrell sent his apologies.
5. **93.21 DECLARATIONS OF INTEREST - to receive Declarations of Interest in accordance with the Localism Act 2011 and to consider any applications for dispensation.**
None.
6. **94.21 SIGNING OF THE MINUTES**
Clerk's Notes from the meeting on 1st April 2021 were taken as read and signed as minutes by the Chairman.
7. **95.21 REVIEW THE FOLLOWING:**
Review of delegation arrangements to Committees, Panels and Staff.
Delegated powers to remain in place for use as and when needed between meetings.
Review of terms of reference for Committees and panels.
Personnel Panel terms of reference to remain unchanged.
Appointment of members to Personnel Panel.
It was proposed that Cllrs Bowser, Jackson-Parker and Markillie become members of the panel, this was RESOLVED.
Appointment of Council Planning Officer
Cllr Jackson-Parker was proposed seconded and appointed.
Appointment of Council Highways Officer
Cllr Markillie was proposed seconded and appointed.
Appointment of any new Committees, Panels, Working Parties or Task Groups.
It was proposed to form a Working Party Group to plan the development of the Bowling Green area at the Glebe field, this was RESOLVED.
Standing orders and Financial Regulations
Reviewed and amended as necessary.
Arrangements (including legal agreements) with other local authorities, not for profit organisations and businesses.
Reviewed and to remain in place.
Council representation on external bodies and reporting arrangements
Reviewed and amended early 2021. Cllr Evans was proposed, seconded and appointed as

Council representative on Community Speed Watch.

General Power of Competence: To Resolve that Council meet the prescribed conditions to for eligibility.

Council do not meet the conditions of eligibility.

Inventory of Council land and assets.

Reviewed and updated.

Insurance cover.

Reviewed, all new equipment has been added to policy, Council consider cover is adequate,

Councils and employee's membership of other bodies.

Council and Clerks membership of LALC and SLCC to continue

Council complaint procedure.

Reviewed, no need to amend.

Policy & procedure for Freedom of information and Data protection legislation.

Reviewed and amended April 2021.

Council procedure for dealing with press/media.

Reviewed, no need to amend.

Councils Employment policies and procedures.

Reviewed, no need to amend.

Councils' expenditure under s.137 or General Power of Competence

Reviewed and within guidelines.

Anti-Virus Software renewal

Virus software is in place for 2021.

Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

It was proposed not to hold a meeting in June due to Covid and face to face meetings.

It was proposed to hold 9 meetings in 2021-22, time to be 7pm, place to be determined by covid restrictions and legislation at date of meeting. The above was seconded and RESOLVED.

The use of BACS and Internet banking

It was proposed Council continue with present system, all in favour, item RESOLVED.

To Appoint Company for Annual play area inspections

It was proposed Council use Play Safety, all in favour, item RESOLVED.

8.

96.21 TO CONSIDER PLANNING MATTERS AND RESOLVE ACCORDINGLY

Applications:

H21-0369-21 Mr & Mrs Hall, Field View, Lowgate, Tydd St Mary

Change of use of self-contained annexe to holiday accommodation (retrospective)

Council supported this application.

Approval by South Holland District Council:

H21-0151-21 Mr & Mrs Barnacle, 2 Willow Close TSM

To construct a conservatory

Refusals by South Holland District Council: None

Member of the public left the meeting at 7.38pm

9.

97.21 CLERKS REPORT

All Correspondence from the April meeting has been dealt with and replied to.

The new Speed sign (SID) is due for delivery on 11th May.

Community Speed Watch (CSW) have not yet contacted Council with a date that training is to resume.

Following the April meeting the Clerk wrote to District Cllr Tennant informing him of the Parishes problems with speeding in the Villages, how strongly the community felt about the problem and how many had volunteered to be involved and hopefully make a difference by participating in the CSW scheme.

Council asked District Cllr Tennant for some grant funding to enable them to purchase the necessary equipment for the volunteers. The Clerk has not had any reply to this request.

Councils VAT refund request has been submitted.

Councils internal Audit has been completed and reports circulated.

Replacement hand sanitiser units have been purchased and installed at Glebe field.

The Clerk contacted the Diocese requesting a copy of their tree report for Glebe field but as yet have not had a reply.

The No dogs sign in TG play area has been re-sited.

10. 98.21 TO CONSIDER FINANCIAL MATTERS AND RESOLVE ACCORDINGLY

a. Items for payment under section 137: none

b. Accounts for payment

Cllr Bowser proposed payments be made as put before them, Cllr Magnus seconded, Item RESOLVED.

d. Money Paid In:

Date	Payee		Item	Chq No	Net	VAT	Gross
13/4/21	HMCR	T4	PAYE		£104.82		£104.82
28/4/21	Mrs J Ripley	T5	Wages April		£564.90		£564.90
6/5/21	NLIDB	T6	Drainage Rates		£103.42		£103.42
6/5/21	Savills - LCC	T7	Land Rent		£625.00		£625.00
6/5/21	Mrs J Ripley	T8	Expenses April		£110.50		£110.50
6/5/21	SHIDB	T9	Drainage Rates		£217.99		£217.99
6/5/21	Mrs L Pilcher	T10	Internal Audit		£100.00		£100.00
6/5/21	James Chadwick	T11	Re set sign TG		£48.00		£48.00
6/5/21	D W Woods	T12	Ground Maint TG		£80.00	£16.00	£96.00
6/5/21	D W Woods	T13	Ground Maint TSM		£216.6	£43.32	£259.92
6/5/21	Wroxham Home Farms	T14	Allotment rent		£1000.00		£1000.00

c. Money Paid In: Nil

11. 99.21 TO SIGN OFF YEAR END ACCOUNTS

Council RESOLVED to sign off the accounts as put before them.

The Chairman signed the accounts.

12. 100.21 TO CONSIDER CORRESPONDENCE AND RESOLVE ACCORDINGLY

a. Allotment Tenant – Notice to quit – Closed Session.

b. Parishioner – Speed sign request

Council RESOLVED to place 2 x large 30mph signs at the beginning of Common way entering the village at the end of the 60mph section.

c. FOI request 1- Clerk has replied.

d. FOI request 2 – Clerk has replied.

e. Cllr Harron – Resignation letter

f. County Farms Newsletter – circulated

g. LALC News- circulated

h. Cllr Gangel – Resignation letter

The Chairman informed Council of the resignation of both Cllr Harron and Gangel,

13. **101.20 TO CONSIDER ITEMS FOR & FROM OUTSIDE AGENCIES/PARISH COUNCIL REPRESENTATIVE AND RESOLVE ACCORDINGLY**
 a. Playing Field Committee:
 The PFC would like to thank Cllr Markillie for tidying the hedge between the car park and the Bowling green.
 The PFC will field representatives on the Bowling Green Working Party.
 The PFC are looking at making a nature trail around the edge of the glebe field, they request the Parish Council to contact the Diocese for permission to cut back the foliage (as per the lease agreement)
 There is a large tree root dumped at the entrance to the car park, the PFC request the Parish Council report this to the Diocese.
 The PFC have a quotation to be submitted to RES for grant funding to surface the carpark.
- b. District Cllr Wilkinson
 Cllr Wilkinson has delivered all the litter collection equipment to TSM Village Stores.
 The first Garden waste collection took place in TSM on Saturday and was successful, date of the 2nd collection to follow,
14. **102.21 TO CONSIDER PARISH COUNCIL RESPONSIBILITIES AND RESOLVE ACCORDINGLY**
 a. Play Area-TSM
 The Chairman thanked Cllrs Bowser and Gangel for cleaning the play equipment.
 Council RESOLVED that Cllr Bowser take over as play area inspector.
- b. Play Area – TG
 Council RESOLVED that Cllr Bowser take over as play area inspector.
 New equipment and fencing to be discussed under item 17.
- c. Allotments- Closed session
- d. Any Other area- None
15. **103.21 TO RESOLVE ON REPLIES TO CONSULTATIONS.**
 None
16. **104.21 TO RESOLVE ON CO OPTION TO COUNCIL**
 None
17. **105.21 TO DISCUSS WIND FARM GRANT APPLICATION AND RESOLVE ACCORDINGLY**
 Council discussed TG play area at length looking at options of equipment, fencing and quotations.
 It was proposed to submit a grant application to the windfarm for fencing to complete the safe enclosure of the play area and for a new piece of equipment and safety matting. This was seconded and RESOLVED.
18. **106.21 TO UPDATE AND RESOLVE ON COVID 19 & REGULATIONS**
 a. Face to Face meetings.
 Following Councils risk assessment for a face-to-face meeting in a hall in June it was RESOLVED not to hold a June meeting.
 A discussion followed regarding future meetings and Covid protocols. Council RESOLVED to hold a short meeting face to face in July at TSM Village Hall following all Covid protocols and the Government legislative guidelines at that time.
- b. Temporary delegation of powers
 Payments
 It was proposed, seconded and Resolved.
 That the Clerk be given delegated powers for invoice payments with robust transparency processes to ensure effective business continuation and to minimise impact on local service delivery and local business with ratification by the Council to be made at the earliest and safest opportunity.
- Planning
 It was proposed, seconded and RESOLVED:
 That the Parish Council deal with planning applications via email and gives delegated power to the Clerk to collate responses and submit to SHDC (on a majority basis) for applications that fall outside of a meeting time frame.

Day to Day running of Council.

It was proposed, seconded and RESOLVED:

To give delegated authority to the Clerk in consultation with the Chairman and Vice Chairman to undertake day to day duties and any device action as and when needed to minimise disruption to service provision and ensure business continuity.

19. **107.21 TO REVIEW FINDINGS AND EFFECTIVENESS OF INTERNAL AUDIT**
Council reviewed the findings of the internal auditor and were very satisfied with the internal audit system.
20. **108.21 TO COMPLETE ANNUAL RETURN GOVERNANCE STATEMENT**
Council had read the Annual Return and Governance statement when circulated to them prior to the meeting, the chairman completed the form. The form was duly signed.
21. **109.21 TO READ COUNCILS FINDINGS ON COMPLAINT AGAINST THE COUNCIL**
Following an internal review, Council have upheld the complaint and have fully complied with the Freedom of Information request.
22. **110.21 TO RESOLVE ON SUBSCRIBING TO ZOOM.**
It was proposed to subscribe to the Zoom Virtual platform for the foreseeable future and to accept the offer from Gedney Parish Council to do a 50% split in cost, this was seconded and RESOLVED.
23. **111.21 HIGHWAYS & FOOTWAYS**
a. Update on outstanding matters
Chair to contact LRSP for updates.
County Cllr Coupland to update at next meeting.
Cllr Markillie reported that there were still not ROAD Closed signs at Long Rd.
b. To report any new matters - None.
24. **112.21 TO COMPLETE ANNUAL RETURN ACCOUNTING STATEMENT**
Council had read the Accounting Statement which had been circulated prior to the meeting and RESOLVED to agree it. The Chairman duly signed the form.
25. **113.21 TO RESOLVE ON DATES OF NOTICE OF EXERCISE OF PUBLIC RIGHTS**
Council RESOLVED on 14th June to 23rd July.
26. **114.21 DATE OF NEXT MEETING:** July 1st at TSM Village Hall 7pm
(All Covid regulations and Government guidance in place at the time to be adhered to)
27. **115.21 To Resolve for the council to move into closed session in accordance with the Public Bodies (admissions to meetings) Act 1960 to discuss the following matters.**
Council RESOLVED to move into closed session.

District Cllr Wilkinson left the meeting at 8.40pm

28. **116.21 TO RESOLVE ON ADMINISTRATION AND STAFFING MATTERS**
Confidential minutes on Administration issues.
29. **117.21 TO RESOLVE ON ALLOTMENT MATTERS**
Following a discussion Council RESOLVED to advertise the vacant plot on Council web site.

There being no more business to transact the meeting closed at 9pm

Signed

Date

Chairman

