

## Snitterby Parish Council

**Minutes of the Annual Meeting of the Parish Council held on Thursday 9 May 2024 at Village Hall**

**Present:** Councillors T Gundry (Chairman), S Kapil, G Kettle-Gundry, R Lawrence and T Faulkner.

Councillor S Bunney – Lincolnshire County Council – Market Rasen Wolds, West Lindsey District Council – Market Rasen Ward  
Clerk M Coote

Members of the Public –one

Minute Number	Item
1/2425	<p><b>Election for the Chairman of the Parish Council</b> The Parish Council elected the Chairman of the Parish Council for the 2024/25 municipal year <b>RESOLVED:</b> Elect that Councillor T Gundry Chairman for the ensuing year</p>
2/2425	<p><b>Election for the Vice Chairman of the Parish Council</b> The Parish Council elected the Vice Chairman of the Parish Council for the 2024/25 municipal year <b>RESOLVED:</b> Elect that Councillor S Kapil Vice Chairman for the ensuing year</p>
3/2425	<p><b>Apologies</b> Cllr T Faulkner apologised as running late, no other apologies for absence were received</p>
4/2425	<p><b>Declarations of Interest</b> None received</p>
5/2425	<p><b>Minutes of the Parish Council Meeting held on Thursday 12 March 2024</b> <b>RESOLVED:</b> Noted CloudyIT to CloudNext, That the minutes of the meeting be accepted as a true and proper record with noted amend.</p>
6/2425	<p><b>Co-option of Parish Councillor</b> Graham Spires wished to be considered for Parish Councillor. He was co-opted and declaration of acceptance of office signed.</p>
7/2425	<p><b>District and County Councillor reports and feedback</b> WLDC are offering all Parish Council's and their members a training session covering the Code of Conduct and Standards, register interest. Community matters, when A15 closed they are looking into best alternatives for redirection of traffic. Neighbourhood Policing policy ongoing we are area NC06 Lincolnshire County Council Highway Service programme of Social Value Volunteering Days for 2024/2025 are open for nominations LCC Scrutiny Panel B has launched a community engagement survey into LCCs Traffic Management Policy. They would like as wide a response as possible. I would be grateful if you could share this link with your members and with anyone else you feel will be interested. Parish Councils, groups as well individuals may complete the forms. <a href="http://www.letstalk.lincolnshire.gov.uk/lincolnshiremoves">www.letstalk.lincolnshire.gov.uk/lincolnshiremoves</a> LCC Highways:- The crossroads do not match the criteria for additional signage or speed checks. The parish need to keep reporting any near misses, if there is dash cam cover for evidence this can also be used. To report any incident to Lincolnshire Road Safety Partnership or Lincolnshire Police using an online service.</p>

Minutes Verification. Signature: ..... Date: .....

	<p>Also, keep reporting potholes and overgrown pathways as it is a common occurrence that emergency vehicles are struggling to get to some households because of this.</p> <p>Scampton:- The talks with the Home Office, which now owns the site are progressing positively and constructively. It has always been in the Council's sights to secure the site for the £400 million development and that remains the case. Looking at use 12% Reception Centre max 500-800 people and 88% companies investment.</p> <p>Devolution:- householders have been denied a vote on it and it may be held up due to elections</p> <p>Drain Complaint response:- This issue was raised again recently, as you mention as a complaint, and a previous enquiry had been closed down at the start of the storm season as we could not prioritise it against other worse flooding sites. As such it has not yet been attended. When I looked at the drainage information on Confirm, these gullies were also reported as blocked on the last cyclic clean. As such a job has been raised for the Jetter to attend, and I have asked for the dig down crew as well. Any issues that can't be resolved by the jetter (pipe breaks/collapses) can then hopefully be resolved straight away. If anything is found that cannot be achieved with the additional gang, then it will be reprogrammed for a later date. The date of attendance is scheduled for 22<sup>nd</sup> May</p>												
<p><b>8/2425</b></p>	<p><b>Police, crime and anti-social behaviour update</b> No problems in Snitterby have been reported</p>												
<p><b>9/2425</b></p>	<p><b>Finance</b></p>												
<p><b>9a/2425</b></p>	<ul style="list-style-type: none"> <li>• To receive the year end finance reports             <ul style="list-style-type: none"> <li>a) Payments Report 2023/24</li> <li>b) Bank Reconciliation 2023/234</li> <li>c) Variance Report 2023/24</li> <li>d) Internal Auditors Report 2023/24</li> </ul> </li> </ul> <p><b>RESOLVED:</b> All reports examined and approved</p>												
<p><b>9b/2425</b></p>	<ul style="list-style-type: none"> <li>• To approve the year end governance             <ul style="list-style-type: none"> <li>Annual Governance Statement 2023/24</li> <li>Accounting Statement 2023/24</li> <li>Certificate of Exemption 2023/24</li> </ul> </li> </ul>												
<p><b>9c/2425</b></p>	<p><b>Annual Governance Statement Section 1</b> The Annual Governance Statement 2023/24 was considered by the Parish Council. <b>RESOLVED:</b> That Section 1 of the Statement be agreed and signed by the Chairman and Clerk.</p>												
<p><b>9d/2425</b></p>	<p><b>Annual Governance Statement Section 2</b> The Accounting Statement for 2024/25 was considered by the Parish Council. <b>RESOLVED:</b> That the accounting statement set out in Section 2 be agreed and signed by the Chairman and Clerk and that the Notice of Public Inspection start on 3 June until 12 July 2024</p>												
<p><b>9e/2425</b></p>	<p><b>Certificate of Exemption – Form 2</b> The Certificate of Exemption for 2023/24 was considered by the Parish Council <b>RESOLVED:</b> That the Certificate of Exemption set out in Form 2 be agreed and signed by the Chairman and Clerk.</p>												
<p><b>9f/2425</b></p>	<p><b>Insurance Renewal Quotation</b> from Zurich for £362.33 was approved for payment</p>												
<p><b>9g/2425</b></p>	<p><b>To approve payments for April/May 2024</b> It was <b>resolved</b> to make the following payments and accept the bank reconciliation up to 9 May 2024:</p> <table border="1" data-bbox="335 1921 1390 2033"> <thead> <tr> <th data-bbox="335 1921 494 1957">2024/2025</th> <th data-bbox="494 1921 667 1957">May-24</th> <th colspan="4" data-bbox="667 1921 1390 1957">Snitterby Parish Council Payments</th> </tr> </thead> <tbody> <tr> <td data-bbox="335 1995 494 2033">Expenditure</td> <td data-bbox="494 1995 667 2033"></td> <td data-bbox="667 1995 831 2033"></td> <td data-bbox="831 1995 995 2033"></td> <td data-bbox="995 1995 1160 2033"></td> <td data-bbox="1160 1995 1390 2033"></td> </tr> </tbody> </table>	2024/2025	May-24	Snitterby Parish Council Payments				Expenditure					
2024/2025	May-24	Snitterby Parish Council Payments											
Expenditure													

Cheque	Reference	Description	Amount	VAT	Total
	SALARY MC	Clerk Salary Apr/May 13 hrs per mth	317.46		
1102		Less Tax 20%	-63.50		<b>253.96</b>
1103	HMRC	Tax MC	63.50		<b>63.50</b>
1104	Zurich	Annual Insurance YLL-2720858193	362.33		<b>362.33</b>
1105	WLDC	Defib Maintenance Inv 1907014988	83.33	16.67	<b>100.00</b>
1106	WLDC	Green Waste Bin St. Nicholas Church	44.00		<b>44.00</b>
21	WLDC	Green Waste Bin Dovecote Close	44.00		<b>44.00</b>
1107	The Triangle	Grant	100.00		<b>100.00</b>
1108	St. Nicholas Church	Grant	100.00		<b>100.00</b>
1109	Gareth Williams	Internal Audit 2023/24	50.00		<b>50.00</b>
1110	Green Grass	Grass Cutting inv #3017	74.68	14.94	89.62
		<b>Total</b>			<b>1207.41</b>

Income				
Precept			3524.00	<b>3524.00</b>
Cemetery	Invoice 006/2024	Cemetery Plots x 2	500.00	<b>500.00</b>
VAT Refund			379.35	<b>379.35</b>
LCC Grass Cutting 23/24			104.31	<b>104.31</b>
		<b>Total</b>		<b>4507.66</b>

**Budget Est 24/25**

Income		Expenditure	
Precept	3524	Clerk Salary	2000
Cemetery	100	Training ILCA & Reg	200
Grant	0	Mileage	40
Pit Rent	90	Office Expenses	60
LCC Grant	100	LALC website	90
VAT	180	Insurance	350
<b>Total Income</b>	<b>3,994</b>	Internal Audit	50
		Hall Hire	80
		Grass Cutting	700
		Grants	200
		Play Area Grass Cutting	140
		Cemetery Grass Cutting	350
		Bin	44
		<b>Total Expenditure</b>	<b>4,304</b>

<b>10/2425</b>	<b>Banking</b> <b>RESOLVED:</b> To add the Clerk for administrative purposes only and not a signatory
<b>11/2425</b>	<b>Meeting Dates 2024/25</b>

Minutes Verification. Signature: ..... Date: .....

	<p><b>RESOLVED: Meeting dates agreed</b> 18<sup>th</sup> July 2024, 19<sup>th</sup> September 2024, 21<sup>st</sup> November 2024, 16<sup>th</sup> January 2025, 20<sup>th</sup> March 2025, 15<sup>th</sup> May 2025</p>
12/2425	<p><b>Planning</b> Nothing to consider and no decisions received</p>
13/2425	<p><b>Highways</b> These had been reported on by Cllr Bunney</p>
14/2425	<p><b>Email</b> To consider quotation from Cloud Next <b>RESOLVED:</b> Agreed to accept quotation and proceed with setting up the .gov emails</p>
15/2425	<p><b>D Day Celebrations</b> Nothing further to discuss, village hall committee and church are organising the event for the 15<sup>th</sup> June 2024</p>
16/2425	<p><b>Cemetery Review</b> Although it is not a requirement for the Parish Council to provide an additional new cemetery, they felt it was something they would like to provide if at all possible. They are seeking out additional land that would be suitable for a new cemetery, and would be interested in hearing from any parishioners if they know of anything suitable. Please can any information be sent to the clerk, including where the land is and the owner if possible. Following an onsite visit and adhering to the set dimensions it was accepted that additional plots could be made available in the existing cemetery. Proposed Memorials and costs were discussed, it was felt the cost of a memorial tree was too high to consider this as an option at present. There has not been a cost increase for 3 years and with inflation running high it was felt that a 20% increase was acceptable, from £250.00 to £300.00 for a full burial plot and from £150.00 to £180.00 for a half plot. A reintroduction of an interment fee was agreed, £100.00 for burials and £60.00 for ashes.</p>
17/2425	<p><b>Telephone Box</b> It was agreed to put forward a nomination to the Lincolnshire County Council Highway Service programme of Social Value Volunteering Days for 2024/2025 to paint and adapt to a book exchange</p>
18/2425	<p><b>Clerk's report</b> The Clerk will be taking annual leave week commencing 15 May – 28 May 2024 and 15 June – 24 June 2024. County Council:- Emailed regarding any footpaths, pavements, rights of way that could do with maintenance /upgrade, the footpath from Ivan House to the Moor is overgrown and could cause an accident. Grass Cutting:- LCC Contribution for 2024-25 £144.48 Invoiced for 2023-24 £104.31 now received. A copy of the recently reviewed H:3 Code of Practice – Verge Mowing by Parishes, given to Green Grass Contracting and Paul Wilson present grass cutting contractors Complaint:- Re drains full response by 21st May 2024 Green waste bins:- Parish Council Cemetery, St. Nicholas Church Yard, Chapel Lane, DN21 4TX Cost from Current Account Grass, Dovecote Estate, DN21 4AT Triangle Magazine:- The magazine is a A5 portrait size so a full page advert could be an A4 portrait, save as a pdf to enable resize down to A5 Bench:- it was agreed by Council that the siting of the new bench be concluded within 28 days</p>

	Kings Portrait:- Order confirmed number:32329 awaiting delivery Church Complaint:- A new Grave Digger application form has been done and agreed to be used going forward.
	<b>Confidential Item</b>
<b>19/2425</b>	<b>Date and time of the next Meeting</b> The date and time of the next Ordinary Parish Council Meeting was confirmed as Thursday 18 July, starting at 7:30pm at the Village Hall

**Meeting started at 7.30pm and closed at 10.00pm**

Document published on:

**Signed:** .....

**Print Name:** .....

**Date:** .....