

LYDDINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall
Monday 11 May 2015 7.30pm to 8.55pm

Present: Cllr J Tyers Chairman
Cllr D L Couldwell
Cllr B Sturgess
Cllr H East
Cllr T Fowell
Cllr E Hobley

Tina Kaczmar (Parish Clerk)

**Members of the village/others
in attendance:** Ian Canadine
Tina Elliott

PRELIMINARY MATTERS

1. **Questions and comments from the floor:** There were no questions or comments from the floor.
2. **Apologies for absence:** Cllr H Tassell.
3. **Election of Chairman and Deputy Chairman:** Cllr J Tyers was elected as Chairman and Cllr H Tassell was elected as Deputy Chairman.
4. **Declaration of Interests:** None.
5. **Minutes of the Parish Council Meeting held on 12 January 2015 and 9 March 2015** were approved as a correct record and signed by the Chairman.

REGULAR REPORTS

6. Lyddington Playing Field and Park

- 6.1 **Update on dog walking path on the playing fields:** Cllr J Tyers went through the quotes received for erecting a fence to allow dog walkers on to the field to avoid the guard dogs on Chapel Lane. 2 quotes had been received:

- Hallaton Groundcare: £556.75 (plus vat)
- PR Burdett Fencing: £651.25 (plus vat).

There would also be an additional cost for cutting back the hedge. The cost of the work and the effectiveness of the path were discussed in detail. It was felt that the cost of installing a fence was quite high and that it only took dog walkers a short distance away from the guard dogs. There was some concern that it would not really address the issues raised. Therefore it was decided that the dog walking path would not be installed. It was agreed that Cllr J Tyers would provide clearer signs for the playing field to ensure people did not walk their dogs there and Cllr T Fowell would talk to the guard dog owners to see if any further improvements could be made to the fence enclosing the guard dogs to reassure walkers.

- 6.2 **Lyddington Tennis Representative:** Cllr B Sturgess agreed to be the Parish Council Representative for Lyddington Tennis.

- 6.3 **Village Play Equipment Safety Checks:** Cllr J Tyers confirmed that Cllr H Tassell had carried out the monthly safety checks on the play equipment on 22 April 2015. Everything was in good working order apart from the rotating platform in the small children's play area that was a bit stiff. Cllr J Tyers confirmed he had oiled this. He also highlighted the need for more sand in the sand pit. He agreed to buy this.

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- 6.4 **Grounds Maintenance Contractor and Allotments:** Cllr D Couldwell raised an issue regarding the cutting of the allotment paths. He asked that the contractors mow the paths so that the edges are done and not just mow a path down the middle. Mrs T. Kaczmar agreed to talk to the contractor. She also highlighted that mowing the paths in the allotments was not included in the original grounds maintenance quote and that it was being charged at £20 per cut. (£260 pa). She agreed to discuss the price with the contractor.
7. **Planning Applications**
- 7.1 **Schedule of planning applications:** The schedule of pending planning applications was noted.
8. **Finance**
- 8.1 **Current financial position and ratification of cheques issued:** A schedule detailing cheques issued since the last meeting was tabled, noted and agreed.
- 8.2 **Clerk's Expenses:** The Clerk's salary and expenses for March and April 2015 (a total of £406.18, being 46 hours at £8.83 per hour and expenses of £18.60 (for printer cartridge and postage) were received and approved.

BUSINESS

9. **Matters Arising**

The Parish Council considered the remaining items on the matters arising schedule, not already covered by the agenda and regular reports, including:

9.1 **Playing Field**

- (i) **Follow up with Mr Mair regarding the Cypress trees adjacent to the children's play area:** Cllr I Canadine spoke to Mr Mair prior to leaving the Parish Council. Mr Mair is in the process of getting 3 quotes for the tree work. Ian Canadine agreed to introduce Cllr J Tyers to Mr Mair so they could work together to agree a way forward.
- (ii) **Investigate sign for the play park as per Wicksteed recommendations:** Cllr J Tyers has identified companies that could make the signs. He questioned whether it was needed now as the Chapel Lane sign was up and the emergency contact details were on the tennis courts. Cllr E Hobley highlighted that it may be an insurance requirement and Mrs T Kaczmar agreed to investigate this. It was agreed a sign was required and that it should go on the small children's play area fence. Cllr B Sturgess offered to have the sign made up.

9.2 **Finance**

- (i) **Confirm if Charles Tassell is willing to be internal auditor for 2014/2015 year end.** Completed

9.3 **Other Matters**

- (i) **Letter regarding traffic in Lyddington from Mr Mair and Mr Mercer:** Completed. Verbal response given.
- (ii) **Check grounds maintenance cover £15m.** Completed. If contractor cuts verges they will increase their insurance to £15m.
- (iii) **Ask Spendlove if they would like to revise their quote grounds maintenance quote.** Completed. Revised quote received. It was still higher than the other contractor.
- (iv) **Ask CDG (grounds maintenance contractor) for references.** Completed
- (v) **Agree Grounds contractor for 2015/2016.** Completed. CDG selected. This decision was based on quote, references received and their ability to potentially take on the cutting of village verges next year.
- (vi) **Circulate previous Annual Parish Meeting Agenda's.** Completed
- (vii) **Put forward ideas for Annual Parish Meeting Agenda April 2015.** Completed
- (viii) **Develop proposals on future burial site options.** Ongoing. Cllr E Hobley and Mrs T Kaczmar have agreed an action plan to progress this work and will provide an update at the next meeting.
- (ix) **Discuss with M Sharpe the offer of bulbs and trees for the village.** Ongoing.

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Review and approve the Annual Return for 2015. The Annual Return 2015 was circulated prior to the meeting. Cllr E Hobley asked for clarification regarding the insurance value of street furniture. Mr T Kaczmar confirmed the amount on the insurance schedule had been amended. The Councillors confirmed that the Annual Return 2015 had been reviewed and that they approved the return. Mrs T Kaczmar confirmed that Cllr H Tassell had also reviewed and approved the return as had the previous councillors – Cllr I Canandine, J Westwood and R Archer.

It was agreed that Mrs T Kaczmar should submit the return to the external auditors for review.

OTHER MATTERS

11. Clerk's items

- (i) **Police Report:** The Police report from PCSO Freeman was noted.
- (ii) **Annual Insurance renewal:** The 3 quotes received from Came and Company were reviewed. It was agreed to go forward with their recommendation of Hiscox at £794.45pa (£754.73 for 3 year agreement). Mrs T Kaczmar to confirm whether any increase would be applied to 3 year agreement and, providing there was zero or only a small increase, confirm the 3 year insurance agreement with Hiscox.
- (iii) **Bank Mandate Changes:** Agreed to update the bank mandate to remove Ian Canandine and add Cllr J Tyers as an authorised signatory. It was also agreed to move to on line banking and establish processes to ensure the requirement for 2 Councillor signatures for bank transactions was adhered to.
- (iv) **Increase in Street Lighting costs:** The 50% increase in street lighting power costs was discussed. It was agreed to investigate rates with other suppliers and the contacts provided by RCC. It was also agreed that Mrs T Kaczmar would talk to RCC about the option of RCC taking over the provision of Lyddington's street lighting power due to the preferential rates they receive.
- (v) **Undergrounding Project Update:** WPD confirmed there has been no progress since the last meeting.

12. **Village Newsletter:** It was agreed that a village newsletter would be discussed at the next meeting.

13. Dates of Next Meetings

- Monday 13 July at 19.30 in the village hall.
- Monday 14 September 19.30 in the village hall.

Chairman:

Date: