

Tealby Parish Council
Minutes of the Meeting on Wednesday 4 September 2024 at 7.30pm
Tealby Village Hall, 3 Beck Hill, Tealby, LN8 3XU

Present:

Clerk	Tony Shaw
Councillors	Steven Spivey (Chair), Martin Shilling, David Bevan and John Brown
Public	One member of the public

1. Declarations of Interest:

- a) To record declarations of interest in any of the agenda items listed below
- b) To note dispensations given to any member in respect of the agenda items listed below

None

2. Apologies:

Apologies received from Councillors Mercer and Noon.

3. Adoption of previous minutes from Thursday 20 June 2024

RESOLVED: Minutes were adopted.

4. Open Forum

- a) Update from the Community Speedwatch group
- b) To consider a request to donate £50 to the Community Speedwatch group to assist with the production of literature

A member of the Community Speedwatch team provided an update on monitoring activity since October 2022. Statistics show that most speeding activity occurs near the junction of Thorpe Lane and Rasen Road, as traffic approaches the village from Market Rasen. The team would like to see the current speed limit of 60 reducing to 30 altered so there is an intermediate limit of 40.

The team want to do a leaflet drop to all households, to attract new Speedwatch volunteers.

RESOLVED: The council will pay up to £100 (excl. VAT) for printing of leaflets.

5. District/County Councillor Reports

No district or county councillor in attendance.

6. Clerk's Report

- a) To note the council's insurance has been renewed with Gallagher Insurance until 5 July 2025
- b) To note the appointment of new church wardens, Dr Simon Anderson and Heather Sanderson

Both items noted.

7. Finance

- a) To receive a list of income received since the last meeting

Bank Date	Received From	Description	Amount
30/06/24	Unity Trust Bank	Bank Interest	26.28
30/06/24	Unity Trust Bank	Bank Interest	245.76
01/07/24	Tealby PCC	Churchyard Maintenance	124.24
01/07/24	Village Hall Committee	Donation to Play Park Reserves	1,000.00
08/07/24	HMRC	VAT Refund for 2023-24	2,345.71
10/07/24	Tealby PCC	Churchyard Maintenance Arrears (Apr 23 to May 24 inclusive)	1,739.36
01/08/24	Tealby PCC	Churchyard Maintenance	124.24
19/08/24	Lincolnshire CC	Grass cutting contribution for 2024-25	1,027.18
02/09/24	Tealby PCC	Churchyard Maintenance	124.24

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b) To ratify any payments made since the last meeting

The following payments were made by the Clerk in consultation with the Chair and Vice-Chair. They are either contractual payments (such as salary) or invoices presented since the last meeting which required payment before this meeting.

Bank Date	Supplier	Description	Net	VAT	Gross
08/07/24	M Williams	Grass Cutting (Jun)	780.00	156.00	936.00
30/06/24	Unity Trust Bank	Service Charge	18.00		18.00
03/07/24	Woodys Bird Food	Bird Food	154.00		154.00
08/07/24	M Parker Builders	Remove Old Concrete Swing Base	280.00		280.00
26/07/24	DAB Graphics	50% Deposit for Interpretation Board	982.98	196.60	1,179.58
25/07/24	HMRC	PAYE (Apr, May & Jun)	209.20		209.20
31/07/24	Online Playgrounds	Shackles for Swings	21.97	4.39	26.36
31/07/24	Tealby Shop	Donation towards Car Park Resurfacing	200.00		200.00
31/07/24	Antony Shaw	Salary (Jul)	259.12		259.12
31/07/24	Antony Shaw	WFH Allowance (Jul)	26.00		26.00

c) To approve a bank reconciliation to the end of August 2024

A full bank reconciliation was presented which showed that the council's accounts matched the bank statements for all three accounts, as at the end of August 2024. Account balances are:

Bank Balances on 31 Aug	
Current Account	9,387.78
Reserves Account	34,827.44
Play Park Account	3,859.58

RESOLVED: The bank reconciliation was approved.

d) To receive a budget report to the end of August 2024

A budget report was presented that showed no significant deviation from the council's budget for income and expenditure, as at the end of August 2024.

e) To approve a Schedule of Payments

RESOLVED: The following items of expenditure were approved for payment:

Supplier	Description	Net	VAT	Gross
M Williams	Grass Cutting (Jul)	780.00	156.00	936.00
RoSPA Play Safety	Annual Play Park Inspection	78.00	15.60	93.60
M Williams	Grass Cutting (Aug)	780.00	156.00	936.00
Antony Shaw	Salary (Aug)	259.12		259.12
Antony Shaw	WFH Allowance (Aug)	26.00		26.00

f) To receive a summary of the Play Park finances

A full summary of the Play Park account was presented, covering the period 1 April 2023 to 31 August 2024. This showed that the Play Park account should contain £4,117.61 but the actual balance is £3,859.58. The discrepancy has arisen because some items of expenditure that were paid from Play Park funds have been identified as general council expenditure, following a review.

RESOLVED: Council agreed that the clerk should transfer £258.03 from the council's current account to the Play Park account, to correct the discrepancy.

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- g) **To note receipt of a VAT refund of £2,345.71, for the year 2023-24**

Noted.

- h) **To note receipt of £1,739.66 from the Parochial Church Council**

Noted.

8. To review the Asset Register

The Clerk has reviewed the Asset Register and documented the location of each asset. Council reviewed the register and confirmed the location of three assets:

Asset	Location
Passive Signs	Various locations on Rasen Road
Speedwatch Radar	Community Speedwatch team
Speedwatch Signs	Community Speedwatch team

9. To adopt a Scheme of Delegation

RESOLVED: Council approved the adoption of a Scheme of Delegation policy.

10. To receive the annual RoSPA Safety Report and agree any remedial actions

The annual RoSPA report on the Play Park was reviewed. The most urgent remedial work, highlighted in the report, is being undertaken by the contractor installing the new adult and toddler swings. This is expected to happen within the next two weeks.

Less urgent repairs will be reviewed at the next meeting, once the Clerk has attended Play Park Safety Inspection training.

11. To consider a quote for felling of a dead tree, adjacent to the Car Park

Council received a quote for £320 to fell a dead tree and create chippings from the branches. Council instructed the Clerk to seek further quotes, for comparison.

12. Recycled Benches and Picnic Tables

- a) **To approve the purchase of 5 benches at a cost of £391.66 each (excl. VAT). Total cost £1,958.30**

Council discussed which benches to replace and agreed an amended proposal to purchase three 4-seater benches. These will replace existing items at the following locations:

- Junction of Rasen Road and Cow Lane
- Junction of Thorpe Lane and Sandy Lane
- The wide verge off Rasen Road

RESOLVED: Council approved the purchase of 3 benches and fixings at a maximum cost of £1,300 (excl. VAT).

- b) **To approve the purchase of 3 picnic tables at a cost of £405.00 each (excl. VAT). Total cost £1,215.00**

Council agreed an amended proposal to purchase 4 picnic tables.

RESOLVED: Council approved the purchase of 4 picnic tables at a total cost of £1,620 (excl. VAT).

13. To consider membership of the Institute of Cemetery and Crematorium Management (ICCM) at a cost of £100

RESOLVED: Council approved membership of the ICCM at a cost of £100.

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14. To consider the creation of a Tealby Parish Clerk Facebook account for sharing community information

The clerk discussed the need to share key information, such as road closures and district/county consultations, with local residents. The proposal is to create a Facebook profile in the name of Tealby Parish Council and use this to share information on the "Tealby Chat" Facebook group.

RESOLVED: Council approved the creation of a Facebook account.

15. Laptop

- a) To approve the purchase of a Lenovo Ideapad laptop for the clerk, at a cost of £312.50 plus VAT
- b) To approve the purchase of a software key for Microsoft Office Professional Plus 2021, at a cost of £18.98

This item was deferred until the next meeting.

Exclusion of Press and Public:

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information.

16. To consider a change to the Clerk's hours to include regular Play Park inspections

The Clerk is attending safety inspection training and will undertake monthly checks of the Play Park. It is estimated that each check will take approximately 2 hours, including travel time, the inspection and writing up the findings.

RESOLVED: The Clerk will claim these hours as overtime.

A contractual change to the Clerk's hours may be made after a trial period, when the exact requirements and frequency of inspections has been established.

The meeting closed at 9.15pm