

GREETHAM PARISH COUNCIL ANNUAL MEETING/MONTHLY MEETING
Minutes of Meeting on 10th May @ 7.45pm held at the Community Centre

Members Present: Mr Ken Edward (KE) - Chair, Mrs Jane Denyer, Mr. David Baker (DB), Mrs Ann Jenkins (AJ), Mr James Earl-Fraser (JE), Mrs Jayne Isaac (Clerk)

3 members of the public attended

Ref	Item	Action
067/23	Welcome and Apologies for absence	
	Apologies were received and accepted from Janem Shelton and Nick Begy (Ward Member).	
068/23	Election of Chair	
	<p>JD Proposed K Edward, seconded by DB Vote carried unanimously <i>Chair to sign the Declaration of Acceptance of Office</i> <i>Clerk to file the Declaration</i></p> <p>The Chair thanked JD as Vice Chair and JI as Clerk for their excellent support during the year and also the current Parish Councillors. The 2 retiring Councillors were also thanked for their contribution, in particular Peter Hitchcox for his service on the Parish Council over the last 30 years.</p>	Chair Clerk
069/23	Election of Vice-Chair	
	DB proposed J Denyer, seconded by AJ Vote carried unanimously	
070/23	Declarations of interest in items on the agenda	
	None	
071/23	Questions/Comments from members of the public	
	<p>A member of the public raised the issue of a blocked drain in Church Lane outside 10a Church Street. Residents are constantly cleaning silt from the drain.</p> <p>The resident was advised to ring the Utility Company and take a photo of the drain with connecting drains to send to the Parish Council to put on Fix my Street.</p>	
072/23	Approval of minutes	
	<p>The following Minutes were accepted and signed as a true record – no corrections:</p> <p>PC Meeting held on 12th April 2023 EO Meeting held on 26th April 2023</p> <p>Proposed by DB, seconded by JD - Unanimous</p>	
073/23	Matters arising	
	<p>Update on 38 Main Street</p> <p>The PC are currently awaiting the report from the Empty Homes Officer which is due shortly.</p> <p>The neighbour to 38 Main Street said that they had been contacted by NB as proposals had been put forward from the owners of 38 Main Street to report on progress every 3 months via the Empty Homes Officer.</p>	

074/23	Policy for Co-option of 2 new members	
	There had been 6 current members re-apply for nomination to the Parish Council, therefore no election was necessary. There is capacity for 8 Councillors, therefore it is encouraged to fill the 2 vacancies by co-option. In this instance the vacancies do not need to be re-advertised. Councillors were asked to think about any suitable potential candidates. One letter of interest has already been received.	
075/23	Regulatory Documents for 2023/24	
	The following documents have been updated and circulated to all prior to the meeting: Assets Register Risk Management Standing Orders and Financial Regulations – Revisions on Code on Conduct and Advisory Teams New Code of Conduct approved at meeting held on 12 th April There was unanimous approval of all documents.	
076/23	Data Protection Policy	
	A suggestion has been made by Internal Auditor for a Data Protection Policy to be adopted. It was agreed to look at the Community Centre DP Policy and Clerk to formulate a draft to bring to the next PC Meeting.	Clerk
077/23	Funeral Process and Burial Policies	
	Some revisions have been made to the section on the size of headstones for the half plots. Costs remain the same. Revised documents had been circulated to all prior to the meeting. There was unanimous approval of the revisions.	
078/23	PC Insurance	
	The renewal is due 1 st June 2023 This is a 3 year policy at a fixed rate in its final year. A new policy will be taken out next year.	
079/23	Membership with LRALC and NALC	
	It was approved to continue membership with LRALC and NALC. The use of both has been very beneficial over the last year.	
080/23	Allocation of Councillors onto Teams (to replace Focus Groups)	
	The replacement of Focus Groups with 3 new Advisory Teams was agreed at the last meeting on 26 th April. The Chair went through the 3 Groups and names were allocated and agreed: Significant Planning Applications KE to lead + DB and JD Streets and Services JE to lead + AJ and JD Environment Planning Team (to cover 10 yr Biodiversity Plan) DB to lead + JE and JS + any Councillors + any members of the public	

	<p>Rutland Quarry Forum will be led by David Hodson. Burial Ground – Chair KE and Clerk JI. Tree Champion – JE Community Centre Trustees – KE, JD and JS</p> <p><i>Clerk to update list of Teams with names and put on dropbox and PC website.</i></p>	Clerk
081/23	Election of Councillors working on external bodies and members of public	
	<p>The Chair proposed the following: Defib. Warden – Sandy Begy <i>She is happy to continue</i> Neighbourhood Watch Rep/Safer Villages Rep – Vacant AJ agreed to make contact with a view to taking this on. Bank Signatory – GM to be removed as signatory and DB to be added as signatory to the account.</p>	Clerk
082/23	Election of Councillors to Community Centre Committee	
	Ken Edward, Jane Denyer and Janem Shelton to continue as Trustees on the Community Centre Committee.	
083/23	Election of Tree Champion/Warden	
	K Edward proposed J. Earl-Fraser, seconded by AJ – unanimous	
084/23	Appointment of Internal Auditor for 2023/24	
	The internal auditor appointed by LRALC has carried out a good job over the last few years. There was agreement that the same auditor be reappointed for 2023-24.	
085/23	Finance (Monthly)	
085.1	<p>Monthly budget/finance report, and bank reconciliation The bank reconciliation and updated budget at 28th April 2023 was noted and approved. The Chair approved the April and May finances and confirmed the bank reconciliation has been checked and agreed.</p> <p>The auditor had suggested signing off the monthly finance report by Councillors in rotation. The Chair went through the process. Signed and checked by JD.</p>	
085.2	<p>Approval of Invoices for payment</p> <p>Invoices in April – already paid J Isaac – Replacement drum for Brother printer - £82.79 incl. VAT Rasells – Holly plants £144.00 incl. VAT J Isaac – HDMI Lead (Amazon) - £7.91 incl. VAT J Isaac – David Musson Fencing – Wood & Posts for pet area in Burial Ground – £80.34 incl. VAT Proposed by KE, seconded by JE - unanimous</p> <p>Invoices to be approved and paid in May J Isaac – Clerk Wages for May – £371.80 + underpayment in April of £4.81 = £376.61 K Edward - Gratuities - £31.98</p> <p>Proposed by JD, seconded by JE – unanimous</p>	Clerk

	Bullimores Restoration Extension An extension has been granted to the Bullimores Restoration. GPC have expressed concern due to the lack of enforcement.	
087.4	Planning Application: 2020/0971/MIN	
	Restoration of Old Greetham Quarry As there has been no appeal, RCC have said that the remainder of the Old Quarry will be restored to the agreed plan. GPC are told by the Legal Officer that they are keen to enforce this. Update on Fencing on old Quarry This is now with the landowner – GPC are pushing for fencing and signage which is in keeping with the law. <i>Clerk to email Justin Johnson to ask how the restoration and fencing is progressing.</i>	Clerk
087.5	Reference 2023/0168/FUL	
	Proposal: Erection of agricultural grain store Land to the North of Greetham Wood, Stretton Road, Greetham Revised plans/documents have been received on the height of the store. After discussion it was agreed to OBJECT to the application with previous comments plus a fourth comment as follows: GPC have concerns on the increase of height from 11.3 to 14.1 metres and its visual impact on approach to Greetham. If this height is not reduced suggest tree planting to obscure visibility from the road. <i>Clerk to enter on RCC Planning Portal</i>	Clerk
087.6	Reference 2023/0472/FUL	
	Proposal: Change of roof covering material (thatch) to clay tiles The Barn, Far Wood Lane, Greetham, Rutland LE15 7QT A NEUTRAL response was agreed. GPC feel this should be handled by the Conservation Officer. <i>Clerk to enter on RCC Planning Portal</i>	Clerk
088/23	AGENDA ITEMS	
088.1	Road Closure Update	
	During the Great Lane road closure there will be access up Great Lane for residents and the Community Centre. The Main Street road closure will start on Tuesday 16 th May – the Gathering is aware of the access route to the Community Centre. National Grid are installing the wiring from Bullfield Close along the verge in Great Lane on the Quarry side of the hedge to the top of Great Lane.	
088.2	Update on adoption of roads in Begy Gardens	
	Contact made with Robyn Green, RCC Highways. The sewer and drainage works for Begy Gardens on Main Street will be carried out by the Developer during RCC's full road closure. Most of the road remedial works are completed on the site. However, there is still a drainage issue at the start of the site onto the carriageway. The developer is looking at various options on how to remediate the problem. There is no set date for when these works will be completed. Carry forward to next meeting.	
088.3	Proposal for RCC to provide a bollard on entry path to field in Great Lane	

	<p>Request for a lockable bollard opposite the most northerly house on Great Lane to stop vehicles turning round on this path and eroding the verge.</p> <p>Proposed by DB, seconded by KE – unanimous</p> <p>JE to follow up with Streets and Advisory Team to process request with RCC Highways.</p>	JE
088.4	Pot Holes in Greetham – Streets and Services Team	
	JE to arrange a meeting with Streets and Services Team to progress	JE
089/23	Advisory Teams	
	<p>Advisory Teams have replaced Focus Groups</p> <p>Significant Planning Application Team Nothing to report</p> <p>Streets and Services Team Reports on Highways and Traffic noted – circulated to members in advance of the meeting.</p> <p>Environment Planning Team Tree Champion Report noted – circulated to members in advance of the meeting.</p> <p>Report from JE on Begy Gardens Western Border Hedge Management Plan 2023-26 The Chair thanked JE for the excellent delivery of this project.</p>	
090/23	Correspondence and Communication	
	<p>Report on meeting with Mark Andrews, Chief Executive RCC The Chair reported that this had been an excellent and open meeting with positive results.</p> <p>Letter to Chair from Ingrid Hooley, Head of Sustainable Economy and Place</p> <p>Minutes of Biodiversity Group Meeting held on 14th April and Constitution of the Group</p>	
091/23	Reports from outside bodies	
	Rutland North Beat Crime Report – April 2023	
092/23	Next Meeting	
	<p>Wednesday 14th June at 7pm</p> <p>12th July 2023, no August Meeting, 13th September, 4th October, 8th November, No December Meeting.</p> <p>10th January 2024, 14th February, 13th March, 10th April, 8th May.</p>	

Meeting ended 9.40pm

Issued on 11th May 2023