

## Springthorpe Annual Parish Committee Meeting

13<sup>th</sup> May 2024 7.30pm

### Minutes

**Annual Parish Committee Meeting (ACPM)** Meeting opened at 7.30pm

Chair: Dr Gillian Procter Tel: 07484041037 email: [chair\\_SPM@outlook.com](mailto:chair_SPM@outlook.com)

Present: Ella Collins (Minutes), Jill Cowan, Adrian Winter, Julie Oaks, John Oaks, Shirley Winter, Wendy Gelder, Sue Dewsbury, Daniel Elkington, Marian Graham

Apologies: Brian Cameron, Annabel Cameron, Alex Amaira, Tom Graham, Mike Dewsbury, Clare Anyan, Michael Anyan, Steve Gelder, Sue Winter, Tim Leckey, Anna Leckey, Cllr Paul Howitt Cowan

2. Election of Chair, Vice chair, Treasurer, Web Manager

Gilli Procter agreed to continue as Chair for the next year (May 2024-2025)

proposed by Adrian Winter and seconded by John Oaks

The Chair confirmed their intention to step down next year

No volunteers for the posts of Vice chair, Treasurer or Web Manager came forward: these positions remain unfilled

3. Minutes of AGM May 2023

Correction made to village website address at item 4d:  
<https://springthorpe.parish.lincolnshire.gov.uk/>

Proposed as a true record Wendy Gelder seconded Adrian Winter

4. Review of delegation arrangements to Springthorpe and Sturgate Neighbourhood Planning SubCommittee:

All matters relating to neighbourhood planning and only neighbourhood planning including the application for necessary funding, which will constitute a separate budget from the Parish Meeting and the management of the process to West Linsley and National Guidance.

Proposed by Adrian Winter and seconded by John Oaks

5. Review of Terms of Reference for Springthorpe and Sturgate Neighbourhood Planning SubCommittee:

- To produce a draft plan by September 2025
- To remain within the scope of the WLDC and National Guidance on Neighbourhood Planning
- To spend only money which is received through the Neighbourhood Planning process, through grant application

- To report on activity at every Parish Meeting

Proposed by Daniel Elkington and seconded by Julie Oaks

6. Appointment of members to Springthorpe and Sturgate Neighbourhood Planning SubCommittee:

- Chair-Anna Leckey
- Secretary-Daniel Elkington
- Treasurer-Gilli Proctor
- Members-John Oaks, Chrissie Brown, Sue Dewsbury

Proposed by Wendy Gelder and seconded by Shirley Winter

7.a. Review and Adoption of NALC Model Standing Orders 2018 (England) updated April 2022:

Agreed adaptation for 'Springthorpe' as posted on the Parish website April 2023, proposed by Adrian Winter seconded Wendy Gelder

b. Code of Conduct Policy-proposed by Wendy Gelder, seconded Adrian Winter

c. Data Breach Policy-proposed by Daniel Elkington seconded Wendy Gelder

d. Financial Regulations-proposed by Adrian Winter seconded Wendy Gelder

e. Freedom of Information Policy- proposed by Daniel Elkington seconded Wendy Gelder

f. Record Retention Policy-proposed by Julie Oaks seconded Wendy Gelder

8. Review of arrangements with other Local Authorities, NFPO's and businesses:

WLDC for grass cutting of Village Green and church yard

Wayleaves from BT and Northern Powerhouse

9. Review of representation on or work with local bodies:

None

10. Review of Inventory of land and other assets:

a. The section of Village Green where the post box is situated is not registered with the land agency as being included with the Village Green. If we want to register it officially there would be an associated legal cost of around £3,000-£4,000.

Agreed to accept this as an anomaly rather than register it at this stage, but will review again if any problems arise.

b. Village playing field- Springthorpe Parish Meeting to officially ask Springthorpe Village Hall committee to consider the possibility of taking on the lease of the playing field and associated

running costs as Springthorpe Parish Meeting is unable to own land or lease except for Burials and Allotments (advice from NALC 2024)

Proposed Marian Graham seconded Julie Oaks

c. Other assets- 2 Defibs, 2 Marquees, 2 Notice boards, Playing field fencing, 1 computer and 1 printer, mouse, carry bag. There was some debate on the ownership of both marquees : 1 may belong to the Village Hall, John Oaks to ask Village Hall Treasurer to review past accounting records to confirm if 1 was purchased by the Village Hall Committee.

#### 11. Confirmation of arrangements for insurance cover:

Current provide Zurich at £254 per annum for all insurable assets ( above), public liability insurance

#### 12. Review of Subscriptions to other bodies:

LALC- £44.70

LALC-webmaster services £120

McAfee-internet security £79.99

Printer ink subscription £60.44

Lincs Road Safety Partnership proposed to underpin village management of speeding and road safety issues: GSP will investigate, volunteer(s) required to train Villagers in acceptable speeding detection techniques

#### 13. Complaints procedure:

Currently we don't have one, Chair to prepare a draft for review at next meeting, proposed by Wendy Gelder and seconded Adrian Winter

#### 14. Financial Matters

a. Income and expenditure account reviewed and discussed. Proposed as true record Shirley Winter, seconded Adrian Winter

b. AGAR data for 2024 agreed as correct proposed Shirley Winter, seconded Adrian Winter

c.n

New signatories on TSB account Charles Anyan, Anna Leckey, Ella Collins (with Rachel Holmes and Michael Anyan being removed)

d. Internal accounts audit for AGAR completed by Grace Cartwright 1/5/24, with thanks given. Grace has confirmed intention to audit again 2025/26. Proposed Shirley Winter seconded Adrian Winter.

15. Time and place of APCM 2024/25:

APCM-12 May 2024 SVH 7.30pm

Parish Meeting meeting (PMM) –

9 September 2024 SVH 7pm

11 November 2024 SVH 7pm

10 February 2025 SVH 7pm