

Springthorpe Parish Meeting Annual General Meeting 17 May 2023

Springthorpe Village Hall 19:00

Chair: Gillian Procter chair-spm@outlook.com 07484041037

Present: Gillian Procter (Chair), Alex Amaira, Wendy Gelder, Paul Howitt-Cowan (District Councillor), Ella Collins, Vanda Colman, Adrian Winter, Mike Dewsbury, Sue Dewsbury

1 Apologies: Marian Graham, Tom Graham, Jill Cowan, Julian Cowan, Charles Anyan, Sue Winter, Steve Gelder, Annabelle Cameron, Brian Cameron

2/3 Minutes of Previous AGM. Approved as correct and adopted, Proposer Sue Dewsbury, Seconder Mike Dewsbury

4 Matters arising from previous minutes:

a. Flooding on Hill Road GSP has picture evidence of last episode in Nov 2022. WLDC have cleared drains since this episode was reported and so far no further reports. Villagers urged to photograph and report any further episodes to GSP and WLDC

b. Both Village defibrillators are now under management contract with WLDC

c. £100 received from Northern Power following complaint about broken fencing in playing field. Discussed: thus may not be enough to repair the damage. WLDC Playing Fields Committee may help with grant especially as we want to site a bench on the field. GSP to pursue bid and estimates for repair (Molds?, Thonock Estate)

d. AW asked for explanation of what had happened to Village Website. It was established that by this he meant the website established by Mo Ille for retention of historical data for the Springthorpe Village Institute. MD reported he was unable to make the site active in 2022 because of software issues: the information on it was removed and the site closed, with the fee that the Village Hall used to pay for annual subscription now discontinued. The information from the site is held by GSP on her personal PC: the historical element is also published on the new Springthorpe Parish Meeting Website

([https:// springthorpe.parish.lincolnshire.gov.uk/.](https://springthorpe.parish.lincolnshire.gov.uk/))

The Village needs to have a discussion about whether to add photographs of existing properties(surveyed by Mo in 2000) and whether to consider updating the photos for historical interest after 25 years. This may require owner's permission in the future

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5. Election of Chair 2023/2024: Gillian Procter re-elected unopposed,

Proposer Wendy Gelder, Seconder Sue Dewsbury

Election of Vice-Chair: Marian Graham stood down, no volunteers for this post to date

6. Chairmans statement Attached

Discussion: PHC encouraged the Village to pursue the construction of a Neighbourhood Development Plan. He recommends discussing this with WLDC (Nev Brown) for assistance with strategy and budget

7. Accounts 1/4/2022 to 31/3/2023

Income and expenditure account approved by Internal Auditor Grace Cartwright on 2/5/23 presented, agreed as correct

Proposer Adrian Winter, Seconder Alex Amaira

8. Appointment of Internal Auditor for 2023/2024

Grace Cartwright indicated that she would be happy to perform the function of Internal Audit in April/May 2024

Approved - Proposer Gillian Procter Seconder Sue Dewsbury

9. Draft Budget 2023/24

Budget surplus of £700 predicted for 2024

We have £770 to purchase a laptop and printer for SPM business to improve business continuity from this year's precept

Proposal to purchase Bridport Seniors Bench £660 and Ultra Heavy Duty Picnic table £795 in recycled plastic from NBB outdoors from remainder of Community Lottery Fund Grant. These will be sited on the Village Green after discussion at an SPM site visit, GSP to arrange

Approved - proposer Alex Amaira Seconder Wendy Gelder

10. The Annual Governance and Accountability Return (AGAR) Forms partly completed at the Internal Audit meeting on 2/5/23 were presented.

The Chairman was authorised to sign the relevant forms and the Accounting Exemption Certificate completed for return to the External Auditors PKF Littlejohn. The originals are retained by the Chair for inspection by arrangement

11. Maintenance of Roads, Footpaths, Streetlights and Grass cutting

a. The proliferation of potholes was unanimously deplored.

The Chair encouraged all Members to report their local potholes on Fix My Street, either via the SPM Website or the WLDC website, or LCC website after direct personal experience of appropriate response from the relevant authority in a timely manner. Any failures with this system should be addressed directly with the relevant authorities, GSP can help those struggling to use Fix My Street

b. In-year application to LCC for consideration of a footpath on the section of Hill Road as it leaves the Village in a southerly direction. GSP has had verbal confirmation from LRSP that signage would be offered to mitigate the risk to walkers but no documentation has yet been received.

Katy Parkin continues to monitor 'near misses' on this stretch of road which should be reported to her.

12. Planning Applications

a. Solar Farms:

GSP registered for updates on Cottam 2 and West Burton, these circulated by email

Tillbridge Solar likely to apply to NPI in 3Q 2023

b. Full Planning Application to erect 4 bungalows on Church Lane received May 2023. No response after circulation by email

13. Proposal for written governance policies

Draft Code of Conduct, Draft Data Breach Policy, Draft Financial regulations, Draft Records retention Policy, Draft Standing orders policy are available on the Springthorpe Parish Meeting Website

<https://springthorpe.parish.lincolnshire.gov.uk/>

These have been 'borrowed' with permission from Fillingham Parish meeting. They may need adapting to our particular circumstances, particularly the Financial Regulations.

GSP proposed these be debated and proposed for adoption at the next APCM, seconded Vanda Colman

14. Creation of Posts: Treasurer, Information officer

GSP proposed to develop job definitions to be debated and adopted at next APCM, seconded Alex Amaira

15. AOB:

a. Wendy Gelder will circulate information on how Members can register their interest with BT for full fibre broadband. With enough interest BT may favour the installation of FFBB in the Villages

16. Dates and Times of next meetings:

*Please note the following Guidance from LALC:

The difference between the Annual Parish Meeting (APM) and the Annual Meeting of the (Parish or Town) Council (APCM)

There should only be two annual meetings.

The Annual Parish Meeting is not a meeting of the council but is a statutory meeting of the (Parish or Town) electorate and must be held between 1st March and 1st June; it cannot be held before 6pm in the evening. Generally, these meetings are an opportunity to celebrate local activities in the past year and debate current issues in the community. There is no prescribed format to the meeting – you may want to invite local organisations and groups to come and report on the past year or arrange a 'guest speaker' on a topic of interest in the parish. Parishioners are encouraged to participate in the meeting. The Chairman of the council, any two councillors or any six electors can call the Annual Parish or Town meeting. 7 days' notice is required, and the meeting cannot start before 6:00pm. The council Chairman, if present, must chair the meeting. The rest of the councillors (if in attendance) are there as parishioners. Minutes should be taken, and these get approved at the next Annual Parish Meeting.

The Annual Meeting of the (Parish or Town) Council is a statutory meeting of the council and must be held in May (some councils call this the AGM, which is not really correct but often historic). This is simply the annual meeting in the yearly schedule which sets up the council for the new administrative year and the first agenda item must be the election of a Chairman. Depending on

what your council's Standing Orders say, you would then also likely appoint a Vice Chairman (if relevant), agree terms of reference for committees, appoint councillors to committees, agree schemes of delegation, agree membership of outside bodies, review Standing Orders and Financial Regulations and other specific documents, review direct debits, review risks etc. The notes are approved at the June meeting.

In an election year, the APCM must be held within 14 days of the new council taking office. New councillors normally take office 4 days after the elections are held, but due to the extra Bank Holiday this year for the King's Coronation, the new councillors will take office on Tuesday 9th May. (This is also the date the 'old' councillors leave office). So this year, your Annual Meeting of the (Parish or Town) Council must be held within 14 calendar days of 9th May. (In a non-election year, this meeting can be held at any time in May).

To avoid confusion, it is best practice to hold the Annual Parish Meeting and the Annual Meeting of the (Parish or Town) Council on separate occasions.

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Date of next Annual Parish Meeting (APM): Monday May 13 2024

immediately following, minuted separately

Date of next Annual Meeting of Parish Council (APCM): Monday May 13 2024

Date of next Parish Meeting: Monday Nov 20 2024

Statement from the Chair 2023

Thank you for the privilege of public service over the last year. For the chance to find out what I don't know yet.

I set off with a bit of a mission (but frankly very little ambition on reflection) to save the historical information collected by Mo Ille that was languishing on a previous website that was potentially to be unfunded. Some twists and turns led to LALC and the LCC: the latter funded a free website for Councils and Meetings, the former provided a Webmaster service so that you didn't even have to know how to run one to front one.

A year on Mo's information is safe and available for amplification by future Village historians on our new gov.co.uk website. We need to have a debate about whether to include her millennial snapshots of Village properties in the historical record. And almost incidentally we can store our agendas, minutes, accounts and accountability documentation in a safe place on line ensuring that we comply with financial regulations affecting Parishes and improve our business continuity.

This website is the window through which the world views Springthorpe. We've begun to alter the bare bones of the website to suit our needs. I'm sure we're only waiting for someone with better ideas than I to take these beginnings and fly. I would like to develop the role of Information Officer for the Parish Meeting. Quite frankly it is ridiculous that someone with my laughable IT skills is championing the use of the website. I really would appreciate some skilled help! And it's the same

argument for a Parish Meeting Treasurer. Not only do I hate Excel spreadsheets (there are some people who love them!!!) I think that having someone with up-to-date ideas of accounting practice - accounting good practice - would be a safeguard that any internal or external Compliance Officer would look kindly on.

Another plank in the business continuity arrangements are the role-specific email accounts that we started using this year. We have received funding within the Precept to purchase a laptop and printer allowing the data that we generate to be handed on to the next officer effortlessly.

Let's keep thinking about ourselves. The building of four new homes and the proposal to build three more (an increase of 10% in the number of households) was entirely overshadowed by the awfulness of the proposed solar farms on our doorstep. The proposals for West Burton and Cottam 2 are now approved for examination by the NPI. Tillbridge Solar applies for this in September. It's impossible for me to judge whether these behemoths will come into existence. We have all protested and objected as much as we can. If the NPI chooses to approve them then WLDC and 7000Acres are probably our best hope of challenge through the Court system if this is permitted.

This has set me thinking about what it means to belong to this community, this Springthorpe Parish Meeting. We are all passing through: some with a reason, some stay longer than others. What is it important that we pass on. Do we need a better grasp of what's important so we're ready to tell the world what we will and won't tolerate being done to us? Can we steer the destiny of this little Village? Insist on buildings in keeping with the surroundings and facilities within the Village? Aspire to services as our Village grows - a kids playground, a community orchard, safer roads, a bus shelter? Aspire or not I believe we need to have this conversation before others make it redundant and I hope to start this conversation in earnest tonight.

Whether or not you wanted the service of a new picnic table and bench for the Green we're getting one this year. The table particularly was getting a little weathered. I would recommend the models on the information sheets and would be grateful for your permission to order them before the meeting ends.

It looks as if 2023-24 will be another year of tight learning curves. Responding to the NPI's demands for information, working to develop the new roles of Information Officer and Treasurer. Taking a long hard look at the Parish processes - we should have quarterly meetings, this AGM doesn't follow approved format - the local governance internal and external compliance processes dictate we change, fall in to line.

Marian is standing down as Vice Chair this year. I have been grateful for all her help in the transition to Chair and I know that I can continue to rely on it, thank you so much Marian.

And I'm so very grateful to Ella for taking the minutes and I really hope she will continue.

Gillian Procter 1/5/23