**Minutes of the Hoton Parish Council Meeting**

**Held in Hoton Village Hall on Monday 1st November 2021 at 8pm**

**In attendance**: Cllr Cassell (Chair), Cllr Isbister (Vice-Chairman), Cllr Eady, Cllr Doherty, Cllr Gargis, Cty Cllr Boker (left at 8.30pm), Cty Cllr Shepherd (left at 8.30pm) and

Victoria Webster (Parish Clerk)

*The meeting commenced at 8.00 p.m.*

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| 1. | **To receive apologies for absence**  Apologies were received from Cllr Dargie. |
| 2. | **Declarations of interests: disclosable pecuniary interests; personal interests; or personal interests that may lead to bias, by parish councillors to items on the agenda.**  There were no declarations of interest made. |
| 3. | **To review Councillors Registers or Interests and update if required**  Both Cllr Cassell and Cllr Dargie informed the clerk of changes that needed to be made to their Register of Interest forms. |
| 4. | **To approve and sign the minutes of the Parish Council meeting held on the 6th September 2021** The minutes were approved and signed by Cllr Cassell. |
| 5. | **To approve and sign the minutes of the extraordinary Parish Council meeting held on the 11th October 2021**  The minutes were approved and signed by Cllr Isbister. |
| 6. | **Co-opt Councillors to Hoton Parish Council**  There were no co-options as the Council no longer has any vacancies due to the recent co-option of Cllr Gargis. |
| 7. | **Questions and comments from members of the public (10 minutes)**  No members of the public were present so there were no questions or comments. |
| 8. | **Police Report and Correspondence**  The content of the September report was noted.  **Action: VW to find out what the two public order offences were that are referred to in the report.** |
| 9. | **Borough Councillors Report**  Cllr Boker and the Councillors discussed the two poultry farm planning applications and it was confirmed that the outcome of the recent Parish Council extraordinary meeting was not to make any comment to the additional shed application but object to the house extension on the grounds that there is no justification that an extension is required.  **Action: VW to send a copy of the official comments submitted to Cllr Boker.**  **Action: VW to send a formal request to Cllr Boker to submit an objection on behalf of the Parish Council.**  A new draft Local Plan has been put together and will be out for consultation in September.  Cllr Shepherd and the Councillors discussed the Members Highway Fund and what the fund is for and what it can and can’t be spent on. Funding requests have to be submitted by the end of November.  Cllr Isbister asked if the fund would contribute towards somethings or does it have to be a total item?  Cllr Shepherd believes there is a method of contribution and will explore this.  Parish Councillors discussed potentially using the fund to purchase village gates. It was noted that these would cost between £10 and £12 thousand pounds.  Cllr Shepherd asked if the Parish Council have our own budget for this and what committed fund do we have towards this  Cllr Isbister confirmed the Parish Council do have a budget and would be able to contribute towards the cost.  **Action: Cllr Eady to look into this and go back to Cllr Shepherd with details and propose a way forward.**  **Action Cllr Shepherd to obtain confirmation as to when the funds need to be spent and what flexibility there is.** |
| 10. | **County Councillors Reports**  There were no County Councillors reports presented at the meeting. |
| 11. | **Business**   * 1. **To receive an update on grounds maintenance and agree action and payments**   The historical elements with this is that it has proven difficult to get the cuts right as growing seasons are different year on year, the LCC cut was never sufficient and they didn’t publish when they would be cutting. The Parish Council have therefore used available funds to have top up cuts carried out at various times.  It was proposed that the current matrix remains the same with the condition that the quote is itemised in sections to enable the Parish Council to see a breakdown.  **Action: Obtain quotes for the new contract in time to use the figures for the budget.**  **Action: The Playing Field Committee are required to ensure their budget is ready for the December meeting**   * 1. **To agree the scope of work for the new Grounds Maintenance contract**   Discussed under item 11 a.   * 1. **To respond to the Members Highway Fund request for suggestions**   Discussed under item 9.   * 1. **To respond to the RCC request for nomination/information for awards**   The recommendation was to put the Village Hall forward for this award.  **Action: VW to check the submission deadline date**   * 1. **To discuss the proposed changes to the County Boundaries**   This does not affect Hoton so there will be no comments to make. |
| 12. | **To Receive Reports from Councillors**  Cllr Isbister asked for it to be noted that the previous clerk had not yet been written to in relation to seeking clarification of any payments due as stated in the minutes from the meeting on the 6th September 2021.  Cllr Isbister asked for an update on the changes required to the Parish Councils bank account. Feels we should submit an official complaint once the required changes have been made.  Cllr Isbister noted the email that was received from a member of the village who complained about damage to the bus shelter which needs repairing.  Cllr Doherty suggested that the remainder of bus shelters are reviewed and a maintenance programme for all Parish Council assets is drawn up.  Action: VW to write to the Packe Arms to remind them that Ivy should not be allowed to grow up the bus shelter.  Action: Cllr Eady to review the repair on the broken bus shelter. |
| 13. | **Correspondence – Discuss and Agree Response to the following:**   1. **Email from resident about the smell emitted from the Lagoon**   After numerous discussions with the estate tenant responsible for the lagoons during the summer, the estate team have confirmed that the tenant has erected odour barriers around the area which are designed to mitigate any smells.  The Parish Council continues to liaise with the estate on behalf of the residents with regards to this matter.  Should any of our residents continue to notice this issue please report it to the clerk who will be keeping a log of these events.  Thank you"   1. **Interrupted Bus Services**   Kinch buses are experiencing staff problems due to Covid and are now issuing a notice on a daily basis as to which services will and won’t be running. This is felt inadequate and Cllr Isbister has an ongoing discussion with Kinch in relation to this. Cllr Isbister put a notice on Facebook and WhatsApp about Kinch Bus advertising daily about which services are running and which aren’t.  **Action: Cllr Cassell to send thanks to the resident for alerting us to this situation.**  **Action: A notice should be put in the newsletter to invite village residents to report their personal experiences with any issues they encounter to the Parish Council**  **Action: VW to draft a letter to the local MP, covering the distress to local residents, cost, inconvenience, confusion of this situation.** |
| 14. | **To Receive the Clerks Report**  The new Clerk has not yet written an updated report as it is unclear as to what is outstanding on the previous report. The Clerk requested updates on items from Councillors.  **Action: VW to produce an itemised list and upload to Lighthouse for comments/updates.** |
| 15. | 1. **Finance**    1. Financial update   The clerk hasn’t been able to produce an up to date report due to the latest bank statements not being available.  **Action: To produce an update and distribute to all Councillors.**   * 1. To discuss the draft budget for 2022/23 (for approval at the January meeting)   **Action: A separate budget meeting is to be held to discuss further and then submit to full council at the next meeting**  **Action: VW to constantly look for additional funding support for the Parish Council**   * 1. To agree payments due for the month:   Rural Community Council – Annual Membership £60.00  Cllr S Isbister - Lighthouse Fee (September) £18.73  It was agreed that these payments should be made. |
| 16. | **To agree items for the Press Release**  Lagoon smell.  Bus Service Issue.  New Clerk.  Welcome new Parish Councillor. |
| 17. | **To receive agenda items for the next meeting**  Bus Shelters  Asset Maintenance Plan  Maintenance Matrix  DNRC Lake and Fence Issues  Viewing Platform for lake |

*The meeting closed at 10.00pm*

These minutes are signed as a true and accurate record.

Chairman Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_