

**MINUTES OF BURTON-BY-LINCOLN ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 8<sup>th</sup>  
May 2018 at BURTON ESTATE CLUB AT 7.00 PM**

**Present:** Cllr Bell, Cllr North, Cllr Marriott Cllr Coupland Cllr Platts

**In attendance:**

**Mrs C Emerson Clerk**

**PUBLIC QUESTION TIME**

Mrs E Cousins and Mr R. Lund, the latter from Burton Hathow Preparatory School attending.

Mr Lund thanked Cllr North and Cllr Brockway for kindly attending the school and giving a presentation to the school on local government and how it serves the community.

**26/18 ELECTION OF CHAIRMAN**

The clerk opened the meeting and opened up nominations for the post of Chairman. Cllr Copeland proposed Cllr North which was seconded by Cllr Bell. **Resolved** All in favour and Cllr North signed the Acceptance of Office.

**27/18 ELECTION OF VICE CHAIRMAN**

The clerk opened up the nominations for vice chairman. Cllr Marriott was proposed by Cllr North and seconded by Cllr Bell. **Resolved.** All in favour and Cllr Marriott signed the Acceptance of Office.

**28/18 APOLOGIES FOR ABSENCE WERE RECEIVED FROM**

Apologies had been received from Cllr Hepburn, Cllr Vine, Cllr Brockway and Cllr Cotton

**29/18 DECLARATIONS OF INTEREST IN ACCORDANCE WITH LOCALISM ACT 2011 AND ANY DISPENSATIONS THAT MAY ARISE**

*Non Pecuniary Interests: Cllrs Bell, Vine, Cllr North and Cllr Platts and Copeland as members of the Burton Estate Club. Cllrs Vine, Cllr Marriott, as member and of the Burton Waters Residents Association and Secretary of Burton Waters Resident Group. Cllr Marriott, and Cllr North as subscribers to the Burton Church Lottery Fund. Cllrs Marriott as shareholders in the Burton Waters Leaseholders Company. Cllr Hepburn is a non-stipendiary assistant curate in the Diocese of Lincoln; Cllr North is Treasurer for Burton VCC and a member of Burton VCC lottery committee, Company secretary for the community intelligence group, Cllr North Treasurer to Sprinline PCC.*

**30/18 MINUTES OF PREVIOUS MEETING OF TUESDAY 6<sup>th</sup> March 2018**

It was proposed by Cllr Bell and seconded by Cllr Marriott to accept the minutes of the last meeting.

It was **resolved** to accept the minutes as a true copy of the meeting .All in favour

**31/18 REPORT FROM DISTRICT COUNCILLORS, COUNTY COUNCILLORS**

**None**

**Crime Report**

Cllr North presented the crime report there was a reference to number plates being stolen in Burton.

**32/18 CLERKS REPORT INCLUDING MATTERS ARISING**

The Clerk reported;-

Defibrillator . It was agreed to go out again via the magazine Village Venture to see if anyone wanted training.

Conservation Area. It was confirmed from WLDC that the Conservation Plan was not a high priority.

Speed Gun. Cllr North Cllr Platts and Cllr Copeland would put themselves forward. Clerk to go and ask to be on the list.

GDPR . These are the information and data capture regulations. The latest information was that exemptions are being sort for Parish Councils. Therefore, it was wait and see at this stage.

## FINANCE

### 33/18 To Agree Final Accounts for 2017/2018

The clerk had circulated the final accounts prepared by the external auditor. This showed that at the end of the financial year there was £16,963.28 in the account. The note from the auditor was the amount of surplus and that should be born in mind when budgeting next year. The accounts were proposed by Cllr Bell and seconded by Cllr Platts. **Resolved** All in Favour.

### 34/18 To Accept and Sign the Annual Audit for 2017/2018

The clerk presented to the meeting the Annual Audit as prepared by the external auditor in the revised format. The responses were completed . It was proposed by Cllr Bell and seconded by Cllr Marriott that it should be accepted. **Resolved** . All in favour

### 35 /18 TO ACCEPT PAYMENTS MADE SINCE THE LAST MEETING 16 January 2018

#### Financial Payments

Date	Details	Amount £
28/03/18	Clerk Salary	175.08
28/03/18	HMRC	43.80
15/04/18	Stationary	49.99
25/04/18	Clerk Salary	175.08
25/04/18	HMRC	43.80
Receipt	WLDC Precept	5,000.00
Balance as at 08.05.18		16,541.96

Proposed by Cllr Bell and Seconded by Cllr North to accept the information presented it was **Resolved** to accept, All in favour

Proposed by Cllr Bell and Seconded by Cllr Marriott for the Chair to sign the financial record presented it was **Resolved** to accept, All in favour

## Governance

### 36/18

#### Review of Financial Regulations Standing Orders and Code of Conduct

The clerk had circulated the Financial Regulations, Standing Orders and Code of Conduct. They were as previously adopted in January 2018. They were proposed by Cllr Bell and seconded by Cllr Marriott. **Resolved.** All in favour

**37/18 To Review The Council's Risk Register**

The Clerk presented the Risk Register for 2018/2019. It was proposed by Cllr Bell and seconded by Cllr Platts. **Resolved** All in favour

**38/18 To Review the Council's Asset Register**

The clerk presented the Council's Asset Register for 2018/2019. It was proposed by Cllr Copeland and seconded by Cllr Bell to accept the register **Resolved.** All in favour.

**39/18 To Appoint the Auditor for 2018/2019**

It was proposed to appoint the same auditor for the next year by Cllr North and seconded by Cllr Platts. **Resolved** All in favour

**40/ 18 Insurance.**

The clerk circulated the insurance renewals and it was agreed to go with best value quote.

**41/18 Planning Matters**

137326 This application was rejected

137475 This application had been granted

137513 This application was pending

The Waterhouse. WLDC had advised that an application had been submitted but it was not as yet on the planning portal.

**42/18 Highways**

Manor Lane This was being considered by WLDC and an outcome awaited.

Grass Verges It was agreed to investigate a further cut The clerk to contact highways.

Fen Lane It was agreed that this was still inadequate and that Highways were not responding. It was to be kept under review.

**43/18 Burton Waters Bus Shelter**

The clerk raised that they were still waiting the outcome of the last request for funds but that she would again follow up. Hopefully, then it could be returned to the next committee with a final costing.

**44/18 Membership Renewal**

It was proposed by Cllr North and seconded by Cllr Platt that there should be a renewal for both LALC and the CPRE. **Resolved.** All in favour

**Meeting ended at 7.40pm Next Meeting Tuesday 10<sup>th</sup> July 2018 at Burton Estate Club 7.00pm**

**Please be advised that these are notes of the meeting taken by the Clerk and cannot in any way be regarded as the official minutes of Council proceedings until they are approved and signed at the next meeting.**

