

# Fulstow Parish Council Minutes

---

Location: Fulstow Village Hall

Date: 9<sup>th</sup> November 2023

Time: 7pm

In attendance: Cllr N Larder, Cllr M Leonard, Cllr H Mann, District Cllr E Mossop & County Cllr A Hall.

Minutes taken by M Lawson.

1. Apologies: Apologies received from Cllr R Lawson, Cllr S Flinn, Cllr N Pike & Cllr P Guillatt were accepted by the Council.
2. Public Participation – None.
3. Public participation period ended.
4. Declaration of personal/prejudicial interest: none were received.
5. Minutes of the meeting held on 14<sup>th</sup> September 2023 were accepted as a true record and duly signed by the Chairman.
6. Matters arising including updates on the following action points:
  - Clerk to talk to Nigel re Village Hall committee and the Emergency Plan – Cllr Larder to take EP to the Village Hall Committee regarding volunteers to sit on EP committee.
  - Coronation medals request for website & Facebook: pass to Cllr Pike for newsletter – Request placed in newsletter, Facebook & website: 4 responses were received.
  - Clerk to arrange for Cllr Flinn to present medals to children in Fulstow School – Cllr Flinn and the Clerk attended the school on 8<sup>th</sup> November and distributed medals to the children.
  - Clerk to look into salary payments – The clerk explained that all salaries must be paid monthly: Clerk to set up payroll system on HMRC to begin in the new tax year. New national pay agreement for 2023-2024 have been agreed by unions. New pay scales to follow. At the next meeting the relevant information will be presented to allow a review of the clerks' hours.
  - Clerk to update finance policy – The Council reviewed and approved the updated Finance Policy. Clerk to publish on website.
  - Clerk to look into Zurich insurance cover – The committee reviewed the insurance and were confident it gave sufficient cover for the Council's needs.
  - Cllr Pike to follow up gardener for flower beds – C/F to next meeting as Cllr Pike was not in attendance.
  - Cllr Pike to sort & pass on Bullgrass documentation for filing - C/F to next meeting as Cllr Pike was not in attendance.

7. Online banking had been tested and payments have to be authorised by 2 people. This ensure compliance with the proper administration of payments as set out in the Councils Financial Regulations. The following invoice was paid by bank transfer:
  - a) Green grass Contracting Invoice # 2968 £86.18.
8. The Clerk informed the Council of the legalities of providing allotments, after a request for information from a member of the parish.
9. Communications received by the council.
  - a) Polling district places review.
  - b) Information on Lincolnshire Resilience Forum Portal.
  - c) East Lincs sports facilities survey - The Council agreed to the Clerk completing surveys when appropriate.
10. Planning – The Clerk informed the Council that the following planning application had been withdrawn by the applicant: LAND NORTH OF SPRING ROSE HOUSE, CHURCHTHORPE, FULSTOW for Erection of 1no. block of 3no. bungalows Ref. No: N/056/00838/23.
11. A.O.B
  - a) Cllr P Guillatt had still not received anything from Lloyds Bank regarding his application to be added to the Councils bank accounts. Clerk to follow up.
12. Date of next meeting 7<sup>th</sup> December 2023.

#### Action points

- I. Clerk to follow up on banking application for Cllr Guillatt.
- II. Clerk to publish updated Finance Policy on Council website.
- III. Clerk to pass a copy of Emergency plan to Cllr Larder.
- IV. Cllr Larder to talk to Village Hall Committee regarding Emergency Plan.
- V. Clerk to set up payroll system on HMRC.
- VI. Cllr Pike to follow up gardener for flower beds – B/F from last meeting.
- VII. Cllr Pike to sort & pass on Bullgrass documentation for filing - B/F from last meeting.

Signed by Cllr Larder, Chairman 7<sup>th</sup> December 2023

