

GOXHILL PARISH COUNCIL
MINUTES of an ORDINARY MEETING HELD at GOXHILL PARISH ROOMS
On THURSDAY 13th February 2025 at 19.00

Councillors: Cllr England (Chairman), M Jones, G Kirwan, D Carnell, V Gorbutt, B Clayton, R Snell, T Snell, K Favell, H Jaques

Also, in attendance:

Members of the public: 2

Clerk: Hannah Hepworth

Public Participation

A parishioner raised the cemetery and the inherited the issues that the Cemetery Committee has, stating these are problems that have happened over decades through poor administration and poor records and hopes the council will support the Cemetery Committee do need help and is not going to be solved simply and hopefully they can sort it and that could the council consider this when discussing item 2502/5j.

A second parishioner mentioned the cemetery and notices on graves and whilst appreciating that this has had to happen several parishioners have asked the parishioner or an explanation and they find them to be disrespectful; the parishioner asked for clarification at the Cemetery Meeting on 5 December 2024 and was told it was performed sensitively. The Chair of the Cemetery Committee confirmed the notice has been put up and the Burial Act has been followed and it was clarified that the signs were put up at the same time as the banding of the grave. The Parishioner mentioned a brown waste bin by electric substation at Howe Lane / Thorn Lane which needs removing and the increasing amount of Dog Poo being an issue around the village and the Millennium Green. The Clerk was asked to post on Social Media about clearing up after your dog. With regards to the Uplands planning appeal the resident stated that Highways still say this is not suitable for the additional traffic that this would yield.

Minutes

Agenda item		Detail	Action
2502/1 <u>Apologies</u>		Apologies for absence were received and accepted from Ward Cllr Clark, Ward Cllr Hannigan and Ward Cllr Wells	Clerk to ask for attendance at next meeting
2502/2 <u>Declarations of interests / dispensations</u>	a)	There were no declarations of Interests, in respect to agenda items to be made and recorded in the minutes even if an interest has been declared on the register. COUNCILLORS MUST DECLARE ANY AMENDMENT TO PECUNIARY INTERESTS WITHIN 28 DAYS 2502/5 G Cllr Jones, Cllr Clayton, Cllr Jaques, Cllr R Snell – personal	COUNCILLORS MUST DECLARE ANY AMENDMENT TO PECUNIARY INTERESTS WITHIN 28 DAYS
	b)	No dispensations were presented to the clerk prior to the meeting and their resolution. None	
2502/3 <u>Minute approval</u>	a)	Proposed: Cllr Jones, Seconded: Cllr Carnell Resolved: The minutes from the ordinary meeting of the council that took place 16 th January 2025 at 7.00pm were approved as a true record with agreed amendments - unanimous	Any issues Councillors have with the committee minutes need to be taken to

	b)	The Committee Minutes for the meetings in February were noted with changes suggested for the Personnel Committee minutes to be made prior to the next committee meeting	the committee when these are agreed as a true record at the next meeting
2502/4 <u>Report of the Proper Officer</u>	a	The report of the Proper Officer for January 2025 was noted Proposed: Cllr Jones, Seconded: Cllr Jones Resolved: Time sheet Jan 2025 was amended to reflect 12 hours and approved – 9 in favour, 1 abstention Proposed: Cllr Clayton, Seconded: Cllr Jones Resolved: Clerk’s Mileage claim Nov 2024 was approved Proposed: Cllr Clayton, Seconded: Cllr Jones Resolved: Clerk’s Mileage claim Dec 2024 was accepted for a total for November and December of £61.65 - unanimous	Mileage Claim to be paid Overtime to be submitted to payroll
	b	Proposed: Cllr England, Seconded: Cllr Kirwan Resolved: The Proper Officer Report is a necessary document and will continue – unanimous	This to be an agenda each month
2502/5 <u>Finance approval</u>	a)	The Clerk’s timesheets for January 2025 were received	
	b)	Proposed: Cllr Jaques, Seconded: Cllr Jones Resolved: The schedule of payments for February 2025 with the addition of the MG Grass Cutting and only one payment to Nettleton for the Cemetery were approved – unanimous	Payments to be made
	c)	The cashbook summary for December 2024 was received and it was agreed the cashbook summary month end tallies with the month end bank statement December 2024	
	d)	The cashbook summary for January 2025 was received and it was agreed that the cashbook summary month end tallies with the month end bank statement January 2025.	The Clerk will investigate the E:ON / British Gas payments
	e)	Proposed: Cllr Kirwan, Seconded: Cllr T Snell Resolved: The Q3 budget reconciliation was moved to Part B	
	f)	The invoices have all been uploaded for this month and the schedule of payments have been created on Xero	
	g)	Proposed: Cllr Jones, Seconded: Cllr Carnell Resolved: The MGT reserves of £1648.78 held by GPC and the current budget remaining £ 627.88 will be transferred into the MGT Bank Account as soon as practically possible as stated in GPC Financial Regulations (deferred from item 2410/07b 10/10/24). – 6 in favour 1 against 3 abstentions	Transfer to be made
	h)	The 17 hours of annual leave remaining for the Clerk this financial year, and that 5 of these hours will be rolled over to the next financial leaving 12 hours to be used by 31 March 2025 was noted.	

	i)	An up to date allotment list of people, email addresses and a copy of invoices are to be received by the Clerk by 28 Feb 2025 so they can be processed in Xero for presentation at the next Full GPC meeting	Cllr Gorbutt to provide the details to the Clerk																					
	j)	Proposed: Cllr Kirwan, Seconded: Cllr Clayton Resolved: 9 -12 and 1-5 with Thursday 20 th February 2025 4 hours and Friday 21 st February 2025 4 hours overtime – unanimous	Payroll to be notified of overtime																					
2502/6 <u>Report from Ward Councillors</u>		No Ward Cllrs Present	Cllr Wells to feedback at next meeting regarding the Speed Limit, solar lights and South End update																					
2502/7 <u>Planning Applications</u>	a)	It was noted there are no new planning applications	Clerk to submit on portal																					
	b)	Proposed: Cllr Kirwan, Seconded: Cllr Carnell Resolved: Notification of Planning Appeal - PA\2024\52 3357082 Uplands, East Marsh Road, Goxhill – The Parish Council don't object but wish to draw attention to the reasons why this was objected to in the first place and the increased traffic and traffic issues that the village already face - 9 in favour, 1 against																						
2502/8 <u>Personnel Committee issues</u>	a)	Proposed: Cllr Kirwan, Seconded: Cllr Favell Resolved: The Personnel Committee will be dissolved with immediate effect - 6 in favour (Cllr Kirwan, Cllr England, Cllr T Snell, Cllr R Snell, Cllr Gorbutt, Cllr Favell) 4 against (Cllr Jaques, Cllr Clayton, Cllr Carnell, Cllr Jones)																						
	b)	Proposed: Cllr Kirwan, Seconded: Cllr England Resolved: The Chairman of the Parish Council can propose themselves on the committee if they wish - 6 in favour (Cllr Kirwan, Cllr England, Cllr T Snell, Cllr R Snell, Cllr Gorbutt, Cllr Favell) 4 against (Cllr Jaques, Cllr Clayton, Cllr Carnell, Cllr Jones) Personnel Committee Member Votes <table border="1"> <thead> <tr> <th></th> <th>Round 1</th> <th>Round 2</th> </tr> </thead> <tbody> <tr> <td>Cllr Kirwan</td> <td>6</td> <td>5</td> </tr> <tr> <td>Cllr Jaques</td> <td>6</td> <td>4</td> </tr> <tr> <td>Cllr Gorbutt</td> <td>6</td> <td>6</td> </tr> <tr> <td>Cllr Favell</td> <td>6</td> <td>6</td> </tr> <tr> <td>Cllr T Snell</td> <td>7</td> <td>on committee with most votes</td> </tr> <tr> <td>Cllr England</td> <td>6</td> <td>6</td> </tr> </tbody> </table> Resolved: The Personnel Committee members are Cllr Gorbutt, Cllr England, Cllr T Snell, Cllr Kirwan, Cllr Favell as per the above vote			Round 1	Round 2	Cllr Kirwan	6	5	Cllr Jaques	6	4	Cllr Gorbutt	6	6	Cllr Favell	6	6	Cllr T Snell	7	on committee with most votes	Cllr England	6	6
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	c)	Proposed: Cllr England, Seconded: Cllr Kirwan Resolved: The Terms of Reference for the Personnel Committee were adopted with the Council to engage with HR advice on these - 5 in favour (Cllr Gorbutt, Cllr England, Cllr R Snell, Cllr Kirwan, Cllr Favell) 3 against Cllr Jaques, Cllr Jones, Cllr Carnell) and 2 abstentions (Cllr T Snell, Cllr Clayton)																						

2502/9 <u>Policy update</u>	a) Proposed: Cllr Clayton, Seconded: Cllr R Snell Resolved: The Bullying and Harassment policy was approved – unanimous	Clerk to make changes and put in website and in folder / on agenda for next meeting
	b) Proposed: Cllr Favell, Seconded: Cllr T Snell Resolved: Grievance procedure was deferred to a future date – unanimous	
	c) Proposed: Cllr England, Seconded: Cllr Gorbutt Resolved: The Safeguarding Adults Procedure with the change of Alan Barker to Tom Clay was adopted – unanimous	
	d) Proposed: Cllr Trudi , Seconded: Cllr Heather Jacques Resolved: The Safeguarding Children Procedure with the change of Alan Barker to Tom Clay was adopted – unanimous	
	e) Proposed: Cllr Kirwan, Seconded: Cllr Gorbutt Resolved: The Appraisal Policy will be deferred – unanimous	
	f) Proposed: Cllr T Snell, Seconded: Cllr England Resolved: All policies to be reviewed in an extra meeting in May – 9 in favour 1 abstention	
2502/10 <u>Community Café</u>	Cllr Favell and Cllr England to run the Community Café for February 2025 if available.	To be on the agenda every month
2502/11 <u>General correspondence</u>	Correspondence received: Commercial waste – this happens each year that there is no amount until April. A TV licence investigation will be conducted on the Parish Room. Traffic outside the Chapel – The Clerk to will NLC aware there are parking issues	Return contract Contact NLC
2502/12 <u>Parish Room</u>	Proposed: Cllr , Seconded: Cllr Resolved: The Clerk will contact the Library regarding the lack of room for Council	Clerk to contact library
2502/13 <u>Council Support</u>	The councillors will explore the possibility for an alternative training provider to see if there are any better options to use or to stay with ERNLLCA.	Chair of Council to explore options
2502/14 <u>Terms of Reference for Committees</u>	Committees are requested to update the 'terms of reference' and will be updated as 'live documents' when the council deems it necessary or appropriate. Cllr T Snell and Cllr Jaques will be members of the Playground Committee - unanimous	Cllr T Snell and Cllr Jaques to be added on website
2502/15 <u>Agenda for next and future meetings</u>	Committee structure – to consider the amalgamation of committees Traffic at South End	To be put on the agenda
2502/16 <u>Date of next meeting</u>	The next meeting will be on Thursday 13 th March 2025 at 7pm	
2502/17 <u>Exclusion of press and public</u>	Proposed: Cllr England , Seconded: Cllr Kirwan Resolved: The public left the meeting	

<p>2502/18 <u>Finance</u></p>	<p>Q3 budget monitoring was deferred to next meeting due to there still being errors on the document</p> <p>b) The Personnel Committee recommended the following:</p> <p>Current Position: GPC Clerk starting 21 November 2023 at SCP 18, plus 4 delegated functions = SCP22</p> <p><i>It is proposed this SCP22 is back dated to 21/11/23</i></p> <p>GPC Clerk starting 1 August 2024 on SCP 18, plus 4 delegated functions plus 1 qualification = SCP23</p> <p><i>It is proposed this SCP23 is back dated to 01/08/24</i></p> <p>GPC Clerk starting 1 January 2025 on SCP 18, plus 5 delegated functions plus 1 qualification = SCP24</p> <p><i>It is proposed this SCP24 is back dated to 01/01/25</i></p> <p>Proposed: Cllr England , Seconded: Cllr R Snell Resolved: The Clerk will be paid Scale Point 18 from 1 August 2024. The Clerk will be paid Scale Point 23 from 28th November 2024</p>	
<p>2502/19 <u>Contractors</u></p>	<p>An issue was discussed and the Clerk will resolve this with the contractor</p>	<p>Clerk to speak with contractor</p>
<p>2502/20 <u>Committees</u></p>	<p>There were no issues to discuss</p>	
<p>2502/21 <u>HR Advice</u></p>	<p>Proposed: Cllr England, Seconded: Cllr Gorbutt Resolved: The Council will engage and pay for HR services and advice as recommended by ERNLLCA – unanimous</p>	<p>Chair to look at options</p>

Meeting Close 9.45pm