

MEETING OF INGOLDSBY PARISH COUNCIL

Minutes of the **Ingoldsby Parish Council Meeting** held in the Village Hall, Ingoldsby on Wednesday 13 November 2013.

Public Forum: There were 23 members of the public present.

1. WELCOME REMARKS BY THE CHAIRMAN (13/545)

- a) The Chairman, Councillor Harrison welcomed Members to the meeting and thanked them for their attendance. Those in attendance: Councillors Eldred, Ward-Barrow, Wedge and Weller. Councillor Ward-Barrow also offered special thanks to Members of the public including the representatives of village organisations for their attendance. Councillor Harrison also welcomed the new Clerk, Mrs Heidi Wilson.

2. APOLOGIES (13/546)

- a) Apologies received from District Councillor Peter Stephens.

3. DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS (13/547)

- a) Councillor Eldred reported her interests in relation to the Village Hall.

4. SIGNING OF THE MINUTES (13/548)

- a) The Clerk's notes from the meeting of 8 October 2013 were agreed to be a true and accurate record and were signed and dated accordingly by Councillor Harrison.

5. INPUT FROM VILLAGE ORGANISATIONS (13/549)

a) Playing Field Association

- i) Mr Martin Atkin provided a report on behalf of the Playing Field Association.
- ii) This year the association have been heavily involved in the refurbishment of the play equipment and has had significant impact upon the association's finances. The new swings for example cost in the region of £3,500. Committee members offer their labour voluntarily. The cost of grass cutting and strimming the playing fields, in terms of fuel expenses and associated maintenance costs, continues to place a drain on finances. Committee Members again perform this function on a voluntary basis. A small amount of income is received from the playing field in terms of rent from the football club. Financial assistance in the form of funding would facilitate outstanding projects. The tennis courts for example are in a current state of disrepair. The Playing Field Association would not be sustainable if it were not for the fundraising events such as the Fireworks Display, New Year's Event and Cheese and Wine evenings.
- iii) There was some general discussion regarding potential sources of funding.

b) Village Hall

- i) Councillor Eldred provided a report on behalf of the Village Hall Committee.
- ii) The Village Hall is 'ticking along' and continues to host monthly soup events, bank holiday bingo, a doctor's surgery and Brownies and Rainbows.

c) St Bartholomew's Parochial Council

- i) Mr Paul Moscrop, Church Warden and Mrs Carolyn Adcock provided a report on behalf of the Parochial Council.
- ii) The Parochial Council are currently in the process of applying to the Heritage Lottery fund to raise the £180,000 required to repair the church roof. There was an excellent turn out for the school-led remembrance service on Monday. The Parochial Council had some concerns regarding the grass-cutting in the churchyard ordinarily carried out by District Council.
- iii) The Clerk informed Members that SKDC had already been contacted regarding the grass-cutting schedule. An update is awaited.
- iv) Mrs Adcock invited members of the public to their next meeting on 28 November 2013.
- v) Mrs Jane Boother briefly spoke of the on-going kneeler project.

d) School

- i) Councillor Weller provided a report on behalf of the School.
- ii) There was mention of the highly successful school-lead remembrance service with the children laying a wreath on behalf of the Parish Council, of the new school build and staffing related information including mention of a Governor vacancy and reports of an abundance of school sporting activities.
- iii) Councillor Ward-Barrow briefly spoke of the school's involvement in the annual shoe-box appeal.

e) Neighbourhood Watch

- i) Mrs Jane Boother provided a report in relation to Neighbourhood Watch.
- ii) It was reported that the last Neighbourhood Watch meeting took place in 2007 with the number of co-ordinator volunteers having dwindled since that time.

f) Yoga

- i) Mrs Jenny Wilkins provided a report on behalf of the Yoga Group.
- ii) The yoga group meet on a Monday evening from 7.15 to 8.45 in the village hall. Mr Perry Lewis from Little Humby instructs the group. The group has been in existence 5 years and regularly boasts 15 attendees.

g) Ingoldsby Website

- i) Mr Peter Harden introduced himself as the webmaster for the webpage at www.ingoldsby.org.uk and asked Members about their intentions in relation to its future.
- ii) Councillor Harrison informed Mr Harden that this item would feature on the January agenda.

6. CLERK'S REPORT (13/550)

a) Internal Auditor's Report

- i) Councillor Harrison provided a summary of the report received from the Internal Auditor, Mr John Jackson in relation to financial administration for 2012/2013.
 - The Parish Council is not registered with HMRC as an employer despite the requirement to do so since April 2011.
 - The record of the Parish Council's minutes is incomplete and insecure.
 - The Parish Council does not have Standing Orders or Financial Regulations.
 - The Cash Ledger is incomplete.
 - VAT has not been recorded since 2007/2008.
 - There is no evidence of periodic monitoring of bank statements against the accounts.
 - There is a lack of historic, current and forecast financial data available to Members. The Parish Council's lack of reserves are of concern.
 - There is no record of any assets or investments.

b) Clerk's Appointment & Contract of Employment

- i) Council Members resolved to approve the appointment of Mrs Heidi Wilson to the role of Clerk and Responsible Financial Officer.
- ii) Council Members resolved to discuss the Clerk's contract in closed session at the end of the meeting.

c) Policy

- i) The Clerk reported that a draft Equal Opportunities Policy, Financial Regulations, Standing Orders and a Complaint's Procedure had been circulated to Members with the agenda for consideration prior to the January meeting when it is anticipated that Members will resolve to approve the documents.

d) Code of Conduct

- i) The Clerk reported that the South Kesteven District Council Model Code of Conduct had been circulated to Members with the agenda and asked Members to resolve to adopt the Code of Conduct.
- ii) Members resolved to adopt the Code of Conduct.

Action: Clerk to provide Members with Interests Forms in accordance with the Localism Act 2011 for submission to the Monitoring Officer at SKDC within 28 days.

e) Planning

- i) There was some general discussion as to how the Council would deal with planning applications.
- ii) Members resolved to approve the delegation of powers to the Clerk to submit responses on behalf of the Council as per the LALC model.

f) Posting of Official Notices

- i) Members resolved to approve the posting of official notices by Councillors, not the Clerk, as this would prove to be more cost-effective.

g) Payroll Administration

- i) Members resolved to approve Autela Payroll Services for the administration of the Clerk's Wage.
Action: Clerk to complete the necessary paperwork.

h) Online banking

- i) The Clerk asked Members to consider online banking for statement and transaction purposes. There was general discussion surrounding the issue and questions relating to security.
- ii) Members resolved to approve registration to online banking services.
Action: Clerk to complete the necessary paperwork.

i) Asset Register & Risk Assessment

- i) The Clerk informed Members that an asset register is required and required some assistance in identifying Parish Council assets other than the noticeboard and flagpole.
- ii) There was some discussion relating to the benches in the village. It was suggested that the wooden benches are Parish Council assets. The green metal bench is the property of the Spencer family.
Action: Clerk to pursue these enquiries.

j) Annual Subscription to Lincolnshire Association of Local Councils (LALC)

- i) The Clerk informed Members that the price for subscription for the remainder of the current financial year would be £32.60 inclusive of VAT.
- ii) Members resolved to approve subscription to LALC.
Action: Clerk to effect subscription enquiries with LALC.

k) Bench Maintenance

- i) Councillor Eldred reported to having received a request from a member of the public regarding the maintenance of the benches.
- ii) Members resolved to conclude asset enquiries in the first instance.

l) Drains – Rosemary Rise

- i) Councillor Eldred reported to having received a complaint from a member of the public regarding the flooding that is occurring due to blocked drains on Rosemary Rise.
- ii) The Clerk informed Members that this had been reported to Lincolnshire County Council's Highways Department.

m) SKDC Grass Cutting Schedule, Village Hall and Churchyard

See agenda item 5 c) iii).

Action: Clerk to obtain a grass cutting schedule from SKDC.

n) Cemetery Maintenance

- i) Councillor Eldred reported that this item was to be decided upon by the Parochial Council at their next meeting.

o) Section 137 Payment – Royal British Legion

- i) The Clerk informed Members that a wreath had been obtained from the Royal British Legion in respect of the poppy appeal with a suggested donation of £17.00 including £5.00 post and packing. The Clerk asked Members to retrospectively approve the above payment.
- ii) Members resolved to approve the payment £22.00 to the Royal British Legion.

p) Annual Parish Meeting

- i) The annual parish meeting had not taken place earlier in the year but Members hoped this evening would fulfil a similar function.

7. **COUNTY & DISTRICT COUNCIL & COMMUNITY MATTERS (13/551)**

- a) County Councillor Martin Hill.
 - i) Not present.
- b) District Councillor Peter Stephens.
 - ii) Not present.

8. **HIGHWAYS (13/552)**

a) Speed Limit Signs

- i) There was general discussion as to what could be done to reduce speeding traffic through the village with mention at a previous meeting regarding moving the 30mph signs.
- ii) The Clerk suggested Members apply for an Archer survey provided free of charge by Lincolnshire Road Safety Partnership which would provide data on the flow and speed of traffic.
Action: Clerk to liaise with Alex McCulley regarding the survey.

b) Village Walkabout – Area Highways Manager

- i) The Clerk reported that the Area Highways Manager had offered to conduct a village walkabout on Wednesday 27 November 2013 at 1.30pm.
- ii) Members resolved to approve the meeting.

c) Road Safety Committee/Working Group

- i) Councillor Weller, Eldred, Wedge and Ward-Barrow offered to form part of the group and also invited members of the public to come forward.

9. **PLANNING MATTERS (13/553)**

- a) Decisions received.
 - i) None.
- b) Planning matters awaiting decision:
 - i) S13/2818 – Mr & Mrs Adcock, The Grange, Ingoldsby, Grantham, Lincolnshire, NG33 4EY. Members had no comments to make in respect of the application.

10. **FINANCE (13/554)**

a) Income

- i) Members noted that the income received was nil.

b) Payments

The Clerk invited Members to note that the Analysis Book in item x) was £24.49 not £33.00 as stated on the agenda. Members resolved to approve the following expenditure.

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| i) SKDC, Cost of Uncontested Election, March | £35.50 |
| ii) SKDC for Came & Company Insurance £272.27, Beauchamp GS or £120.00 & £70.00 | £462.27 |
| iii) Parochial Council (Cemetery Maintenance 50% contribution) | £110.00 |
| iv) Peter Harden – Website Services | £74.78 |
| v) Village Hall Charges | £30.00 |
| vi) SKDC Cost of Contested Election, August | £847.48 |
| vii) Mr John Jackson, Internal Audit | £50.00 |
| viii) LALC Annual Subscription (£27.17 + VAT) | £32.60 |
| ix) Section 137 payment – Donation to British Legion (wreath) | £22.00 |
| x) Clerk's Expenses | |
| - Staples – Analysis Book/Cash Ledger | £24.49 |

-	Stamps	£9.60
-	Paper & Printer Cartridges	£8.98
-	Printer Cartridge	£4.99
	Total:	<u>£1707.70</u>

c) Income and Expenditure Account

- i) The income and expenditure account for the financial year thus far was accepted and the bank balances were verified. The bank reconciliation was signed off by Councillor Wedge.

d) End of Year Accounts 2012/2013

- i) The Clerk, having circulated the end of year accounts for 2012/2013 with the agenda, asked Members to resolve to approve the accounts.
 ii) Council Members resolved to approve the end of year accounts for 2012/2013 and they were signed and dated by Councillor Harrison and the Responsible Financial Officer.
 iii) The Chairman and the Responsible Financial Officer also signed the declaration on page 2 of the Local Councils in England Annual Return indicating that Members had approved the end of year accounts.

e) Annual Governance Statement (External Audit)

- i) There was lengthy debate over Section 2 of the Annual Governance Statement. Members resolved to answer 'no' to points 1, 2, 3, 6, and 8.
 ii) The Chairman and the Responsible Financial Officer signed the Local Councils in England Annual Return indicating that Members had completed the Annual Governance Statement.

11. CORRESPONDENCE (13/555)

- a) Email received from David Scott, Finance Support Manager, SKDC reference Parish precept drop in sessions.
 i) Councillors Wedge and Weller and the Clerk confirmed their attendance at the session in Grantham on 22 November 2013 at 2pm. Councillor Ward-Barrow to confirm his availability.
 b) Email received from Maria Lyon, Senior Transport Assistant, LCC reference Christmas Service.
 i) Members agreed that this should be displayed on the noticeboard.
 c) Letter received from Joseph Qureshi, Planning Policy Officer, SKDC regarding the South Kesteven Planning Consultation Questionnaire dated 4 October 2013.
 i) Councillor Ward-Barrow was nominated to complete the questionnaire on behalf of the Council.

12. DATE OF FUTURE MEETINGS (13/556)

- a) Members resolved to approve the following dates and times:
 Wednesday 8 January 2014 at 7.45pm, Wednesday 19 March 2014 at 7.45pm, Wednesday 7 May 2014 for the Annual Meeting of the Parish Council, Thursday 15 May 2014 at 7.45pm for the Annual Parish Meeting.

13. CLOSED SESSION (13/557)

- a) Councillor Harrison moved the meeting to closed session in accordance with the Public Bodies Act 1960 to discuss confidential items relating to the Clerk's contract of employment.
 i) Councillor Harrison closed the meeting at 9.20pm.