

INGOLDSBY PARISH COUNCIL

Minutes of the Annual Meeting held on Tuesday 8th October 2013

Present Cllrs. A Eldred, D Harrison, M Ward-Barrow, B Wedge and D Weller.

Also present – Mrs Julie Edwards, Elections and Democratic Services Team Leader, South Kesteven District Council

Mr Malcolm Hall, Electoral Services Assistant, South Kesteven District Council

23 members of the public attended.

Before commencing the business of the meeting, Mr Hall briefly explained the events leading up to the formation of a new Parish Council and the calling of tonight's meeting. He said that as there was no Chairman currently in post, he, as representative of the SKDC Chief Executive, would take the agenda item dealing with the election of a Chairman.

528. Election of Chairman

Mr Hall asked for nomination for the position of Chairman, and Cllr David Harrison was proposed and seconded. There being no further nominations, Cllr Harrison was declared elected and took the Chair.

529. Election of Vice-Chairman

The Chairman asked for nominations for the position of Vice-Chairman and Cllr D Weller was proposed and seconded. There being no further nominations, Cllr Weller was declared elected.

530. Appointment of Clerk

The Chairman said that information concerning the appointment of a Clerk had been circulated around the Parish. Anyone interested should contact him by the closing date of 21st October. In the meantime the Parish Council agreed to appoint Mr M Hall as Acting Clerk, pending the appointment of a replacement for the previous Clerk

531. Declarations of Interest:

Cllr Eldred -Village Hall.

532. Public question, comments or representations:

1. A member of the public complained that not all houses had received a copy of the letter from the Council. The Chairman said that Councillors had tried to visit every property, and he apologized to anyone who had not received a letter. Copies were still available and could be provided on request.
2. In response to a comment in the letter mentioned above about the percentage of

Councillors elected, shown as 80%, a member of the public queried this, and the Acting Clerk confirmed that in fact 100% of the Council had been elected, as opposed to being co-opted.

3. Mention was made by a member of the public of a recent “road rage” incident, which had occurred at the western end of the village. He asked if the Parish Council would support the moving of the speed limit sign from its present position some distance into the village back to the village sign at least, to encompass all the village. It was pointed out that this request had been ongoing for years, and in the interests of road safety action was needed.
4. A member of the public referred to problems within the cemetery, where some graves and areas of grass were under water, and he suggested that the dyke needed cleaning. There was also a problem with moles, which was impeding the grass cutting. Another member of the public reminded the meeting that whilst the Parish Council paid a proportion of the mowing costs, the cemetery was actually owned by the Church.. It was pointed out that as the Parish Council and Church split the mowing costs, the Church should be contacted to ensure that they were happy to similarly divide any other costs, such as dyke cleaning and mole catching.

The Chairman closed the public session after the limit of 15 minutes and resumed the Parish Council meeting.

533. Chairman’s Announcements:

The Chairman formally welcomed the new Councillors to the meeting, and then thanked all electors who had voted, resulting in a turnout of over 50% of those eligible. He also thanked Mrs Edwards and Mr Hall for their help and advice over the last few months.

534. Minutes of the Last Meeting:

The minutes of the last Annual Meeting held on 23rd May 2012 and the last meeting of the Parish Council held on 16th January 2013 had been circulated to each Councillor prior to the meeting. The Acting Clerk mentioned two corrections to the minutes of 16th January – firstly, the number of members of the public mentioned was incorrect and there was no record of how many were present, and secondly Councillor Burrows was noted as Chairman of the Playing Fields Association, whereas he was only a member. The minutes as amended were agreed as a true record and signed by the Chairman.

535. Correspondence:

None received.

536. Planning:

The Acting Clerk reported on a consultation document on planning consultation arrangements received from the Planning Policy section at SKDC. It was agreed to

consider this at the next meeting.

537. Highways:

A discussion took place on the highway issue raised in the public session earlier in the meeting. The Acting Clerk was asked to contact the County Council and request an investigation and appropriate action.

538. County Council Business

There was no business under this item. Acting Clerk asked to ensure that the Councillor is advised of future meeting dates.

539. District Council Business

There was no business under this item. Acting Clerk asked to ensure that the Councillor is advised of future meeting dates.

540. Expenditure and Finance:

1. Balance Sheet. The Clerk had circulated the balance sheet as at 31st March 2013 to Members, showing a balance of £572.32 in the Community Account and £0.90 in the Business Money Manager Account. This was noted.
2. Current balance. The current balance in the Community Account was £2,902.32, which was the balance as at 31st March, plus the precept of £2,300 and £30 from the PCC in relation to the flag pole.
3. Outstanding accounts. The Acting Clerk advised that SKDC had paid some urgent accounts on behalf of the Parish Council, as follows:

Came and Company (Insurance)	£272.27
Mr C I Winton (Grass cutting)	£120.00
Mr C I Winton (Grass cutting)	£70.00
TOTAL	£462.27

Other amounts owed by the Parish Council, but not yet paid, were as follows:

SKDC (Uncontested election – March)	£35.50
SKDC (Contested election – August)	£847.48
Ingoldsby PCC (50% of mowing April/May - Paid by Church)	£110.00
Mr P Harden (Website October 2012 – October 2013)	£74.78
Village Hall (Meetings)	£30.00
TOTAL	£1,097.76

The total indebtedness was therefore £1,560.03.

4. Audit. The Acting Clerk advised that the audit process, which should by now

have been completed, had been delayed because of the fact that the Parish Council was unable to act, and did not have a Clerk. He said that he had been in contact with the auditors, Grant Thornton, and a new timetable had been agreed. Appropriate notices would be placed on the notice boards shortly.

Part of the audit process would involve the appointment of an Internal Auditor, and the Acting Clerk advised what this person's role would involve. A suitable person had been identified, who had no connection with the village, and the role would be discussed with him shortly. Details would be included in the minutes in due course. It was suggested and agreed that the Internal Auditor be re-appointed every year.

The Acting Clerk explained the process involved in the Council's consideration of the annual governance statement on the audit return. After consideration the Council agreed to the Acting Clerk's suggestions in regard to the responses to be made on the return.

5. Insurance. The Acting Clerk reminded Members that the insurance had been paid and was in force. The Council agreed to reconsider the matter of insurance at the next meeting, and to review any assets and risks which might need covering.
6. It was agreed as follows:-
 - (i) That a bank account or accounts be continued with HSBC Bank PLC (the 'Bank') and the Bank is authorized to:
 - a) Pay all cheques and other instructions for payment or accept instructions to stop such payments signed on behalf of the Parish Council by any two of those listed (the 'Signatory') whether any account of the Parish Council is in debit or credit;
 - b) Deliver any item held on behalf of the Parish Council in safe keeping against the written receipt of the 'Signatory'; and
 - c) Accept the 'Signatory' as fully empowered to act on behalf of the Parish Council in any other transaction with the Bank (including closing the accounts); and
 - (ii) That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.
 - (iii) That the Secretary from time to time is authorized to supply the Bank as and when necessary with lists of persons who are authorized to sign, give receipts and act on behalf of the Parish Council, and that the Bank may rely upon such lists.
 - (iv) That these resolutions remain in force until cancelled by notice in writing to the Bank, signed by the Chair Person or Secretary from time to time acting or claiming to act on behalf of the Parish Council, and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.
 - (v) That the Parish Council accepts the amounts and banking relationship with the Bank will be governed by and subject to the Business Banking Terms and Conditions (a copy of which has been provided) as amended from time to time together with any terms and conditions in respect of specific products and services requested by the Parish Council from

time to time.

All Councillors signed the bank mandate form.

541. Standing Orders

A copy of suggested standing orders had been circulated to Members. It was agreed to defer consideration until the next meeting.

542. Financial Regulations

A copy of suggested financial regulations had been circulated to Members. It was agreed to defer consideration until the next meeting.

543. Cemetery Maintenance

A discussion took place on the matter raised in connection with Cemetery maintenance in the public session earlier in the meeting. It was agreed to investigate the suggestions made and reconsider at the next meeting of the Council.

544. Future Meetings:

Future meetings of the Parish Council were fixed for 13th November 2013, 15th January 2014 (Budget meeting) and on dates to be fixed in May and July 2014.

It was also agreed to arrange for the Annual Parish Meeting to be held as soon as possible.

The meeting closed at 21.03 hrs.