

## MEETING OF INGOLDSBY PARISH COUNCIL

Minutes of the **Ingoldsby Parish Council Meeting** held in the Village Hall, Ingoldsby on Wednesday 7 May 2014.

**Public Forum (14/127):** There were around fifteen members of the public present.

### 1. **ELECTION OF THE CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE (14/128)**

Councillor Harrison was proposed as a candidate for Chairman by Councillor Eldred. The proposal was seconded by Councillor Ward-Barrow and passed by resolution of the Council. Councillor Harrison duly signed and dated the declaration of acceptance of office.

### 2. **ELECTION OF THE VICECHAIRMAN (14/129)**

Councillor Weller was proposed as a candidate for Vice Chairman by Councillor Eldred. The proposal was seconded by Councillor Harrison and passed by resolution of the Council.

### 3. **WELCOME REMARKS BY THE CHAIRMAN (14/130)**

The Chairman, Councillor Harrison said that he felt honoured to have been elected to the post of Chairman by his fellow Councillors. He welcomed Members to the meeting and thanked them for their attendance. Those in attendance: Councillors Eldred, Ward-Barrow, Wedge and Weller.

### 4. **APOLOGIES (14/131)**

None.

### 5. **DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS (14/132)**

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

### 6. **SIGNING OF THE MINUTES (14/133)**

The Clerk's notes from the meeting of Wednesday 19 March 2014 were agreed to be a true and accurate record and were signed and dated accordingly by the Chairman.

### 7. **CLERK'S REPORT (14/134)**

#### a) Annual Review of Policy Documentation

The Clerk suggested to Members that, in view of the recent adoption of the Parish Council Policies and Procedures, none apart from the Financial Regulations required review at this time. Members agreed with the suggestion.

#### b) Parish Council Website

The Clerk informed Members that there was no further update in relation to website provision by Lincolnshire County Council.

**Action: County Councillor Hill offered to pursue the enquiry.**

#### c) Section 137 Policy

- i) There was general discussion in relation to the proposed timetable contained within the policy. Members agreed to accept applications up to 30 June 2014 with applicants to be informed of the outcome of their application by 31 July 2014.
- ii) Members agreed to advertise the availability of the limited funding at the Annual Parish Meeting on Thursday 15 June 2014. Councillor Harrison also offered to approach the local organisations.
- iii) Members resolved to adopt the Section 137 policy in its current format for the financial year 2014/2015 with a review in September 2014.

**Action: Clerk to add a diary note for the agenda item.**

#### d) Community Access Defibrillator

- i) The Clerk informed Members that the Parish Council had been granted £2020 by the Margaret Brown Trust for the outright purchase of a community access defibrillator.
- ii) The Clerk suggested a public meeting to take place on Saturday 7 June 2014 at 10am in the village hall in order to raise community awareness.

- iii) The Clerk suggested that a working party be established to take responsibility for the community access defibrillator when the scheme has been progressed further.
- iv) Members agreed that the defibrillator would be centrally located at the Village Hall.
- v) The Clerk recommended the purchase of the community access defibrillator from the Community Heartbeat Trust (hereafter referred to as CHT) and explained installation costs, maintenance costs and the VETS scheme offered by the CHT.

**Action: Councillor Eldred is to liaise with the Village Hall Committee in relation to the siting of the defibrillator at the village hall. The Clerk is to provide Members with a written explanation demonstrating the benefits of purchasing the community access defibrillator from the CHT as opposed to another supplier.**

e) Neighbourhood Watch Group

Councillor Eldred reported that the group is gaining momentum with a future planned coffee morning to drum up further interest.

f) Asset Register

The Clerk explained that the asset register had now been compiled showing an audit value of £571.00 and an insurance value of £3907.00. The Clerk confirmed that all items were covered by the current policy of insurance (although there would be little benefit in claiming against the value of the Parish Council owner mower as the excess on the policy is £250.00). Members resolved to approve the document.

g) Community Improvements Group

There was general discussion as to how to spend the community cleaning grant. It was hoped that volunteers would come forward to assist with the project as per the litter pick.

**Action: Clerk to arrange a meeting of the working group.**

h) Clerk's Annual Increment

Members resolved to approve the Clerk's annual increment from SCP 15 at £8.42 per hour to SCP 16 at £8.63 per hour.

## 8. COUNTY & DISTRICT COUNCIL & COMMUNITY MATTERS (14/135)

a) County Councillor Martin Hill.

- i) Councillor Hill explained that the County Council are on target to make the savings of 150 million pounds as recommended by Government. He stated that further savings were required to the value of 90 million pounds.
- ii) He stated that the changes to library provision in Lincolnshire had gone to a judicial review but confirmed that Ingoldsby would retain a limited mobile library service and encouraged parishioners to use the service or 'lose it'.
- iii) There was general discussion surrounding potholes in the parish.
- iv) Councillor Hill confirmed that planning permission had been granted for the Grantham bypass.

b) District Councillor Peter Stephens.

- i) Not present.

## 9. HIGHWAYS (14/136)

a) Village Walkabout

- i) The Clerk updated Members in relation to the outstanding issues raised at the 2013 village walkabout. In an email from Bryan Gault dated 2 May 2014 he confirms that investigations are underway with a future planned site visit with a drainage engineers to the junction of Main Street and Irnham Road and Back Lane and Humby Road. The email also confirms that the overrun stretch on Humby Road is schedule for infill.
- ii) Members noted that the 2014 village walkabout with the Area Highways Manager, Mr Mark Heaton has been scheduled to take place on Thursday 7 August 2014 at 9.30am
- iii) Councillor Wedge enquired as to whether the boundary issue (tree) at Athelston Hall had been resolved. The Clerk confirmed that this is outstanding.
- iv) Councillor Ward-Barrow asked the Clerk to pursue the pedestrian warning signs for Grantham Road. Councillor Hill asked to be copied in on this correspondence.

- v) Members discussed the issue of the overhanging branches on Bitchfield Road. Members agreed to review the situation at the next meeting of the Parish Council.

**Action: Clerk to add a diary note for the July agenda. Clerk to liaise with Highways in relation to the outstanding matters.**

#### 10. PLANNING MATTERS (14/137)

- a) Members noted that planning application S14/0420 Mr & Mrs G Tarling, The Bungalow, Chapel Hill had been approved conditionally on 8 April 2014.
- b) Members noted that there were no planning applications currently awaiting decision.

#### 11. FINANCE (14/138)

- a) Members noted the following income.

i)	NALC Bursary	£57.00
ii)	Precept	£4343.00
iii)	Council Tax Grant	£123.00
iv)	Community Cleaning Grant (part payment)	£328.12

- b) Members noted the following expenditure under Clerk's Emergency Spending Powers. The Clerk explained that the authority of two signatories had been obtained prior to the expenditure in line with Financial Regulations.

i)	Clerk's Wage - April (8 hours)	£67.36
ii)	Clerk's Overtime – March (9 hours)	£75.78
iii)	Clerk's Mileage – April (26 miles at 45ppm)	£11.70
iv)	Paye Tax	-£10.00
	<u>Total</u>	<u>£144.84</u>
v)	Autela Limited – April	£10.75
vi)	Village Hall (2013/2014)	£39.00
vii)	NALC Bursary	£57.00

- c) Members resolved to approve the following payments.

i)	Clerk's Wage - May (8 hours)	£TBC
ii)	Clerk's Overtime – April (8.5 hours)	£TBC
iii)	Clerk's Mileage – May (30 miles at 45ppm)	£13.50
iv)	Paye Tax	-£TBC
	<u>Total</u>	<u>£TBC</u>
v)	Autela – May	£10.75
vi)	Clerk's Expenses	
	• Post Office (Audit Notice)	£0.73
	• Boxfile	£5.61
	• Ink Cartridges	£24.95
	<u>Total</u>	<u>£31.29</u>
vii)	John Jackson, Internal Audit	£50.00
viii)	SLCC Annual Subscription (25% contribution)	£32.25

- d) Financial Regulations

Members resolved to adopt the new model Financial Regulations issued by NALC.

- f) End of Year Accounts

- i) Members resolved to approve Section 1 of the Annual Return which was signed and dated accordingly by the Chairman and RFO.
- ii) Members approved the statements in Section 2 of the Annual Governance Statement which was signed and dated accordingly by the Chairman and the Clerk.

g) Income & Expenditure Account

The income and expenditure account was accepted and the bank balances were verified. The bank statement and bank reconciliation documents were signed by the Chairman.

h) List of Regular Payments

Members resolved to defer this item to the July meeting.

i) Transfer to Reserves

The Clerk recommended the transfer of a sum of money to the reserve account. Members resolved to approve the transfer of £900.00 to the reserve account.

j) Policy of Insurance

The Clerk advised Members that research indicated that Came & Company, a broker for Zurich offer the most comprehensive levels of cover at competitive prices. The Clerk informed Members that the annual premium is £278.95. The Clerk advised Members that the premium is reduced to £265.00 upon entering into a 3-year agreement with Came & Company which offers further discounts of 5% per annum as well as no claims discounts. Members resolved to approve the 3-year long terms agreement.

12. **CORRESPONDENCE (14/139)**

a) Councillor Ward-Barrow presented a file of documentation received from a former Councillor Mrs Spencer which contained some of the missing minutes referred to in earlier meetings.

**Action: Clerk to write a letter of thanks to Mrs Spencer. Councillor Ward-Barrow to email Mrs Spencer's contact details to the Clerk.**

b) Councillor Harrison informed Members that he had received a request from the Parochial Church Council to write a letter to the English Heritage Lottery Fund in support of the PCC's bid to them for funding to repair the church roof. Members agreed to the request.

**Action: Clerk to draft a letter to the English Heritage Lottery Fund.**

c) It was noted that the final item of correspondence was to be dealt with in Closed Session.

13. **DATE OF FUTURE MEETINGS (14/140)**

a) Thursday 15 May 2014 at 7.45pm for the Annual Parish Meeting.

b) Wednesday 16 July at 7.45pm.

c) Wednesday 15 October at 7.45pm.

14. **CLOSED SESSION (14/141)**

The Chairman, with the full agreement of the Council, and in accordance with the Public Bodies Act 1960 moved the meeting to closed session due to the confidential nature of items to be discussed.

Councillor Harrison closed the meeting at 9.30pm.