

MEETING OF INGOLDSBY PARISH COUNCIL

Minutes of the **Ingoldsby Parish Council Meeting** held in the Village Hall, Ingoldsby on Wednesday 19 March 2014.

Public Forum (14/114): There were twenty one members of the public present.

Helen Bill, the Chairman for Grantham and District Neighbourhood Watch Association introduced herself. She explained that the onus is on Ingoldsby parishioners to get the Neighbourhood Watch group up and running once again and explained that volunteer coordinators are required. Mrs Boother introduced herself as the only remaining neighbourhood watch coordinator in the village. Mrs Bill told residents about the Lincs Alert email service and Mrs Boother stressed the importance of reporting suspicious activity on 101. Mrs Bill offered to stay to the end of the meeting to answer any questions.

Mrs D Burrows addressed parishioners and Members to state that the Church had been unsuccessful in their application to the English Heritage Lottery Fund for a grant for the repair work to the Church. Mrs Burrows stated that the reasons for refusal included a lack of community support and the Church's inability to finance the remainder of the project. Mrs Burrows appealed for parishioners to take more interest in the Church as a place of worship and as a historic building. Mrs Burrows explained that the Parochial Church Council would resubmit their application.

Mr Harden addressed the Council stating his views in relation to the public forum, democracy, the rise in the precept, the costs in relation to the internal audit and elections, the former website and the missing minute book. Councillor Harrison thanked Mr Harden for his comments and informed him that the Council would respond in writing.

Mr Fitch explained the changes he had made to alleviate the localised flooding in the field at the top of Askeys lane, he explained that he had cleaned out the pond and introduced some conservation measures to attract a variety of wildlife to the area.

Mr Fitch said that a new gate on Askeys lane will be installed and confirmed that this is not a right of way and there will be a notice on display once a year for seven days stating that the route is closed. He explained that this was a necessity to prevent it becoming a right of way, although he is happy for the residents of Ingoldsby to use the path in a responsible manner. He stated that there would still be a small gap beside the gate to allow access to the footpath but asked for dogs to be kept on leads at all times.

Colin Allen took the opportunity to thank dog owners for cleaning up after themselves on Askeys Lane.

District Councillor Peter Stephens introduced himself to parishioners.

1. **WELCOME REMARKS BY THE CHAIRMAN (14/115)**

- a) The Chairman, Councillor Harrison welcomed Members to the meeting and thanked them for their attendance. Those in attendance: Councillors Eldred, Ward-Barrow and Wedge.

2. **APOLOGIES (14/116)**

- a) Apologies were received from Councillor Weller. The reason for absence was noted and accepted. PC Smith also wished to pass on his apologies.

3. **DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS (14/117)**

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

4. **SIGNING OF THE MINUTES (14/118)**

- a) The Clerk's notes from the meeting of Wednesday 8 January 2014 were agreed to be a true and accurate record and were signed and dated accordingly by the Chairman.
- b) The Clerk informed Members that there was an error in the November minutes reference 13/554 b). Members noted the error which was duly amended and countersigned and dated by the Chairman.

5. **CLERK'S REPORT (14/119)**

- a) Annual Parish Meeting

- i) The Chairman announced that the Annual Parish Meeting would be held on Thursday 15 May 2014. He explained that the APM must legally be held between 1 March and 1 June. The Clerk explained that this meeting is not a Parish Council meeting but is organised by the Parish Council for the benefit of the electorate who are welcome to attend to discuss matters relating to the parish.
- ii) Members agreed that one flyer should be sent to village organisations and parishioners.
Action: Clerk to draft a flyer for distribution by Members.

b) Minute Book 1992-2000

- i) Councillor Ward-Barrow informed Members that he had contacted the former Clerk Mrs Patrick in relation to the missing minute book dated 1992-2000 but she had confirmed that all parish documents had been returned upon her resignation.

c) Parish Assets

- i) Councillor Eldred reported that the wooden benches are owned by the Parish Council.
- ii) The metal bench on the green at Bitchfield Road is owned privately but the owner is happy for the PC to adopt and maintain the bench.
- ii) Councillor Eldred reported that storage space is required for the Parish Council mower.
Action: Councillor Harrison to liaise with Councillor Weller. Clerk to update the asset register.

d) Drains, Rosemary Rise

- i) The Clerk informed Members that Councillor Stephens had requested the drains at Rosemary Rise be re-flushed/cleared. Councillor Eldred reported that this had been done and said that there had been no further localised flooding.

e) Parish Council Website

- i) The Clerk informed Member that Lincolnshire County Council are to re-launch their free website scheme to Parish Councils in the near future. Members agreed that take advantage of the scheme.

f) Community Cleaning Grant

Councillor Harrison thanked Mr and Mrs Winton for all their hard work in relation to the highly successful litter pick event on Saturday 1 March 2014. The Chairman invited Mr Winton to speak who thanked the 33 volunteers who had turned up to help out, Councillor Eldred for her assistance in relation to use of the village hall and Mr Burrows for the kind donation of the vegetables for the soup. Mr Winton went on to say that he would like to coordinate a bulb planting event around September/October time. He distributed some images of spring flowers he had seen growing in other parishes as a suggestion for Ingoldsby's village green and the Church bank.

- i) The Clerk informed Members that SKDC had granted a community cleaning grant to the Parish Council to be paid twice annually in April and October. The Clerk explained that some of the funds had to be spent on litter picking but the remainder could be spent on parish improvements.
- ii) The Clerk recommended that Members agree a spending plan. The Clerk recommended to Members that a working party be established with Mr Winton as an advisory member.

Action: Council members to liaise with Mr Winton in the form of a working group to propose ideas/costing for the bulb planting project and to agree a spending plan for the grant.

g) Online Banking

- i) The Clerk informed Members that online banking was now operational.

h) Section 137

- i) The Chairman explained Section 137 of the Local Government Act 1972. The Clerk asked Members whether they had chance to peruse the draft grants policy, application form and advise notes. Members had not received the documents.
- ii) It was agreed that Members would review the documents in preparation for the next meeting.
Action: Clerk to circulate the draft documents to Members. Clerk to add to the May agenda.

i) Litter Pick

- i) See f) above.

j) Defibrillator Funding

- i) The Clerk informed Members that a decision from the Margaret Brown Trust is pending.

l) New Parishioner Welcome Pack

- i) Councillor Ward Barrow provided a draft copy of a new parishioner welcome pack and welcomed comments for improvement.

m) Flagpole

- i) Councillor Eldred recommended that the flag be raised on 21 April for the Queen's birthday, 23 April for St George's Day, 2 June for the anniversary of the Queen's coronation, 8 June for the Queen's Official Birthday and 11 November for Remembrance Day including the Sunday for the Remembrance Service. Members noted the proposal.

6. **COUNTY & DISTRICT COUNCIL & COMMUNITY MATTERS (14/120)**

- a) County Councillor Martin Hill.

- i) Not present.

- b) District Councillor Peter Stephens.

- ii) Councillor Stephens had made his apologies and left the meeting following the public forum.

7. **HIGHWAYS (14/121)**

a) Village Walkabout

- i) Letter from Mark Heaton dated 3 December 2013.

- Councillor Ward-Barrow asked the Clerk to ascertain what had been done by Highways in relation to the drainage system on Humby Road/Back Lane and Main Street, Irnham Road and Askey's Lane.
- Councillor Wedge asked the Clerk to liaise with Highways regarding the overrun verge on Humby Road.

Action: Clerk to liaise with Mr Mark Heaton at the Area Highways Department for Lincolnshire County Council regarding the outstanding issues from the village walkabout 2013. Clerk to arrange the village walkabout for 2014.

- ii) Archer Survey Results

- There was general discussion relating to the results of the Archer Survey.
- The Clerk informed Members that following LCC's speed limit consultation, Mr Heaton would review the results of the Archer survey and then make a decision in relation to the speed limit signs.

- iii) Pedestrian Warning Sign

- The Clerk informed Members that, in an email dated 14 January 2014, Mr Heaton had said he would arrange for a survey to be undertaken in respect of a pedestrian warning sign on the approach to the village near to the Scotland Lane junction.

- iv) Speed Limiters

- The Clerk informed Members of Mr Heaton's response dated 14 January 2014 to Councillor Ward Barrow's query in relation to speed limiters.

9. **PLANNING MATTERS (14/122)**

- a) Members noted that there had been no decisions from SKDC planning department in relation to Ingoldsby since the last meeting.

- b) Members noted that planning application S14/0420 Mr & Mrs G Tarling, The Bungalow, Chapel Hill. Erection of porch, single storey front and rear extensions – detached garden room was pending decision.

10. FINANCE (14/123)

- a) Members noted the following income.
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| i) | Parochial Church Council | £95.00 |
| ii) | Parochial Church Council | £57.50 |
| iii) | Members noted that £57.00 in the form of bursary funding for training courses for the Clerk had been received from NALC. The Clerk informed Members that she had planned to attend the SLCC Finance Course on 7 April 2014 in Ollerton, Nottinghamshire at a total cost of £114.00. | |
- 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.
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| i) | Clerk's Wage and Mileage - February | £215.37 |
| ii) | Autela Limited - February | £10.50 |
- c) Members resolved to approve the following payments.
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| i) | Clerk's Wage March | £53.96 |
| ii) | Autela | £10.50 |
| iii) | HMRC | £103.60 |
| iv) | Clerk's Expenses | |
| | Envelopes | £1.10 |
| | Ink Cartridge | £4.99 |
| | Litter Pick Flyers | £21.03 |
| | Stamps | £50.00 |
| v) | Litter pick expenses incurred by Mr Winton | £9.00 |
| vi) | LALC Annual Training Scheme Subscription 2014/15 | £40.00 |
| vii) | LALC Membership Subscription 2014/15 | £98.78 |
| viii) | Green bins, SKDC 2014/2015 | £35.00 |
- d) £10 Bank Charge
- i) Members noted the £10 bank charge incurred for the cancellation of missing cheque 087.
- e) LALC Annual Subscription and Training Scheme/SKDC Green Bins
- i) Members noted that items vi) through viii) were due for payment in the new financial year and as such would not appear on the current bank reconciliation.
- f) Analysis of the Income and Expenditure Account
- i) The income and expenditure account was accepted and the bank balances were verified. The bank statement and bank reconciliation documents were signed by Councillor Wedge.
- g) April Payments
- i) Members approved payment of the Clerk's Salary and payment to Autela Payroll Services in April.
- h) Internal Auditor
- i) The Clerk recommended the services of Mr John Jackson at a cost of £50.00.
- ii) Members resolved to approve the recommendation.

11. CORRESPONDENCE (14/124)

- a) Letter received from P Harden dated 9 January 2014 (circulated by email).
- The Clerk informed Members that Mr Harden had returned the £74.78 paid to him by the Parish Council for webhosting services. Mr Harden explained in his letter that no webhosting services had been taken up by the Parish Council so he had decided to return the monies. Councillor Wedge explained that the Parish Council had met their contractual agreement by making payment to Mr Harden and asked Members to agree whether to leave the cheque unbanked or whether to use the money. Members agreed that the return funds would be accepted and used for the bulb planting project.

- b) Member noted the email from Autela Payroll Services reference Auto Enrolment Pensions for Parish Councils dated 18 January 2014 (circulated by email 28 January 2014). Staging date 1 July 2017.
- c) Members noted the email from Autela Payroll Services reference Price increase from 2014 dated 16 January 2014 (circulated by email 28 January 2014). The Clerk explained that this would involve a 25p increase per month.
- d) Members noted the letter from SKDC ref Strategic Housing Land Availability Assessment 2014 dated 6 February 2014 (circulated by email 11 February 2014).
- e) The Clerk explained the email from LALC dated 20 February 2014 reference the Local Audit Accountability Act (circulated by email on 5 March 2014) which if passed would allow the recording of Parish Council meeting.
- f) Members noted the LALC News, Winter 2014 (for circulation).
- g) The Clerk informed members of the email from LALC dated 12 March 2014 reference the Repeal of S150(5) of the Local Government Act 1972 (circulated by email 13 March 2014). The Clerk explained that the repeal of this legislation dispenses with the two signature rules. There was general discussion surrounding new financial regulations and internal control procedures.
Action: Clerk to add to the May agenda.

12. DATE OF FUTURE MEETINGS (14/125)

- a) Wednesday 7 May 2014 for the Annual Meeting of the Parish Council.
- b) Thursday 15 May 2014 at 7.45pm for the Annual Parish Meeting.
- c) Wednesday 16 July at 7.45pm.
- d) Wednesday 15 October at 7.45pm.

13. CLOSED SESSION (14/126)

Item not required.

Councillor Harrison closed the meeting at 9.15pm.