

## MEETING OF INGOLDSBY PARISH COUNCIL

Minutes of the **Ingoldsby Parish Council Meeting** held in the Village Hall, Ingoldsby on Wednesday 8 January 2014.

1. **Public Forum (14/001):** There was is the region of twenty members of the public present.  
Mrs D Burrows asked Members to confirm that there had been no financial irregularity identified under the previous administration. Members confirmed this statement to be correct.  
Mr C Hall asked Members what future plans they had for the parish. Councillor Harrison stated that his hope was for all of the village organisations such as the school, the playing field committee and the church to work together as a cohesive unit and asked Members of the public for any ideas they may have.  
District Councillor Peter Stephens asked trends relating to the number of pupils at the local primary school. Councillor Eldred reported that figures were currently stable.  
Councillor Stephens asked if there was a threat of closure in the event of a significant drop in numbers. Councillor Eldred reported that the school is currently under no threat of closure and explained that the recent implementation of a pre-school had been of benefit.  
Mr C Winton asked whether the Parish Council intended to organise a village litter pick. Councillor Harrison stated that agenda item i) of the Clerk's report was relevant to the question. Mr Winton volunteered to co-ordinate the event.
2. **WELCOME REMARKS BY THE CHAIRMAN (14/002)**
  - 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 Harrison made mention of Mr D Roberts who had sadly passed away over the Christmas period. He passed on his condolences to Mr Roberts' family on behalf of the Parish and Members alike.  
He went on to say that Christmas in Ingoldsby had been a very busy period with a variety of events on behalf of a number of different village organisations. Councillor Harrison thanked everyone who helped to organise these events.
3. **APOLOGIES (14/003)**
  - a) None.

*Councillor Harrison proposed to bring agenda item 7. Ahead of agenda item 3. to allow District Councillor Peter Stephens, who had commitments elsewhere, to make his report. The proposal was seconded by Councillor Wedge and all Members voted in favour of the proposal.*
4. **COUNTY & DISTRICT COUNCIL & COMMUNITY MATTERS (14/004)**
  - a) County Councillor Martin Hill.
    - i) Not present.
  - b) District Councillor Peter Stephens.
    - ii) District Councillor Stephens introduced himself and offered his support to parishioners in terms of matters relating to the District. He made available his contact details through the Clerk.
5. **DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS (14/005)**
  - a) Councillor Eldred reported her interests in relation to the Village Hall.
6. **SIGNING OF THE MINUTES (14/006)**
  - a) The Clerk's notes from the meeting of Wednesday 13 November 2013 were agreed to be a true and accurate record and were signed and dated accordingly by the Chairman, Councillor Harrison.
7. **CLERK'S REPORT (14/007)**
  - a) Minute Book (1992 – 2000)
    - i) The Clerk informed Members that the minute book dating from 1992 to 2000 was missing. It was not in among the documents that had been handed over by Malcolm Hall, the Acting Clerk. Mrs

Wilson had made enquiries with Lincolnshire Archives but they were not in possession of the document either. The Clerk informed Members that she had written to the former Clerk Mr English but had received no response. The Clerk informed Members that, according to the Minutes, the document had been loaned to Mr Harden in the past.

**Action: Councillor Eldred to speak to Mr Harden and Mr English in relation to the matter.**

b) Dispensations

- i) The Clerk asked Members to appoint her to the role of Proper Officer for receiving dispensations. The Clerk explained that applications would still be determined by the Parish Council. It was explained that dispensations should only be granted where the number of Members prevented from taking part in the business of the Council would be so great it would impede the transaction of business.
- ii) Councillor Harrison proposed the Clerk be appointed Proper Officer for receiving dispensations. The proposal was seconded by Councillor Wedge and all Members voted in favour of the proposal.

c) Policy

- i) Members unanimously resolved to approve the general Risk Assessment, the Equal Opportunities Policy, Financial Regulations, Standing Orders, a Model Publication Scheme and a Complaint's Procedure. It was agreed that the documents would be signed at the conclusion of the meeting.

d) Bench Maintenance

- i) Councillor Eldred reported that her enquiries into the ownership of the parish benches were ongoing but suggested, in any case, that the Parish Council take responsibility for their maintenance. There was general agreement among Members.

**Action: Councillor Eldred to conclude enquiries.**

e) Asset Register & Risk Assessment

- i) The Clerk informed Members that the Asset Register had been part-completed to include the audit and insurance values for the Flagpole and Parish Council Noticeboard. To be finalised pending Councillor Eldred's enquiries above.

**Action: Clerk to complete the risk assessment of assets.**

f) Drains, Rosemary Rise

- i) Councillor Eldred reported that the drains had been cleared but to little effect. There was still significant localised flooding.
- ii) Councillor Stephens asked to be passed details so that he could make enquiries with the relevant department at District.

**Action: Clerk to liaise with Councillor Stephens.**

g) Village Website

- i) Councillor Harrison proposed that this item be discussed under closed session at the end of the meeting in accordance with the Public Bodies Act 1960 due to the sensitive nature of the topic. The proposal was seconded by Councillor Wedge and all Members voted in favour of the proposal.

h) Code of Conduct

- i) The Clerk asked Members to sign the Code of Conduct formally adopted at the meeting dated 13 November 2013. It was agreed that this would be done at the conclusion of the meeting.

i) Community Cleaning Grant

- i) The Clerk informed Members that the Parish was eligible to apply for a Community Cleaning Grant from the District Council.
- ii) Councillor Weller asked the Clerk to clarify spending in relation to litter picking and other parish enhancements.

**Action: Clerk to email Clova Townhill at District to formally apply for the grant and to clarify spending requirements.**

j) Online Banking

- i) The Clerk informed Members that online banking was not yet active.

k) Grants Policy

- i) Councillor Harrison briefly explained Section 137 for the benefit of the public present.  
ii) He proposed that a working group be established to formulate a Section 137 grant policy. The proposal was seconded by Councillor Weller and all Members voted in favour of the proposal.

l) 25% contribution for anti-virus software

- i) The Clerk asked Members to consider for approval a contribution of 25% towards the cost of anti-virus software.  
ii) Members voted unanimously in favour of the proposed expenditure to secure Parish Council data. With security of data in mind the Clerk handed a flash drive containing a backup of Parish Council documents to Councillor Harrison for monthly rotation.

8. **HIGHWAYS (14/008)**

a) Village Walkabout

- i) Councillor Weller outlined the event for members of the public. She highlighted the issues raised, including speed limits, flooding and drainage and street lighting. She explained that the Highways Department have an 'action' list following the event as do the Parish Council which is highlighted in the Clerk's Walkabout notes dated 3 December 2013.  
ii) Overhanging hedges/tree branches obstructing pavements: The Clerk suggested that Members survey the village and write to parishioners asking them to remedy the obstruction to footpaths caused by overgrown foliage ahead of letters from the Highways Department. Councillor Weller proposed that Members approach parishioners in person, in the first instance.  
iii) The Clerk reminded Members that there was a suggestion to form a village working group to deal with issues including moss and mould on pavements. It was agreed that this should fall within the remit of the litter picking working group.  
iv) The Clerk informed Members that the road sweep should come through the village every 8 weeks. To be monitored.  
v) The Clerk informed Members that engineers from Western Power had assessed the pole and determined that it was stable in its current state.  
vi) The Clerk informed Members that the Chapel Lane street light had been reported and subsequently repaired. Councillor Weller reported that the light required further attention.  
vii) The Clerk informed Members that street light 22 on Main Street had been reported to the relevant authority.  
viii) The Clerk informed Members that the Archer survey would be in situ some time during January. The Clerk explained the Archer survey for the benefit of members of the public.  
(ix) Councillor Wedge suggested that the Village Walkabout letter from Mark Heaton dated 3 December 2013 be reviewed at the next meeting.  
(x) Councillor Ward-Barrow asked the Clerk if it would be possible to install a pedestrian warning sign between the Scotland Lane junction and the village boundary sign on the approach to the village.  
**Action: Clerk to add item to the March agenda and correspond with Mark Heaton reference the installation of a pedestrian warning sign.**

*Councillor Stephens made his apologies and left the meeting due to commitments elsewhere.*

9. **PLANNING MATTERS (14/009)**

a) Decisions received.

- i) S13/2818 – Mr & Mrs Adcock, The Grange, Ingoldsby, Grantham, Lincolnshire, NG33 4EY.  
Decision: Approved conditionally.

b) Planning matters awaiting decision:

- i) None.

## 10. FINANCE (14/110)

a) Members noted the following income.

i) Nil.

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 and Mileage - November/December	£187.22
ii) Beauchamp Garden Services	£115.00
iii) HMRC	£38.00
iv) Autela Limited	£10.50

c) Members resolved to approve the following payments.

i) Clerk's Wage and Mileage January	£210.82
i) HMRC	<del>£42.20</del>
iii) Grant Thornton, External Audit Charges	£60.00
iv) Clerk's Expenses – December/January	£35.17
v) Clerk's Expenses – January	£33.08

The Clerk asked Members to approve payment of the January invoice from Autela Payroll Services to the value of £10.50 which arrived after the agenda had been produced.

Members resolved to approve the payment taking total expenditure to £700.29.

d) Cheque 077

i) The Clerk informed Members that cheque 077 for South Kesteven District Council to the value of £462.27 had been returned by the bank due to an issue with the signature. The replacement cheque 089 dated 29 November 2013 has not yet been received by District. The Clerk informed Members that a further cheque 097 had been issued and sent by recorded delivery.

e) Analysis of Income and Expenditure Account

i) The income and expenditure account was accepted and the bank balances were verified. The relevant documents were signed by Councillor Wedge.

f) Internal Audit Report

i) The Clerk informed Members that the Parish Council was now compliant with all advice from the IA.

g) External Audit

i) The Clerk informed Members that the external audit paperwork had now been received and advice mirrored that of the IA.

h) Budget 2014/2015 & Precept Setting

i) Councillor Harrison explained that the Parish Council had been strongly criticised in the Internal Auditor and External Auditor for a lack of reserves. Current advice from Grant Thornton, the External Auditor is to have in reserve 75-100% of the precept. Councillor Harrison explained that the precept was the Parish Council's levy on the community which forms part of Council Tax. Councillor Harrison drew comparisons to other local villages with a similar population by way of example. He went on to explain that the current administration had inherited an unfortunate position with only 93 pence in reserves. He explained that the External Auditor had advised the Council to have 75% of the precept figure in reserves by the end of the financial year 2014/2015. He went on to say that the current precept of £2,300 would have to be increased by a further £2,000 giving a precept of £4,300. Councillor Harrison highlighted the areas of expenditure. He explained that it is anticipated that in March 2014 there will be reserve funds of £365.00. By March 2015 it is anticipated that reserves will fall at £2,065.00 equating to a 78% reserve to precept ratio. Councillor Harrison went on to say that

the Council had formulated a three year plan. He provided figures to show how households would be affected by the rise in precept. Councillor Wedge went on to further explain the necessity of a reserve fund. Members formally resolved to approve the budget and precept.

- ii) Members of the public were reminded that the public forum section of the meeting was their opportunity to ask questions. The Clerk asked parishioners with questions or comments to direct them in writing to the Clerk.

**11. CORRESPONDENCE (14/111)**

- a) LALC News, Autumn 2013 (circulation file).
- b) Speed Management Review Survey – 13 December 2013 (circulated by email).
  - i) Councillor Weller asked the Clerk to find out whether parishioners were also entitled to respond to the questionnaire.

**Action: Clerk to investigate.**

**12. DATE OF FUTURE MEETINGS (14/112)**

- a) Members resolved to approve the following dates and times:
  - 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 (14/113)**

Councillor Harrison asked Members of the Public to leave and moved the meeting into closed session in accordance with the Public Bodies Act 1960 due to the sensitive nature of items to be discussed.

Councillor Harrison closed the meeting at 9.45pm.