

## MEETING OF INGOLDSBY PARISH COUNCIL

Minutes of the **Ingoldsby Parish Council Meeting** held in the Village Hall, Ingoldsby on Wednesday 16 July 2014 at 7.45pm.

**Public Forum (14/142):** There were ten parishioners present. One parishioner asked whether the road signs in the village could be cleaned. The Chairman informed the meeting that this would be discussed later in the meeting. The Chairman addressed the meeting on behalf of Mr Martin Atkin to advertise events taking place at the Social Club; on Saturday 2 August there will be a disco and on Sunday 3 August a village fete and car boot sale. Details available on the parish council website at <http://parishes.lincolnshire.gov.uk/Ingoldsby/>

### 1. WELCOME REMARKS BY THE CHAIRMAN (14/143)

- 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. The Chairman exhibited the defibrillator and confirmed that the CPAD Box had now been received and would be installed in the near future.

### 2. APOLOGIES (14/144)

- a) None.

### 3. DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS (14/145)

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

### 4. SIGNING OF THE MINUTES (14/146)

- a) The Clerk's notes from the meeting of Wednesday 7 May 2014 were agreed to be a true and accurate record and were signed and dated accordingly by the Chairman.

### 5. CLERK'S REPORT (14/147)

#### a) Parish Council Website

- i) The Clerk informed Members that the Parish Council now has a website provided free of charge by Lincolnshire County Council (hereafter referred to as LCC). Members proposed to advertise the website via the Parish Council newsletter. Members agreed that any submissions for the website should be directed to the Clerk and that all submissions would require approval from Members prior to be posted to the website.

#### b) Community Wildlife Grant

- i) The Clerk summarised the content of the email received from Abigail Skinner, LCC dated 11 June 2014 in relation to the Community Wildlife Grant to the value of £500.00. There was general discussion as to how the fund might be used and it was agreed to add this item to the next agenda of the Community Improvement Working Group. There was also general discussion in relation to the future of the community cleaning grant. The Clerk stated that the sum is awarded annually but explained that there is no guarantee in the current economic climate that South Kesteven District Council (hereafter referred to as SKDC) will not reduce the grant or stop it altogether in the future.

**Action: Councillor Weller to add a paragraph about the Community Wildlife Grant to the next newsletter.**

#### c) Community Access Defibrillator

- i) Members formally resolved to retrospectively purchase the defibrillator from the Community Heartbeat Trust at a cost of £2020.00 with funds donated by the Margaret Brown Trust.
- ii) Members noted the following costs:
  - Installation, Martin Atkin Electrical Services £80.00.
  - Annual Maintenance Package (basic) £126.00.
  - Electricity Consumption per annum (estimate) £20.00.
  - VETS scheme per annum £100.00.

The Chairman explained the purpose of the Village Emergency Telephone System (VETS). The Chairman proposed that Members approve expenditure to join the scheme. The proposal was seconded by Councillor Eldred and passed by resolution of the Council. Members informed the meeting that they would be advertising for community volunteers at the community awareness sessions to be provided by Martin Fagin, Secretary for the Community Heartbeat Trust following installation of the defibrillator.

The Clerk informed Members that the annual running cost for the defibrillator is in the region of £246.00. Members agreed to set aside a sum of money annually upon the advice of Councillor Wedge for a replacement defibrillator in 7-9 years at the life expectancy of the current defibrillator. The Clerk explained for the benefit of parishioners present that the defibrillator and CPAD box is a Parish Council asset that has been paid for with grant funding from the Margaret Brown Trust.

**Action: Clerk to confirm asset has been added to register and policy of insurance.**

- iii) Councillor Eldred reported that the Village Hall Committee have granted permission for the defibrillator to be sited on the village hall building.

**Action: Village Hall Committee to confirm this in writing and to consider access risk assessment.**

- iv) The Clerk informed Members that Councillor Hill had suggested that he would provide a sum of money from his Big Society Fund to assist with defibrillator costs. The Clerk informed Members that the application had been submitted some time ago but receipt of funds was outstanding.

- v) Members agreed to schedule an awareness session in early August.

**Action: Clerk to liaise with Mr Fagin, CHT and to confirm availability of the Village Hall.**

d) Community Improvement Working Group

- i) The Chairman explained that the working group have had a meeting to discuss community improvements and have conducted a village walkabout. The working group hope to put together a group of volunteers to assist with two events later in the year; an annual village clean in late summer and bulb planting in the autumn (see website for details).

Mr Winton reported that the working group have agreed the designated areas for bulb planting; the triangle and the strip along the church. Mr Winton said that the Oak tree on the triangle is drawing all nutrients from the ground and he has been advised that a woodland planting scheme of aconites and snow drops would be the most viable option for this area. The triangle area in question is 106m<sup>2</sup> and it is advised to plant at a ratio of 200 bulbs per metre square. A bag of 1000 aconites is £145.00 and a bag of 1000 snow drops is £70.00. Mr Winton advised that Narcissi be planted alongside the church. The area in question is 120m<sup>2</sup> and advice is to plant at a ratio of 60 bulbs per metre square although Mr Winton suggested that this figure be halved due to the cost. The Narcissi retail at £60 per 35kg bag which equates to 16 bags in total at a cost of £1000.00 hence the suggestion that the planting ratio be reduced.

Mr Winton also advised Members that he may be able to source several troughs for planting. The Clerk advised Members that they would have to apply to the Highways Department for a licence to site the troughs depending of their location.

Members agreed due to the costs involved that the working group should focus on one planting one area per financial year. Councillor Harrison approved the expenditure of £400.00 on bulbs. The proposal was seconded by Councillor Wedge and passed by resolution of the Council.

**Action: Clerk to add details to the website. Councillor Wedge and Mr Winton to meet to discuss costs. Councillor Weller to advertise the annual clean up and bulb planting in the next newsletter.**

e) Neighbourhood Watch Group

- a) Councillor Eldred informed Members that there has been no further progress; a coffee morning is pending.

## 6. COUNTY & DISTRICT COUNCIL & COMMUNITY MATTERS (14/148)

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

## 7. HIGHWAYS (14/149)

- a) The Chairman reminded Members that the Village Walkabout with the Area Highways Manager, Mr Mark Heaton is scheduled to take place on Thursday 7 August 2014 at 9.30am.  
**Action: Members to email a list of defects to the Clerk.**
- b) The Clerk informed Members that the tree outside Athelstan Hall on Main Street is on the public highway and is therefore the responsibility of the Highways Department.
- c) The Clerk informed Members that the matter of the Pedestrian Warning Signs for Grantham Road is outstanding and suggested that this matter be raised at the Village Walkabout.  
**Action: Clerk to add to list for action at Village Walkabout.**
- d) The Chairman informed the meeting that he had discussed the matter of the overhanging branches and hedge on Bitchfield Road with the homeowner and was given the guarantee that this would be actioned within the next 6 weeks. There was general discussion in relation to this matter and the Clerk informed Members that this may in fact be actioned by Mr Heaton at the Village Walkabout.
- e) Members agreed that they had no further complaint in relation the District Council's grass cutting service.

## 9. PLANNING MATTERS (14/150)

- a) Members noted the following decision: S14/1560 – Garratt. Single storey front extension, The Old Dairy, Scotland Lane – **Approved conditionally.**
- b) Planning Matters awaiting decision:
  - i) S14/1432 – RenPlan Consulting Ltd, Installation of solar far, The Grange, Ingoldsby.

There was a great deal of discussion in relation to the proposed solar installation in Ingoldsby.

## 10. FINANCE (14/151)

- a) Members noted the income received:
  - i) VAT Refund £39.49
  - ii) 50% contribution from PCC for Beauchamp GS Invoice 1 £70.00
- b) Members noted the following expenditure under Clerk's Emergency Spending Powers with the authorisation of two signatories as per current financial regulations.
  - i) Clerk's Wage - June (8 hours) £69.04
  - ii) Clerk's Overtime – May (9.25 hours) £79.83
  - iii) Adjustment (Increment backdated to April) £7.04
  - iv) Clerk's Mileage – April (30 miles at 45ppm) £13.50
  - v) Paye Tax -£12.60
  - Total £156.81
  - vi) Autela Limited – June £10.80
  - vii) Chris Winton, Beauchamp Garden Services £140.00
  - viii) HMRC QTR 1 £32.00
- c) Members resolved to approve the following payments:
  - i) Clerk's Wage - July (8 hours) £69.04
  - ii) Clerk's Overtime – June (2.5 hours) £21.58
  - iii) Clerk's Mileage – May (26 miles at 45ppm) £11.70
  - iv) Paye Tax +£0.40

	<u>Total</u>	<u>£102.72</u>
v)	Autela QTR 2	£27.00
vi)	Martin Atkin Electrical Services	£80.00
vii)	Clerk's Expenses	
	• Post Office (Audit by 1 <sup>st</sup> Recorded)	£3.11
	• APM Expenses	£15.74
	• Dividers	£4.00
	<u>Total</u>	<u>£22.85</u>

*The Clerk informed Members that the dividers were currently out of stock.*

d) Analysis of the Income and Expenditure Account

- i) The income and expenditure account was accepted and the bank balances were verified. The bank statements and bank reconciliation documents were signed by Councillor Harrison.
- e) Members resolved to approve a list of regular payments to include Clerk's basic salary, Autela Payroll Services, HMRC and Beauchamp Garden Services (as per budget). The document was signed and dated by the Chairman and the RFO.
- f) The Clerk summarised the financial position of the Parish Council at the end of the first quarter and concluded that the Parish Council were in a relatively strong financial position.
- g) Members noted that there had been no applications for Section 137 funding and there was general discussion in relation to the matter.
- Action: Clerk to advertise on the website. Councillor Weller to advertise in the newsletter.**

11. **CORRESPONDENCE (14/152)**

12. **DATE OF FUTURE MEETINGS (14/153)**

- a) Wednesday 15 October 2014 at 7.45pm.  
b) Wednesday 10 December 2014 at 7.45pm.  
c) Wednesday 18 March 2015 at 7.45pm.

The Chairman closed the meeting.