

## MEETING OF INGOLDSBY PARISH COUNCIL

Minutes of the **Ingoldsby Annual Parish Council Meeting** held in the Village Hall, Ingoldsby on Wednesday 25 May 2016.

**Public Forum:** There were four parishioners present. The parishioners re-iterated comments made during the Annual Parish Meeting covering a range of issues from grass cutting to the state of the highway.

### 1. ELECTION OF THE CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE (16/001)

- a) Councillor Eldred proposed Councillor Harrison as a candidate for the position of Chairman. Councillor Harrison confirmed his candidacy. The proposal was seconded by Councillor Ward-Barrow and Councillor Harrison was elected to the role of Chairman by resolution of the council. The Chairman confirmed that he would complete the Declaration of Acceptance of Office as soon as practicable after the meeting.

**Action: Councillor Harrison to complete the Declaration of Acceptance of Office and return to Clerk.**

### 2. ELECTION OF VICE-CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE (16/002)

- a) Councillor Harrison proposed Councillor Weller as a candidate for the position of Vice-Chairman. Councillor Weller had confirmed her candidacy in writing to the Clerk and Council members alike ahead of the meeting. The proposal was seconded by Councillor Eldred and passed by resolution of the Council.

**Action: Councillor Weller to complete the Declaration of Acceptance of Office and return to Clerk.**

### 3. WELCOME REMARKS BY THE CHAIRMAN (16/003)

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

### 4. APOLOGIES (16/004)

- a) Apologies were received from Councillor Weller. The reasons for her absence were noted and accepted.

### 5. DECLARATIONS OF PECUNIARY INTEREST AND DISPENSATIONS (16/005)

- a) Councillor Eldred reported her interests in relation to the village hall.

### 6. SIGNING OF THE MINUTES (16/006)

- a) The Clerk's notes from the meeting held on Wednesday 2 March 2016 were agreed to be a true and accurate record and were duly signed and dated by the Chairman.

**Action: Minutes to be filed by the Chairman.**

### 7. CLERK'S REPORT (16/007)

- a) Annual Review of Policy Documentation

It was agreed that this should be an on-going process throughout the year due to the number of policies to review.

- b) Annual Parish Meeting Feedback

This was reviewed in the public forum.

- c) Village Questionnaire

Councillor Kenyon reported the results of the village questionnaire: road maintenance, traffic calming and surface water and sewage were highlighted as the top three issues. The feedback will assist the Parish Council in future decision making. The questionnaire revealed insight into village demographics and activities. There was support for an annual village event and the collaboration of

the different village organisations. Members thanked parishioners for taking time to complete the questionnaire. A copy of Councillor Kenyon's report will be made available via the website and Parish Council noticeboard.

- d) Bulb Expenditure  
Councillor Eldred proposed spending of up to £100.00 on bulbs exclusive of VAT. The proposal was seconded by Councillor Ward-Barrow and passed by resolution of the Council.

## 8. FINANCE (16/008)

- a) Members noted the year end bank balances:
- |                 |                 |
|-----------------|-----------------|
| Current Account | £1894.59        |
| Savings Account | £2185.59        |
| <b>TOTAL</b>    | <b>£4080.18</b> |

It was noted that two cheques for the financial year 2015/16 to the value of £54.00 had not yet cleared. Actual year end figure being **£4026.18**.

- b) Members noted the current bank balances:
- |                                    |                 |
|------------------------------------|-----------------|
| Current Account as at 25 May 2016: | £6653.49        |
| Savings Account as at 25 May 2016: | £2185.85        |
| <b>TOTAL</b>                       | <b>£8839.34</b> |

- c) Members noted the following income:
- |   |          |
|---|----------|
| Interest (April)                                  | £0.13    |
| Interest (May)                                    | £0.13    |
| SKDC Precept                                      | £4466.00 |
| SKDC Community Cleaning Grant (Instalment 1 of 2) | £374.40  |

- d) Members noted and resolved to approve the following expenditure to be paid in line with the approved list of regular payments or for approval:
- |  |                |
|--|----------------|
| ICO Annual Subscription ( <i>direct debit</i> )            | £35.00         |
| LALC Annual Subscription                                   | £101.53        |
| LALC Annual Training Scheme                                | £50.00         |
| SLCC Annual Subscription ( <i>Reimbursement to Clerk</i> ) | £40.00         |
| Clerk's Salary, April                                      | £89.52         |
| Clerk's Salary, May  | £89.52         |
| Internal Audit Fee, John Jackson                           | £50.00         |
| Green Bin Fee, SKDC ( <i>Reimbursement to Clerk</i> )      | £49.50         |
| Bench Installation, Don Blackwell                          | £80.00         |
| Came & Company Insurance Renewal                           | £276.49        |
| Printing Charges for village questionnaire                 | £48.28         |
| <b>TOTAL</b>   | <b>£909.84</b> |

- e) The income and expenditure account was accepted and the bank balances were verified.  
f) The Internal Auditor, Mr Jackson has completed the internal audit and found the Parish Council accounts to be in order with no comments.  
g) Members resolved to approve the year end accounts. The cashbook was duly signed and dated by the Chairman and the Clerk.  
h) The Chairman read out Section 1 of the Annual Governance Statement for 2015/16 of the Annual Return and gained agreement by resolution to respond 'yes' to each assertion with a 'not applicable' to statement 9. The Annual Governance Statement was duly signed and dated by the Chairman and the Clerk.  
i) Members resolved to approve Section 2, Accounting Statements for 2015/16 of the Annual Return. Section 2 was signed and dated accordingly by the Chairman and RFO.

- j) Councillor Ward-Barrow proposed that resolutions relating to expenditure are exclusive of VAT. The proposal was seconded by Councillor Kenyon and passed by resolution of the Council. The Clerk reminded Members that in order to be able to reclaim the VAT, a VAT invoice in the name and address of the Parish Council has to be obtained.
- k) Councillor Eldred reported that the lawn mower is beyond repair has been disposed of accordingly. Members resolved to approve removal of the item from the asset register.

9. **DATE OF FUTURE MEETINGS (16/009)**

- a) Wednesday 22 June 2016 at 7.45pm.

The Chairman closed the meeting at 9.54pm.