

## MEETING OF INGOLDSBY PARISH COUNCIL

Minutes of the **Ingoldsby Parish Council Meeting** held in the Village Hall, Ingoldsby on Wednesday 2 March 2016.

**Public Forum:** There were five members of the public present. One member of the public raised the issue of overhanging branches causing an obstruction to the highway as well as gravel from driveways not being swept up resulting in unnecessary debris on pavements. She also asked whether the Parish Council has any plans for the Queen's birthday. The Chairman stated that there were currently no plans but if parishioners had any ideas they would be greatly welcomed. Another parishioner raised the issue of the 30mph limit sign in the village. The Chairman said that this issue had been raised with the Area Highways Manager at the village walkabout in 2015 and is high on the agenda for discussion at the village walkabout in June 2015. The same parishioner highlighted the poor state of the highway surface. The Chairman informed the parishioner that the village had been scheduled for re-surfacing in 2016.

### 1. WELCOME REMARKS BY THE CHAIRMAN (15/060)

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

### 2. APOLOGIES (15/061)

- a) Councillor Ward-Barrow. The reason for his absence was noted and accepted.

### 3. CO-OPTION (15/062)

- a) The Chairman confirmed that the Parish Council had received an expression of interest from Mr Kenyon for the position of Parish Councillor (the vacancy arising from the election in May 2015). The Chairman confirmed that Mr Kenyon meets the criteria for co-option and that the co-option policy had been adhered to. Councillor Eldred proposed the co-option of Mr Kenyon, the proposal was seconded by Councillor Weller and was passed by resolution of the council.
- b) Councillor Kenyon duly completed the Declaration of Acceptance of Office.

### 4. DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS (15/063)

- a) Councillor Kenyon confirmed that he had completed his DPI form.  
**Action: Copy to be sent to Legal and Democratic Services at SKDC.**
- b) Councillor Eldred reported her interests in relation to the Village Hall.
- c) No dispensations.

### 5. SIGNING OF THE MINUTES (15/064)

- a) The Clerk's notes from the meeting held on Wednesday 9 December 2015 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.**

### 6. COUNTY & DISTRICT COUNCIL & COMMUNITY MATTERS (15/065)

- a) None.

### 7. CLERK'S REPORT (15/066)

- a) Sandbag Provision  
In the absence of Councillor Ward-Barrow, Councillor Weller informed the meeting that there has been an issue with the storage and a query over the shelf life of sandbags.  
**Action: Item to be deferred to the next meeting.**
- b) Churchyard Bench  
The Chairman informed the meeting that the new bench for the churchyard is currently awaiting installation. The PCC have confirmed in writing that they are happy for the bench to be placed in the same location on a concrete base. Councillor Eldred proposed that the bench is gifted to the

PCC. The proposal was seconded by Councillor Kenyon and passed by resolution of the Council. *The bench will not form part of the Parish Council asset register.*

**Action: Clerk to inform PCC.**

c) Cemetery Bins

Councillor Eldred informed the meeting that the green bins had been used for black bin waste over the Christmas period which resulted in their not being emptied by SKDC. Councillor Eldred had to empty and clean the bins herself. Parishioners are reminded to adhere to the waste and recycling policy. Members resolved to approve expenditure of up to £50.00 for the procurement of a black bin.

**Action: Clerk to order a black bin from SKDC.**

d) Spring Litter Pick

Members agreed to hold the spring litter pick on 9 April 2016.

e) Broadband Installation: Village Hall

Members confirmed that broadband has been successfully installed. Members resolved to approve payment to BT by direct debit. Councillor Weller reminded the meeting of the three-year funding agreement with SKDC.

f) Village Questionnaire

Councillor Weller explained that the purpose of the questionnaire was to help the PC to establish priorities for the next 3 years and highlighted the need for consultation with other village organisations including the PCC, the PFA and the Village Hall. Councillor Kenyon had produced a first draft. Members agreed to develop the questionnaire as a working group exercise.

g) Lawn Mower

Councillor Eldred confirmed that she will make enquiries as to the current location of the PC lawnmower and report back at the next meeting.

h) Policy Review

Members agreed to remove the churchyard bench from the asset register further to the resolution in 15/066 b). Councillor Eldred proposed that the Asset Register (as amended), the Risk Assessment, the Code of Conduct and the Complaint's procedure, having been reviewed, are re-adopted. The proposal was seconded by Councillor Weller and was passed by resolution of the council.

## 8. HIGHWAYS (15/067)

a) The Chairman advised the meeting that the annual village walkabout with Mark Heaton, the Area Highways Manager for Lincolnshire County Council will take place on 24 June 2016 at 9.30 meeting at the school car park. Parishioners wishing to attend were asked to confirm their attendance by email with the Clerk or to a Parish Councillor.

b) The Chairman asked for any outstanding or new highways defects to be reported to a Parish Councillor or the Clerk at [ingoldsbyccclerk@hotmail.co.uk](mailto:ingoldsbyccclerk@hotmail.co.uk).

## 9. PLANNING MATTERS (15/068)

a) Planning Matters (new or not yet determined):

i) Jasinski, S15/3503 - Variation of condition 2 (materials) and 3 (approved plans) of S15/2333, change of use of barn to a single storey detached dwelling at Little Scotland Farm, Scotland Lane, Ingoldsby which was approved conditionally on 5 October 2015. Not yet determined.

b) Planning Decisions received:

- i) Jasinski, S15/3194 – Discharge of conditions 7 (external joinery) and 8 (surface and foul water) of S15/2333 detailed above. All conditions discharged. Decision received 11/02/2016.
- b) To receive an update (if available) in relation to S14/1432, the locally proposed solar farm. The Chairman informed the meeting that the Clerk had received an update from Phil Moore, Planning Officer in an email dated 12 February 2016 to the effect that, *‘We have not received any planning application, and I am not aware that the developer/landowner has any intention to submit one. Obviously we cannot guarantee that an application for a solar farm will never happen – that is a matter for the landowner, but quite some time has passed since the screening opinion’.*

## 10. FINANCE (15/069)

- a) To note the current bank balances:
- |     |   |                 |
|-----|---|-----------------|
| i)  | Current Account as at 24 February 2016: | £2805.40        |
| ii) | Savings Account as at 24 February 2016: | £2185.47        |
|     | <b>TOTAL</b>                            | <b>£4990.87</b> |
- b) To note income received:
- |      |                     |              |
|------|---------------------|--------------|
| i)   | Interest (December) | £0.13        |
| ii)  | Interest (January)  | £0.13        |
| iii) | Interest (February) | £0.13        |
| iv)  | Interest (March)    | TBC          |
|      | <b>TOTAL</b>        | <b>£0.39</b> |
- c) To note the following expenditure previously approved or paid in line with the Late Payment of Commercial Debts (Interest) Act 1998:
- |      |                                    |                |
|------|------------------------------------|----------------|
| i)   | SKDC elections costs               | £62.00         |
| ii)  | Marmax Bench                       | £468.00        |
| ii)  | Clerk’s Salary, January            | £86.64         |
| iii) | Autela Payroll Services, Quarter 3 | £50.00         |
| iv)  | Village Hall Rent                  | £46.50         |
|      | <b>TOTAL</b>                       | <b>£713.14</b> |
- d) To note the following expenditure for approval:
- |      |  |                |
|------|--|----------------|
| i)   | Clerk’s Salary, February                                     | £205.77        |
| ii)  | Clerk’s Salary, March (amount amended from published agenda) | £157.04        |
| iii) | Autela, Quarter 4  | £30.00         |
| iv)  | LALC Councillor Training 2 March 2016                        | £7.50          |
|      | <b>TOTAL</b>   | <b>£400.31</b> |
- e) The income and expenditure account was accepted and the bank balances were verified.
- f) Members resolved to approve the transfer of £750.00 from the current account to the savings account in line with the approved budget for 2015/2016 for future defibrillator replacement, potential election costs and to boost reserves.
- g) Members resolved to approve the following list of regular payments for 2016/2017.

*This list of regular payments is approved by Financial Regulations if it necessary to make the payment to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998 and the due date for the payment is before the next scheduled meeting of the Council, where the Clerk and RFO certify that there is no dispute or other reason to delay the payment, provided that a list of all such payments shall be submitted to the next appropriate meeting of the council.*

1. *Clerk's monthly salary of 8 hours multiplied by the Clerk's hourly wage to be agreed at the meeting dated 2 March 2016. Overtime and annual leave will need to be approved at the next meeting of the Parish Council.*
2. *Payments to Autela Payroll Services Limited for services rendered not exceeding the budgeted amount of £140.00.*
3. *Payments to the Village Hall for hall hire not exceeding the budgeted amount of £126.00.*
4. *Annual subscriptions to LALC, the LALC annual training scheme, the SLCC and the ICO not exceeding the budgeted amount of £240.00.*
5. *Insurance not exceeding the budgeted amount of £265.00.*
6. *The internal audit fee not exceeding £50.00.*
7. *Payments to Mr C Winton, Beauchamp Garden Services not exceeding the budgeted amount of £575.00.*
8. *Payments to the Community Heartbeat Trust for the defibrillator annual maintenance package and other related annual services not exceeding the budgeted amount of £251.00.*
9. *Payments to South Kesteven District Council for the annual renewal of the green bin service not exceeding the budgeted amount of £36.50.*

**11. CORRESPONDENCE (15/070)**

- a) Members noted the LALC News 157.
- b) Members noted the letter from SKDC dated 19 February 2016 reference future Parish Grant Allocation.
- c) Members noted the email from Autela Payroll Services dated 21 February 2016 reference Pensions.
- d) The Chairman informed the meeting that an email from Hilary Gilbert on behalf of the PCC dated 6 February 2016 reference a letter of support from the PC. Members resolved to approve a letter of support.

**Action: Clerk to email Hilary Gilbert.**

**12. DATE OF FUTURE MEETINGS (15/071)**

- a) Members resolved to approve 25 May 2016 for the APM and the APCM.
- b) Members resolved to approve 22 June 2016 as the date for the next Parish Council meeting.

The Chairman, with 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.

**13. CLOSED SESSION (15/072)**

- a) To formally approve the amendments to the Clerk's contract of employment.
- b) Clerk's annual increment, April 2016.

The Chairman closed the meeting 9pm.