

**Public Forum:** There was one parishioner present along with County Councillor Martin Hill. Councillor Hill announced that the highway on Main Street in Ingoldsby is receiving some patch work with a view to surface dressing in 2018. Councillor Hill stated that he had enquired with the Highways Department as to whether repairs could be made to Bitchfield Road at the same time but the outcome of his enquiry was that it is scheduled for repairs in 2018. Members noted a complaint regarding the rotted road sign with attached litter at Askey Lane. The litter bin which has been used as a dog waste bin has rusted and fallen into the hedge bottom. Councillor Hill was made aware that this signage needs to be replaced.

**Action: Clerk to add Councillor Hill to the agenda circulation list.**

**Action: Clerk to receive an updated list of broken highways signage for action and make enquiries regarding the provision of a dog waste bin from SKDC to include costs of installation and removal.**

1. **ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE (17/001)**

Councillor Weller proposed Councillor Harrison as a candidate for the position of Chairman. Councillor Harrison confirmed his candidacy. The proposal was seconded by Councillor Kenyon and Councillor Harrison was elected to the role of Chairman by resolution of the council. The Chairman completed the Declaration of Acceptance of Office.

**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 (17/002)**

Councillor Harrison proposed Councillor Weller as a candidate for the position of Vice-Chairman. Councillor Weller confirmed her candidacy. The proposal was seconded by Councillor Eldred and passed by resolution of the Council. The Vice-Chairman completed the Declaration of Acceptance of Office.

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

3. **WELCOME REMARKS BY THE CHAIRMAN (17/003)**

The Chairman welcomed Members to the meeting.

4. **APOLOGIES (17/004)**

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

5. **DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS (17/005)**

a) No reports of pecuniary interests or applications for dispensations in relation to the agenda.

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

6. **SIGNING OF THE MINUTES (17/006)**

The Clerk's notes from the meetings held on Wednesday 7 December 2016 and 8 March 2017 were accepted as a true and accurate record of those meetings. The Chairman signed and dated the minutes accordingly.

7. **GENERAL MATTERS (17/007)**

a) Annual Parish Meeting

None.

b) Annual review of policy documentation

Members resolved to approve the review of the and re-adoption of the following documents:

Asset Register and Risk Assessment

Code of Conduct

Equal Opportunities

Freedom of Information and Publication Scheme

Media Policy

**Action: Clerk to review the remaining policies for review at the next meeting.**

c) SID

Members discussed the potential sites for the SID. Councillor Kenyon gave a presentation with enlarged photo images of the potential sites.

**Action: Clerk to email the site inspection documentation to Councillor Kenyon.**

d) Defibrillator/VETS refresher training

Item to be deferred until the Autumn as there is some concern regarding the current level of interest. More volunteers are required for the scheme. Councillors agreed to drum up some interest at the up-coming litter pick.

e) Fridge Magnets

Members resolved to approve the following wording for the fridge magnet:

**VETS (Village Emergency Telephone System)**

**If you suspect someone is in cardiac arrest:**

**1. First dial 999. Get the defibrillator code from emergency services.**

**2. Start CPR as soon as possible.**

**3. Ask someone to get the defibrillator.**

**4. Call community volunteers for assistance on 01476 500202.**

f) Litter pick, 8 July 2017

Councillor Eldred advertised the Parish Council litter pick scheduled for 8 July 2017.

**Action: Councillors to carry out risk assessment of PC assets.**

g) Ingoldsby Woods, Forestry Commission

Members discussed the problems being presented by some potentially hazardous trees in Ingoldsby Woods which has been brought to the attention of the Parish Council by a parishioner.

**Action: Clerk to contact the Forestry Commission.**

h) Mailing list and electronic disclaimer

Members agreed upon the wording for the electronic disclaimer.

8. **HIGHWAYS (17/008)**

- a) The meeting was informed to report any new faults to [www.lincolnshire.gov.uk/faultreporting](http://www.lincolnshire.gov.uk/faultreporting) or email [cshighways@lincolnshire.gov.uk](mailto:cshighways@lincolnshire.gov.uk) or contact customer services by telephone on 01522 782070.
- b) Members noted the emails from Rowan Smith, the Area Highways Manager in relation to signage for 'Jumbo Lane'.
- c) Members noted the recent highways patch work carried out on Main Street.

9. **PLANNING MATTERS (17/009)**

- a) New Planning Matters:
  - i) None.
- b) Decisions received:
  - i) Jasinski, S15/3503 – Variation of condition 2 (materials) and 3 (approved plans) of S15/2333 at Little Scotland Farm, Scotland Lane, Ingoldsby, NG33 3ES. Approved 11 February 2017.

10. **FINANCE (17/010)**

- a) Members noted the year end bank balances as at 31 March 2017:

Current Account (as per bank balance)	801.37
Uncleared payments	(198.00)
Uncleared income	122.50
Actual Year End Figure	<b>725.23</b>
Savings Account Year End Figure	<b>4737.56</b>
<b>TOTAL</b>	<b><u>5462.79</u></b>
Cashbook total as at 31 March 2017	<b><u>5462.79</u></b>
Bank reconciliation spreadsheet total as at 31 March 2017	<b><u>5462.79</u></b>
- b) Members noted the current bank balances:

Current Account as at 18 May 2017	<b>5405.02</b>
Savings Account as at 18 May 2017	<b>4737.88</b>
<b>TOTAL</b>	<b><u>10142.90</u></b>
- c) Members noted the following income received as at 18 May 2017:

Interest (April)	0.16
Interest (May)	0.16
SKDC Precept	4566.00
SKDC Community Cleaning Grant (Instalment 1 of 2)	390.00
<b>TOTAL</b>	<b><u>4956.32</u></b>
- d) Members noted the following expenditure paid or 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	102.69
Clerk's Salary, April	94.24
BT April Invoice	44.28
Clerk's Salary, May	94.24
Internal Audit Fee, John Jackson	55.00
Green Bin Fee, SKDC ( <i>direct debit</i> )	45.00
Came & Company Insurance Renewal ( <i>cheque</i> )	282.80
Clerk's Annual Computer Fee	100.00
<b>TOTAL</b>	<b><u>853.25</u></b>

The Parishioner left the meeting.

- e) Members resolved to approve the end of year accounts. The cashbook was duly signed and dated accordingly by the RFO/Clerk and Chairman.
- f) The Clerk informed Members that the VAT reclaim has been completed and duly sent to the HMRC.
- g) The income and expenditure account for April/May 2017 was accepted and the bank balanced were verified.
- h) Members noted that Mr John Jackson had agreed to act as the Internal Auditor for 2017/2018.  
**Action: The Chairman agreed to liaise with Mr Jackson in terms of the Internal Audit.**
- i) Members noted that Ingoldsby Parish Council had been selected at random as part of 5% of Councils to undergo an intermediate audit.
- j) The Chairman read out Section 1 of the Annual Governance Statement for 2016/17 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.
- k) Members resolved to approve Section 2, Accounting Statements for 2016/17 of the Annual Return. Section 2 was signed and dated accordingly by the Chairman and RFO.
- l) The Clerk confirmed that the Parish Council is compliant with the Transparency Code legislation.
- m) The Chairman proposed that the £725.23 remaining at year end should be transferred to the savings account. The proposal was seconded by Councillor Kenyon and passed by resolution of the Council.
- n) Members proposed to approve the annual payment schedule.

## **INGOLDSBY PARISH COUNCIL**

### **LIST OF REGULAR PAYMENTS**

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. 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 £144.00.
4. Annual subscriptions to LALC, the LALC annual training scheme, the SLCC and the ICO not exceeding the budgeted amount of £225.00.
5. Insurance not exceeding the budgeted amount of £331.79.
6. The internal audit fee not exceeding £52.00.
7. Payments for gardening services for St.Bartholomew's churchyard not exceeding the budgeted amount of £840.00.
8. Payments to the Community Heartbeat Trust for the defibrillator annual maintenance package and other related annual services not exceeding the budgeted amount of £226.00.
9. Payments to South Kesteven District Council for the annual renewal of the green bin service to be paid by direct debit annual for an amount not exceeding £52.00.

10. Payments to BT for the community wireless scheme to be paid by direct debit for the amount billed.

11. **CORRESPONDENCE (17/011)**

Members noted the following items of correspondence.

- a) Parish Update, 26 April 2017.
- b) News and Update Bulletin from Community Lincs, April 2017.
- c) Local Plan Rescheduling, SKDC, 26 April 2017.
- d) Highways Maintenance Schemes 2017/2018, 21 April 2017.
- e) Highways Grass Cutting Schedule for 2017, 19 April 2017.
- f) LALC News, May 2017.

12. **DATE OF FUTURE MEETINGS (17/012)**

- a) 6 September, Budget consultation 22 November, Budget meeting 6 December.