

**Minutes of the Ingoldsby Annual Parish Council Meeting held in the Village Hall, Ingoldsby  
on Wednesday 23 May 2018**

**Public Forum:** Parishioners present asked whether the Parish Council had received any update in relation to planning application ARNOLD S17/2263. Councillor Kenyon informed the meeting that this is still pending. The state of the highways was discussed along with the 30-mph sign on Grantham Road. A parishioner informed the meeting that he has written to Councillor Richard Davies about this matter but had not yet received a response. There was some discussion about the status of Askey Lane in relation to the Open Spaces Act (1906). There was general discussion in relation to the proposed new noticeboard and a stone allegedly belonging to the Parish Council at or near the church.

1. **ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE (18/001)**  
Councillor Ward-Barrow proposed Councillor Harrison as a candidate for the position of Chairman. Councillor Harrison confirmed his candidacy. The proposal was seconded by Councillor Weller and Councillor Harrison was elected to the role of Chairman by resolution of the council. The Chairman completed the Declaration of Acceptance of Office.
2. **ELECTION OF VICE-CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE (18/002)**  
Councillor Weller informed the meeting that she would like to stand down as Vice-Chairman. Councillor Weller proposed Councillor Kenyon as a candidate for the position of Vice-Chairman. Councillor Kenyon confirmed his candidacy. The proposal was seconded by the Chairman, Councillor Harrison and passed by resolution of the Council. The Vice-Chairman completed the Declaration of Acceptance of Office.
3. **WELCOME REMARKS BY THE CHAIRMAN (18/003)**  
The Chairman welcomed Members to the meeting.
4. **APOLOGIES (18/004)**  
None.
5. **DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS (18/005)**
  - 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 Committee.
6. **SIGNING OF THE MINUTES (18/006)**
  - a) The Clerk's notes from the meeting held on Wednesday 14 March 2018 were accepted as a true and accurate record of that meeting. The minutes were duly signed and dated by the Chairman.
  - b) Agreed minutes dated 24 May 2017, 4 October 2-17, 6 December 2017 and 24 January 2018 were confirmed signed and dated by the Chairman.
7. **GENERAL MATTERS (18/007)**
  - a) Annual Parish Meeting  
Members discussed issues raised during the Annual Parish meeting earlier in the evening but agreed that no items required action at this time.
  - b) SID/Wheelie Bin Stickers

Members confirmed that an additional 50, 30 mph wheelie bin stickers had been distributed to parishioners. The Speed Indicator Device (SID) has been mounted on Main Street facing traffic approaching from Lenton.

**Action: Clerk to contact manufacturer in relation to 'teething problems'.**

- c) Cemetery Bins and Cemetery Grass Cutting  
The Clerk informed Members that these issues had been successfully been handed over to the Parochial Church Council.
  
- d) Fly-tipping, Grantham Road  
The Chairman informed the meeting that he had previously reported the fly-tipping on Grantham Road to SKDC but it remains in situ.  
**Action: Clerk to pursue SKDC for removal of the waste.**
  
- e) Rosemary Rise Road Sign  
The Clerk informed Members that she had been in touch with Janet Parkin, the Street Naming and Numbering Officer at SKDC further to a request from parishioners for signage for 1-3 Rosemary Rise.  
**Action: Clerk to submit photographs and a plan to Janet Parkin.**
  
- f) Mobile Phone Coverage & Internet Speed  
Following some general discussion members agreed no further action at this time.
  
- g) Community Improvements (Planters & Noticeboard)  
Members agreed to defer this item pending further enquiries.  
**Action: Clerk to add to July agenda.**
  
- h) Fruit Tree Funding  
Councillor Eldred confirmed that the school are not looking to plant any further trees at this time.
  
- i) Welcome pack  
Councillor Eldred is still working on updates to the welcome pack. Members agreed to remove the out of date pack from the website at this time.
  
- j) Social Calendar  
Members agreed to defer the item pending publication of the new village magazine.
  
- k) GDPR  
Members approved the email disclaimer which is to be attached to all future outgoing emails in line with requirements of the GDPR.

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l) Healthcare in Lincolnshire

Following the emailed brief from Diane Hansen, Head of Engagement and Inclusion at South West Lincolnshire Clinical Commissioning Group, Members agreed to set up a meeting on Saturday 16 July to find out how the County Council are committed to improving healthcare in the future.

**Action: Clerk to liaise with Diane Hansen.**

m) Policy Review

Members resolved to approve the re-adoption of the code of conduct, equal opportunities policy, freedom of Information policy and media policy all of which were reviewed in 2017. Members agreed that the S137 policy, co-option policy, financial regulations and standing orders require review.

**Action: Clerk to review policies.**

8. **HIGHWAYS (18/008)**

a) In terms of new or outstanding highways defects, the Chairman asked the Clerk whether Bitchfield Road was still scheduled for major re-surfacing in the summer of 2018 as indicated by County Councillor Hill. The Parish Council were told by a previous Area Highways Manager that Main Street would be re-surfaced but Members noted that this has not taken place. It was agreed that Members and the Clerk should meet to compile a list of outstanding issues ahead of the village walkabout.

**Action: To be addressed at the village walkabout.**

b) The Clerk confirmed plans for the village walkabout with Rowan Smith, Local Highways Manager for North & South Kesteven and County Councillor Martin Hill.

9. **PLANNING MATTERS (18/009)**

a) New Planning Matters: None.

b) Decisions received or awaited:

i. Mr T Arnold (S17/2263) – Agricultural diversification activity comprising the construction of four buildings, hardstandings, plantation, a worm pit and vehicle turning/manoeuvring/standing areas on land off Humby Road, Ingoldsby, NG33 4EG AWAITED.

ii. Mr T Arnold (S18/0183) – Erection of 18m rear extension to dwelling, extend existing parking area. REFUSED, 3 May 2018.

iii. Mr T Arnold (S17/1844) – Extensions and alterations to dwelling at The Rectory, Back Lane, Ingoldsby. REFUSED, 3 May 2018.

- iv. Mr Miller (S18/0271) – Erection of detached garage/workshop, replacement of roof to dwelling and garage conversion. REFUSED, 9 April 2018.
  - v. Mr Radley (S17/2259) – Erection of single storey extensions to dwelling, Meadow Barn, Grantham Road, Ingoldsby, NG33 4EJ. GRANTED SUBJECT TO CONDITIONS, 20 April 2018.
  - vi. Mrs P Littleworth (S18/0546) – Prior approval relating to the change of use of agricultural building to a dwelling. REFUSED, 8 May 2018.
- c) The Clerk informed Members that she had not received a response from the SKDC planning department further to enquiries relating to their failure to consult Parish Council reference planning application S17/1844.

#### 10. **FINANCE (18/010)**

The Clerk advised the Council to address agenda point r) as the first item of business in terms of Finance. Members resolved to approve the amendment.

- a) The Clerk informed members that, in terms of income for the year end 2017-2018, the Parish Council had received more income than budgeted. Actual was £6624.93 against the budgeted amount of £6254.37, an additional £370.56. In terms of expenditure, the Parish Council spent £6185.16 against the budgeted amount of £6707.00, £521.84 less than budgeted.

The Clerk explained that the only areas where the Parish Council may be ‘perceived’ to be over budget are BT broadband and grass cutting. These figures do not however take into account the refunds from the PCC for their contribution and SKDC. The £505.00 received from the PCC brings this budget head under budget and the Clerk explained that she estimates that the BT figure will come under budget also upon receipt of the refund from SKDC.

Members resolved to approve the amendments to the budget and payment schedule as listed below.

#### **PROPOSED AMENDMENTS TO 2018/2019 BUDGET** **MAY 2018**

*In terms of the current budget, the Parish Council has received invoices or been notified of price increases in terms of audit fees, insurance and SKDC’s green bin charges.*

*The proposals are as follows:*

1. *To take £32.00 from the annual subscriptions budget. It is estimated that the Parish Council will spend considerably less under this budget heading this year due to a decision not to subscribe to the SLCC and the LALC Annual Training Scheme (unless Councillors deem it necessary to do so)*
2. *£30.00 should be added to the insurance budget.*

3. *£1.50 should be added to the internal audit fee budget.*
  4. *£0.50 should be added to the SKDC green bin scheme budget*
  5. *To increase the budgeted amount for stationery from £80.00 to £155.00.  
The £75.00 could be drawn from the £75.00 allocated training budget. Ordinarily this figure is accumulated annually but as an exception this financial year, it is recommended that this figure compensates for over-spending in terms of stationery.*
- b) Members resolved to approve the list of regular payments.

### **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. Clerk to receive annually agreed payment of £100 for use of own computer and printing equipment.*
2. *Payments to Autela Payroll Services Limited for services rendered not exceeding the budgeted amount of £155.00.*
3. *Payments to the Village Hall for hall hire not exceeding the budgeted amount of £56.25.*
4. *Annual subscriptions to LALC and the ICO not exceeding the budgeted amount of £175.00.*
5. *Insurance not exceeding the budgeted amount of ~~£300.00~~ £330.00.*
6. *The internal audit fee not exceeding ~~£56.00~~ £57.50.*
7. *Payments for gardening services to St. Bartholomew's churchyard not exceeding the budgeted amount of £400.00. Additional payments above the budgeted amount will have to be approved at the next meeting of the Parish Council.*
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 the PCC for the annual renewal of the green bin service to be paid by direct debit annual for an amount not exceeding ~~£46.50~~ £47.00.*

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

11. *Payments for office equipment and stationery not exceeding the budgeted amount of ~~£80.00~~ £155.00.*

12. *Payments for training not exceeding the budgeted amount of £75.00.*

c)	Members noted the following income received between 8 March and 31 March 2018.	
	PCC Grass Cutting	505.00
	<b>TOTAL</b>	<b><u>505.00</u></b>

d)	Members noted the following expenditure paid in line with the approved list of regular payments between 8 March and 31 March 2018.	
	Autela, Quarter 4 (2017-2018)	45.12
	<b>TOTAL</b>	<b><u>45.12</u></b>

e)	Members noted the year end bank balances as at 31 March 2018.	
	Current Account (as per bank balance)	477.48
	Uncleared payments	(45.12)
	Uncleared income	505.00
	Actual Year End Figure	<b><u>937.36</u></b>

	Savings Account Year End Figure	<b><u>4965.20</u></b>
	<b>TOTAL</b>	<b><u>5902.56</u></b>

	Cashbook total as at 31 March 2018	<b><u>5902.56</u></b>
	Bank reconciliation spreadsheet total as at 31 March 2017	<b><u>5902.56</u></b>

f) Members resolved to approve the end of year account. The cashbook was duly signed and dated by the Responsible Financial Officer/Clerk and Chairman.

g) The Chairman proposed moving the year end figure of £937.36 to the savings account. The proposal was seconded by Councillor Weller and passed by resolution of the Council.

h) Councillor Harrison proposed the insurance quote from Inspire through the broker Came & Company at £330.00 per year based on a 3-year long term agreement. The proposal was seconded by Councillor Eldred and passed by resolution of the Council. Members resolved to approved amendments to the asset register. The Clerk reminded members that the 6-monthly risk assessment was due.

**Action: Clerk to email risk assessment form to Councillor Kenyon.**

- i) Members noted the current bank balances
- |                                   |                         |
|-----------------------------------|-------------------------|
| Current Account as at 11 May 2018 | <b>5137.48</b>          |
| Savings Account as at 11 May 2018 | <b>5465.77</b>          |
| <b>TOTAL</b>                      | <b><u>10,603.25</u></b> |
- j) Members noted the following income received between 1 April and 11 May 2018.
- |                                 |                       |
|---------------------------------|-----------------------|
| Interest (APRIL)                | 0.27                  |
| Precept (SKDC)                  | 4657.00               |
| Community Cleaning Grant (SKDC) | 407.16                |
| Interest (MAY)                  | 0.30                  |
| <b>TOTAL</b>                    | <b><u>5064.73</u></b> |
- k) Members noted the following expenditure to be paid in line with the approved list of regular payments or for approval between 1 April and 11 May 2018.
- |                                  |                       |
|----------------------------------|-----------------------|
| ICO Annual Subscription          | 35.00                 |
| LALC Annual Subscription         | 103.42                |
| Clerk's Salary, April            | 94.24                 |
| BT April Invoice                 | 72.12                 |
| Clerk's Salary, May              | 94.24                 |
| Internal Audit Fee, John Jackson | 57.50                 |
| Garden Waste Service, PCC        | 47.00                 |
| Came & Company Insurance Renewal | 330.00                |
| Clerk's Computer Fee             | 100.00                |
| Wheelie Bin Stickers             | 53.30                 |
| Stationery and Ink               | 129.45                |
| BDG Mowing (invoice 0624)        | 70.00                 |
| <b>TOTAL</b>                     | <b><u>1186.27</u></b> |
- k) The income and expenditure account for February and March was accepted and the bank balanced were verified.
- l) Members reviewed and accepted the current system of internal audit.
- m) The Clerk informed Members that under the new system of external audit with PKF Littlejohn, the Parish Council falls into the 'exempt authority' category. The Chairman and the Responsible Financial Officer signed and dated the Certificate of Exemption.
- n) The Chairman read out the Annual Governance Statements on page 5 of 6 of the Annual Return (AGAR) and gained agreement by resolution to respond 'yes' to each assertion with a 'not applicable' to statement 9. The document was duly signed and dated by the Chairman and the Clerk. The appropriate minute reference was cited.
- o) Members resolved to approve the Accounting Statements on page 6 of 6 of the AGAR. It was signed and dated by the Chairman and the Responsible Financial Officer. The appropriate minute reference was cited.

- p) The Clerk confirmed compliancy with the Transparency Code legislation for Smaller Authorities 2015; all financial paperwork can viewed at the Parish Council website.
- q) The Clerk confirmed compliance with public rights; the mandatory period of Inspection will take place between Monday 2 July to Friday 10 August.
- r) The Clerk informed Members that the £500.00 that was transferred from the savings account to the current account on 14 March 2018 with the approval of the Chairman and Vice-Chairman and in line with Financial Regulations to cover costs incurred at the beginning of the new financial year ahead of the receipt of the precept, was returned to the savings account on 11 April 2018.
- s) The Clerk informed Members that the VAT reclaim form had been completed.  
**Action: Chairman to post.**
- u) The Clerk informed Members that she had submitted the BT reclaim for year 2 to SKDC to reclaim 70% of costs.

11. **CORRESPONDENCE (18/011)**

- a) Members noted the email from a local landowner dated 6 May 2018 in relation to public footpath stiles in disrepair. The Clerk informed Members that she had advised the person concerned not to conduct any repairs due to liability issues but to contact the Countryside Service Team or Footpaths Officer at Lincolnshire County Council.
- b) LALC News, Edition 164. Noted.
- c) News and updates from Community Lincs, March 2018. Noted.
- d) Emailed letter from LCC Highways dated 22 March, Temporary road closure of Bitchfield Road on 23/24 March 2018. There was some discussion as to whether this had taken place.
- e) Emailed letter from LCC Highways dated 4 April 2018, Grass Cutting Schedule for 2018/2019 for Lincolnshire. Noted.
- f) Emailed letter from LCC dated 6 April 2018, Lincolnshire Waste Strategy Consultation. Noted.
- g) Rural Crime Newsletter received 6 April 2018, Operation Gaileo (hare-coursing). Noted.

12. **DATE OF FUTURE MEETING (18/012)**

- a) The next meeting of the Parish Council is scheduled to take place on Wednesday 25 July 2018 at 8pm in the Village Hall, Main Street, Ingoldsby.

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 (18/013)**

- a) Clerk's annual salary review.