

**NOTES of the Ingoldsby Parish Council Meeting held in the Village Hall, Ingoldsby on 10  
April 2019**

There were 10 parishioners present.

Parishioners enquired about progress with the proposed planters and future development of the village playground. Councillor Kenyon informed the meeting that the planters and noticeboard are in progress, delays being due to issues with the supplier. Councillor Weller informed the meeting that there have been preliminary discussions with the Playing Field Association relating to funding and mutual co-operation.

The issue of the 30mph speed limit sign and its location on Grantham Road was again raised by a parishioner. The Clerk informed the meeting that Ingoldsby is on a waiting list for review and that there is little more that the Parish Council can do at this point.

The issue of speeding traffic through the village was also discussed at length along with the location of the SID.

A parishioner enquired about the provision of a dog foul bin; this item is on the agenda for discussion.

A parishioner informed the meeting of a damaged telecom grid in the highway outside the Church on Main Street.

The Parish Council would like to kindly thank the Hodson family for attending the meeting and informing those present of the conversations they have had with the Planning Enforcement Team at South Kesteven District Council in relation to the mobile home sited on their property. They confirmed that the Council have visited and are content that the mobile home is a temporary feature and does not require planning consent. The family went on to say that they do not wish the caravan to remain longer than is necessary. Decking has since been installed as a safety measure.

The PC also kindly thank the Allen family for their attendance regarding the fencing at the junction of Irnham Road and Main Street. The Allen's reported that they are in the process of trying to acquire joint legal ownership with Yarhill Ltd of the land adjacent to their property which they use for access. They reiterated that once the title is theirs, they do not wish to obstruct pedestrians from using the land responsibly. Councillor Weller informed the meeting a number of residents, many of whom have lived in the area for a considerable time are very concerned that what they understand to be a right of way is being restricted. The Allen's responded that there is no right of way. It is also understood that the local farmer will also make clear the designated footpaths on his land. The Council is to establish contact with Mr Yarhill to understand and relate his concerns.

**Public Forum:** No parishioners present.

**1. WELCOME REMARKS BY THE CHAIRMAN (19/001)**

The Vice-Chairman Councillor Kenyon welcomed Members to the meeting.

**2. APOLOGIES (19/002)**

Apologies received from the Chairman, Councillor Harrison. The reason for his absence was noted and accepted.

3. **DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS (19/003)**

- 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.

4. **SIGNING OF THE MINUTES (19/004)**

- a) Members agreed to defer this item to the next meeting of the Parish Council.

5. **GENERAL MATTERS (19/005)**

a) Parish Council Elections

Councillor Weller thanked Councillor Kenyon on behalf of the Council and the Clerk for all of his hard work and dedication. The loss of his expertise will be greatly felt.

The Clerk informed the meeting that the Parish Council election is uncontested and read out the list of candidates. Mr Stephen Slight will be joining Mr David Harrison, Mrs Darryl Weller, Mrs Angela Eldred and Mr Mike Barrow-Ward on the Parish Council.

b) Community Improvements

No further progress to report due to issues with the supplier.

c) Funding (Parish Update, March 2019)

The Clerk informed Members that Councillor Hill has a sum of £1,000 to give to local organisations including Parish Councils. There is also a Post Code Trust grant of up to £20,000 for a playground. It was agreed that there needs to be a joint agreement with the PFA before this can be progressed.

**Action: Chairman to contact PFA.**

d) British Red Cross Training

Councillor Weller informed the meeting that the training on Tuesday 30 April 2019 had been advertised by newsletter.

Councillor Kenyon proposed a £40, Section 137 grant to the British Red Cross. The proposal was seconded by Councillor Weller and passed by resolution of the Council.

e) Litter Pick

A reminder and call to volunteers for the village litter pick on 27 April 2019.

f) New Community Speedwatch Scheme

The Clerk informed Members that the equipment needed to launch the scheme will cost £500.00. Members agreed that to defer resolution on expenditure pending the recruitment of a dedicated team of volunteers.

**Action: Clerk to enquire about the cost of new corrugated 30mph signs.**

g) Dog Waste Bin

The Clerk informed Members that a dog waste bin would cost in the region of £86.52 excluding installation. The Clerk has been unable to source a company to service the bin. There was further discussion about the provision of a litter bin instead.

**Action: Clerk to contact SKDC about re-instating the litter bin.**

h) Caravan, Main Street

This item was discussed at length in the public forum.

i) Centrebus Route 26

A parishioner informed the meeting that Call Connect have now taken on the route.

j) Askey Lane

This item was discussed at length in the public forum. Councillor Weller did ask if it did become private land whether it would be feasible to apply for the lane to become a public footpath to ensure access.

**Action: Councillor Kenyon said he would make enquiries into the application process.**

6. **HIGHWAYS (19/006)**

a) Members noted the damaged telecom grid outside the church on Main Street and the crumbling tarmac at the bottom of Rosemary Rise.

**Action: Councillor Kenyon agreed to photograph the fault for the Clerk to report to the highway's authority.**

New faults can be reported at [www.lincolnshire.gov.uk/faultreporting](http://www.lincolnshire.gov.uk/faultreporting) or email [cschighways@lincolnshire.gov.uk](mailto:cschighways@lincolnshire.gov.uk) or contact customer services by telephone on 01522 782070.

7. **PLANNING MATTERS (19/007)**

a) New Planning Matters: None.

b) Members noted the decisions received/awaited:

i) Dr B Zari, Hormead, Main Street ,Ingoldsby, LINCOLNSHIRE, NG33 4HA. Removal of plastic cladding and single red-brick skin to external walls.

The Clerk informed Members that the Parish Council had not been consulted in relation to this planning application. Councillor Kenyon also noted that there had been no public notice or consultation with neighbours.

**Action: Clerk to raise the issue with the planning department.**

ii) Mrs P Littleworth, The Barns, Irnham, Ingoldsby. Planning Appeal. Deadline for comments 25 April 2019. Members agreed that it was not necessary to submit any further comments.

## 8. FINANCE (19/008)

### a) Budget Review for 2018/2019 Financial Year

*In terms of income for the year end 2018-2019, the Parish Council received more income than budgeted. Actual was £6259.73 against the budgeted amount of £5083.28, an additional £1176.45 and for the most part this is thanks to the Community Cleaning Grant received annually from South Kesteven District Council.*

*In terms of expenditure, the Parish Council spent £4390.50 against the budgeted amount of £4739.83, £349.33 less than budgeted.*

*The only areas where the Parish Council was over budget are Clerk's Salary by 16%, village hall by 3%, payroll services by 6% and grass cutting by 6%. The BT budget heading appears to be over budget by 25% but this does not take into account the refund yet to be received from South Kesteven District Council. In total the Parish Council on spent 93% of the budgeted expenditure.*

### b) List of Regular Payments

Councillor Eldred proposed the Council resolve to approve the list of regular payments for the 2019/2020 financial year. The proposal was seconded by Councillor Kenyon and passed by resolution of the Council. Members to resolve to approve the list of regular payments in line with the 2019/2020 budget.

#### **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, printing equipment and anti-virus software.*

*2. Payments to Autela Payroll Services Limited for services rendered not exceeding the budgeted amount of £160.00.*

*3. Payments to the Village Hall for hall hire not exceeding the budgeted amount of £105.00.*

*4. Annual subscriptions to LALC and the ICO not exceeding the budgeted amount of £200.00.*

5. *Insurance not exceeding the budgeted amount of £330.00.*
6. *The internal audit fee not exceeding £60.00.*
7. *Payments for gardening services to St. Bartholomew's churchyard not exceeding the budgeted amount of £450.00. Additional payments above the budgeted amount must be applied for in the form of a Section 137 grant.*
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 £48.00.*
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 £250.00.*
12. *Payments to the Royal British Legion in the form of a Section 137 grant not exceeding the budgeted amount of £70.00.*

- c) Members noted the income received between 29 January and 31 March 2019.
- |                   |                    |
|-------------------|--------------------|
| February Interest | 1.09               |
| March Interest    | 0.98               |
| <b>TOTAL</b>      | <b><u>2.07</u></b> |
- d) Members noted the following expenditure paid in line with the approved list of regular payments between 29 January and 31 March 2019.
- |                           |                      |
|---------------------------|----------------------|
| BT (January)              | 74.76                |
| BT (February)             | 74.76                |
| BT (March)                | 74.76                |
| Clerk's Salary (February) | 226.08               |
| Clerk's Salary (March)    | 100.48               |
| Autela (Quarter 4)        | 47.00                |
| <b>TOTAL</b>              | <b><u>597.84</u></b> |
- e) Members noted the year end bank balances as at 31 March 2019.
- |                                       |          |
|---------------------------------------|----------|
| Current Account (as per bank balance) | 1482.45  |
| Uncleared payments                    | (121.76) |
| Uncleared income                      | Nil      |

Actual Year End Figure 1360.69

Savings Account Year End Figure 6411.10

**TOTAL** 7771.79

Cashbook total as at 31 March 2019 7771.79

Bank reconciliation spreadsheet total as at 31 March 2019 7771.79

- f) Members resolved to defer approval of the year end account and signing of the cashbook.

**Action: Clerk to add the item to the May agenda.**

- g) Members resolved to defer discussions relating to the transfer of the year end current account balance.

**Action: Clerk to add the item to the next agenda.**

- h) Risk Assessment

The Clerk informed Members that the risk assessment should be completed quarterly.

**Action: Councillor Kenyon agreed to complete the risk assessment relating to Parish Council assets.**

- i) Members noted the current bank balances as at 4 April 2019.

Current Account as at 4 April 2019 **1360.69**

Savings Account as at 4 April 2019 **6411.10**

**TOTAL** 7771.79

- j) Members resolved to approve the following expenditure to be paid/or having been paid in line with the approved list of regular payments since 1 April 2019.

ICO Annual Subscription 35.00

LALC Annual Subscription 81.98

Clerk's Salary, April 100.48

BT April Invoice 74.76

Clerk's Computer Fee 100.00

Land Registry Fee 6.00

**TOTAL** 398.22

- k) The income and expenditure account for April was accepted and the bank balances were verified.

- l) Members reviewed the system of internal audit and agreed it to be effective and sufficient. Mr Jackson will be invited to complete the internal audit for the financial year 2019/2020.

- m) The Clerk informed Members that the external audit (AGAR) administered by PKF Littlejohn is due for completion.

- n) The Clerk asked Members to defer the item relating to the VAT reclaim for 2018/2019 as this is incomplete.

**Action: Clerk to add the item to the next agenda.**

## 9. **CORRESPONDENCE (19/009)**

Members noted the following correspondence:

- a) Email from LALC/NALC dated 3 March, Recommendations from the review by the Committee on Standards in Public Life in relation to Intimidation in Public Life and the publication of candidates' addresses.
- b) LALC Newsletter 168 dated 19 March 2019, Section 137.  
The Clerk informed Members that the new Section 137 sum is £8.12 per elector.
- c) Email from Lincolnshire County Council dated 1 April 2019, Updated Street Lighting Policy.
- d) Email from Lincolnshire County Council dated 21 February 2019, Traffic Regulation Orders.

10. **DATE AND TIME OF NEXT MEETING (19/010)**

- a) Members agreed to hold the Annual Parish Meeting and Annual Parish Council meeting on Wednesday 29 May 2019. Time to be confirmed.

The Vice-Chairman closed the public meeting at 9.45pm. The Vice-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.

11. **CLOSED SESSION (19/011)**

Review of Clerk's employment.