

**Minutes of the Ingoldsby Parish Council Meeting held in the Village Hall, Ingoldsby on 26
September 2018**

Public Forum: No parishioners present.

1. WELCOME REMARKS BY THE CHAIRMAN (18/024)

The Chairman welcomed Members and the Clerk to the meeting.

2. APOLOGIES (18/025)

County Councillor Martin Hill and District Councillor Peter Stephens conveyed their apologies.

3. DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS (18/026)

- 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 (18/027)

- a) Members resolved to accept the Clerk's notes of the Parish Council meeting held on 25 July 2018 as a true and accurate record of that meeting.

5. GENERAL MATTERS (18/028)

a) Community Improvements (planters, noticeboard and village gateway)

Councillor Kenyon informed the meeting that he had received a new quotation for the planters and noticeboard at £1951.48 exclusive of VAT. Members agreed to proceed with the purchase (expenditure resolved upon at the Parish Council meeting on 14 March 2018). Members agreed on the colour and lettering of the noticeboard. Members resolved to approve the transfer of the necessary funds from the savings account to the current account.

Action: Clerk to liaise with Councillor Kenyon in relation to order and payment.

b) Report from Village Clean

Members reported on the recent village clean on Saturday 18 August 2018 and discussed on-going projects including culvert clearing at the top of Back Lane and the cleaning of the flag pole. The Chairman on behalf of the Parish Council conveyed thanks to those volunteer parishioners who assisted on the day.

Members confirmed that the parish litter pick and bulb-planting is scheduled to take place on 6 October 2018. Councillor Weller has kindly gifted 300 bulbs to the Parish Council.

c) VETS & Defibrillator

Councillor Eldred informed the meeting that the new battery for the defibrillator, which had reached its expiration date, has been installed.

Councillor Weller informed the meeting that she had emailed the list of VETS volunteers to ask whether they would like to continue in the role. Presently, three of the current volunteers are stepping down but there has been some interest from two other parishioners. Members also discussed a potential budget for defibrillator refresher training.

d) SID repairs
Councillor Kenyon informed the meeting that the SID has been repaired and is now in full working order. Members briefly discussed the new scheme being launched by the Lincolnshire Road Safety Partnership which is currently being investigated by the Clerk.

e) Parking Issues (Letter of Complaint dated 2 September 2018)
The Chairman conveyed his apologies to Members for the problems arising from leaving a written note on vehicles parked inappropriately in the parish. The Clerk informed Members that the agreed response had been sent to the complainant but the complainant had not replied.

A parishioner arrived at 8.40pm.

f) The New News
Members agreed to publish a small article about what Parish Council activities and events the Parish Council holds throughout the year.
Action: Clerk to liaise with Councillor Weller, the PCC, the Village Hall and the Social Club.

g) Meeting with Diane Hansen, Head of Engagement and Inclusion at South West Lincolnshire Clinical Commissioning Group
The Clerk confirmed the meeting for 3 November at 10.00am.

h) GDPR update
The Clerk informed Members that the Parish Council will not need to appoint a Data Protection Officer as previously suggested as it does not fall into the definition of a 'public authority' for the purposes of the Data Protection Act 2018. The rationale being that local councils and parish meetings will not normally be processing personal data 'on a large scale'.
Action: Clerk to circulate GDPR questionnaire.

i) Financial Regulations
The Clerk informed Members that she had re-worded and edited NALC's model Financial Regulations (2016) to make them applicable to Ingoldsby Parish Council. Members were asked to review the Financial Regulations with a view to adopting them at the December meeting.

6. **HIGHWAYS (18/029)**

a) Members noted the following updated in relation to the village walkabout report.

Notes of the Village Walkabout in Ingoldsby on Thursday 19 July 2018 with the Local Highways Manager for North and South Kesteven, Rowan Smith and Lincolnshire County Councillor, Martin Hill

1. *Verges and the triangles at Main Street and Bitchfield Road and Humby Road are only cut by Lincolnshire County Council twice per year unless a 'visibility complaint' is received.*

Members discussed the advantages and disadvantages on taking over the grass cutting responsibility from Lincolnshire County Council.

Action: Clerk to find out the value of the grant available from LCC and add to the next agenda.

2. *Visibility issue on Grantham road at the junction with the B1176.*

Members noted that item has now been resolved.

3. *Raised BT grid on Bitchfield Road outside the Old Rectory.*

Members noted that this has been repaired. The remains had been dumped in an adjacent hedgerow but this has since been cleared.

4. *Signage for Bitchfield Road.*

No progress to report.

5. *High verge on Bitchfield Road next to an overgrown drainage channel.*

Members noted that this cannot be resolved.

6. *Road markings on Bitchfield road indicate future surface dressing.*

Members noted that Bitchfield Road has now been completed.

Action: Clerk to email thanks to Mr Smith, the Area Highways Manager for North and South Kesteven.

7. *Grantham Road surface dressing.*

Members noted that this has now been completed.

8. *30mph sign on Grantham Road.*

Member accept that the parish is currently on a waiting list for review.

9. *Sign on Humby Road.*

Members noted that this has not yet been resolved.

10. *Request for an additional grit bin.*

The Clerk informed Members that this has been reported via the LCC Customer Service Centre. Ref 4111677.

11. *Gritting of Grantham Road.*

Members accept that there is no further action due to current financial constraints.

12. *The junction with Back Lane and Humby Road is in poor condition.*

Members reported that this has now been resurfaced.

13. *Anglian Water stop taps on Back Lane and Chapel Lane*

Members reported that these items have now been resolved.

14. *Highways boundary for Chapel Lane.*

Members noted that this item is unresolved.

- b) To receive any reports of new or outstanding highways defects and other updates if available. New faults to be reported at www.lincolnshire.gov.uk/faultreporting or email cschighways@lincolnshire.gov.uk or contact customer services by telephone on 01522 782070.

7. **PLANNING MATTERS (18/030)**

- a) Members noted that there are currently no new planning applications for consideration.
- b) Members noted the following decision received:
- i) Mrs P Littleworth (S18/1340) – Prior approval relating to the change of use of agricultural building to dwellinghouse at The Barns, Irnham, Ingoldsby, Lincolnshire. REFUSED.

8. **FINANCE (18/031)**

- a) Members noted the current bank balances as at 20 September 2018:

To note the current bank balances:

Current Account as at 20 September 2018 **2599.74**

Savings Account as at 20 September 2018 **6404.75**

TOTAL **9004.49**

- b) Members noted the income received between 9 July 2018 and 20 September 2018.

Interest (AUGUST) 0.38

Interest (SEPTEMBER) 0.54

SKDC BT Reimbursement 302.44

TOTAL **303.36**

- c) Members noted the following expenditure to be paid in line with the approved list of regular payments or for approval between 9 July and 20 September 2018 (date of bank reconciliation).

Clerk's Salary, July 100.48

Clerk's Salary, August 496.08

Clerk's Salary, September 100.48

Village Hall Hire (July meeting and litter pick) 13.50

BT July Invoice 72.12

BT August Invoice 72.12

BDG Mowing (Invoice 0719) 70.00

BDG Mowing (Invoice 0782) 70.00

BDG Mowing (Invoice 0817) 70.00

Community Heartbeat Trust 126.00

Autela, Quarter 2 46.80

TOTAL **1237.58**

- d) The income and expenditure account for August and September was accepted and the bank balances were verified.

- e) Mid-year spending review.

**6-monthly budget review and proposed amendments to 2018/2019 budget
September 2018**

The purpose of this report is first and foremost to inform the Council of the current expenditure and income against the budget and secondly to propose amendments to the budget to redistribute excess budgeted funds from areas where the Parish Council has or is expected to underspend.

In terms of the current budget the Parish Council has already over-spent under several budget heads including audit fee, insurance and garden waste. The Parish Council may, before the year-end, also over-spend under other budget heads including the Clerk's salary and general expenses.

- i. In terms of the Clerk's salary, the Parish Council has spent 73% of the budget at the 6-month point. The Parish Council will overspend under this budget head by approximately £233.00. It is recommended that Councillors move funds from other budget heads with a view to a review in 3-months (see items ii. and v. below).
- ii. In terms of annual subscription, the Parish Council has spent 69% of the budget. There will be no further spending under this budget head during the current financial year. It is recommended that Councillors move £52.00 from this budget head to the Clerk's salary (see i. above).
- iii. The Parish Council has over-spent on the audit fee by 3%, garden waste by 1% and insurance by 10%. It is recommended that Councillors move funds to these budget heads (see v. below).
- iv. The Parish Council can now add a sum to the Community Improvements budget head as the Community Cleaning grant has been provided with a first instalment of £407.16.
- v. The Community Heartbeat Trust waived their annual subscription this year leaving an excess of £100.00 under this budget head. It is recommended that Councillors move £30.00 to the insurance budget head, £2.00 to the audit budget head, £1.00 to the garden waste budget head and £67.00 to the Clerk's salary budget head.
- vi. BT, expenses and grass-cutting are currently in budget but Members are asked to review in 3-months.

In terms of overall spending the Parish Council has spent 63% of the budget. In terms of income, the Parish Council has received 15% more income (totalling £763.00) than budgeted at this 6-month point.

Members resolved to approve the recommendations.

9. **CORRESPONDENCE (18/032)**

Members noted the following correspondence:

- a) Emailed letter from South Kesteven District Council dated 11 September 2018, Statement of Community Involvement.

10. **DATE OF FUTURE MEETINGS (18/033)**

- a) Members agreed to hold the budget consultation meeting on Wednesday 21 November 2018 at 8pm.
- b) Members agreed to hold the precept and budget meeting on Wednesday 12 December 2018 at 8pm.

The Chairman closed the meeting at 9.10pm