

**Minutes of the Ingoldsby Parish Council Meeting held via Zoom on
Wednesday 21 April 2021**

Public Forum: The Parish Council held a minute's silence in memory of His Royal Highness Prince Philip, the Duke of Edinburgh who sadly passed away on 9 April 2021.

One parishioner present.

1) WELCOME REMARKS BY THE CHAIRMAN (21/001)

The Chairman, Councillor Eldred welcomed Members to the meeting.

She formally conveyed the Parish Council's condolences on the death of His Royal Highness Prince Philip, the Duke of Edinburgh.

She informed the meeting that a supplier request had been received from Lincolnshire County Council (LCC) relating to reimbursement of the waste bin.

The Chairman thanked Mr Peter Harden on behalf of the Parish Council for his assistance with a request from Mr Crowe (correspondence, February 2021) for information relating to his Ferguson TED 20 tractor.

The Chairman confirmed payments of £30.00 (\$137) to the RAF Benevolent Fund and Guide Dogs for the Blind as a thanks to Mr Langford for his assistance with the website and training. The Chairman confirmed that the up-to-date bank mandate will be submitted to the HSBC this week.

She stated that the local Facebook page, Ingoldsby and surrounding areas, is now being well-used by the Parish Council as a communication tool.

She also confirmed that broken street light 20 has now been repaired.

The Chairman also conveyed her thanks to District Councillor Sarah Trotter for assisting in a variety of matters including planning and communications with South Kesteven District Council (SKDC).

Last but not least, the Chairman passed on thanks to everyone who was involved in the children's easter egg hunt.

2) PRESENT (21/002)

Councillor Eldred, Chairman

Councillor Kenyon, Vice-Chairman

Councillor Weller

Councillor Ward-Barrow

Councillor Nelson

It should be noted that due to technical difficulties with audio, Councillor Weller was unable to participate in the decision-making process.

3) APOLOGIES (21/003)

District Councillor Sarah Trotter

4) DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS (20/004)

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.

5) SIGNING OF THE MINUTES (20/005)

- a) Members resolved to accept the Clerk's notes of the Parish Council meeting held on 10 February 2021 as a true and accurate record. The minutes were duly signed and dated.

6) **GENERAL MATTERS (20/006)**

- a) County Council Matters

County Councillor Hill not present.

- b) District Council Matters

District Councillor Trotter not present.

- c) Face to face Meetings

The Clerk informed the meeting that a statement had been issued by the government on 7 May 2021 indicating that legislation permitting remote Parish Council meetings would not be extended. With the health and safety of Parish Council members, their families and parishioners in mind, the Chairman proposed that Ingoldsby Parish Council continue to meet remotely. The proposal was seconded by Councillor Ward-Barrow and the motion was passed by resolution of the Parish Council.

- d) Website

The Clerk confirmed that work to populate the new Parish Council website is slow but on-going with further training scheduled with Mr Langford.

- e) Community Speed watch Scheme

- i) Current Pricing & Volunteer Update

The Clerk informed Members that an updated price list had been received from Dave Mitchell (Lincolnshire Road Safety Partnership) at £400.00 for equipment and accessories. A request for funding from Maisie McMahon, Safer Together Co-ordinator for North and South Kesteven had not been successful. The Clerk reminded Members that Councillor Trotter has a small parish grant available. There are now three community volunteers willing to assist with the scheme. Councillor Kenyon enquired about the nature of the 'archer survey'. The Clerk informed Members that rubber strips are placed across the road to record data including traffic volume and speed. Councillor Nelson suggested it would be beneficial to share the results of this survey locally. Members agreed to engage with parishioners before investing in the speedwatch scheme.

- ii) Lincolnshire Police have launched a scheme where people are being asked to display a bumper sticker labelled 'Slow Down Lincolnshire'. Members agreed to distribute a supply locally.

Action: Councillor Kenyon agreed to collect a supply from Grantham Police Station.

- iii) An email from John Wise dated 20 April 2021 confirmed that the request for an archer survey had been approved. It was agreed the survey should be located by Wychwood on Main Street.

Action: Clerk to liaise with Mr Wise.

- f) Defibrillator & VETS

- i) Signs
Councillor Ward-Barrow proposed the purchase of a flat but robust defibrillator sign up to the value of £30.00 excluding VAT for display on the Village Hall gate. The proposal was seconded by Councillor Kenyon and the motion was passed by resolution of the Council.
Action: Clerk to liaise with Members regarding final design. The Chairman to liaise with Village Hall for permissions. Clerk to obtain the outstanding quote for new fridge magnets.
- ii) British Red Cross, Free Digital First Aid Sessions
Members agreed to advertise the free digital first aid sessions on the local Facebook page.
Action: Clerk to post to Facebook.
- iii) VETS
Action: Councillor Weller in relation to targeted emails to VETS volunteers.

- g) Oil Spill
Members confirmed that Anglian Water, the Environment Agency and South Kesteven District Council had been working to rectify the oil spill/odour that was being experienced by a number of homes throughout the village.

- h) Playground
Councillor Nelson informed the meeting that Jane and Martin Atkin from the Social Club had contacted her about the playground. They are keen to start the project for new play equipment working in conjunction with the Parish Council. She ascertained that their main concerns are on-going maintenance of the grounds and play equipment. Councillor Nelson said that there are a lot of people in the village who are also keen to get involved with the project. There had been some discussion about designing a community asset to target the different generations in the village from the playground to a multi-use sports area. Councillor Kenyon informed the meeting that there are a lot of funding source aimed at targeting physical and mental health as a result of the covid restrictions. Councillor Eldred proposed a working group headed by Councillors Kenyon and Nelson to explore funding options and enter into dialogue with involved parties. The proposal was seconded by Councillor Kenyon. The motion was passed by resolution of the Council. Councillor Ward-Barrow raised the location of the current playground as a potential problem.
Action: Councillors Kenyon and Nelson.

- i) LALC Annual Training Scheme
The Chairman proposed expenditure up to the value of £65.00 for subscription to the Lincolnshire Association of Local Council's annual training scheme. The proposal was seconded by Councillor Ward-Barrow and passed by resolution of the Council.

- j) Bank Mandate
The current and updated bank mandate will be submitted to the HSBC by Councillor Kenyon this week.
- k) Welcome Card
The Clerk informed Members that although they had resolved upon the cost of the Parish Council welcome card, the issue of the design for the front cover was still outstanding. Members agreed to purchase several colour welcome cards per the draft received for the time being.
Action: Councillor Nelson to approach local artists to ask if they would be interested in submitting designs.

7. HIGHWAYS (21/007)

- a) 30 mph signs
The Clerk confirmed that Rowan Smith, Local Highways Manager (West), has asked a colleague to make it a priority to examine the request to move the 30mph signs further out of the village on Grantham Road.
Action: Clerk to chase Mr Smith for a response.
- b) Grit/salt bins (Scotland Lane/bottom of Chapel Lane)
Members noted and discussed the email from Network Resilience, LCC dated 16 April 2021. The Grit bin for Grantham Road/Scotland Lane will be placed on the verge of the Boothby Pagnell side of the junction rather than by the post box as this was deemed to be the best location. Chapel Lane did not score highly enough and the request for a grit bin at this location could not be accommodated.
Action: Clerk to update parishioner by Facebook.
- c) 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.
Mr Fairchild reported that there are a number of black and white bollards outside Millfield which have been knocked down.
Action: Clerk to report the damaged markers.

8. PLANNING MATTERS (21/008)

- a) New Planning Matters:
i) Pre-planning questionnaire received from Matt Hubbard from The Planning Hub dated 25 February 2021, Proposed New Dwelling, Greengates, Grantham Road, Ingoldsby.

Councillor Kenyon informed Members that a pre-planning questionnaire is good practice to obtain local input so any potential issues with plans can be raised early in the planning process.

Members had agreed a response to the pre-planning questionnaire out with the Parish Council meeting in order to meet the requested deadline for comments. The Parish Council have no real objections to the proposal as it is an infill plot but did make the following comments:

It is agreed that more than one house on the plot would be too much for the site. It is suggested that it would be more appropriate for the dwelling to take the form of a bungalow of 1 ½ storey house of considerate design as this would be less imposing on neighbouring dwellings. The slope of the plot must also be taken into consideration in terms of the impact upon neighbouring dwellings. Sympathetic window placement is suggested. There is some concern about additional pressure on the village sewage system. Parish Councillors have also discussed the benefits of the applicant applying to have the 30mph limit sign moved further out-with the village as their development would create a drive-way onto the road and speeding is an issue throughout the village. Members would also like to see the applicant leave a verge or pathway for pedestrian use. The Parish Council would encourage conversation with neighbours throughout the process, particularly those at the Briars, who would most likely be impacted by the development in order to eliminate any discord.

Councillor Ward-Barrow did make some additional comments about the plot boundary.

- ii) S21/0741 Pumphrey, Ground Mount solar PV array, 4 rows of 14 panels at Scotland Farmhouse, Scotland Lane, Ingoldsby, NG33 4ES. Deadline for comments is 11 May 2021 (Case Officer, Stephen Cadman).

Councillor Kenyon informed the meeting that the owners of Scotland Farm are looking to install 4 rows of 14 ground mounted solar panels behind the tennis court to help make the house more sustainable and to offset the energy use and reduce their carbon-footprint. As a listed building, options for roof-mounted solar panels are not an option.

Action: Clerk to re-send email to Councillor Ward-Barrow. Councillors to provide comments by Friday 30 April 2020.

- b) Members noted the decisions awaited or received:
 - i) ENF20/0117 alleged breach of works not in accordance with S19/1802 and S19/1311 ARNOLD the Rectory, Back Lane, Ingoldsby
Councillor Kenyon informed the meeting that the Planning Officer had telephoned him and apologised for the amount of time it has taken to respond to the Parish Council's enquiries. The Case Officer stated that building work should not resume. The walls on the roadside are to be reduced to 1m above ground level and the walls in the garden reduced to 1.5m above ground level; the garden walls will be contoured to the slope of the land. Mr Arnold will be given 6-weeks to comply with written orders from the Planning Department. The Case Officer said he would update Councillor Kenyon when the order had been served.
Action: Councillor Kenyon to pursue the Planning Officer for dates.
 - ii) APPEAL, S20/0972 ARNOLD, Cemetery Farm, Humby Road, Ingoldsby. Dismissed 28 January 2021.

iii) S21/0619, Jasinski, 'Proposed new steel-framed building' at Little Scotland Farm Scotland Lane, Ingoldsby. Determination as to whether the prior approval of details is required. Details not required. Decision date 15 April 2021. Councillor Kenyon noted that this is an extension to an existing agricultural barn for an existing business.

c) Communication with SKDC Planning Enforcement Team
Mr Fairchild asked about the progress of the complaint against SKDC. Councillor Kenyon informed Mr Fairchild that the complaint had triggered a response from the Planning Officer discussed in 7 b) above.

9. **FINANCE (20/009)**

a) The Clerk informed the meeting that the income, expenditure and bank reconciliation are not available as access to the secure online banking is not available pending receipt of a new security device.

Action: Councillor Eldred to liaise with the Clerk.

b) Members resolved to approve the list of regular payments for 2021/22. The list was proposed by Councillor Kenyon, seconded by Councillor Eldred and the motion was passed by resolution of the Council.

LIST OF REGULAR PAYMENTS

This list of regular payments is approved by Financial Regulations. If it necessary to make 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 of £13.15. Overtime and annual leave will need to be approved at the next meeting of the Parish Council. Clerk to receive annually agreed payment of £100.00 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 £126.00.*
3. *Payments to the Village Hall for hall hire not exceeding the budgeted amount of £150.00.*
4. *Annual subscriptions to LALC and the ICO not exceeding the budgeted amount of £120.00.*
5. *Subscription for LALC's annual training scheme not exceeding the budgeted amount of £65.00.*
6. *Insurance not exceeding the budgeted amount of £350.00.*

7. *The internal audit fee not exceeding £85.00.*
8. *Payments for gardening services to St. Bartholomew's churchyard not exceeding the budgeted amount of £500.00. Additional payments above the budgeted amount must be applied for in the form of a Section 137 grant.*
9. *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.*
10. *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 £56.00.*
11. *Payments to BT to be paid by direct debit for the amount billed. Budget head is £455.00.*
12. *Payments for office equipment and stationery not exceeding the budgeted amount of £250.00.*
13. *Payments to the Royal British Legion in the form of a Section 137 grant not exceeding the budgeted amount of £70.00.*
14. *Payments for the maintenance of Askey Lane not exceeding the budgeted amount of £100.00.*
15. *Payments for community improvements and cleaning not exceeding the budgeted amount of £900.00.*

c) Risk Assessment

Councillor Eldred informed the meeting that removal of the bench on Rosemary Rise is pending.

Action: Councillor Eldred to carry out the risk assessment.

d) Review of the system of Internal Audit

Members confirmed that they are satisfied with the system of internal audit. Mr Jackson has confirmed that he is able to carry out the audit again this year. Members resolved to approve the appointment of Mr Jackson.

Action: Clerk to liaise with Mr Jackson.

e) External Audit

Members noted that the appointed external auditors are PKF Littlejohn. Members noted that the deadline for receipt of the certificate of exemption is Friday 2 July 2021. The Parish council must approve Sections 1 and 2 of the AGAR by 30 June at the latest. The deadline for publishing the AGAR is 30 September 2021. Exercise of public rights must include the first ten working days of July.

f) Insurance

The Clerk informed Members that this is due for renewal in June.

Action: Clerk to chase Came & Company for renewal information.

10. CORRESPONDENCE (21/010)

Members noted the following correspondence:

- a) Email from South Kesteven District Council dated 5 February 2021, Notification of Consultation – Draft Statement of Community Involvement 2021. Councillor Kenyon had submitted comments on behalf of the Parish Council about this to the effect that access to physical resources should still be provided as not everyone has access to resources online.
- b) Email from SKDC dated 18 March 2021, Notice of Election (County Council & Police and Crime Commissioner Elections), 6 May 2021. Notices have been posted to noticeboards and Facebook.
- c) Parish Update, February and March 2021.
- d) Email from Mr Hemsall, Emergency Planning Officer from SKDC dated 23 February 2021, 'Provision of sand and sandbags to support with localised flood prevention'. Members discussed the provision of sandbags but as in previous years, storage and man-power proves to be an issue.

11. DATE AND TIME OF NEXT MEETING (21/011)

The next meetings of the Parish Council will be held on:
Wednesday 26 May 2021 at 8pm via zoom.

The Chairman closed the meeting at 9.30 pm and 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.