

Minutes of the Ingoldsby Parish Council Meeting held in the Village Hall, Ingoldsby on Wednesday 14 March 2018

Public Forum: There were 6 parishioners present.

A parishioner informed the meeting that Councillor Richard Davies held a clinic on Radio Lincolnshire on Monday 12 March 2018: He had questioned Councillor Davies on the radio at a previous clinic in relation to the issue of moving the 30 mph sign on Grantham Road further out-with Ingoldsby village. He said that Councillor Davies had promised that he would look into the matter and liaise with the Parish Council. The Clerk confirmed with the parishioner by earlier email that there had been no such communication between the Parish Council and Councillor Richard Davies. He also mentioned that Councillor Hill said he would look into the issue of the outstanding pot hole outside his property but this remains outstanding.

A parishioner asked whether the Parish Council has submitted a response to the additional information supplied in relation to the planning application ARNOLD S17/2263. Councillor Kenyon informed the meeting that he had collated and submitted a response to SKDC earlier today on behalf of the Parish Council and he read aloud that response.

Councillor Weller, on behalf of a parishioner, raised the issue of the need to 'salt' Boothby Road during the winter and raised the issue of asphalt blocking the drains.

Action: Clerk to liaise with the LCC Area Highways Department.

A parishioner also mentioned that the gulleys along Main Street are partially filled with asphalt and a very deep pothole on Chapel Lane.

1. WELCOME REMARKS BY THE CHAIRMAN (17/043)

Councillor Weller acted as Chairman for the purpose of this meeting. She welcomed Members to the meeting and opened the meeting at 8.15pm.

2. APOLOGIES (17/044)

Apologies received from the Chairman, Councillor Harrison and Councillor Ward-Barrow. The reasons for their absence were noted and accepted.

3. DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS (17/045)

- 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 (17/046)

- a) The Clerk's notes from the meeting held on Wednesday 24 January 2018 were accepted as a true and accurate record of that meeting.
- b) The minutes from the meetings held on 24 May 2017, 4 October 2017, 6 December 2017 and 24 January 2018 were not available for signature.

5. **GENERAL MATTERS (17/047)**

a) SID

Councillor Weller informed the meeting that the Speed Indicator Device (SID) has arrived and Members will be arranging installation shortly.

b) Wheelie Bin Stickers

Councillor Weller proposed the purchase of an additional 50 of the 30mph stickers for the waste bins at a cost of £53.50. The proposal was seconded by Councillor Kenyon and passed by resolution of the council.

Action: Clerk to place the order.

c) Mobile phone coverage & internet speed (raised in January public forum)

Councillor Weller informed the meeting that there is an accord between DEFRA and the Church of England to use church buildings to host telecommunications infrastructure to improve broadband mobile and wifi connectivity in rural areas.

Action: Councillor Kenyon to make further enquiries.

d) Community Improvements (planters and noticeboard)

Councillor Kenyon has obtained a quote from Greenbarnes for two planters made from recyclable material (man-made timber) at a cost of £452.98 inclusive of VAT. Members also discussed options for a new noticeboard and whether it could be fitted to the current standing.

Councillor Weller proposed expenditure up to the value of £2000 inclusive of VAT for the purchase of two planters and a new noticeboard. The proposal was seconded by Councillor Eldred and passed by resolution of the Council

Action: Clerk to apply for a licence to site the planters. Councillor Kenyon to carry out further noticeboard enquiries.

e) Quarterly payroll

Members discussed the advantages and disadvantages of quarterly payroll but agreed to leave the monthly arrangement in place.

f) Cemetery Bin (Damaged green bin/Black bin collection issues)

The Clerk informed the meeting that she had emailed SKDC about the bins but they require a photograph of the damage to the green bin before they will send a replacement. She had also raised the issue of the repeated failure to empty the black bin.

The Clerk reminded meeting about new arrangement with the PCC in terms of grass-cutting and bin collections from 1 April 2018 which was resolved upon previously.

Action: Clerk to hand over the issues to the PCC.

g) Spring (bulb planting)

Members resolved to approve expenditure up to £50.00 exclusive of VAT for the purchase of bulbs. Clerk reminded members to obtain a VAT receipt.

- h) Fruit Tree funding
The Clerk informed Members that she cannot apply to the fund until a site has been agreed.
Action: Councillor Eldred agreed to approach the school about the fund.
- i) Welcome pack
Members agreed to defer the item pending completion.
- j) Social Calendar
Members agreed to defer the item pending further enquiries.
- k) GDPR
The Clerk informed Members about the new data protection legislation: The Parish Council will need to put in place an action plan with a data audit as the first step in the process. The Clerk has emailed Members a copy of the data audit and asked for it to be completed and returned by 31 March 2018. The Clerk outlined the underlying principles of the new legislation along with key changes. The most significant change being to appoint a Data Protection Officer which due to a conflict of interest cannot be the Clerk or a Councillor. It is likely that this will be an outside agency and will incur a cost but at this stage there has been no guidance to Parish Council's as to who might offer this service.
Action: Clerk to put together an action plan and collate data audit paperwork. Councillor Kenyon will liaise with his contact at NK to seek clarification regarding the DPO.
- l) Church Booklet
Councillor Kenyon informed the meeting that all parishioners have received a booklet from the church. The Parish Council would like to pass on their thanks for putting all of the information together in a nice booklet.
- m) Email from LCC dated 22 August 2017, Visit from Diane Hansen, Head of Engagement and Inclusion at South West Lincolnshire Clinical Commissioning Group (to discuss how the Council are committed to improving healthcare in the future)
The Clerk informed the meeting that Ms Hansen had been invited to attend a meeting to take place on a Saturday.
Action: Clerk to obtain further information from Diane Hansen.

6. HIGHWAYS (17/048)

- a) Members generally discussed a number of local highways issues namely the fallen national limit/30mph sign on Humby Road and the state of the verge. See also public forum above.

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.

- b) Councillor Weller read out an email from Rowan Smith dated 5 March 2018 in response to Clerk's letter dated 1 March 2018 addressing the following issues:
- o *Bitchfield Road (potholes, erosion and future scheduled re-surfacing)*
 - o *National speed limit/30mph sign requiring repair on Humby Road.*
 - o *Location of the 30mph sign on Grantham Road.*
 - o *Grit bin on the land with the junctions of Main Street, Humby Road and Grantham Road.*
 - o *Potholes*
 - o *License for planters*
 - o *Invite to village walkabout or Parish Council meeting.*

7. PLANNING MATTERS (17/049)

- a) Members noted the new Planning Matters:
- i) Mr T Arnold (S17/2263) – Agricultural diversification activity comprising the construction of four buildings, hardstandings, plantation, a worm pit and a vehicle turning/manoeuvring/standing areas on land off Humby Road, Ingoldsby, NG33 4EG. *Deadline for comments is 15 March 2018.*
This was discussed in the public forum.
 - ii) Mr T Arnold (S18/0183) – Erection of 18m rear extension to dwelling, extend existing parking area. *Deadline for comments is 19 March 2018.*
This application was explained in detail by Councillor Kenyon.
Action: Councillor Kenyon to draft a response to be circulated for approval by Members for submission to SKDC. Councillor Kenyon will submit it on behalf of the Clerk due to annual leave.
 - iii) Mr Miller (S18/0271) – Erection of detached garage/workshop, replacement of roof to dwelling and garage conversion. *Deadline for comments is 20 March 2018.*
No comments for submission.
- b) Members noted the decisions received or awaited:
- i) Mr Radley (S17/2259) – Erection of single storey extensions to dwelling, Meadow Barn, Grantham Road, Ingoldsby, NG33 4EJ. Decision awaited.
- c) Members noted that SKDC had failed to consult Parish Council reference planning application S17/1844.
Action: Clerk to liaise with the planning department.

8. FINANCE (17/050)

- a) Members noted the current bank balances:
- | | |
|------------------------------------|-----------------------|
| Current Account as at 7 March 2018 | 177.56 |
| Savings Account as at 7 March 2018 | 5465.20 |
| TOTAL | <u>5642.76</u> |
- The Clerk informed Members that with the permission of the Chairman and Vice-Chair, as per financial regulations, £500.00 has been transferred from the savings account to the current account to cover costs at the beginning of the new financial year ahead of the receipt of the precept.

- b) Members noted the following income received between 20 January and 7 March 2018:
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|---------------------|--------------------|
| Interest (February) | 0.32 |
| Interest (March) | 0.29 |
| TOTAL | <u>0.61</u> |
- c) Members resolved to approve the following expenditure which has been paid or is to be paid in line with the approved list of regular payments:
- | | |
|--------------------------------|-----------------------|
| Autela Payroll Services, Qtr 4 | Invoice awaited |
| Village Hall Rent | Invoice awaited |
| Clerk's Salary, February | 94.24 |
| Clerk's Salary, March | 94.24 |
| BT February Invoice | 48.60 |
| BT March Invoice | 48.60 |
| Unipart Dorman (SID) | 2100.00 |
| TOTAL | <u>2385.68</u> |
- d) The income and expenditure account for February and March was accepted and the bank balanced were verified.
- e) The Clerk informed Members that she would now be preparing for the year end and asked for submission of any outstanding invoices.
- f) Members agreed to defer the item relating to the external auditor.

9. **CORRESPONDENCE (17/051)**

Members noted the following correspondence:

- a) Parish Update, February 2018.
- b) Email from Satish Shah, Highways Network Manager, Highways Online Fault System.

10. **DATE OF FUTURE MEETINGS (17/052)**

The Annual Parish Meeting will be held on Wednesday 24 May at 7.30 pm (please note the earlier start time).

The Annual Parish Council Meeting will follow on from this meeting and is scheduled to commence at 8.30pm.

The Vice-Chairman, with full agreement of the Council, and in accordance with the Public Bodies Act 1960 moved the meeting to closed session at 9.21 pm due to the confidential nature of items to be discussed.

11. **CLOSED SESSION (17/053)**

- a) Review of Clerk's employment