

## ANNUAL MEETING OF INGOLDSBY PARISH COUNCIL

Minutes of the **Ingoldsby Annual Parish Council Meeting** held on Wednesday 18 May 2022 at 8pm in the Village Hall, Main Street, Ingoldsby

**Public Forum:** The Chairman opened the public forum. There were two parishioners present.

Mrs Helen Bone informed the meeting that emails from the Parish Council are being sent directly to her spam mailbox. The Chairman informed Mrs Bone that the Council Members have been experiencing similar issues.

**Action: Clerk to make some enquiries to see how this can be avoided.**

Mrs Bone reported that she was displeased with the payment arrangements for bin collections this year. She reported that if you pay by telephone as opposed to online there is a surcharge of £4. She stated that this is not clearly explained anywhere in the literature and as most elderly people are not computer literate, she feels this is somewhat unfair and has lodged a complaint with SKDC.

Mr Paul Knight asked why more local people did not attend the Parish Council meeting. The Chairman explained that this is not unusual and people are more likely to attend when there are controversial issues on the agenda.

Mr Knight enquired about the land for sale off Scotland Lane. Councillor Kenyon confirmed that at present, the Parish Council has no role to play, as there is no pre-planning or planning application for debate. Councillor Kenyon noted that the price of the plot had been reduced.

Mrs Bone informed the Council that a local group had received a lottery grant for Jubilee festivities. Councillor Kenyon explained that there has not been a lot of funding for the Jubilee and suspected this had been awarded exclusively.

### 1) **ELECTION OF CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE (22/001)**

Councillor Kenyon proposed Councillor Eldred as a candidate for the position of Chair. Councillor Eldred confirmed her candidacy. The proposal was seconded by Councillor Ward-Barrow and passed by resolution of the Council. The Chair duly signed and dated the Declaration of Acceptance of Office.

### 2) **ELECTION OF VICE-CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE (22/002)**

Councillor Eldred proposed Councillor Kenyon as a candidate for the position of Vice-Chair. Councillor Kenyon confirmed his candidacy. The proposal was seconded by Councillor Nelson and passed by resolution of the Council. The Vice-Chair duly signed and dated the Declaration of Acceptance of Office.

### 3) **WELCOME REMARKS BY THE CHAIR (22/003)**

The Chair thanked the various organisations for their contributions to the Annual Parish Meeting held on 27 April 2022. The Chair spoke about the up-coming village Jubilee celebrations organised by the Parish Council, Village Hall Committee, Social Club and Parochial Church Council.



4) **PRESENT (22/004)**

Angela Eldred, Chair  
Jeffery Kenyon, Vice-Chair  
Anna Nelson  
Mike Ward-Barrow  
Darryl Weller

5) **APOLOGIES (22/005)**

Apologies were received from District Councillor Sarah Trotter.

6) **DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS (22/006)**

No reports of pecuniary interests or applications for dispensations in relation to the agenda. Councillor Eldred reported her interests in relation to the Village Hall Committee.

7) **SIGNING OF THE MINUTES (22/007)**

Members resolved to accept the Clerk's notes of the Parish Council meeting held on 23 March 2022 as a true and accurate record of that meeting. The minutes were duly signed and dated.

8) **GENERAL MATTERS (22/008)**

a) County Council Matters

None.

b) District Council Matters

None.

c) Annual Parish Meeting

No matters to bring forward.

d) Jubilee Timetable & Events

The timetable of events has been produced by Councillor Nelson and posted to the community Facebook page, Parish Council website and noticeboard. Members have also distributed hard copies to each household. Councillor Kenyon has communicated the scheduled village activities to SKDC and LALC at their request.

**Action: Clerk to email a copy to Councillor Trotter.**

e) Better communication with our village (questionnaire)

The Parish Council are considering a village wide questionnaire in order to promote better communication with the village.

f) Community Improvements

The new planter has been installed on the triangle at the junction with Humby Road and Grantham Road. Mrs Bone enquired about the planters on Rosemary Rise. The Chair explained that Mr Jayes had installed these. Mrs Bone took the opportunity to express her thanks to Lincolnshire County Council Highways Team for the improvements made in terms

of parking on Rosemary Rise. The Chair stated that the new bench has been installed on Rosemary Rise. White entrance gates to the village to be deferred to the next meeting pending further enquiries.

g) Askey Lane

The Chair informed the meeting that the Parish Council had received an email from Mr Harden dated 18 March 2022 and an email from Alison Bean, the Definitive Map Officer for Countryside Services at Lincolnshire County Council dated 6 April 2022 confirming that objections had been received to the Order to add Ingoldsby Public Footpath No.1194 to the definitive rights of way record.

**Action: Clerk to ascertain the nature of the objections.**

h) Playground

Councillor Nelson informed the meeting that the working group have successfully raised over £1000; the Social Club have raised over £500 towards the playground fund.

The next fundraising event is a quiz night on Thursday 2 June 2022.

Councillor Nelson said she has now received some 3D plans which she hopes to display over the Jubilee weekend. The plans incorporate ideas received from the earlier community feedback event and from consultations with the local Brownie group.

The next step is to formulate and distribute a questionnaire for the local children to receive their feedback and ideas. Councillor Nelson explained that evidence of community engagement is a prerequisite for funding applications.

The Chair thanked Councillor Nelson and the working group for their hard work thus far.

i) First Aid Training

**Action: Councillor Nelson to obtain a list of dates for the July meeting.**

j) Gov.uk domain name

The Chair informed the meeting that LALC are suggesting a gov.uk domain name for the Clerk and Council members due to data protection although there is a fee involved. Members agreed to defer this item until after the next Parish Council elections.

k) BT Contract

The Clerk informed the meeting that the BT price increases have been applied as the current contract has come to an end. Members agreed to approve a better deal with an alternative provider ahead of the next meeting in order to avoid incurring additional unnecessary charges.

**Action: Clerk to make enquiries with other broadband providers.**

l) Clerk's Overtime

Members resolved to approve the additional 20 hours overtime accrued in April and May 2022.



## 9) HIGHWAYS (22/009)

- a) Members received reports of a broken sign on Back Lane.

**Action: Clerk to receive a photograph for reporting purposes.**

The flooding on Rosemary Rise and drainage near the post box was discussed and Members agreed to raise this at the Village Walkabout in September.

There have been lots of road closures locally. The road to Irnham is due to be closed for the next two weeks. It was noted that the road to Bitchfield has also been resurfaced.

The Parish Council would like to remind parishioners that 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.

- b) Members noted the emailed notification of temporary traffic restriction dates 25 April 2022 in Lenton, Anglian Water will be installing a new water connection resulting in the closure of Keisby Road (between Folkingham Road to a point 120m southeast) between 24 May and 26 May 2022. There was some discussion as to whether this had already been completed.
- c) The village walkabout with Rowan Smith, Local Highways Manager (west) has been scheduled for 15 September 2022 at 2pm. This will be for Parish Council members only.

## 10) PLANNING (22/010)

- a) New planning matters:  
None.

- b) Decisions received or pending:

- i. ENF20/0117 breach of works not in accordance with S19/1802 and S19/1311 ARNOLD. The Rectory, Back Lane, Ingoldsby – PENDING.
- ii.

Application No:	S22/0250
Applicant:	Mr Carl Whitfield
Proposal:	Two storey side extension
Location:	The Paddocks, Back Lane, Ingoldsby, Lincolnshire, NG33 4EW
Case Details:	Julie Carroll, Case Officer <a href="mailto:j.carroll@southkesteven.gov.uk">j.carroll@southkesteven.gov.uk</a>
Deadline:	7 March 2022
Decision:	GRANTED 3 MAY 2022

ii.

Application No:	S22/0246
Applicant:	Mr & Mrs Troughton
Proposal:	Demolition of existing outbuildings and erection of new outbuilding to include a family room, home office, garages and annexe.
Location:	Moat Farm, Scotland Lane, Ingoldsby, Lincolnshire, NG33 4ET
Case Details:	Julie Carroll, Case Officer <a href="mailto:j.carroll@southkesteven.gov.uk">j.carroll@southkesteven.gov.uk</a>
Deadline:	7 March 2022
Decision:	PENDING

## 11) YEAR END FINANCE (22/011)

a) Members noted the bank balances as of 31 March 2022.

Savings Account	7343.77
Current Account	703.49
Uncleared Payments	Nil
Uncleared Income	Nil
<b><u>TOTAL</u></b>	<b><u>8047.26</u></b>
<b><u>Cashbook Total</u></b>	<b><u>8047.26</u></b>
<b><u>Bank Reconciliation (spreadsheet) on 31 March 2022</u></b>	<b><u>8047.26</u></b>

b) Members resolved to approve the end of year accounts. The cashbook was duly signed and dated by the Chairman and the RFO.

c) AGAR/External Audit 2021/2022

i. Public Rights Inspection Period

The Clerk confirmed that the Notice of Public Rights was posted to the Parish Council noticeboard and website on 1 June 2022. The inspection period commences on Monday 27 June through to Friday 5 August 2022. Full details can be obtained on the Parish Council website.

ii. Internal Audit

**Action: The Chair will liaise with Mr John Jackson.**

iii. Exemption certificate

The exemption certificate was duly completed by the Chair and RFO as required by PKF Littlejohn. This indicates that Ingoldsby Parish Council is a 'smaller authority with income and expenditure not exceeding £25,000 in the year ending 31 March 2021'. Ingoldsby Parish Council is therefore exempt from a limited assurance review

**Action: Copy to be delivered to PKF Littlejohn.**

iv. Annual Governance Statement (Section 1)

Members resolved to approve the Annual Governance Statement (Section 1) of the Annual Return (AGAR). The document was duly signed and dated by the RFO and Chairman and annotated with minute reference 22/011 (iv).

v. Accounting Statements (Section 2)

The accounting statements were read aloud by Councillor Kenyon. Members resolved to approve the Accounting Statements (AGAR, Section 2). The document was duly signed and dated by the Chairman and annotated with minute reference 22/011 (v).

vi. Compliance with Transparency Code

The Clerk confirmed that upon completion of the internal audit, the financial documents for the year ending March 2022, would be scanned and duly added to the Parish Council website.

**Action: Documents to be added to Parish Council website.**

vii. VAT Reclaim

The Chairman confirmed that she had sent the completed VAT reclaim form to HMRC for reimbursement for year ending March 2022.

d) Year End Budget Review

In terms of income, the Parish Council received 6% more income than budgeted at first glance. In actual fact the true figure is 2% more than budgeted. The figure is inflated due to a reimbursement from Lincolnshire County Council (waste bin) which should have been received in the financial year 2020/2021.

In terms of expenditure, the Parish Council spent 5% more than budgeted. The explanation of significant variances which forms part of the AGAR shows that overspending occurred in the following budget heads; staff costs and all other payments. The Clerk's salary was 50% over budget. This item is to be reviewed by Councillors for future budget preparation as the current 8-hours per month are insufficient. The Parish Council purchased a new bench at cost of £847.33 and paid a quarter contribution towards the Clerk's new laptop at £370.00. These items were unexpected budget items. The funding for the bench was taken from earmarked reserves. The only other budget head that was significantly over budget was Autela Payroll Services quarterly fees for payroll services.

12) **FINANCE (22/012)**

- a) Members resolved to agree the 'approved list of payments for 2022/23 in line with the budget agreed in November 2021 with the following notes: An alternative provider is to be sought for insurance as the quotation this year exceeds the agreed budget. The provider for broadband is under review. The cost of the garden waste service has increased to £73.50; £60 was approved in the November budget. Councillor Kenyon proposed a contribution of

no more than £60 towards this service. The proposal was seconded by Councillor Nelson and passed by resolution of the Council.

**Action: Clerk to liaise with Carolyn Adcock, PCC regarding garden waste payment.**

<b>LIST OF REGULAR PAYMENTS</b>	
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.	
Clerk's monthly salary up to the budgeted annual sum of £2515.00. Overtime and annual leave above and beyond the 8 contracted hours per month must first 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.	
Payment £370 for contribution to new laptop (final payment in 2022/2023).	
Payments to Autela Payroll Services Limited for services rendered not exceeding the budgeted amount of £175.00	
Payments to the Village Hall for hall hire not exceeding the budgeted amount of £195.00.	
Annual subscriptions to LALC and the ICO not exceeding the budgeted amount of £175.00.	
Insurance not exceeding the budgeted amount of * <b>£355.00.</b>	
The internal audit fee not exceeding £85.00.	
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.	
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.	
Payments to the PCC for the annual renewal of the garden waste service to be paid by direct debit annual for an amount not exceeding * <b>£60.00.</b>	
Payments to BT to be paid by direct debit for the amount billed. Budget head is £455.00.	
Payments for office equipment and stationery not exceeding the budgeted amount of £275.00.	
Payments to the Royal British Legion in the form of a Section 137 grant not exceeding the budgeted amount of £70.00.	
Payments for the maintenance of Askey Lane not exceeding the budgeted amount of £100.00.	
Bank fees at £5.00 per month (until alternative banking arrangements can be made).	

- b) Members noted that the Clerk had erroneously submitted the precept request for 2021/22 at £5130.00, rather than for 2022/23 at £5233. The Clerk has made enquiries with Sue Scott, the Treasury & Exchequer Officer for South Kesteven District Council who confirmed that this cannot now be rectified.
- c) Members noted the current bank balances as of 9 May 2022

Current Account	3968.02
Savings Account	7344.33
<b>TOTAL</b>	<b><u>11,312.35</u></b>



- d) Members noted the income received between 1 April 2002 and 9 May 2022

Interest (April)	0.26
Precept, SKDC	5130.00
Interest (May)	0.30
<b>TOTAL</b>	<b>5130.56</b>

- e) Members noted the expenditure to be paid in line with the approved list of regular payments between 1 April 2022 and 9 May 2022, or for approval

ICO (annual fee)	35.00
Computer fees (annual fee)	100.00
Contribution to laptop (final payment)	370.00
Clerk's Salary, April 2022	105.20
Postage	15.45
Stationery	37.73
Community Heartbeat Trust VETS (annual fee)	100.00
Section 137, Social Club (Jubilee live band)	400.00
LALC (annual subscription)	84.93
Village Hall Storage (annual fee)	60.00
St Bartholomew's PCC, BDG Mowing 1972	70.00
Section 137, DASH UK (Mugs for Jubilee)	228.00*
Bank Charges, April 2022	5.00
Community Heartbeat Trust (annual maintenance package)	126.00
Brother ink cartridges	53.39
BT, May 2022	74.77*
<b>TOTAL</b>	<b>1865.47</b>

- f) Members resolved to approve the monthly income and expenditure account for April and beginning May 2022.

- g) Members noted the record of reserves as of 1 April 2022.

Elections	1774.74
Defibrillator	1400.00
Laptop	150.00
Community Improvements	3016.19
<b>Total Earmarked</b>	<b>6190.93</b>
Savings Account Total as of 6 April 2022	7344.03
<b>Total Unearmarked</b>	<b>1153.10</b>

- h) The Clerk informed Members that the first quarter risk assessment is due June 2022.

**Action: The Chair will complete the risk assessment.**

- i) Members noted that the insurance is due for renewal on 1 June 2022. See minute reference 22/012 a) for details.

- j) The Clerk informed members that Lloyds and Virgin appear offer business accounts without any monthly fees. Members resolved to approve the opening of a business account with Lloyds.

**Action: Clerk to obtain the necessary paperwork.**

**13) CORRESPONDENCE (22/013)**

Members noted the following emails:

- a) Email from SKDC dated 12 April 2022, Best Kept Village Competition 2022
- b) Correspondence (various dates) from Mr Southwell, local parishioner.

**14) DATE AND TIME OF NEXT MEETING (22/014)**

The Jubilee debrief meeting is scheduled to take place on Wednesday 8 June 2022 at 8pm in the Village Hall, Main Street, Ingoldsby.

**15) CLOSED SESSION (22/015)**

National Salary Award

The Chairman closed the meeting at 9.40 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.