

## MEETING OF INGOLDSBY PARISH COUNCIL

Minutes of the **Ingoldsby Parish Council Meeting** held on Wednesday 14 December 2022 at 8pm in the Village Hall, Main Street, Ingoldsby

**Public Forum:** The Chairman opened the public forum. There was one parishioner present. He reported that there are several streetlights in disrepair.

**Action: Clerk to liaise with Council members for reporting purposes. Links to SKDC and LCC are to be added to the newsletter and website so that members of the public can report these matters themselves.**

1) **WELCOME REMARKS BY THE CHAIR (22/051)**

The Chair welcomed Members to the meeting and wished everyone a Merry Christmas. She informed the meeting that on 16 November 2022, the Parish Council adopted a new Code of Conduct and signed up to the Civility and Respect Pledge. The certificate can be found on the website and parish council noticeboard.

The Clerk has been collating information about groups and warm spaces from local parishes which will be added to the newsletter to be delivered in the New Year with the village questionnaire.

2) **PRESENT (22/052)**

Councillor Eldred, Chair  
Councillor Kenyon, Vice-Chair  
Councillor Leigh  
Councillor Weller

3) **APOLOGIES (22/053)**

Apologies were received from Councillor Nelson. The reason for her absence was noted and accepted.

4) **DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS (22/054)**

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.

5) **SIGNING OF THE MINUTES (22/055)**

Members resolved to accept the Clerk's notes of the Parish Council meeting held on Wednesday 16 November 2022 as a true and accurate record of that meeting. The minutes were duly signed and dated.

6) **GENERAL MATTERS (22/056)**

a) County & District Council

Councillor Trotter submitted her apologies.

b) Playground Update

Members agreed to defer the item to the next meeting of the Parish Council.

Councillor Leigh, as a member of the working group, said that she has not been tasked yet, but is more than willing to offer her assistance.

c) Lloyds Bank

Application is still outstanding.

**Action: Councillor Weller to email the requested information to the Clerk.**

d) Review of Clerk's Contract of Employment & Appraisal Procedure

Councillor Kenyon reported that the Clerk's contract needed to be amended to reflect her current working conditions in November 2022. He stated that some minor amendments were made to the model contract document provided by LALC. The amendments included place of work and spinal column points to reflect the Clerk's current hourly rate based on recent revisions by Local Government (pro-rated April 2022). He stated that the Clerk is now at the top of the pay scale (SCP 18-23) but may receive annual cost of living increments. The Clerk's annual pay increase and appraisal will fall at or around the beginning of the financial year. Councillor Leigh proposed that the Clerk's new contract of employment as amended by Councillor Kenyon, the proposal was seconded by Councillor Kenyon and passed by resolution of the Council.

e) Policy Review

The Chair, Councillor Eldred proposed that the following policies are adopted with an amendment to Section 137 to include the statement that 'applications for Section 137 funding cannot be made retrospectively'. The proposal was seconded by Councillor Kenyon and passed by resolution of the Council.

- Financial Regulations
- Equal Opportunities Policy
- Councillor's Expenses Policy
- Clerk's Expenses Policy
- Sickness Absence Policy
- Annual Leave Policy
- Anti-Bullying & Harassment Policy
- Disciplinary Policy
- Grievance Policy
- Section 137 Policy & Procedure Documents

f) Historic Minutes

The Chair informed the meeting that the Clerk has found a book of 'lost' minutes.

**Action: Clerk to scan the minutes before delivery to Lincolnshire Archives so they may be kept in perpetuity.**

g) Section 137 Application

Members agreed to defer this item to the next meeting of the Parish Council as members had not received the application from the Social Club.

h) Clerk's Training

The Clerk informed Members that she is going to enrol with Pitman Training, based in Nottingham to do an ICDL (International Computer Driving Licence) which will deliver

90 CPD points (per email sent to Council members on 28 November 2022). The Clerk asked whether the Parish Council would consider a 50% contribution towards the cost of the course. The total cost of the course is £499. Councillor Leigh proposed a contribution of £150 in the current financial year and £100 in the financial year 2023-2024. The proposal was seconded by Councillor Weller and passed by resolution of the Council.

7) **HIGHWAYS (22/057)**

- a) No reports of new or outstanding highways defects. Parishioners are reminded 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.

8) **PLANNING MATTERS (22/058)**

- a) New Planning Matters: None.
- b) Decisions pending or received:
- i) ENF20/0117 breach of works not in accordance with S19/1802 and S19/1311 ARNOLD The Rectory, Back Lane, Ingoldsby – pending.

There was general discussion about current building work at the Rectory, but Councillor Kenyon explained that this work has been previously approved, S17/0251.

9) **FINANCE (22/059)**

- a) Third quarter budget review  
Members agreed to defer this item to the next meeting of the Parish Council.
- b) Risk Assessment  
The Chair, Councillor Eldred has conducted the third quarter risk assessment and reported no change.  
**Action: The Chair will email the completed document to the Clerk.**

10) **CORRESPONDENCE (22/060)**

Members noted the following correspondence:

- a) Email from LALC dated 18 November 2022, 'Civility & Respect Newsletter, November 2022'.
- b) Email from Admissions Policy, LCC dated 25 November 2002, 'Notification of Policy Consultation 2024/25'. For Spilsby King Edward VI Academy, Spilsby and Charles Read Academy, Corby Glen. Consultation will run between 14 November 2022 and 7 January 2023.
- c) Town and Parish Council Newsletter, November 2022.
- d) Email from PKF Littlejohn dated 2 December 2022, 'Appointment to position of External Auditor for the five-year period up to 2027.
- e) Email from TSG Publicity Team dated 2 December 2022, Christmas Bus Service Information (copies can be found on the noticeboard, links on the website).

- f) Email from Councillor Richard Davies, Executive Councillor for Highways & Transport, LCC dated 2 December 2022, 'Grantham Transport Strategy summary document to improve public transport and support future development.
- g) LALC E-news (weekly publication).

11) **DATE AND TIME OF NEXT MEETING (22/061)**

- Precept Consultation meeting, Saturday 4 February 2023, time TBC, Village Hall, Main Street, Ingoldsby.
- Parish Council meeting, Wednesday 15 February 2023 at 8pm in the Village Hall, Main Street, Ingoldsby.

12) **CLOSED SESSION (22/062)**

Item not required.

The Chairman closed the meeting at 8.50pm.