

MEETING OF INGOLDSBY PARISH COUNCIL

Minutes of the **Ingoldsby Parish Council Meeting** held on Wednesday 16 November 2022 at 8pm in the Village Hall, Main Street, Ingoldsby

Public Forum: The Chairman opened the public forum. There was one parishioner present. He stated that the wall at The Rectory on Back Lane and the associated building debris at the verge side is an eye-sore.

1) **WELCOME REMARKS BY THE CHAIR (22/039)**

The Chair welcomed members to the meeting.

On behalf of the Parish Council, she expressed her condolences to the Royal Family on the passing of our late Sovereign Queen Elizabeth II who passed away on 8 September 2002 just after the last meeting of the Parish Council.

The First Aid courses were delivered on Friday 21 and Saturday 22 October and the Chair passed on her thanks to Councillor Nelson for organising the events. The provider said would be more than happy to provide further training in the future.

The litter pick took place on 5 November 2022 and was well attended, the Chair expressed her thanks to the volunteers.

In terms of Askey Lane, the matter rests with the Secretary of State.

The village newsletter has been distributed door to door and a copy can be found on the local Facebook page.

The defibrillator battery has been replaced and the equipment is again online.

The Clerk informed the meeting that the Parish Council had received a complimentary email from the Clerk at Old Somersby regarding the planters.

2) **PRESENT (22/040)**

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

3) **APOLOGIES (22/041)**

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

4) **DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS (22/042)**

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

Councillor Trotter entered the meeting at 8.10pm.

5) **SIGNING OF THE MINUTES (22/043)**

Members resolved to accept the Clerk's notes of the Parish Council meeting held on Wednesday 7 September 2022 as a true and accurate record of that meeting. The minutes were duly signed and dated.

6) **GENERAL MATTERS (22/044)**

a) County & District Council

District Councillor Trotter commented on the absence of a police presence at the parish council level for some time. She has raised this issue with the new Chief Inspector at Grantham Police Station, Jon Shield and he has suggested a ward-by-ward Teams meeting with several Parish Councillors from each parish.

Councillor Trotter informed the meeting that there has been a spate of horse trailer thefts locally and asked people to be vigilant.

She said SKDC have created an online hub with information to assist people faced with the cost-of-living crisis.

SKDC have recently taken on apprentices to work at the council working across three different departments offering an alternative to traditional education.

SKDC continue to conduct home inspections as part of the 'Homes for Ukraine' programme. She said that on Saturday 19 November 'refugees' living locally will come together to celebrate their nations customs and traditions.

Action: Councillor Kenyon reminded members about the parish policing priority feedback form from Maisie McMahon, the Safer Together Co-ordinator.

At 8.15pm another parishioner joined the meeting.

Councillor Kenyon informed Councillor Trotter that the verge on Back Lane littered with building debris is highway maintainable and this could be classed as fly tipping.

Action: Councillor Trotter will email the link to Councillor Kenyon to progress this.

b) Consultation with residents & community groups (village questionnaire)

Member agreed to defer this item to the next meeting (although a decision minute reference 22/047 f. to move forward with the questionnaire in December).

c) Welfare Group

Councillor Leigh asked whether there would be any benefit in setting up a welfare group in the village to ensure that the elderly and vulnerable have a connection. Councillor Kenyon suggested communication with other village organisations in the first instance to find out what is already being offered. There was further general discussion; the plan going forward is to compile a list including CallConnect information, so parishioners have to hand this information

Action: Clerk to source information from neighbouring parishes. Councillor Kenyon will add this to the agenda for the coronation planning meeting with the various village organisations scheduled for the New Year.

d) Playground Update

Councillor Nelson reported that the next step is to meet with the working group and commence the funding application process. The Clerk was able to obtain some information from Barrowby Parish Council in relation to maintenance costs from the

- point of installation to five years but unable to ascertain the cost in terms of annual insurance. Councillor Nelson reminded the meeting that Mr Lenton would be willing to install the play equipment at cost which would significantly reduce the budget head. Councillor Nelson reported that more funding had been raised locally. District Councillor Trotter said that Carol Drury at SKDC is helpful with community grant applications.
- e) Lloyds Bank
The Clerk reported that the glitch on the website has been repaired and the application can proceed. The Clerk reminded members that the reserves and current account will be merged into the one account be recorded separately on the bank reconciliation.
Action: Clerk to progress the application.
- f) Coronation of King Charles III, May 2023 (Saturday 6 May 2023)
Councillor Kenyon confirmed that he had reached out to the various village organisations who are eager to work together per the Jubilee celebrations.
Action: Councillor Kenyon to schedule a meeting to take place in the New Year.
- g) Remembrance Day Décor Costings
Tommy Statue (£175), Tommy lamp post plaques (£5 each), lamppost poppies (£3 each). Members agreed to defer the item to June 2023.
- h) Local Council Award Scheme
Councillor Kenyon stated that the Local Council Award Scheme provides a framework for parish councils to demonstrate that it meets certain sector standards, is compliant with legal and procedural requirements, is well managed, provides training for staff and councillors and has an effective programme of community engagement. There are three different levels of the award: Foundation, Quality & Quality Gold. The Clerk must evidence at least 12 months of CPD (12 points) prior to initial application. Members agreed that this would be a good standard to work towards.
Action: Clerk to investigate potential training sources and courses.
- i) Civility & Respect Pledge
Councillor Kenyon presented the Civility & Respect Pledge to council members. He explained that this sets the standard for a council to demonstrate that it is committed to politeness and courtesy in behaviour, speech and the written word. Councillor Kenyon read out the pledge (listed below for your information) and proposed that the Parish Council sign up to the pledge and adopt the new Code of Conduct (listed below for your information). The proposal was seconded by Councillor Leigh and was agreed unanimously by all members.

CIVILITY & RESPECT PLEDGE

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

INGOLDSBY PARISH COUNCIL

Code of conduct

Introduction

Pursuant to section 27 of the Localism Act 2011, Ingoldsby Parish Council has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
8. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.

9. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of interests at meetings

10. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest in Appendix A), the

member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A

Interests described in the table below.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses.
	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council —
	(a) under which goods or services are to be provided or works are to be executed; and
	(b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)—
	(a) the landlord is the Council; and
	(b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where—
	(a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and
	(b) either—
	(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or
	(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*'director' includes a member of the committee of management of an industrial and provident society.

**'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;

- (ii) any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which the member of the Council is a member or in a position of general control or management;

- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

- j) NALC Pay Review, Clerk's Salary
Item to be discussed under agenda item 9 f.

7) **HIGHWAYS (22/045)**

- a) No reports of new or outstanding highways defects. Parishioners are reminded that new faults can be reported at www.lincolnshire.gov.uk/faultreporting or email cschighways@lincolnshire.gov.uk or contact customer services by telephone on 01522 782070.
- b) Village walkabout, 15 September 2022.
The walkabout with the Local Highways Manager (West), Rowan Smith, County Councillor Martin Hill and District Councillor Sarah Trotter was reported upon in the Village Newsletter.
- Councillor Kenyon stated that the potholes on Chapel Lane and Grantham Road have now been repaired.
 - Mr Smith asked Councillor Kenyon to report the dip at the bottom of Rosemary Rise via the LCC fault reporting system detailed above. This was returned as currently unrepairable. Mr Smith said this would be looked at the next time crews are in the village.
 - The drainage issues near the post box require further investigation.
 - The fly-tipping on Back Lane was discussed. Mr Smith said he would ascertain whether this is public or private land and report back to council.
 - The 30mph signs on Grantham Road were once again discussed with reference to two proposed plots, one with outline permission reference S22/1223 and one subject to pre-planning for a further dwelling. Mr Smith acknowledged that this will strengthen the 'built up area' and could lead to a review. Mr Smith will pass this back to the relevant team.

8) **PLANNING MATTERS (22/046)**

- a) New Planning Matters:
i) Councillor Kenyon stated that this will have little impact on Ingoldsby due to the location of the pipeline.

Application No:	S22/1847
Applicant:	Anglian Water Services Ltd.
Proposal:	Section 73 application to vary condition 13 (construction working hours) of S22/0230 (Hybrid Planning Application for the proposed Grantham to Bexwell potable water Pipeline Scheme with full planning consent sought for 95 kilometres of pipeline and 4-kilometre spur, and outline consent for associated above ground infrastructure at Elton and Welby Heath with all matters reserved except for access.)
Location:	Pipeline between Ancaster and Bexwell, Norfolk
Case Details:	Phil Jordan, Case Officer p.jordan@southkesteven.gov.uk
Deadline:	24 November
Status:	Consultation in progress.

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. Councillor Kenyon explained that current work at the property was authorised under a previously approved planning application. Building debris in the verge is being investigate.

ii)

Application No:	S22/1223
Applicant:	Mr & Mrs Woodward
Proposal:	Application for approval of Reserved Matters relating to access, appearance, landscaping, layout and scale in connection with outline application no. S21/0920 (erection of a detached dwelling and garage).
Location:	Green Gates, Grantham Road, Ingoldsby, Lincolnshire, NG33 4EQ
Case Details:	Peter Lifford, Case Officer p.lifford@southkesteven.gov.uk
Deadline:	18 July 2022
Status:	Approved 21 October 2022

9) **FINANCE (22/047)**

a) Members noted the current bank balances as of 23 August 2022.

Current Account	2,722.78
Savings Account	7,351.39
TOTAL	<u>10,074.17</u>

b) Members noted the income received between 23 August and 10 November 2022.

Interest (September)	0.94
Interest (October)	<u>2.11</u>
Interest (November)	<u>2.71</u>
Community Cleaning Grant (2/2)	<u>463.32</u>
TOTAL	<u>469.08</u>

c) Members noted the expenditure to be paid in line with the approved list of Regular payments between 23 August 2022 and 10 November 2022, or for approval.

Clerk's salary, September 2022	105.20
Clerk's salary, October 2022	434.76
Section 137, Wreath Poppy Shop	50.00
Bank Charges, September	5.00
Bank Charges, October	5.00
Autela Payroll Services, Quarter 2	51.61
BT Group, September 2022	32.34
BT Group, October 2022	32.34
TOTAL	716.25

d) Members resolved to approve the monthly income and expenditure accounts for September & October 2022.

- e) Risk Assessment (third quarter due end November)
Action: Councillor Eldred to review.
- f) Budget 2023/2024.
Members examined the draft budget. The Clerk explained that the budget does not balance with a potential over-spend of £2450 following increases across the sector.

Members acknowledged that the only source of income is the precept which is received from SKDC. Historically the Parish Council has received a community cleaning grant from SKDC which equates to £926.26 annually, but this source of funding is not guaranteed.

Members perused the budget and agreed with the expenditure forecast for the 2023-2024 financial year. With this in mind, members discussed an increase to the precept to cover £1385 of the deficit and a draw on reserves for the remaining £1065.

Councillor Kenyon proposed the 2023-2024 precept request and budget. The proposal was seconded by Councillor Nelson and passed by resolution of the council.

Members agreed with the increase in precept that it is vital to find out what parish priorities are for spending

Action: Clerk to submit the precept request to SKDC. Newsletter to be drafted to explain the increase in the precept. Clerk to add Section 137 information to the Facebook. Survey to be drafted to go out with the newsletter in January 2023.

10) CORRESPONDENCE (22/048)

Members noted the following correspondence:

- a) Email from Julie Edwards, SKDC Electoral Services dated 15 September 2022, Interim Review of Polling stations (you placed a copy on noticeboard which was to remain in situ until 7 October and can now be removed).
- b) Emails from Lincolnshire Reservoir Project Team dated 15 September, 20 September 2022 and 12 October 2022 - Information on Anglian Water's proposed new reservoirs and consultation.
- c) Email from Claire Moses, Head of Revenues, Benefits & Customer Services SKDC dated 23 September 2022, Proposed Council Tax Support Scheme 2023/24.
- d) Town & Parish Council newsletters, September & October 2022.
- e) Email from Maisie McMahan Safer Together co-ordinator NSK dated 6 October 2022, Parish policing priority feedback form and 17 October 2022 – Third quarter newsletter.
Action: Councillor Kenyon to report speeding through the village as a policing priority for Ingoldsby.
- f) Email from LCC dated 10 October 2022, Lincolnshire bus service updates. I think I put something on Facebook about this.
- g) Email from LALC dated 11 October 2022, Cost of Living Challenge – Support & Guidance (I have uploaded a document to Facebook and webpage)
- h) Email from Planning Policy SKDC dated 20 October 2022, Local Development Scheme 2022-2025.

- i) Email from SKDC dated 4 November 2022, Cost of Living Information Leaflet (posted to Facebook page and webpage).

11) **DATE AND TIME OF NEXT MEETING (22/049)**
14 December 2022 at 8pm in the Village Hall, Ingoldsby.

12) **CLOSED SESSION (22/050)**
Item not required.

The Chairman closed the meeting at 10.45 pm