

MEETING OF INGOLDSBY PARISH COUNCIL

Minutes of the **Ingoldsby Parish Council Meeting** held on Wednesday 7 June 2023 at 8pm in the Village Hall, Main Street, Ingoldsby

Public Forum: The Chair opened the public forum. There were no parishioners present.

1) **WELCOME REMARKS BY THE CHAIR (23/023)**

The Chair, Councillor Eldred, welcomed members to the meeting.

2) **PRESENT (23/024)**

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

3) **APOLOGIES (23/025)**

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

4) **DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS (23/026)**

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 Nelson reported her interests in relation to the Playing Field Committee, PTA and PTFA.

5) **SIGNING OF THE MINUTES (23/027)**

Members resolved to accept the Clerk's notes of the Parish Council meeting held on Wednesday 17 May 2023 as a true and accurate record of that meeting. The minutes were duly signed and dated.

6) **GENERAL MATTERS (23/028)**

a) County & District Matters

Apologies were received from District Councillor Trotter.

b) Parish Council Constitution

The Clerk informed the meeting that the Parish Council does have a constitution and can be found under Section 14 of the Local Government Act 1972.

A Parish Council shall consist of the chairman and parish councillors and shall have all such functions as are vested in the council by this Act or otherwise. The Parish Council shall be a body corporate by the name, "The Parish Council" with the addition of the name of the particular parish. Notwithstanding anything in any rule of law, a parish council need not have a common seal, but where a parish council have no seal, any act of theirs which is required to be signified by an instrument under seal, may be signified by an instrument signed and sealed by two members of the council.

- c) Planters
The Clerk informed members that volunteers have asked for an additional £25.00 to cover the costs associated with maintenance of the village planters, making the annual budget £100.00. Members approved an annual budget of £75.00 at the meeting held on Wednesday 17 May 2023, minute reference 23/016 i). Members agreed to leave the budget at £75.00 and if the volunteers require additional funding to defer to the Parish Council.
- d) Banking arrangements
Members resolved to approve completion of the move to Lloyds Bank to negate any further bank charges. HSBC currently charge £5 per month.
- e) Welcome cards
Members resolved to approve £21.00 for the purchase of village welcome cards.
- f) Defibrillator and First Aid Training
Councillor Nelson has arranged for two training sessions to take place.
- 4 August 2023 at 9.30am
 - 5 August 2023 at 7.30pm

The Clerk has been in contact with the Community Heartbeat Trust for a list of current VETS volunteers and to ascertain whether a recent call to the VETS line was an error.

- g) Church Request for additional funding
The PCC had requested further assistance with the cost of cutting the churchyard in view of increasing costs. This was considered at the Parish Council meeting on 17 May 2023, minute reference 23/016 g). The Clerk was to ascertain the status of the current contract and to ask the PCC to obtain three quotes for a like for like service ahead of further discussion. The outcome was that the PCC have already entered into a contract with a new supplier for this year but will obtain three quotes for next year. Councillor Kenyon proposed that no more than an additional £100 is awarded to the PCC to bring the contribution in line with that awarded to the PFA. The proposal was seconded by the Chair, Councillor Eldred and passed unanimously by resolution of the Council.
- Action: Clerk to liaise with the PCC to inform them of the decision and to ask for future requests to be to the Parish Council in October to assist with budget setting which takes place in November each year.**

List of regular payments included in the minutes to reflect the changes agreed in minute reference 23/028 item g.

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.

Clerk's monthly salary up to the budgeted annual sum of £2865.00. 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.

Payments to Autela Payroll Services Limited for services rendered not exceeding the budgeted amount of £215.00.

Payments to the Village Hall for hall hire not exceeding the budgeted amount £305.00 for cupboard storage and annual hire for meeting purposes.

Annual subscriptions to LALC and the ICO not exceeding the budgeted amount of £125.00.

Insurance not exceeding the budgeted amount of £251.00.

The internal audit fee not exceeding £88.00.

Payments for gardening services to St. Bartholomew's churchyard not exceeding the budgeted amount of **£600.00**. Additional payments above the budgeted amount must be applied for in writing.

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 for an amount not exceeding £60.00 (which is the direct debit amount)

Payments to BT to be paid by direct debit for the amount billed. Budget head is £390.00.

Payments for office equipment, stationery and training not exceeding the budgeted amount of £885.00.

Section 137 expenditure (including £50.00 for the RBL) not exceeding the budgeted amount of £950.00.

Monthly bank fees of £5.00.

£600 annual contribution to the PFA for the maintenance costs of the playing fields.

h) Summer newsletter

Items to be included: Defibrillator and first aid training, introduction of new council, village walkabout (highways), summer fayre on 1 July, and autumn litter pick.

Action: Members to liaise with the various village organisations for their input. Councillor Kenyon to draft the newsletter.

7) **HIGHWAYS (23/029)**

No reports of new or outstanding highways defects and other updates.

Members of the public can report any new faults at www.lincolnshire.gov.uk/faultreporting or email cshighways@lincolnshire.gov.uk or contact customer services by telephone on 01522 782070.

8) **PLANNING MATTERS (23/030)**

a) New Planning Matters:
None.

b) Decisions pending or received:

i)

Application No:	S23/0358
Applicant:	Site & Communities Co-ordinator, Lizzie Lemon, Boothby Wildland Ltd
Proposal:	Creation of four ponds for Great Crested Newts
Location:	Boothby Lodge Farm, Grantham Road, Boothby Pagnell, Lincolnshire, NG33 4DE
Case Details:	Phil Jordan, Case Officer
Deadline:	None
Status:	Approved on 25 May 2023
Parish Council:	No comments/objections

ii)

Application No:	S23/0334
Applicant:	Mr & Mrs James Boon
Proposal:	Erection of replacement garage to side of dwelling on 10cm concrete base
Location:	Fox Barn, Humby Road, Ingoldsby, NG33 4BF
Case Details:	Letitia Barrowcliff, 01476 406379, Letitia.barrowcliff@southkesteven.gov.uk
Deadline:	29 April 2023
Status:	Not determined.
Parish Council:	No comments/objections.

9) **FINANCE (23/031)**

a) Members noted the current bank balances as of 1 June 2023

Current Account	5322.64
Savings Account	7523.05
<u>TOTAL</u>	<u>12845.69</u>

b) Members noted the income received between 11 May 2023 and 1 June 2023.

Community Cleaning Grant (1 of 2)	463.32
VAT Refund	167.36
<u>TOTAL</u>	<u>630.68</u>

c) Members noted the expenditure to be paid in line with the approved list of Regular payments between 11 May 2023 and 1 June, or for approval.

<u>Detail</u>	<u>Price</u>	<u>VAT</u>	<u>Total</u>
Bank Charges, May 2023	5.00	0.00	5.00
BT, May 2023	31.99	6.40	38.39
Clerk's Salary MAY	470.10	0.00	470.10
Planter Supplies	51.99	0.00	51.99
Zurich Insurance	241.00	0.00	241.00
<u>TOTAL</u>	<u>800.08</u>	<u>6.40</u>	<u>806.48</u>

d) Record of reserves as of 1 June 2023.

<u>Earmarked Reserves</u>	
Elections	2074.74
Defibrillator	1400.00
Laptop	300.00
Community Improvements	3748.31
<u>Earmarked reserves</u>	<u>7496.05</u>
<u>Reserves 'not earmarked'</u>	<u>27.00</u>

e) Members resolved to approve the monthly income and expenditure accounts for mid to end of May 2023.

f) Internal Audit Report

The Internal Audit report has been received from John Jackson without comment.

g) External Audit

PKF Littlejohn have confirmed receipt of the Certificate of Exemption.

10) **CORRESPONDENCE (23/032)**

None.

11) **DATE AND TIME OF NEXT MEETING (23/033)**

Wednesday 19 July 2023, Village Hall, Main Street, Ingoldsby at 8pm.

12) **CLOSED SESSION (23/034)**

The Chair closed the meeting at 8.40 pm with full agreement of the Council, and in accordance with the Public Bodies Act 1960 moved the meeting into closed session due to the confidential nature of items to be discussed.