

**Minutes of the Ingoldsby Annual Parish Council Meeting held in the Village Hall, Ingoldsby
on Wednesday 29 May 2019**

Public Forum: There were a number of parishioners present including County Councillor Martin Hill and District Councillor Sarah Trotter.

1. **ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE (19/012)**
Councillor Ward-Barrow proposed Councillor Harrison as a candidate for the position of Chairman. Councillor Harrison confirmed his candidacy. The proposal was seconded by Councillor Eldred. Councillor Harrison was elected to the role of Chairman by resolution of the council. The Chairman completed the Declaration of Acceptance of Office.
2. **ELECTION OF VICE-CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE (19/013)**
The Chairman proposed Councillor Slight as a candidate for the position of Vice-Chairman. Councillor Slight confirmed his candidacy. The proposal was seconded by Councillor Ward-Barrow. Councillor Slight was elected to the role of Vice-Chairman by resolution of the council. The Vice-Chairman completed the Declaration of Acceptance of Office.
3. **WELCOME REMARKS BY THE CHAIRMAN (19/014)**
The Chairman thanked those present for their attendance. He spoke briefly about potential improvements to the mobile phone signal locally following receipt of a pre-application consultation from Clarke Telecom for a proposed mast on Irnham Road. The Chairman also welcomed local participation in terms of future projects. He thanked the Lincolnshire County Council Highways Department for the new signage on Bitchfield Road. The Chairman apologised for the late start of the meeting.
4. **APOLOGIES (19/015)**
Apologies received from Councillor Weller. The reason for her absence was noted and accepted.
5. **DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS (19/016)**
 - 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.
Action: The Clerk asked Members to complete the forms:
 - **Declaration of Acceptance of Office.**
 - **Declaration of Pecuniary Interests.**
4. **SIGNING OF THE MINUTES (19/017)**
 - a) Members resolved to accept the Clerk's notes of the Parish Council meetings held on 6 February 2019 and 10 April 2019 as true and accurate records of those meetings.
5. **GENERAL MATTERS (19/018)**
 - a) Litter Pick, 27 April 2019
The Chairman informed the meeting that the event at the end of April had been well attended and he expressed his gratitude on behalf of the Parish Council to those volunteers for their time and efforts.

- b) British Red Cross First Aid Training
The Clerk informed Members that the training event scheduled for Tuesday 30 April 2019 had been cancelled due to low numbers. Councillor Weller has rescheduled training for both Tuesday 2 and Thursday 11 July 2019. Councillor Eldred confirmed the availability of the village hall.
Action: Flyer to advertise event.
- c) Community Improvements
The Clerk reminded Members of the resolution dated 14 March 2018 to purchase two planters and a noticeboard up to the value of £2000. Members have since agreed to purchase one planter to see how this can be managed. The Clerk informed Members that there has been no formal resolution relating to the purchase of a bench.
Action: Clerk and Mr Kenyon to purchase noticeboard and planter.
- d) SID
The Clerk informed Members that Mr Kenyon has kindly offered to administer the SID. Members resolved to approve the kind offer from Mr Kenyon.
- e) BT Contract
Councillor Harrison proposed a continuation of the British Telecom contract. The proposal was seconded by Councillor Eldred and passed by resolution of the council.
- f) Community Speedwatch Scheme
Members agreed that a minimum number of volunteers are required before the Council can pass a resolution on the required expenditure.
- g) Waste Bin
The Clerk informed Members that she is awaiting further information from Clova Townhill at South Kesteven District Council.
- h) Risk Assessment
Item to be deferred to the next meeting of the Parish Council.
- i) County and District Councillor
Councillor Hill asked if there were any outstanding issues arising from the 2018 village walkabout. The Chairman informed Councillor Hill that the state of Bitchfield Road is an on-going issue. Councillor Trotter said that it would be a shame to see Askey Lane closed to public access.
- j) Askey Lane
The Chairman proposed that the Parish Council attempt to take possession of Askey Lane. Councillor Eldred seconded the proposal and the resolution was passed by resolution of the Council. Members resolved to approve the formation of a working group. Members include Councillors Eldred, Slight, Ward-Barrow and Mr Harden.
Action: Clerk to contact LALC for legal advice. Working group to arrange a meeting ahead of the next Parish Council meeting.

6. **HIGHWAYS (19/019)**

- a) Members noted the erosion by the 30mph sign on Boothby Road.
Action: Clerk to report the defect. Clerk to chase Rowan Smith for a definitive answer relating to Chapel Lane.

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) The Clerk informed Members that Rowan Smith the Local Highways Manager (West) had offered two dates, 20 and 21 August, for the 2019 village walkabout.
Action: Clerk to confirm a date and time with Mr Smith.

7. **PLANNING MATTERS (19/020)**

- a) New Planning Matters: None.
- b) Members noted the decisions received/awaited:
i) Mrs P Littleworth, The Barns, Irnham, Ingoldsby. Planning Appeal. Deadline for comments 25 April 2019. Members had previously agreed that it was not necessary to submit any further comments.

8. **FINANCE (19/021)**

- a) Members noted the bank balances as at 21 May 2019.
- | | |
|-----------------|-------------------------|
| Current Account | 6008.39 |
| Savings Account | 6413.24 |
| TOTAL | <u>12,421.63</u> |
- b) Members noted the following income received between 5 April 2019 to 21 May 2019.
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|--------------------------|-----------------------|
| April Interest | 1.09 |
| Precept | 4750.00 |
| Community Cleaning Grant | 426.92 |
| May Interest | 1.05 |
| TOTAL | <u>5179.06</u> |
- c) Members noted the following expenditure to be paid or having been paid in line with the approved list of regular payments between 4 April 2019 to 21 May 2019.
- | | |
|------------------------------------|----------------------|
| Grass Cutting 0905 | 70.00 |
| Village Hall Hire (April) | 14.00 |
| Clerk's Salary (May) | 100.48 |
| SKDC Garden Waste Scheme PCC | 47.00 |
| Clerk's Expenses (Office Supplies) | 17.81 |
| TOTAL | <u>249.29</u> |
- d) The income and expenditure account for May was accepted and the bank balances were verified.

- e) Members resolved to approve the end of year account. The cashbook was duly signed and dated by the Responsible Financial Officer/Clerk and Chairman.

Current Account as per bank balance on 31 March 2019	1482.45
Uncleared Payments	(121.76)
Uncleared Income	Nil
Actual Year End Figure	<u>1360.69</u>

Savings Account as per bank balance on 31 March 2019	<u>6411.10</u>
TOTAL	<u>7771.79</u>

Cashbook Total on 31 March 2019	<u>7771.79</u>
Bank Reconciliation (spreadsheet) Total on 31 March 2019	<u>7771.79</u>

The cashbook was signed and dated by the Chairman and the RFO/Clerk.

- f) The Chairman read out the Annual Governance Statements (section 1) on page 5 of 6 of the AGAR (formerly Annual Return) and gained agreement by resolution with a 'yes' response to each assertion with a 'not applicable' to statement 9. The document was duly signed and dated by the Chairman and the Clerk. The appropriate minute reference was cited.
- g) Members resolved to approve the Accounting Statements on page 6 of 6 of the AGAR. It was signed and dated by the Chairman and the Responsible Financial Officer. The appropriate minute reference was cited. The Chairman also signed the exemption certificate.
Action: Chairman to mail exemption certificate to the External Auditor.
- h) The Clerk confirmed compliancy with the Transparency Code legislation for Smaller Authorities 2015; all financial data is available on the Parish Council website.
- i) The Clerk confirmed compliance with public rights; the mandatory period of Inspection will take place between Monday 17 June to Friday 26 July 2019.
Action: Chairman to display Public Rights Notice by Friday 15 June 2019.
- j) The Clerk informed Members she had submitted the VAT and BT reclaims for £187.52 and £264.38.
- k) The Chairman proposed moving the year end figure of £1360.69 to the savings account. The proposal was seconded by Councillor Slight and passed by resolution of the Council.
Action: Clerk to carry out the transfer and contact HSBC in relation to process for adding Councillor Slight as a signatory and removing Mr Kenyon.

9. **CORRESPONDENCE (19/022)**

Members noted the following correspondence:

- a) Email from LALC dated 16 April 2019 on behalf of Richard Davies, 'Extra spending budget article' – The County Council has agreed to invest a further 1 million pounds to improving the highways service in Lincolnshire'.
- b) Email from the Highways Department dated 17 April 2019, 'Temporary Traffic Restrictions'.
- c) Email from Clarke Telecom dated 17 April 2019, 'Pre-application Consultation of Proposed Radio Base Station Installation- '.
- d) News & Updated from Community Lincs, May 2019.

10. **DATE AND TIME OF NEXT MEETING (19/023)**

- a) Members agreed to hold the next meeting of the Parish Council on Wednesday 14 August 2019.