

ANNUAL PARISH COUNCIL MEETING OF INGOLDSBY PARISH COUNCIL

Dear Councillor

You are summoned to attend the remote **ANNUAL PARISH COUNCIL** meeting of **INGOLDSBY PARISH COUNCIL** via Zoom to be held on **Wednesday 26 August 2019 at 8.15 pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder. **Meeting ID 945 510 5974, Passcode 7t6fdb.**

The meeting will be preceded by a public forum, when members of the public may ask questions or make short statements to the Council, which commences at **8.00 pm**. Parishioners who are unable to join the Zoom meeting are welcome to submit any comments or questions to the Clerk at ingoldsbypcclerk@hotmail.co.uk

Reminder for people to keep their dogs on leads and pick up dog foul and dispose of it appropriately.



Clerk to the Council

Date: 21 August 2020

1. **ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE**
2. **ELECTION OF VICE-CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE**
3. **WELCOME REMARKS BY THE CHAIRMAN.**
4. **APOLOGIES**
 - a) Apologies for absence and reasons given.
5. **DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS**
 - a) To receive reports on members' disclosable pecuniary interests in relation to the agenda and any dispensations in accordance with the Localism Act 2011.
6. **SIGNING OF THE MINUTES**
 - a) To resolve to accept the Clerk's notes of the Parish Council meeting held on 12 February 2020 and the remote meeting on 22 April 2020.
7. **GENERAL MATTERS**
 - a) To ratify actions recorded on 22 April 2020.
 1. ***To cancel future Parish Council meetings for an initial period of 3-months despite 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 which allow for online meetings due to logistics.***
 2. ***Members resolved not to approve the purchase of an NHS flag to be erected on the flagpole at the request of a parishioner. Members resolved to donate by Section 137 a sum of £50.00 to Captain Tom Moore via JustGiving to support local charities.***
 3. ***Members resolved to approve Clerk's Emergency Spending Powers as listed in Financial Regulations with the approval of the Chairman and Vice-Chairman should this be required.***
 4. ***Chairman and Vice-Chairman with agreement and resolution of the Council agreed to remain in post until a public Annual Parish Council meeting can be held.***
 5. ***Members resolved to approve the list of Regular Payments for 2020 (listed below).***
 6. ***Members resolved to approve the payment of £54 for the Garden Waste Service which is £6 over budget.***

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.

1. *Clerk's monthly salary of 8 hours multiplied by the Clerk's hourly wage of £13.15. Overtime and annual leave will need to 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.*
2. *Payments to Autela Payroll Services Limited for services rendered not exceeding the budgeted amount of £100.00.*
3. *Payments to the Village Hall for hall hire not exceeding the budgeted amount of £220.00.*
4. *Annual subscriptions to LALC and the ICO not exceeding the budgeted amount of £120.00.*
5. *Insurance not exceeding the budgeted amount of £330.00.*
6. *The internal audit fee not exceeding £62.50.*
7. *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.*
8. *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.*
9. *Payments to the PCC for the annual renewal of the green bin service to be paid by direct debit annual for an amount not exceeding £48.00.*
10. *Payments to BT for the community wireless scheme to be paid by direct debit for the amount billed. Budget head is £820.00.*
11. *Payments for office equipment/stationery not exceeding the budgeted amount of £250.00.*
12. *Payments to the Royal British Legion in the form of a Section 137 grant not exceeding the budgeted amount of £70.00.*
13. *Payments for the maintenance of Askey Lane not exceeding the budgeted amount of £150.00.*
14. *Payments for community improvements and cleaning not exceeding the budgeted amount of £800.00.*

- b) County Council Matters
- c) District Council Matters
- d) Annual Parish Meeting
- e) Askey Lane

- Stile (requests to remove 16 March and 23 April. Refused in his reply of 23 April
- Discussion with Yareal & Maintenance
- PROW application update from Alison Bean dated 5 August 2020

- f) Playground
Letter from PFA dated 13 February 2020.
- g) Website
- h) Training
- i) To agree a calendar of dates for 'flying the flag'.
- j) Community Improvements
 - Planter (working party)
 - Waste Bin

8. HIGHWAYS

- a) To receive any reports of new or outstanding highways defects and other updates if available. New faults to be reported at www.lincolnshire.gov.uk/faultreporting or email cschighways@lincolnshire.gov.uk or contact customer services by telephone on 01522 782070.
- b) Annual Village Walkabout.
- c) Bitchfield Road and Jumbo Corner.
(Emails from concerned parishioner dated 27 & 29 February 2020. Further correspondence noted from concerned parishioner to LCC highways on 3 June 2020)

9. PLANNING MATTERS

- a) New Planning Matters: None.

- b) Decisions received or awaited:

S19/2055 – HAFIZ on behalf of CLARK TELECOM, Proposed base station installation south west of unnamed road off Main Street, Ingoldsby. Withdrawn by applicant on 4 May 2020.

S20/0303-4 – LAMYMAN, The Old Rectory, Bitchfield Road, Ingoldsby. Demolition of dog kennels, erection of outbuilding as ancillary use to dwelling, construction of tennis courts to include landscaping. Granted on 20 May 2020.

S20/0721-2 – LANYMAN, The Old Rectory, Bitchfield Road Ingoldsby. New tennis court on former ménage. Granted 28 July 2020.

S20/0972 – ARNOLD, Cemetery Farm, Humby Road, Ingoldsby. Erection of 3 (no) agricultural buildings (straw, hay and feed store, and general purposes building) and creation of new access. Refused 12 August 2020.

- c) To note the number of complaints received from parishioners in relation to S19/1311 & S19/1802 – ARNOLD, The Rectory, Back Lane, Ingoldsby. Ref ENF20/0117, alleged breach of works not in accordance with S19/1311 & S19/1802.

10. YEAR END FINANCE (2019/2020)

- a) To note the current bank balances as at 31 March 2020.

Savings Account	6886.46
Current Account	282.66
<i>Uncleared Payments</i>	(58.74)
	223.92
<i>Uncleared Income</i>	<i>Nil</i>
TOTAL	<u>7110.38</u>
Cashbook Total	<u>7110.38</u>
Bank Reconciliation (spreadsheet) Total on 31 March 2020	<u>7770.38</u>

- b) To note the following income received from 6 February 2020 to 31 March 2020.
- | | |
|----------------------|----------------------|
| February Interest | 1.32 |
| March Interest | 1.08 |
| Refund Land Registry | 40.00 |
| Ward Grant SKDC | 150.00 |
| TOTAL | <u>232.40</u> |
- c) To note the following expenditure paid in line with the approved list of regular payments between 6 February 2020 to 31 March 2020.
- | | |
|------------------------------|----------------------|
| Village Hall (February 2020) | 10.50 |
| BT Invoice (February) | 226.08 |
| BT Invoice (March) | 289.30 |
| Clerk Salary (February) | 77.40 |
| Clerk Salary (March) | 40.12 |
| Autela (Quarter 4) | 48.24 |
| PFA S137 | 300.00 |
| TOTAL | <u>991.64</u> |
- d) To resolve to approve the end of year account.
Cashbook to be signed and dated by the RFO/Clerk and Chairman.
- e) AGAR/External Audit 2019/2020
- Public Rights, Period of Inspection (Monday 15 June to Friday 24 July 2020).
 - To confirm the internal audit (report) has been completed.
 - To sign and date the exemption certificate as a smaller authority with income and expenditure not exceeding £25,000 in the year of account ended 31 March 2020 and therefore exempt from a limited assurance review (formerly external audit).
 - To resolve to approve the Annual Governance Statement (Section 1) of the Annual Return (AGAR). To be signed and dated by the Clerk and Chairman with minute reference.
 - To resolve to approve the Accounting Statements of the AGAR (Section 2). To be signed and dated by the RFO and Chairman with minute reference.
 - Clerk to confirm compliance with the Transparency Code legislation.
 - VAT Reclaim.
- f) Year End Budget Review

In terms of expenditure the Parish Council was over budget under only two budget headings. 5% under the Clerk's salary budget heading and 133% under Section 137. In total, the Parish Council was 30% over budget in terms of expenditure and spent £661.41 above and beyond the income received. Income received was 11% above and beyond the budgeted amount.

On 28 February 2022 £500 was transferred to current account to act as a further buffer to the £400.00 that was transferred on 6 Feb 2020 and ratified at the meeting on 12 Feb 2020. This was done in line with Financial Regulations. On 14 May £900.00 and £400.00 were transferred back to savings account. The additional £400.00 was for the defibrillator and election reserves.

11. **FINANCE (2020/2021)**

- a) To note the following income received from 1 April 2020 to DATE.
- | | |
|-------------------------------|---------|
| April Interest | 1.07 |
| May Interest | 1.09 |
| June Interest | 1.00 |
| July Interest | 0.07 |
| August Interest | 0.07 |
| Precept | 5005.00 |
| SKDC Community Cleaning Grant | 453.44 |

VAT Reclaim	469.93
TOTAL	5931.67

- b) To note the following expenditure to be paid in line with the approved list of regular payments between 1 April 2020 and DATE.

BT Invoice (April)	44.39
BT Invoice (May)	44.39
BT Invoice (June)	44.39
BT Invoice (July)	44.39
Clerk's Salary (April)	105.20
Clerk's Salary (May)	105.20
Clerk's Salary (June)	105.20
Clerk's Salary (July)	105.20
Clerk's Salary (August)	105.20
Clerk's Computer Fee	100.00
Came & Company Insurance*	338.40
Autela (Quarter 1)	67.44
LALC Annual Subscription	84.93
ICO Annual Subscription	35.00
SKDC Garden Waste Scheme	54.00
BDG Mowing (1230)	70.00
Planter	81.99
Compost, Flowers	TBC
Waste Bin	232.06
Office Supplies	73.24
Section 137 NHS Charities	50.00
TOTAL	<u>1890.62</u>

- c) To resolve to approve the monthly income and expenditure account for April-August 2020.

d) Quarter one budget review

The only items to note at the end of this first quarter is that the Parish Council has overspent under the SKDC Garden Waste Scheme by 13%. This over-payment was ratified at the zoom meeting of 22 April 2020. The other expenditure heading where the Parish Council is showing as over-spent is Insurance by 3%.

e) Reserves

• Elections	1474.74
• Defibrillator	1200.00
• Community Improvements	3213.24
TOTAL EARMARKED RESERVES	<u>5887.98</u>

**This leaves a total of 2301.64 in the savings account that is not earmarked.*

12. **CORRESPONDENCE**

- a) Email from Clive Keble dated 28 February, Consultation of the Ropsley and District Draft Neighbourhood Plan.

13. **DATE AND TIME OF NEXT MEETING**

- a) To confirm the date and time of the next meeting.

Parishioners requiring a more detailed version of the agenda or explanation as to content are asked to contact the Clerk in the first instance by email. Contact details are listed above.