

MEETING OF INGOLDSBY PARISH COUNCIL

Dear Councillor

You are summoned to attend the meeting of **INGOLDSBY PARISH COUNCIL** to be held in the Village Hall, Ingoldsby, on **Wednesday 23 May 2018 at 8.30pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

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 **8.15pm**.



Clerk to the Council

Date: **Friday 18 May 2018**

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 14 March 2018. To be signed and dated by the Chairman.
 - b) Minutes dated 24 May 2017, 4 October 2017, 6 December 2017 and 24 January 2018 to be signed having been agreed on 6 December 2017 as true and accurate records of those meetings.
7. **GENERAL MATTERS**
 - a) Items from Annual Parish Meeting for next agenda.
 - b) SID update and wheelie bin stickers.
 - c) Cemetery bins and grass cutting.
 - d) Fly-tipping, Grantham Road.
 - e) Rosemary Rise road sign.
 - f) Mobile phone coverage and internet speed.
 - g) Community Improvements (planters and noticeboard).
 - h) Fruit Tree funding.
 - i) Welcome pack.
 - j) Social Calendar.
 - k) GDPR (email disclaimer).
 - l) Email from LCC dated 22 August 2017, Visit from Diane Hansen, Head of Engagement and Inclusion at South West Lincolnshire Clinical Commissioning Group (to discuss how the Council are committed to improving healthcare in the future).
 - m) Policy Review.

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) Village Walkabout/Meeting with Rowan Smith, Local Highways Manager for North & South Kesteven and County Councillor Martin Hill.

9. **PLANNING MATTERS**

- a) New Planning Matters: None.
- b) Decisions received or awaited:
 - i. Mr T Arnold (S17/2263) – Agricultural diversification activity comprising the construction of four buildings, hardstandings, plantation, a worm pit and a vehicle turning/manoeuvring/standing areas on land off Humby Road, Ingoldsby, NG33 4EG AWAITED.
 - ii. Mr T Arnold (S18/0183) – Erection of 18m rear extension to dwelling, extend existing parking area. REFUSED, 3 May 2018.
 - iii. Mr T Arnold (S17/1844) – Extensions and alterations to dwelling at The Rectory, Back Lane, Ingoldsby. REFUSED, 3 May 2018.
 - iv. Mr Miller (S18/0271) – Erection of detached garage/workshop, replacement of roof to dwelling and garage conversion. REFUSED, 9 April 2018.
 - v. Mr Radley (S17/2259) – Erection of single storey extensions to dwelling, Meadow Barn, Grantham Road, Ingoldsby, NG33 4EJ. GRANTED SUBJECT TO CONDITIONS, 20 April 2018.
 - vi. Mrs P Littleworth (S18/0546) – Prior approval relating to the change of use of agricultural building to a dwelling. REFUSED, 8 May 2018.
- c) SKDC failure to consult Parish Council reference S17/1844.

10. **FINANCE**

- a) Members to resolve to approve the list of regular payments in line with the 2018/2019 budget.
- b) To note the following income received between 8 March and 31 March 2018.

PCC Grass Cutting	505.00
TOTAL	<u>505.00</u>
- c) To note the following expenditure paid in line with the approved list of regular payments between 8 March and 31 March 2018.

Autela, Quarter 4 (2017-2018)	45.12
TOTAL	<u>45.12</u>
- d) To note the year end bank balances as at 31 March 2018.

Current Account (as per bank balance)	477.48
Uncleared payments	(45.12)
Uncleared income	505.00
Actual Year End Figure	<u>937.36</u>
Savings Account Year End Figure	<u>4965.20</u>
TOTAL	<u>5902.56</u>

Cashbook total as at 31 March 2018	<u>5902.56</u>
Bank reconciliation spreadsheet total as at 31 March 2017	<u>5902.56</u>

e) To resolve to approve the end of year account. Cashbook to be signed and dated by the RFO/Clerk and Chairman.

f) To resolve to approve an annual transfer to savings.

g) Insurance and Asset Register (Risk Assessment).

h) To note the current bank balances	
Current Account as at 11 May 2018	5137.48
Savings Account as at 11 May 2018	5465.77
TOTAL	<u>10,603.25</u>

i) To note the following income received between 1 April and 11 May 2018.

Interest (APRIL)	0.27
Precept (SKDC)	4657.00
Community Cleaning Grant (SKDC)	407.16
Interest (MAY)	0.30
TOTAL	<u>5064.73</u>

j) To note the following expenditure to be paid in line with the approved list of regular payments or for Approval between 1 April and 11 May 2018.

ICO Annual Subscription	35.00
LALC Annual Subscription	103.42
Clerk's Salary, April	94.24
BT April Invoice	72.12
Clerk's Salary, May	94.24
Internal Audit Fee, John Jackson	57.50
Garden Waste Service, PCC	47.00
Came & Company Insurance Renewal	330.00
Clerk's Computer Fee	100.00
Wheelie Bin Stickers	53.30
Stationery and Ink	129.45
BDG Mowing (invoice 0624)	70.00
TOTAL	<u>1186.27</u>

k) Analysis of the monthly income and expenditure account for April/May 2018.

l) Review of system of Internal Audit.

m) External Audit, PKF Littlejohn.

n) To complete and 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.

o) To resolve to approve the Accounting Statements for 2017/2018 of the AGAR (Section 2). To be signed and dated by the RFO and Chairman with minute reference.

p) Clerk to confirm compliance with the Transparency Code legislation.

- q) Public Rights, Period of Inspection (Monday 2 July to Friday 10 August).
- r) Amendments to budget and Approval of payment schedule under insurance, green bins and internal audit headings.
- s) Councillors are asked to note that the £500.00 that was transferred from the savings account to the current account on DATE with the approval of the Chairman and Vice-Chairman and in line with Financial Regulations to cover costs incurred at the beginning of the new financial year ahead of the receipt of the precept, was returned to the savings account on 11 April 2018.
- t) VAT reclaim.
- u) BT reclaim.

11. **CORRESPONDENCE**

- a) Email from local landowner dated 6 May 2018, Public footpath stiles.
- b) LALC News, Edition 164.
- c) News and updates from Community Lincs, March 2018.
- d) Emailed letter from LCC Highways dated 22 March, Temporary road closure of Bitchfield Road on 23/24 March 2018.
- e) Emailed letter from LCC Highways dated 4 April 2018, Grass Cutting Schedule for 2018/2019 for Lincolnshire.
- f) Emailed letter from LCC dated 6 April 2018, Lincolnshire Waste Strategy Consultation.
- g) Rural Crime Newsletter received 6 April 2018, Operation Gaileo (hare-coursing).

12. **CLOSED SESSION**

- a) Clerk's annual salary review.

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.

Proposed amendments to 2018/2019 budget

May 2018

In terms of the current budget, the Parish Council has received invoices or been notified of price increases in terms of audit fees, insurance and SKDC's green bin charges.

The proposals are as follows:

1. To take £32.00 from the annual subscriptions budget. It is estimated that the Parish Council will spend considerably less under this budget heading this year due to a decision not to subscribe to the SLCC and the LALC Annual Training Scheme (unless Councillors deem it necessary to do so)
2. £30.00 should be added to the insurance budget.
3. £1.50 should be added to the internal audit fee budget.
4. £0.50 should be added to the SKDC green bin scheme budget
5. To increase the budgeted amount for stationery from £80.00 to £155.00.
The £75.00 could be drawn from the £75.00 allocated training budget. Ordinarily this figure is accumulated annually but as an exception this financial year, it is recommended that this figure compensates for over-spending in terms of stationery.

INGOLDSBY PARISH COUNCIL

LIST OF REGULAR PAYMENTS

This list of regular payments is approved by Financial Regulations if it necessary to make the 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. 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 for use of own computer and printing equipment.
2. Payments to Autela Payroll Services Limited for services rendered not exceeding the budgeted amount of £155.00.
3. Payments to the Village Hall for hall hire not exceeding the budgeted amount of £56.25.
4. Annual subscriptions to LALC and the ICO not exceeding the budgeted amount of £175.00.
5. Insurance not exceeding the budgeted amount of ~~£300.00~~ £330.00.
6. The internal audit fee not exceeding ~~£56.00~~ £57.50.
7. Payments for gardening services to St. Bartholomew's churchyard not exceeding the budgeted amount of £400.00. Additional payments above the budgeted amount will have to be approved at the next meeting of the Parish Council.
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 ~~£46.50~~ £47.00.
10. Payments to BT for the community wireless scheme to be paid by direct debit for the amount billed.
11. Payments for office equipment and stationery not exceeding the budgeted amount of ~~£80.00~~ £155.00.
12. Payments for training not exceeding the budgeted amount of £75.00.