

MEETING OF INGOLDSBY PARISH COUNCIL

Dear Councillor

I hereby give you notice that the **INGOLDSBY PARISH COUNCIL MEETING** will be held in the Village Hall, Ingoldsby, on **WEDNESDAY 13 NOVEMBER 2013** following the public forum, when members of the public may ask questions or make short statements to the Council, which commences at 7.45pm. All members of the Parish Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Clerk to the Council

Date **Thursday 7 November 2013**

PUBLIC FORUM:

1. **WELCOME REMARKS BY THE CHAIRMAN**
2. **APOLOGIES**
 - a) Apologies for absence and reasons given.
3. **DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS**
 - a) To receive reports on members' disclosable pecuniary interests and to receive dispensations in accordance with the Localism Act 2011.
4. **SIGNING OF THE MINUTES**
 - a) To resolve to accept the Acting Clerk's notes of the meeting held on 8 October 2013 as true and accurate minutes of that meeting.
5. **INPUT FROM VILLAGE ORGANISATIONS**
6. **CLERK'S REPORT**
 - a) To receive a summary of the Internal Auditor's report.
 - b) To receive recommendations for the appointment of Clerk and to resolve to approve the appointment of Mrs H Wilson to the role of Clerk and Responsible Financial Officer and to agree upon the contract of employment.
 - c) Draft Policies to be issued for consideration at the next meeting including Risk Assessment (general), Equal Opportunities, Financial Regulations, Standing Orders and a Complaint's Procedure.
 - d) To resolve to adopt South Kesteven District Council's Code of Conduct.
 - e) To resolve to approve the delegation of powers to the Clerk re planning applications.
 - f) Agenda/Minutes to Noticeboards. To resolve to approve a cost effective system.
 - g) Payroll Administration – Autela Payroll Services.
 - h) To resolve to approve online banking for statements and transaction purposes.
 - i) Asset Register & Risk Assessment.
 - j) To resolve to approve the annual subscription to LALC.
 - k) Bench Maintenance. To receive a report from Councillor Eldred.
 - l) Drains – Rosemary Rise. To receive a report from Councillor Eldred.
 - m) Grass cutting – (village hall and church). To receive a report from Councillor Eldred.
 - n) Cemetery Maintenance – dyke clearance and mole-catching.
 - o) Section 137 Payment to Royal British Legion for a wreath. £17.00 + £5.00 P&P.
 - p) Annual Parish Meeting.

7. **COUNTY & DISTRICT COUNCIL & COMMUNITY MATTERS**

- a) County Councillor Martin Hill.
- b) District Councillor Peter Stephens.

8. **HIGHWAYS**

- a) Speed Limit Signs (Archer Survey)
- b) Village Walkabout – Area Highways Manager, Mr Mark Heaton.
- c) To resolve to approve a Road Safety Committee/Working Group.

9. **PLANNING MATTERS**

- a) Decisions received:
- b) Planning Matters awaiting decision:
 - i) S13/2818 - Mr & Mrs C Adcock, The Grange, Ingoldsby, Grantham, Lincolnshire, NG33 4EY.

10. **FINANCE**

- a) To note income received:
 - i) Nil
- b) To resolve to approve the following payments:

i) SKDC, Cost of Uncontested Election, March	£35.50
ii) SKDC for Came & Company Insurance £272.27, Beauchamp Garden Services £120.00 & £70.00	£462.27
iii) Parochial Council (Cemetery Maintenance 50% contribution)	£110.00
iv) Peter Harden – Website Services	£74.78
v) Village Hall Charges	£30.00
vi) SKDC Cost of Contested Election, August	£847.48
vii) Mr John Jackson, Internal Audit	£50.00
viii) LALC Annual Subscription (£27.17 + VAT)	£32.60
ix) Section 137 payment – Donation to British Legion (wreath)	£22.00
x) Clerk's Expenses	
- Staples – Analysis Book/Cash Ledger	£24.49
- Stamps	£9.60
- Paper & Ink	£8.98
- c) Analysis of monthly Income and Expenditure Account.
- d) To resolve to approve the end of year accounts for 2012/2013.
- e) Annual Governance Statement & External Audit Paperwork for completion.

11. **CORRESPONDENCE**

- a) Email received from David Scott, Finance Support Manager, SKDC reference Parish Precept Drop In Sessions.
- b) Email received from Maria Lyon, Senior Transport Assistant, LCC reference Christmas Bus Service.
- c) Letter received from Joseph Qureshi, Planning Policy Officer, SKDC re South Kesteven Planning Consultation Questionnaire dated 4 October 2013.

12. **DATE OF FUTURE MEETINGS**

- a) To resolve to approve the day, dates and times of future meetings for 2014/2015.