

## INGOLDSBY PARISH COUNCIL MEETING

Dear **Councillor**

You are summoned to attend **the Ingoldsby Parish Council** meeting to be held on **Wednesday 17 May 2023** at **8.15pm** 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 **8.00pm**. Parishioners who are unable to attend the meeting are welcome to submit any comments or questions to the Clerk at [ingoldsbypcclerk@hotmail.co.uk](mailto:ingoldsbypcclerk@hotmail.co.uk).



Clerk to the Council

Date: 10 May 2023

- 1) **ELECTION OF CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE**
- 2) **ELECTION OF VICE-CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE**
- 3) **WELCOME REMARKS BY THE CHAIR**
  - i) Councillor Weller
  - ii) Councillor Lenton
  - iii) Report on the Spring Litter Pick, 25 March
  - iv) Village Questionnaire (published)
- 4) **PRESENT**
- 5) **APOLOGIES**
  - a) Apologies for absence and reasons given
- 6) **DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS**

To receive reports on members' disclosable pecuniary interests in relation to the agenda and any dispensations in accordance with the Localism Act 2011.
- 7) **SIGNING OF THE MINUTES**

To resolve to accept the Clerk's notes of the Parish Council Meeting on Wednesday 19 April 2023.
- 8) **GENERAL MATTERS**
  - a) County & District Council
  - b) Parish Council elections
    - i) Notice of uncontested election, Thursday 4 May 2023
    - ii) Declaration of Acceptance of Office/DPI Forms (all Councillors)
    - iii) Code of Conduct
    - iv) Civility of Respect Pledge

- c) Annual Policy Review
- d) Parish Council Constitution
- e) Coronation
  - i) Summary
  - ii) Community Fund/Section 137 Funding, Village Hall (£176.94)
  - iii) Mugs
- f) Training (LALC Training Bulletin – April 2023)
- g) PCC Request for an increase in the annual contribution to grass-cutting
- h) To note the email received from Andy Savage, Senior Countryside Officer, complaint regarding the installation of electric gates on Ingoldsby Public Footpath Number 1
  - i) Planters
  - j) Community Heartbeat Trust Price Increase
  - k) Councillor’s expenses

7) **HIGHWAYS**

- a) To receive any 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](http://www.lincolnshire.gov.uk/faultreporting) or email [cschighways@lincolnshire.gov.uk](mailto:cschighways@lincolnshire.gov.uk) or contact customer services by telephone on 01522 782070.
- b) To note the email from Richard Littlewood, Arboricultural Officer, LCC dated 9 May 2023, Turkey Oak Tree canopy reduction.

8) **PLANNING MATTERS**

- a) New Planning Matters:

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:	
Status:	Not determined.
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, <a href="mailto:Letitia.barrowcliff@southkesteven.gov.uk">Letitia.barrowcliff@southkesteven.gov.uk</a>
Deadline:	29 April 2023
Status:	Not determined.
Parish Council:	No comments/objections.

b) Decisions pending or received:

i)

Application No:	S22/2432
Applicant:	Mrs Fiona Blackwell
Proposal:	Outline planning application, with all matters reserved, for the erection of a detached dwelling and garage.
Location:	Land opposite Green Gates, Grantham Road, Ingoldsby, Lincolnshire, Ng33 4EQ
Case Details:	Peter Lifford, Case Officer <a href="mailto:p.lifford@southkesteven.gov.uk">p.lifford@southkesteven.gov.uk</a> ext 6391
Deadline:	18 July 2022
Status:	Granted on 23 March 2023.
Parish Council:	No comments/objections.

## 9) FINANCE

a) To note the current bank balances as of 11 May 2023 (£1000.00 buffer returned to reserves account).

Current Account	5581.28
Savings Account	7388.22
<b>TOTAL</b>	<b><u>12,969.50</u></b>

b) To note the income received between 13 April and 11 May 2023.

Interest (May)	7.91
Community Grant (Coronation)	176.94
<b>TOTAL</b>	<b><u>184.85</u></b>

c) To note the expenditure to be paid in line with the approved list of Regular payments between 13 April and 11 May 2023, or for approval.

<u>Detail</u>	<u>Price</u>	<u>VAT</u>	<u>Total</u>
Bank Charges, April 2023	5.00	0.00	5.00
BT, April 2023	31.99	6.40	38.39
Clerk's Salary APRIL	125.36	0.00	125.36
ICDL Clerk's Computer Course 2 of 2 <i>min ref (22/058) h.</i>	100.00	0.00	100.00
Village Hall (annual storage charge)	60.00	0.00	60.00
Community Heartbeat Trust VETS/Maintenance	235.00	47.00	282.00
Postage (Year End paperwork)	15.45	0.00	15.45
Stationery (dividers)	9.88	0.00	9.88
Village Hall Afternoon Tea, Coronation (section 137)	176.94	0.00	176.94
<b>TOTAL</b>	<b><u>759.62</u></b>	<b><u>53.40</u></b>	<b><u>813.02</u></b>

- d) Record of reserves as of 11 May 2023. To resolve to approve the transfer of £134.83 from the current account to the reserves account.

<b><u>Earmarked Reserves</u></b>	
Elections	2074.74
Defibrillator	1400.00
Laptop	300.00
Community Improvements	3748.31
Reserves 'not earmarked'	(134.83)
<b><u>TOTAL</u></b>	<b><u>7523.05</u></b>

- e) To resolve to approve the monthly income and expenditure accounts for April and May 2023.
- f) Insurance Renewal due 1 June 2023 (BHIB, £375.86, Zurich (current providers) £241.00, third quote awaited)
- g) Risk Assessment, Quarter 1
- h) Clerk's Salary and overtime for approval.
- i) List of regular payments to be updated with (PFA annual contribution towards maintenance costs)

10) **CORRESPONDENCE**

- a) The Rural Bulletin (weekly publication from 28 March to 10 May 2023)
- b) Notification of temporary traffic regulation Order (LCC Highways (dates not specified) dated 9 March 2023).
- c) Email from LCC dated 17 March 2023, CallConnect operating hours
- d) E-news from LALC (fortnightly publication from 20 March 2023 to 1 May 2023).
- e) Email from Anglian Water dated 26 April 2023, New pipelines locally.
- f) April Town & Parish Council Newsletter.
- g) Election correspondence (all notices have been duly posted to noticeboards/website).
- h) Email from Love Martin Moor Action Group, Anaerobic Digestion Plant dated 28 March 2023.
- i) Email from LCC dated 14 April 2023, bus service updates in April and May 2023.
- j) Email from Maisie McMahon, Force Priority Setting meeting (outcomes from Q1/police priority setting document, deadline 1 June 2023).

11) **DATE AND TIME OF NEXT MEETING**

12) **CLOSED SESSION** (if required)

*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.*



## CIVILITY & RESPECT PLEDGE

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff.	
Our council has signed up to Code of Conduct for councillors.	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme.	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

# INGOLDSBY PARISH COUNCIL

## Code of conduct

### **Introduction**

Pursuant to section 27 of the Localism Act 2011, Ingoldsby Parish Council has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

### **Definitions**

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

## **Member obligations**

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

## ***Registration of interests***

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
8. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.



9. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

### ***Declaration of interests at meetings***

10. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest in Appendix A), the

member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

### **Dispensations**

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

## Appendix A

Interests described in the table below.

<b>Subject</b>	<b>Description</b>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses.
	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council —
	(a) under which goods or services are to be provided or works are to be executed; and
	(b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)—
	(a) the landlord is the Council; and
	(b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where—
	(a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and
	(b) either—
	(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or
	(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\*'director' includes a member of the committee of management of an industrial and provident society.

\*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## Appendix B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
  
- (ii) any body—
  - (a) exercising functions of a public nature;
  - (b) directed to charitable purposes; or
  - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which the member of the Council is a member or in a position of general control or management;
  
- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.