

Clerk: Heidi Wilson

Email: ingoldsbypcclerk@hotmail.co.uk

INGOLDSBY PARISH COUNCIL MEETING

Dear Councillor

You are summoned to attend **the Ingoldsby Parish Council Annual** meeting to be held on **Wednesday 18 May 2022 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.



Clerk to the Council

Date: 13 May 2022

- 1) **ELECTION OF THE CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE**
- 2) **ELECTION OF THE VICE-CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE**
- 3) **WELCOME REMARKS BY THE CHAIRMAN**
- 4) **PRESENT**
- 5) **APOLOGIES**
 - a) Apologies for absence and reasons given.
- 6) **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.
- 7) **SIGNING OF THE MINUTE**
 - a) To resolve to accept the Clerk's notes of the Parish Council meeting held on 23 March 2022.
- 8) **GENERAL MATTERS**
 - a) County Council Matters
 - b) District Council Matters
 - c) Annual Parish Meeting
 - d) Jubilee Timetable & Events
 - e) Better communication with our community (questionnaire)
 - f) Community Improvements – White Gates/planter/Rosemary Rise bench installation
 - g) Askey Lane. To note the email from Mr Harden dated 18 March 2022 & Alison Bean, Definitive Map Officer, Countryside Services dated 6 April 2022
 - h) Playground
 - i) First Aid training for VETS volunteers & community
 - j) Gov.uk email domain, recommendations from LALC.
 - k) BT Contract Review (24 months at 36.99 before VAT)/alternative supplier
 - l) Clerk's overtime (20 hours April/May)

9) **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) Emailed notification of temporary traffic restriction dated 25 April 2022 in Lenton, Anglian Water will be installing a new water connection resulting in the closure of Keisby Road (between Folkingham Road a point 120m southeast) between 24 May and 26 May 2022.
- c) Confirmation of Village Walkabout, 15 September 2022 (2pm).

10) **PLANNING MATTERS**

- a) New Planning Matters:
 - i) None.
- b) Decisions pending or received:
 - i) ENF20/0117 breach of works not in accordance with S19/1802 and S19/1311 ARNOLD The Rectory, Back Lane, Ingoldsby – pending.

ii)

Application No:	S22/0246
Applicant:	Mr & Mrs Troughton
Proposal:	Demolition of existing outbuildings and erection of new outbuilding to include a family room, home office, garages and annexe.
Location:	Moat Farm, Scotland Lane, Ingoldsby, Lincolnshire, NG33 4ET
Case Details:	Julie Carroll, Case Officer j.carroll@southkesteven.gov.uk
Deadline:	4 May 2022
Status:	PENDING

iii)

Application No:	S22/0250
Applicant:	Mr Carl Whitfield
Proposal:	Two storey side extension
Location:	The Paddocks, Back Lane, Ingoldsby, Lincolnshire, NG33 4EW
Case Details:	Julie Carroll, Case Officer j.carroll@southkesteven.gov.uk
Deadline:	7 March 2022
Status:	GRANTED 3 May 2022

11) **YEAR END FINANCE**

- a) To note the bank balances as of 31 March 2022.

Savings Account	7343.77
Current Account	703.49
Uncleared Payments	Nil
Uncleared Income	Nil
TOTAL	8047.26
Cashbook Total	8047.26
Bank Reconciliation (spreadsheet) on 31 March 2022	8047.26

- b) To resolve to approve the end of year account (cashbook to be signed and dated by the Chairman) & RFO.
- c) AGAR/External Audit 2021/2022

- i) Dates of the Public Rights Period, Period of Inspection (27 June – 5 August 2022).
- ii) Internal Audit.
- iii) To sign and date the exemption certificate as a smaller authority (with income and expenditure not exceeding £25,000 in the year ending 31 March 2022) which is therefore exempt from a limited assurance review (external audit).
- iv) To resolve to approve the Annual Governance Statement (Section 1) of the Annual Return (AGAR). To be signed and dated by the RFO and Chairman with minute reference.
- v) To resolve to approve the Accounting Statements (AGAR, Section 2). To be signed and dated by the Chairman with minute reference.
- vi) Compliance with Transparency Code.
- vii) VAT reclaim form.

d) Year End Budget Review

In terms of income, the Parish Council received 6% more income than budgeted at first glance. In actual fact the true figure is 2% more than budgeted. The figure is inflated due to a reimbursement from Lincolnshire County Council (waste bin) which should have been received in the financial year 2020/2021.

In terms of expenditure, the Parish Council spent 5% more than budgeted. The explanation of significant variances which forms part of the AGAR shows that overspending occurred in the following budget heads; staff costs and all other payments. The Clerk's salary was 50% over budget. This item is to be reviewed by Councillors for future budget preparation as the current 8-hours per month are insufficient. The Parish Council purchased a new bench at cost of £847.33 and paid a quarter contribution towards the Clerk's new laptop at £370.00. These items were unexpected budget items. The funding for the bench was taken from earmarked reserves. The only other budget head that was significantly over budget was Autela Payroll Services quarterly fees for payroll services.

12) FINANCE

- a) To resolve to approve the 'approved list of payments for 2022/23' in line with the budget agreed November 2021. Items of note; insurance and garden waste service.

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.
Clerk's monthly salary up to the budgeted annual sum of £2515.00. Overtime and annual leave above and beyond the 8 contracted hours per month must first 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.
Payment £370 for contribution to new laptop (final payment in 2022/2023).
Payments to Autela Payroll Services Limited for services rendered not exceeding the budgeted amount of £175.00
Payments to the Village Hall for hall hire not exceeding the budgeted amount of £195.00.
Annual subscriptions to LALC and the ICO not exceeding the budgeted amount of £175.00.
Insurance not exceeding the budgeted amount of * £355.00.
The internal audit fee not exceeding £85.00.
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.

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.
Payments to the PCC for the annual renewal of the garden waste service to be paid by direct debit annual for an amount not exceeding * £60.00.
Payments to BT to be paid by direct debit for the amount billed. Budget head is £455.00.
Payments for office equipment and stationery not exceeding the budgeted amount of £275.00.
Payments to the Royal British Legion in the form of a Section 137 grant not exceeding the budgeted amount of £70.00.
Payments for the maintenance of Askey Lane not exceeding the budgeted amount of £100.00.
Bank fees at £5.00 per month (until alternative banking arrangements can be made).

b) To note the error relating to the Precept Request for 2022/23.

c) To note the current bank balances as of 9 May 2022.

Current Account	3968.02
Savings Account	7344.33

d) To note the income received between 1 April 2022 and 9 May 2022.

Interest (April)	0.26
Precept, SKDC	5130.00
Interest (May)	0.30

e) To note the expenditure to be paid in line with the approved list of Regular payments between 1 April 2022 and 9 May 2022, or for approval.

ICO (annual fee)	35.00
Computer fees (annual fee)	100.00
Contribution to laptop (final payment)	370.00
Clerk's Salary, April 2022	105.20
Postage	15.45
Stationery	37.73
Community Heartbeat Trust VETS (annual fee)	100.00
Section 137, Social Club (Jubilee live band)	400.00
LALC (annual subscription)	84.93
Village Hall Storage (annual fee)	60.00
St Bartholomew's PCC, BDG Mowing 1972	70.00
Section 137, DASH UK (Mugs for Jubilee)	228.00*
Bank Charges, April 2022	5.00
Community Heartbeat Trust (annual maintenance package)	126.00
Brother ink cartridges	53.39
BT, May 2022	74.77*
Compost & plants (for planter)	TBC

f) To resolve to approve the monthly income and expenditure accounts for April and May 2022.

g) Record of Reserves as of 1 April 2020 for information.

Elections	1774.74
Defibrillator	1400.00
Laptop	150.00
Community Improvements	3016.19
Total Earmarked	6190.93
Savings Account Total as of 6 April 2022	7344.03
Total Unearmarked	1153.10

- h) Risk Assessment (due June 2022 and quarterly thereafter)
- i) Insurance
- j) Banking options

13) **CORRESPONDENCE**

- a) Email from SKDC dated 12 April 2022, Best Kept Village Competition 2022.
- b) Correspondence (various dates) from Mr Southwell.

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

- a) Jubilee Debrief meeting, Wednesday 8 June 2022.

15) **CLOSED SESSION**

- a) National Salary Award 2021/2022.

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.