

MINUTES OF THE MEETING OF WIGTOFT PARISH COUNCIL HELD ON 6th August 2018

Present: Cllr. S. Collingwood; Cllr. P. Craven; Cllr B Leggott; Cllr. M. Scrupps;

Also Present: Lincs County Councillor Mike Brookes

Public Forum: One member of the public attended to advise the Council that, as the minutes are now taking up more space, the cost for printing the "Wigtoft News and Views" has escalated. It was asked if the Council would consider donating towards the increased cost. The Chairman advised the resident that this would be considered at the next meeting in October.

Chairman's Remarks: The Chairman thanked everyone for attending.

069/18 Apologies for absence and reasons given

Cllrs M Tunnard and S. Baxter sent their apologies. It was resolved to accept their apologies and reasons for absence. Borough Councillor M. Cooper and Ward Councillor Aaron Spencer sent their apologies.

070/18 To receive any declarations of interest in accordance with the Localism Act 2011.

None

071/18 Police report

There was no Police presence or report received.

072/18 Notes of the meeting held on 2.7.18 to be approved and signed as minutes.

It was resolved to accept the above notes. The notes were confirmed and signed as minutes by the Chairman, Cllr SC.

073/18 Accounts for payment, budget figures and financial report.

Invoice date	Details of payment	Amount ex vat	Vat reclaimable	VAT not reclaimable	Overall total
15.7.18	Pay	240.00			
15.7.18	PAYE	60.00			
15.7.18	Clerk use of home as office	20.00			
13.7.18	Printer Cartridges	24.16	4.83		
2.7.18	Printer paper	4.17	0.83		
15.7.18	Clerk travel claim	16.87			
30.6.18	Payroll Services	15.00	3.00		
TOTAL		380.20	8.66		388.86

Finance report

There are no up to date balances for the Bank Account available as the statement up to the end of June has not been received.

Due to the above, the quarterly bank reconciliation had not been completed. This will be done as soon as the statements are received.

Once again, there are problems with the change of Bank Mandate. This will be discussed under agenda item 12.

It was resolved to accept the above accounts for payment and the budget figures for the year to date.

074/18 Planning applications:

None.

075/18 Correspondence

E mail from BBC with copy of the latest Parish Council Newsletter. E mailed to Councillors 30.6.18

E mails from NALC containing weekly newsletter. E mailed to Councillors weekly

E mail from LALC with copy of the latest newsletter. E mailed to Councillors 3.7.18

E mail from NALC regarding 5 start Councils Award. E mailed to Councillors 4.7.18

E mail from BBC publicising signing up on the Voter's Roll. E mailed to Councillors. Added to website 11.7.18

E mail with link to Police Commissioner update. E mailed to Councillors. Added to website 14.7.18

E mail with a copy of the latest Wigtoft News and Views attached. E mailed to Councillors 30.7.18

E mail from Community Engagement Team, LCC about new funding for innovative projects to build stronger communities. E mailed to Councillors 30.7.18

076/18 Councillors Reports

Cllr SC reported that he has been advised by LCC Highways that the condition of the footpath at the side of the Church is at an acceptable standard. He also reported that there has been some garden waste dumped on the path in one corner. **ACTION: Clerk to report as fly tipping to Boston Borough Council.**

077/18 Clerk's Report.

- **The Clerk reported that:**
- An invitation has been received for the Clerk to attend a meeting at Boston Borough Council with Michelle Sacks, Chief Monitoring Officer on 19.9.18. I am unable to attend so I have sent my apologies. There will be a meeting for Clerks and Parish Councillors on the 29th November at 6pm. I am able to attend this meeting. It would be useful if at least one Councillor could attend also.
- Regarding the weekly newsletter from NALC, do Councillors want me to send it out every week or only send out if there is any relevant content?
- A section explaining about the Transparency Code has been added to the website.

Cllr SC volunteered to attend the meeting on the 29th November. Councillors asked for the NALC newsletter to be sent only if there is any relevant content.

078/18 To discuss the next actions required for the Bank Mandate changes and to progress the application for online banking and a debit card for the clerk.

The Clerk advised that a letter has been received from Nat West to say that the paperwork sent by the Boston branch for Cllr. BL has been lost and new paperwork will need to be submitted. Cllr BL said he would be able to go into the local branch to complete the process but not for a couple of weeks. It was resolved to wait for this to happen rather than complete a new mandate without Cllr. BL as a signatory. It was resolved to apply for online banking and for a debit card for the clerk. The application forms for online banking and for a debit card were completed. **ACTION: Cllr BL to advise Clerk when he has completed the process at the Nat West. Clerk to forward other application forms to Nat West.**

079/18 An update on Highways issues and to decide whether to join the Community Speedwatch Scheme.

The Clerk reported that a response to the request for an on-site meeting with Highways regarding the poor visibility at the two A17 junctions with Boston Road and Burtoft Lane South had not been received. After following this up with a further email, a response had been received about the Burtoft Lane South junction. Councillors asked County Cllr. MB for advice. Following a discussion about the Community Speed Watch scheme, it was resolved to join the scheme at a cost of £40. Cllr PC offered to complete the form allocating potential sites for the 30 and 40mph advisory signs. **ACTION: Clerk to forward email correspondence to Cllr MB who will speak to a member of the Highways team for advice and to forward application to Community Speed Watch.**

080/18 An update on the new General Data Protection Regulations (GDPR) and to formally adopt the policies and procedures.

Further policies and procedures had been prepared by the Clerk, namely: Data Breach Policy; Records Retention Procedure; Subject Access Procedure and a Security Compliance Checklist for Councillors to complete. Cllrs PC, BL and MM completed the checklist. It was resolved to adopt the above policies and procedures. The Clerk advised the Council that checking all paper and computer records for personal data is still work in progress. **ACTIONS: Clerk to ensure Cllrs SC, MT and SB complete the checklist. Clerk to publish the remaining policies and procedures on the website. Clerk to complete the check of paper and computer records by the next meeting in October.**

081/18 To decide whether to repair/paint the Noticeboard.

Following a discussion, it was resolved to ask Smart Gardens, a local company, to quote for re-varnishing and repairing the beading and adding a clasp and padlock to the noticeboard. It was resolved to spend a maximum of £200 for this work. **ACTION: Cllr SC to make contact.**

082/18 To review and adopt the Financial Regulations of the Parish Council.

The draft Financial Regulations had been sent out by the Clerk in advance of the meeting. A discussion was held on options for any variables within the document. After the above decisions had been reached, it was resolved to adopt the Financial Regulations. **ACTION: Clerk to update with the amendments and post on the website.**

083/18 To decide whether to have an accompanied or unaccompanied playground inspection by Wicksteed.

The Clerk advised the Council that the cost for an unaccompanied inspection is £45 and an accompanied inspection is £71. There is also an option to have a detailed analysis of risk for £15. It was resolved to arrange an unaccompanied inspection with the detailed risk report. **ACTION: Clerk to order inspection.**

084/18 To discuss the next steps regarding the vacancy for a Parish Councillor.

Following a discussion, it was resolved to continue to advertise the vacancy on the notice board, website and in Wigtoft News and Views. A question was asked about the consequences of not filling the vacancy. **ACTION: Clerk to contact Wigtoft News and Views to request the advert be left in until further notice. Clerk to contact Boston Borough Council to find out if there are consequences to an unfilled vacancy.**

085/18 To discuss the article from LALC's latest newsletter (page 6, sent out on 3.7.18) regarding the difference between the Annual Meeting of the Parish Council and the Annual Parish meeting and to decide on any actions required.

The Clerk drew the Parish Council's attention to the article. Following a discussion, it was resolved to decide whether to have an Annual Parish Meeting or not in 2019 at the next meeting on the 1.10.18.
ACTION: Clerk to add to agenda.

086/18 To decide if the Council wish to send a representative to the LALC AGM on the 17th of October 2018.

It was resolved not to send a representative.

087/18 To discuss the SE Lincs Local Plan main modifications consultation.

The Clerk presented a folder which gave details of any modifications to the plan in Wigtoft. The only alteration was the addition of a parcel of land noted as a POTENTIAL site for development. Once Cllr PC realised that he is the owner of this parcel of land, he declared an interest in the discussion and left the room at 21.15. Councillors discussed the changes and resolved that they did not wish to make any comments on this to the consultation. Cllr PC returned at 21.20.

088/18 To decide if the Council wishes to reinstate the annual meeting with Algarkirk, Sutterton and Fosdyke. (email from Algarkirk Clerk 24.7.18)

It was resolved to register an interest in reinstating this meeting. **ACTION: Clerk to advise Algarkirk Clerk.**

089/18 To decide if the Council wants the Clerk and a Councillor to attend the "Councillors and Clerks networking day" at the Bentley Hotel, South Hykeham on 27.9.18 and also if a Councillor would volunteer to accompany the Clerk to a Clerks and Councillors Parish Liaison meeting at Boston Borough Council on 29.11.18 at 6pm.

It was resolved not to attend the networking day. Cllr SC agreed to accompany the clerk to the Parish Liaison meeting. **ACTION: Clerk to advise BBC at the appropriate time.**

090/18 To discuss and confirm the Clerk's probationary review with full Council.

The Clerk left the room at 21.22. It was resolved to confirm the review. The clerk returned at 21.27 and was advised of the above resolution.

Meeting closed at 21:30