

# **MINUTES OF THE MEETING OF WIGTOFT PARISH COUNCIL HELD ON 4<sup>th</sup> November 2019**

**Present:** Cllr P Craven; Cllr S Collingwood; Cllr S Baxter; Cllr G Wright; Cllr S Bringham; Cllr S Smith

**Also Present:** County Councillor M Brookes; Borough Councillor M Cooper

**Public forum – none.**

**Chairman’s remarks – none.**

## **087/19 Apologies for absence and reasons given**

Cllrs B Leggott sent his apology. It was resolved to his apology and reason for absence.

## **088/19 To receive any declarations of interest in accordance with the Localism Act 2011.**

None

## **089/19 Police report**

None received.

## **090/19 Notes from the monthly meeting held on 7.11.19 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 PC.

## **091/19 Accounts for payment, budget figures and financial report.**

Date of invoice	Details of payment	Amount ex vat	Vat reclaimable	VAT not reclaimable	Overall total	How paid
15.10.19	Pay	208.00				BACS
15.10.19	HMRC	52.00				BACS
15.10.19	Clerk use of home as office	20.00				BACS
31.10.19	Payroll Services	18.00				BACS
5.10.19	Printer Ink	6.66	1.33			Debit card
3.10.19	Election costs	69.77				BACS
<b>TOTAL</b>		<b>374.43</b>	<b>1.33</b>		<b>375.76</b>	

<b>RECEIPTS</b>						
16.10.19	Land rent	345.00				cheque
8.10.19	Precept 1.10.19 to 31.3.20	4624.50				BACS
<b>TOTAL</b>		<b>4969.50</b>				

## **Finance Report**

The precept payment for 1.10.19 to 31.3.20 has been received. £4624.50 was received into the bank account on 8.10.19.

The VAT return has been submitted to cover the period 1.4.19 to 30.9.19 to claim a refund of £190.58

The Bank Reconciliation up to 30.9.19 has been completed following receipt of the September statement. Cllr SC has completed the check.

It was resolved to accept the accounts for payment and the budget figures. It was resolved to accept the bank reconciliation prepared by the clerk and checked by Cllr SC. **ACTION: Clerk to make payments and add updated budget figures to the website.**

#### **092/19 Planning**

None.

#### **093/19 Correspondence**

14.10.19 LALC weekly e-news 14.10.19

e mailed to Councillors 14.10.19

#### **094/19 Councillors Reports.**

Cllr SB – Resident, Virna Atkinson has sent a message thanking the Parish Council for nominating her for a long service award at the recent Lincolnshire Association of Local Council's annual meeting. Unfortunately, she was unsuccessful but enjoyed the experience. Cllr SB asked if the Parish Council wished to sponsor a Christmas tree in the village this year. It was resolved to sponsor a tree for £10. There is an overgrown hedge adjacent to Holly Lodge. Councillors requested that the clerk should speak to the owner. Councillors to supply contact details to clerk.

Cllr PC – offered to contact a resident who had equipment to connect the Christmas lights to the church power supply to ask if he would be prepared to allow the equipment to be used again this year.

Cllr SB – there is a hedge to the left of the playing field which is overhanging the footpath. Cllr PC offered to speak to the owner.

Cllr GW – asked whether Ward Councillor Aaron Spencer should attend Parish Council meetings or is it considered best practise. Cllr GW thanked County Councillor MB and Borough Councillor MC for their regular attendance at meetings.

#### **095/19 Clerk's Report.**

The Clerk advised Council that the Clerk's hours are currently standing at 6.5 more than the hours claimed of 4 per week. This figure is reducing. Please note however that there are 5.8 hours holiday outstanding from last year and 16.8 for the current year. A further report will be issued at the December meeting.

The Internal Audit has been arranged for the 13<sup>th</sup> November.

The tenancy agreement for the land has been sent out. A signed copy has not yet been received.

The jet washing of the equipment has been ordered. No confirmation has yet been received to say the work has been completed.

There will be an article in the next copy of Wigtoft News and Views asking for opinions on whether Wigtoft should enter the best kept village competition next year and, if so, asking for help to complete the application.

#### **096/19 To discuss the revised quote received for mole control in the play area for the next 12 months (carried forward from last meeting).**

The revised quote of £560 per annum was received to show a like for like comparison to the second quote of £450 per annum. This was reviewed by the Councillors. The cost could have been reduced to £420 by having monthly checks instead of fortnightly but Councillors felt that the checks needed doing more frequently. It was resolved to accept the quote for £450. **ACTION: Clerk to advise contractors accordingly.**

#### **097/19 To discuss the information received from Boston Borough Council about the street lights in the village and to decide whether to replace the 2 street lights at a cost of £350 (carried forward from last meeting).**

The Clerk had prepared figures to show when savings would be made if money was spent on replacing the two lights. The Clerk advised Councillors that the original e mail from Boston Borough Council stated the cost would be

£350 + vat however, following a query made, the cost is per light, making a total cost of £700 + vat. The current cost of running these two lights is £73.50 per annum. The running cost if the lights are replaced would be £11 per annum. This means that it would take 13.5 years to recoup the cost. On consideration, Councillors felt that it is important that these lights are kept on due to the location ((Asperton Road and Church Road). It was resolved to advise Boston Borough Council to instruct Eon to renew the lights. Funds will be taken from reserves to pay for this. Councillors asked the clerk to set up a record of the location of each light, what type of light it is and when the lamp is renewed. Councillors also asked the clerk to find out the age of each lamp. **ACTION: Clerk to advise Boston Borough Council and to set up the records.**

**098/19 To review the October monthly play area inspection undertaken by Cllr SB and to decide who will undertake the November inspection.**

Cllr SB apologised that he had not had time to undertake the play area monthly visual inspection. He will complete the November inspection before the next meeting. The Clerk reminded Cllr PC that the next quarterly detailed inspection is due in December and Cllr PC agreed to complete this.

**099/19 To continue the annual budget planning process**

The clerk had partly prepared a budget based on last year's spending and other known factors. Following a discussion about several spending lines, it was resolved that the clerk should obtain 3 quotes for the grass cutting, find out how much it costs Wigtoft News and Views to print the Parish Council minutes and ask the Parochial Church Council if there is anything they may need financial help with in the next 12 months. **ACTION: Clerk to action the above. Agenda item next meeting.**

**100/19 To decide what action to take regarding Flood Action Week 11 to 17 November 2019.**

It was resolved to advertise this on the Parish Council's Facebook page and to display posters on the noticeboard.

**101/19 To decide whether to purchase a wireless mouse to use with the laptop at a maximum spend of £15.**

It was resolved to spend a maximum of £15 on the above. **ACTION: Clerk to purchase wireless mouse.**

**Meeting closed at**

**Next meeting is on the 2.12.19 at 19:00**