

**MINUTES OF THE MEETING OF WIGTOFT PARISH COUNCIL HELD ON 3rd December 2018**

**Present:** Cllr S Collingwood; Cllr P Craven; Cllr. Matt Tunnard; Cllr B Leggott; Cllr. M. Scrupps; Cllr S Baxter; Cllr G Wright

**Also Present:** County Councillor M Brookes

**Public Forum:** None

**Chairman's Remarks:** Cllr SC thanked Cllrs MT, GW and SB for work undertaken outside of the meeting.

**132/18 Apologies for absence and reasons given**

Borough Councillor Mike Cooper sent his apologies.

**133/18 To receive any declarations of interest in accordance with the Localism Act 2011.**

None

**134/18 Police report**

There was no Police presence. A report had been received advising that hare coursing is still happening in the area.

**135/18 Notes of the meeting held on 5.11.18 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.

**136/18 Accounts for payment, budget figures and financial report.**

Invoice date	Details of payment	Amount ex vat	Vat reclaimable	VAT not reclaimable	Overall total
15.11.18	Pay	208.00			
15.11.18	HMRC	52.00			
31.10.18	Payroll Services	15.00	3.00		
15.11.18	Clerk home as office	20.00			
27.11.18	Mobile phone top up	10.00			
20.11.18	Tree work at Play Area	300.00	60.00		
<b>TOTAL</b>		<b>605.00</b>	<b>63.00</b>		<b>668.00</b>

**Finance report**

There is nothing to report this month so there is no financial report.

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

**137/18 Planning applications:**

B/18/0442 - Erection of single storey side extension to form link to annexe accommodation in converted barn granted under approval B/17/0230. The design of the barn conversion will be amended.

Following a review of the proposed plans it was resolved that there were no comments to make. **ACTION: Clerk to advise planning department.**

**138/18 Correspondence**

16.11.18 Letter from Welland and Deepings Internal Drainage Board about access to land e mailed to Councillors 28.11.18

### **139/18 Councillors Reports**

Cllr MS advised that the Millennium seat on the green is green and slimy and needs attention. She also suggested an additional bin is needed for dog waste. **ACTION: Agenda item for next meeting.**

Cllr SC commented that Cllr MT has cleared the footpath between the church wall and the wall by the road. Cllrs thanked Cllr MT.

### **140/18 Clerk's Report.**

#### **The Clerk reported that:**

The printer is now working again.

The Parish Council has been signed up for the Emergency Text Alert system via LCC.

The Parish Council has been signed up for the Winter Self-Help and Mutual Aid Scheme through Highways.

### **141/18 To accept and agree the bank reconciliation from 1.4.18 to 31.10.18 checked by Cllr SB**

It was resolved to accept the bank reconciliation as being correct.

### **142/18 To discuss and agree the HP Instant Ink Facility at a cost of £7.99**

The Clerk explained that for £7.99 per month all printer ink costs would be covered up to a maximum of 300 sheets per month. The total ink cost year to date is £99.54 which averages out at £12.44 per month so the Instant Ink facility would save money. It was resolved to sign up for this scheme at a cost of £7.99 per month. **ACTION: Clerk to activate.**

### **143/18 To review the play area inspection report and decide on any actions required. This is linked to the next item.**

See below.

### **144/18 To continue the preparation of a Risk Management document.**

Cllr GW reported that he had made a good start on preparing this document. Following a discussion about both documents, Cllr PC offered to help with the preparation. Cllr MS will continue with regular checks of the playground. It was resolved to add inspection of the trees to the Risk Management document. **ACTION: Clerk to forward copy of the document to Cllr PC and prepare a template for the regular checks of the playground. Agenda item for next meeting.**

### **145/18 To continue the budget planning process for 2019/2020.**

The final review of the proposed budget was undertaken. The figure for the Footway lighting annual cost has not yet been received by the Borough Council. Once this is to hand, Clerk will add this to the budget. The Clerk suggested that the £20 allocated for the mobile phone PAYG cost ought to be increased to £30. Election costs for May 2019 are not yet known but will be added to the budget when they become available. It was resolved to accept the final budget figures, subject to the additions mentioned above. **Action: Clerk to amend the budget template once all figures are to hand and submit the request for the precept when requested by Boston Borough Council.**

### **146/18 To decide whether to join the Parish Agreement scheme for 2019-20 in respect of the cutting of highway verges**

Following a discussion, it was resolved not to join the scheme as Councillors felt that the current twice-yearly cut undertaken by the County Council is sufficient and to join the scheme would mean increasing costs for the Parish. **ACTION: Clerk to advise LCC by 14.1.19**

### **147/18 To decide whether to comment on the review of polling districts and polling places by Boston Borough Council**

There are no proposed changes for Wigtoft Parish. It was resolved not to comment.

**148/18 An update on the bank mandate, on line banking and debit card applications**

The Clerk reported that the mandate has still not been updated despite several phone calls to the Nat West. A formal complaint has now been lodged with the Bank. The Clerk will follow this through and update Councillors by e mail. **ACTION: Agenda item for next meeting.**

**149/18 An update on Highways issues and the Community Speedwatch Scheme**

The Clerk reported that Highways have advised that the multiple potholes on the northern part of Asperton Road have been filled and necessary work to the deteriorating road surface on Burtoft Lane North have been completed. The advisory speed notices have been erected by Cllr MT.

**150/18 Feedback from the Parish Liaison meeting 27.11.18 (AF and SC) and to receive feedback from the Liaison Meeting with Parish Clerks 30.10.18 (no representative from Wigtoft PC attended).**

Cllr SC and the Clerk reported on the Parish Liaison meeting. The main areas discussed were the changes to the licensing of Houses of Multiple Occupancy, Parish Council Elections 2019 and Conduct, Conflict of Interest and Public Sector Equality Duty. A summary is given below:

**HMO Licensing, basic facts:** All HMO's that house 5 or more people who form 2 or more households who share basic amenities must hold a Licence. Failure to do so is a criminal offence.

**Election schedule:** Packs available early March. MUST BE HAND DELIVERED BY 3<sup>RD</sup> APRIL AT 4 PM. CANNOT BE LATE! POLLING DAY 2<sup>ND</sup> May 7am to 10pm. Need to budget in case contested.

**Conflict of interest and Public Sector Equality Duty:** Must have a Policy (Equal Opportunities Policy); All 9 areas need to be considered; Should consider how PC is reaching out to the whole community; Must be objective when making any consideration in PC role i.e. it is not what you want but what your residents want. Cllr SC that it had been useful to attend the meeting.

Notes were received from the Liaison Meeting with Parish Clerks. This covered areas such as training; Transparency code, Bank Mandates, Declarations of Interest and Standing Orders.

**151/18 To discuss and agree the adoption of an Equal Opportunities Policy**

The Clerk had prepared a policy using a template provided by Lincs Association of Local Councils which had been previously circulated to Councillors. Councillors reviewed the proposed policy and it was resolved to adopt the policy. **ACTION: Clerk to add policy to the website.**

**152/18 An update on the new GDPR regulations**

The Clerk advised that there are still actions outstanding which are a final review of the scheme and letters which are due to be issued to Councillors and the Clerk. **ACTION: Clerk to conduct final review and issue letters by the end of January 2019.**

**153/18 An update on the Notice Board repair**

Cllr SC reported that the repairs are now complete. **ACTION: Clerk to pay invoice.**

**154/18 To decide whether to complete the NALC survey regarding the merging of small Councils**

It was resolved not to complete the survey.

**155/18 To discuss the Christmas Lights**

At present, there is nowhere to plug in the Christmas lights. It was resolved to ask the Parochial Church Council if they could be plugged in to the Church's power and to offer a donation of £100 towards the cost of electricity.

**ACTION: Clerk to contact the PCC. Agenda item next meeting to discuss the possibility of plugging in to street lighting for future years.**

**Meeting closed at 20:45**