

MINUTES OF THE MEETING OF WIGTOFT PARISH COUNCIL HELD ON 5th November 2018

Present: Cllr P Craven; Cllr. Matt Tunnard; Cllr B Leggott; Cllr. M. Scrupps; Cllr S Baxter.

Also Present: Mr G Wright; County Councillor M Brookes; Borough Councillor M Cooper.

Public Forum: None

Chairman's Remarks: Councillor P Craven chaired the meeting.

112/18 Apologies for absence and reasons given

Cllr S Collingwood sent his apologies. It was resolved to accept his apology and reason for absence.

113/18 To receive any declarations of interest in accordance with the Localism Act 2011.

None

114/18 Police report

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

115/18 Notes of the meeting held on 1.10.18 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 Vice-Chairman, Cllr PC.

116/18 Accounts for payment, budget figures and financial report.

Invoice date	Details of payment	Amount ex vat	Vat reclaimable	VAT not reclaimable	Overall total
15.10.18	Pay	192.00			
15.10.18	HMRC	48.00			
30.9.18	Payroll Services	15.00	3.00		
21.9.18	Play area annual safety check	60.00	12.00		
29.10.18	Printer Ink	13.32	2.67		
15.10.18	Clerk home as office	20.00			
29.10.18	Interim internal audit	49.05			
1.10.18	Donation Wigtoft News & Views	60.00			
TOTAL		457.37	17.67		475.04

Finance report

The duplicate bank statement for June has been received. The Bank Reconciliation will be completed by the next meeting. A volunteer will be needed to check this please.

Notification has been received from Boston Borough Council that the 2nd precept payment for the current financial year of £3449 has been paid into the bank account.

The interim internal audit has been completed. No issues were identified. Please see report.

Cllr SB volunteered to check the bank reconciliation.

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

ACTION: Clerk to prepare bank reconciliation and send to Cllr SB for checking. Agenda item next meeting.

117/18 Planning applications:

None.

118/18 Correspondence

28.9.18 Borough Council's Parish Council Newsletter. E mailed to Councillors. Added to website and FB.

19.10.18 E mail regarding Tesco "Bags of Help" community funding. Details sent to Wigtoft News and Views. E mailed to Councillors. Added to FB.

31.10.18 Borough Council's Parish Newsletter. E mailed to Councillors. Added to website and FB.

119/18 Councillors Reports

No individual reports. A discussion was held about the switching on of the Christmas lights.

Action: agenda item for next meeting.

120/18 Clerk's Report.

The Clerk reported that:

The printer is not working at the moment. I am using my own printer until I can get the PC printer working again.

The letter to the chicken farm about the footpath has not yet been sent. I went to have a look at the path and there is very little algae on it. I spoke to the Chairman about it and he suggested it might be better to wait until there is algae to be seen on the path. If you wish me to write anyway, please let me know.

Cllr Scrapps mentioned that ivy is becoming overgrown on the bus shelter. Does anyone know who owns the bus shelter?

Action: The algae on the footpath to be monitored and a letter to be sent to the chicken farm when appropriate. As the bus shelter is owned by the Parish Council, Cllr MT volunteered to cut the ivy back.

121/18 To review the play area inspection report and decide on any actions required. An update on the inspection of trees in the play area and to consider the quotation of £300 to reduce the row of trees at the play area adjacent to the path and road.

The report was reviewed. All items mentioned were deemed to be low risk apart from bird droppings on equipment. Please see comments under minute number. Regarding the inspection of trees in the play area, Darren Rush from Greenscape has advised that there is no work required in the play area but the trees along the edge of the road/public footpath require cutting back. He quoted £300 for this. It was resolved to accept this quote. Action: Clerk to contact Darren and ask him to go ahead.

122/18 To start the budget planning process for 2019/2020.

Councillors reviewed the last 2 year's expenditure. A discussion was held about any other likely expenditure during 2019/20. The majority of the reporting lines for the budget were completed. **Action: Agenda item for next meeting to complete.**

123/18 To start the preparation of a Risk Management document.

The Clerk advised Council that an e mail had been received regarding a parish council's liability when a tree on its land fell into the path of a bus. The outcome of this case was that Parish Councils should implement a tree management strategy and framework. Inspection timetables need to be flexed to reflect the risk. A blanket approach cannot be adopted. Due to the complexity of setting up a risk management document. Councillors agreed that regular checks of the play area need to be made and documented. It was resolved that Cllrs PC and GW would take away the template for this document together with the play area inspection report and report back at the next meeting. **Action: Agenda item for next meeting.**

124/18 To decide whether to participate in the County Council's Winter Self-Help and Mutual Aid scheme and to decide if any new grit bins are required.

It was resolved that no new grit bins are needed. It was resolved to participate in the Self-Help scheme. Cllr PC offered for the 1 tonne bag of pre-packed salt bags to be delivered to his premises and also volunteered to be the designated "Snow Warden". **Action: Clerk to advise Highways accordingly.**

125/18 To decide whether to participate in the "Emergency Text Alert" System (e mail from LCC)

This system is being trialled by Lincs County Council. It is a government backed emergency text alerting system to let strategic and tactical commanders know when the county emergency centre is activated and when it is stood down following an incident. It has been decided to include voluntary groups, town and parish councils. It was resolved to sign up for this scheme. The primary emergency contact will be the clerk, using the Parish Council's mobile number. The secondary contact will be Cllr SC. **Action: Clerk to advise LCC accordingly.**

126/18 An update on the bank mandate, on line banking and debit card applications

The clerk reported that despite several "chaser" telephone calls, the new mandate is still not in place. There is one form missing which should have been sent by the Nat West Boston branch in August. This has been chased 3 times now. Cllr BL advised that he had received a call from the Boston branch. The Clerk advised that they were supposed to call her. It has been left with the Birmingham Team to chase again. No action can be taken regarding online banking and a debit card until the mandate is on place. **ACTION: Clerk to visit local Nat West branch for an update. Clerk to chase Birmingham Business Centre for an update in 1 week.**

127/18 An update on Highways issues and the Community Speedwatch Scheme

The potholes reported by a resident on Asperton Road near their property have been reported to Highways by the Clerk. Highways have advised that this is not a repair that they will consider at the moment. The resident has been advised and will personally report the potholes to Highways. No other work which has been confirmed has taken place yet. Lincolnshire Road Safety Partnership has confirmed that the proposed sites for the passive speed notices are suitable. **ACTION: Cllr MT to erect the passive speed notices. Clerk to monitor other pending work for completion.**

128/18 To discuss the footpath outside the chicken farm

Please see the Clerk's notes above. **ACTION: Clerk to monitor path.**

129/18 An update on the new GDPR regulations

The Clerk advised that that the only actions outstanding 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 the year.**

130/18 An update on the noticeboard repairs

The repair has not yet been completed. Cllr SC will chase this.

131/18 An update on the Clerk's hours and current situation.

The Clerk advised Council that she is trialling a 4 hour working week. She advised that not all policies and procedures are in place yet but any outstanding work of this nature should not be too time consuming. The priority outstanding document is the Risk Management document. This was discussed under minute number 123/18 above. The Clerk also advised Council that she will be moving to Woodhall Spa in the New Year but that this move will not affect her working arrangements. **ACTION: Clerk to report back to Council at the next meeting.**

Meeting closed at 20:20