

MINUTES OF THE MEETING OF WIGTOFT PARISH COUNCIL HELD ON 2nd July 2018

Present: Cllr. S. Collingwood; Cllr. M. Tunnard; Cllr. P. Craven; Cllr. M. Scrupps; Cllr. S. Baxter.

Also Present: Borough Councillor Mike Cooper

Public Forum: None

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

054/18 Apologies for absence and reasons given

Cllr B Leggott sent his apologies. It was resolved to accept his apologies and reason for absence. County Councillor M. Brookes and Ward Councillor Aaron Spencer sent their apologies.

055/18 To receive any declarations of interest in accordance with the Localism Act 2011.

None

056/18 Police report

There was no Police presence or report received.

057/18 Notes of the meeting held on 4.6.18 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.

058/18 Accounts for payment, budget figures and financial report.

Invoice date	Details of payment	Amount ex vat	Vat reclaimable	VAT not reclaimable	Overall total
15.6.18	Pay	486.10			
15.6.18	PAYE	121.40			
15.6.18	Clerk use of home as office	20.00			
6.6.18	Printer Cartridges	30.83	6.16		
6.6.18	Usb Data storage stick	30.83	6.16		
7.6.18	Virus protection	20.00	4.00		
30.5.18	Payroll Services	15.00	3.00		
TOTAL		724.16	19.32		743.48

Finance report

A 128GB memory stick has been purchased for £30.83.

Virus protection has been purchased for £20 from McAfee.

The application forms for Online Banking have not been completed due to the new Mandate not being accepted by Nat West. Hopefully, it will be an agenda item for the August meeting.

It was resolved to accept the accounts for payment and the budget figures for 1.4.18 to 30.6.18.

059/18 Planning applications:

None.

060/18 Correspondence

31.5.18 e mail from BBC with copy of the latest Parish Council Newsletter e mailed to Councillors 7.6.18

22.6.18 Poster giving upcoming surgery dates for Matt Warman, MP. Copy e mailed to Councillors and Wigtoft News & Views. Poster placed on noticeboard, website and Facebook page.

061/18 Councillors Reports

Cllr PC suggested that the vacancy for a Parish Councillor should be advertised again in the Wigtoft News and Views and on the Facebook page. He reported that the broken lock on the notice board has been fixed by a resident, Jim Gregg of Asperton Road. The Parish Council would like to thank Jim for his help.

ACTION: Clerk to place advert for a Councillor in Wigtoft News and Views and on Facebook

Cllr SC reported that he has received a letter about the diverted footpath and the broken fence panels. The fence panels have been repaired and the footpath has been inspected and reopened.

Cllr MS reported that a load of black bin bags full of garden waste have been dumped by the Church Wall.

ACTION: Clerk to report as fly tipping to Boston Borough Council.

062/18 Clerk's Report.

The Clerk reported that:

- The Noticeboard now has a new lock. The Clerk has the key
- A Facebook page has been set up. It has a couple of photos on it but, like the website, it is work in progress.

063/18 To discuss the next actions required for the Bank Mandate changes.

The Clerk reported that Cllr BL has taken in ID & V together with the required form to the Nat West. Cllr PC has returned his form to the Clerk. Cllr SB confirmed he will deliver his form to the Clerk in the next few days. Cllr SC returned his form to the meeting. The Clerk explained that she is unable to discuss any aspect of the banking, even ordering a paying in book, with the Nat West as she is not a signatory. It was resolved to add the Clerk as a signatory with the signing mandate requiring any two Councillors to sign and countersigned by the Clerk.

ACTION: Once all forms have been returned, Clerk to take in her own forms with ID & V to the bank together with the completed forms and mandate. Once mandate has been accepted, there is to be an agenda item to apply for on line banking and a debit card for the Clerk.

064/18 An update on the Highways issues and amenity grass cutting

Maps have been received from LCC showing which areas of the village are cut twice a year by Highways under the safety cutting programme. This year the cuts take place in May and September. It was resolved not to take over the cutting of the "urban" highways verges in the village.

It was noted that the previously reported potholes in Clover Lane and Asperton Road have now been filled in. The Clerk asked Councillors if they see any that have not been filled in to let her know.

The Council had previously reported overhanging trees obstructing the view when exiting Sleaford Road onto the A17 and when exiting Burtoft Lane South onto the A17 looking in an easterly direction. Feedback from Highway was that they had been inspected and were not considered to be a hazard so there would be no further action. Councillors are of the opinion that these issues are a hazard. It was resolved to invite a representative from Highways to meet with Councillors on site.

The slippery path in front of the Church will be dealt with in due course by LCC and the flooding onto the footpath at the junction of Mill Lane/Wigtoft Road has been reported but no feedback was available from Highways.

ACTION: Clerk to contact LCC to arrange meeting. Clerk to contact LCC for feedback about the flooding onto the footpath.

065/18 An update on the new General Data Protection Regulations and to formally adopt the policies and procedures

The Clerk advised the Council that the following documents had been prepared: Data Protection Policy; Privacy Policy; Privacy Notice for Residents and Members of the Public; Privacy Notice for Councillors and Staff and Consent Form. These documents had been sent out to Councillors prior to the meeting. It was resolved to adopt these policies and notices. The Clerk advised Council that there are a few further documents to prepare which will be available for the next meeting and that there would also be a training session about GDPR for Councillors. One activity which has not been completed yet is to remove and securely destroy any documents which include personal details from the Council's paper records and/or held on the Council's secure data storage facility.

ACTION: Clerk to add all of the above documents to the website, prepare training and the remaining policies for the next meeting and to complete the removal of any personal information as soon as practical.

066/18 To discuss and agree the Code of Conduct to be adopted by the Council

Councillors went through the Code to ensure everyone understood the contents. It was resolved to adopt the Code of Conduct. **ACTION: Clerk to add to the website.**

067/18 To discuss and agree the Standing Orders to be adopted by the Council

Councillors went through the Standings Orders and agreed appropriate amendments where applicable. It was resolved to adopt the amended version of the Standing Orders. **ACTION: Clerk to apply amendments and add to the website.**

068/18 To discuss and agree the Communications Policy to be adopted by the Council

Councillors went through the Communications Policy to ensure everyone understood the contents. It was resolved to adopt the Communications Policy. **ACTION: Clerk to add to the website.**

Meeting closed at 21:00