

**MINUTES OF THE MEETING OF WIGTOFT PARISH COUNCIL HELD ON 3<sup>rd</sup> June 2019**

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

**Also Present:** Borough Councillor M Cooper; County Councillor M Brookes; 3 members of the public.

**Public Forum:** None

**Chairman's Remarks:** The Chairman, Cllr P Craven, publicly thanked outgoing councillors Matthew Tunnard and Marion Scrups for the service they have given to the parish and the Parish Council for many years.

**031/19 Apologies for absence and reasons given**

Cllr B Leggott sent his apologies and reason for absence. It was resolved to accept his apologies and reason for absence.

**032/19 To receive any declarations of interest in accordance with the Localism Act 2011.**

None

**033/19 Police report**

PCSO Neil Williams attended. There were no reported crimes since the last meeting. He advised that there have been thefts of lead from Church roofs in the area and asked for residents to be vigilant. **ACTION: Clerk to post on Facebook.**

**034/19 Notes of the annual meeting and the May monthly meeting held on 9.5.19 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.

**035/19 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
16.5.19	Hall hire	20.00				BACS
10.5.19	Annual Insurance premium	421.06				BACS
15.5.19	Pay	208.00				BACS
15.5.19	HMRC	52.00				BACS
31.5.19	Payroll Services	18.00				BACS
7.6.19	Virus protection	64.99				Debit card
3.5.19	Printer Ink	6.66	1.33			BACS
16.5.19	Clerk use of home as office	20.00				BACS
27.5.19	Donation, Citizens Advice	60.00				BACS
21.5.19	Donation, Boston Community Transport	60.00				BACS
9.5.19	Stationery	1.29				Debit card
<b>TOTAL</b>		<b>932.00</b>	<b>1.33</b>		<b>933.33</b>	

RECEIPTS						
	None					

### **Finance report**

Cllr SB has completed the check of the bank reconciliation for the period 1.11.18 to 31.3.19 and found it to be correct.

The payment for the annual premium for the Parish Council insurance has been made on 29.5.19.

The two donations of £60 agreed at the last meeting have been made on 29.5.19

It was resolved to accept the accounts for payment and the budget figures. **ACTION: Clerk to add updated budget figures to the website.**

### **036/19 Planning applications: B/19/0178, Erection of replacement dwelling and garage/store at Barn Lodge, Washdike Drove, Wigtoft, PE20 2QA.**

Cllr PC declared an interest at this point as he owns some land that adjoins this property. He did not leave the room but took no part in the discussion or the decision made.

Councillors reviewed the application. It was resolved that there were no comments to be made. **ACTION: Clerk to advise planning department at Boston Borough Council.**

### **037/19 Correspondence**

20.5.19	LALC weekly newsletter 20.5.19	e mailed to Councillors 22.5.19
21.5.19	E mail containing Rural News Bulletin	e mailed to Councillors 22.5.19
1.6.19	Wigtoft News and Views, June/July edition	e mailed to Councillors 3.6.19
31.5.19	Parish Council's Newsletter for May from Boston Borough Council	e mailed to Councillors 3.6.19

### **038/19 Councillors Reports**

Cllr PC congratulated County Councillor Michael Brookes on his appointment to the position of Vice Chairman of Lincolnshire County Council.

Cllr GW reported that a resident had asked about the whereabouts of the speed limit warning signs. Ex Cllr MT had previously offered to put up these signs. Cllr PC offered to speak to him and report back at the next meeting.

Cllr SC handed over an invoice to the Clerk from the Village Hall for the room hire for last year and this year for a total of £500. **It was resolved to pay this invoice.**

**ACTION: Clerk to pay invoice and add the advisory speed warning signs to the next agenda.**

### **039/19 Clerk's Report.**

None

### **040/19 To review and adopt a complaints procedure for the Parish Council**

This had been previously sent out to Councillors. Cllr GW suggested that if a complaint were received, it might be a good idea to create a committee to review the complaint, enabling the Chairman of the Parish Council to review the complaint and make a final decision. The Clerk advised that it would be possible to do this or to create a working party. It was resolved to adopt the procedure and to review whether a committee or a working party should be formed if a complaint is received. **ACTION: Clerk to add the complaints procedure to the website.**

### **041/19 To discuss the Annual Parish Meeting and the Annual Meeting of the Parish Council for 2020**

The Clerk advised that an e mail had been received from the Lincolnshire Association of Local Councils reminding Parish Councils of the legal requirements around these meetings. The main points were: The Parish Council have a duty to convene an Annual Parish Meeting; This meeting must be held separately to the Annual Parish Council

Meeting; The usual monthly meeting agenda items can be added to the agenda of the Annual Parish Council Meeting,

It was resolved to plan these meeting dates at the October meeting. **ACTION: Clerk to add to the October agenda.**

**042/19 To discuss the process for considering planning applications following confirmation from planning department at Boston Borough Council that paper copies of planning applications will no longer be provided on request. E mail 15.5.19.**

The Clerk advised Council that planning department will no longer provide paper copies of planning applications and that the paperwork can be printed and brought to the meeting but can involve a lot of paper at times. It was resolved that Councillors should view the planning portal for details of the application prior to the meeting so that it is not necessary for any printed copies to be brought to the meeting. **ACTION: Clerk to remind Councillors when sending out the agenda.**

**043/19 To receive the monthly playground visual inspection report from Cllr SC**

Cllr SC provided the above report. There were no urgent items requiring attention. He noted that the “Miss Muffet Nursery Rhyme multiplay unit on wetpour” will need a good clean after the summer. Cllr SC advised that the grass had not been cut very well and that the track to the right of the boundary is overgrown. Cllr PC advised that he has previously spoken to the contractor about the requirement for a weekly cut. The Clerk suggested that the contractor should be asked to e mail or text the clerk after each cut. It was resolved to take this action. Cllr GW volunteered to undertake the next monthly visual inspection. The Clerk handed a blank template to Cllr PC for the quarterly inspection. Cllr PC advised that he had completed the inspection. He reported that there was a sharp edge at the bottom of the slide which will be dealt with this coming week. **ACTION: Clerk to forward blank template to Cllr GW and to diarise for receipt of completed quarterly checklist from Cllr PC. Clerk to contact contractor. Clerk to find out who is responsible for the track.**

**044/19 To discuss the tenancy agreement for the 4.6 acres of allotment land (carried forward from last meeting)**

Cllr PC advised that he has spoken to a representative of Hub Rural who confirmed that the tenancy agreement is a one-year rolling arrangement and that if a tenancy agreement was not in place it would be wise to set up another one. **ACTION: Clerk to contact tenant to check if he has a copy of the agreement. Agenda item for next meeting.**

**045/19 To discuss the purchase of any additional equipment for the Christmas Lights (Carried forward from last meeting)**

Cllr PC has contacted Mr M Tunnard to discuss. **ACTION: Agenda item next meeting.**

**046/19 To discuss ways of promoting the use of Facebook and the Parish Council’s website to support sharing information with residents.**

The clerk raised this topic as the Facebook posts are not reaching many people. Councillors felt that the village magazine “Wigtoft News and Views” was the best way to reach residents as a copy is delivered to every household. Cllrs PC and GW, as Chairman and Vice-Chairman, offered to prepare a one-off article for the magazine and pay for the space. It was resolved to add an item to the budget planning process to make a regular payment annually to Wigtoft News and Views to support the extra cost of printing. **ACTION: Clerk to diarise for budget planning and to forward article once received.**

**Meeting closed at 8.30 pm**