

**MINUTES OF THE MEETING OF WIGTOFT PARISH COUNCIL HELD ON 5<sup>th</sup> August 2019**

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

**Also Present:** Borough Councillor M Cooper; County Councillor M Brookes; 2 members of the public.

**Public Forum:** A member of the public addressed the Parish Council about poor drainage and the likelihood of future flooding. The member of the public was advised that, as the area in question is in Sutterton, they need to approach Sutterton Parish Council. Councillors advised that the best option is to contact Lincs County Council via the automated system on their website. The Clerk offered to help with any information about this course of action.

**Chairman's Remarks:** The Chairman thanked the two members of the public for attending and invited them to stay for the remainder of the meeting.

**047/19 Apologies for absence and reasons given**

None.

**048/19 To receive any declarations of interest in accordance with the Localism Act 2011.**

None

**049/19 Police report**

None.

**050/19 Notes from the monthly meeting held on 3.6.19 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.

**051/19 Accounts for payment, budget figures and financial report.**

As the July meeting was cancelled, there were two lists of accounts for payment to be agreed.

Date of invoice	Details of payment	Amount ex vat	Vat reclaimable	VAT not reclaimable	Overall total	How paid
15.6.19	Pay	208.00				BACS
15.6.19	HMRC	52.00				BACS
30.6.19	Payroll Services	18.00				BACS
6.6.19	Printer Ink	6.66	1.33			Debit card
15.6.19	Clerk use of home as office	20.00				BACS
1.6.19	Village Hall hire 2018 and 2019	500.00				BACS
4.6.19	Stationery	5.50				Debit card
<b>TOTAL</b>		<b>810.16</b>	<b>1.33</b>		<b>811.49</b>	

Receipts	None					
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Date of invoice	Details of payment	Amount ex vat	Vat reclaimable	VAT not reclaimable	Overall total	How paid
15.7.19	Pay	208.00				BACS
15.7.19	HMRC	52.00				BACS
31.7.19	Payroll Services	18.00				BACS
5.7.19	Printer Ink	6.66	1.33			Debit card
15.7.19	Clerk use of home as office	20.00				BACS
9.7.19	Councillor Training	6.25	1.25			BACS
<b>TOTAL</b>		<b>310.91</b>	<b>2.58</b>		<b>313.49</b>	

RECEIPTS						
	None					

### **Finance report**

Confirmation from Lloyds Bank has been received that the mandate has been updated as per the submitted mandate change form.

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

### **052/19 Planning**

None.

### **053/19 Correspondence**

3.6.19	LALC weekly e-news 3.6.19	e mailed to Councillors 7.6.19
10.6.19	LALC weekly e-news 10.6.19	e mailed to Councillors 13.6.19
10.6.19	LALC quarterly news bulletin	e mailed to Councillors 13.6.19
17.6.19	LALC weekly e-news 17.6.19	e mailed to Councillors 24.6.19
24.6.19	LALC weekly e-news 24.6.19	e mailed to Councillors 25.6.19
25.6.19	Rural Bulletin by e mail	e mailed to Councillors
4.7.19	Boston Borough Council Bulletin	e mailed to Councillors 23.7.19
8.7.19	LALC weekly e-news 8.7.19	e mailed to Councillors 12.7.19
19.7.19	E mail from Environment Agency regarding drop-ins at the Boston Barrier Hub, Marsh Lane, Wednesdays in August 12pm to 7pm.	e mailed to Councillors and posted on Facebook 22.7.19
16.7.19	LALC weekly e-news 15.7.19	e mailed to Councillors 22.7.19
22.7.19	LALC weekly e-news	e mailed to Councillors 23.7.19
29.7.19	LALC weekly e-news	e mailed to Councillors 30.7.19S

#### **054/19 Councillors Reports**

Cllr SC advised that he has been contacted by the pest control company who currently look after the play area. The Clerk advised that a written quote would be required. Cllr PC gave details of another pest control company who could be contacted for a quote. It was resolved that the clerk should ask both companies for a quote. **ACTION: Clerk to ask for the above two quotes. Agenda item for October.**

Cllr SC advised that following heavy rain, standing water collects on the main road near the chicken sheds. It was resolved to report this to highways once photos were available.

Cllr GW advised that he attended a meeting at Boston Borough Council for Chairpersons and Vice-chairpersons. He found the session very useful and informative. Items such as the regeneration project/transformation programme and well-being were discussed. A group is being set up to review complaints and grievances and the Borough Council are looking to volunteers to join the group. The advice from Boston Borough Council is for Councillors to follow the Code of Conduct and the Good Councillor Guide.

Cllr BL advised that the repairs to Green Lane were not holding up. He had recently towed 2 cars onto Green Lane as the edges of the road are crumbling causing the cars to leave the road. **ACTION: Cllr BL to forward photos to Clerk who will then log a repair request with Highways.**

Cllr PC brought two Certificates of Appreciation he had prepared to be sent to ex Councillors Marion Scrupps and Matthew Tunnard to thank them for the time they had given to the Parish Council and the village. **ACTION: Clerk to forward with a covering letter.**

#### **055/19 Clerk's Report.**

An e mail has been sent to the contractor asking him to advise after each cut of the grass in the play area has been completed. A reply was received on 25.6.19 confirming that an e mail will be sent. The contractor has since reported the following cuts: 4.7.19, full cut; 14/7/19, strimmed; 15.7.19, full cut; 23.7.19, full cut.

The article for Wigtoft News and Views from the Chairman and Vice-Chairman has been sent. There will be no charge.

Highways have advised that a further inspection has been completed regarding the Parish Council's report about poor visibility when joining the A17 from Burtoft Lane South and that no further work will be undertaken.

The Clerk advised Council that hours worked by the Clerk from 1.4.19 to date are currently 20 more than the 4 hours per week target. This is due to the heavier work load at the beginning of the financial year. There are also 5.8 hours holiday unused from last year. With no meeting in September, the Clerk expects that this will be substantially reduced. A further report will be made at the October meeting.

The Clerk has not had time to find out the owner of the track running by the play area. Hopefully this will be completed in time for the August meeting. **ACTION: Cllr PC offered to help with this.**

Cllr Graeme Wright has attended the Chairman/Vice Chairman's liaison meeting at Boston Borough Council on the 29<sup>th</sup> July, 19.

The Clerk was asked about progress on the repair and treatment of the benches. **ACTION: Clerk to chase.**

#### **056/19 To discuss and agree any action needed regarding the advisory speed warning signs**

Cllr PC had established that all of the signs are now in place and their location has been checked to the agreed sites. No further action required.

**057/19 To receive the playground quarterly safety inspection report from Cllr PC and the monthly visual inspection report from Cllr GW for June and July. To decide who will undertake the monthly inspection for August and September. To discuss requesting the annual playground safety inspection by Wicksteed at a cost of between £45 and 71 plus £15 for a detailed analysis of risk assessment. (no price change from last year).**

The above reports were received. Action is needed to clean various pieces of equipment by jet washing. **ACTION: Clerk to contact contractor for a quote for the work.**

Cllr SC felt it would be informative to pay slightly more to have an accompanied inspection this year. It was resolved to order an accompanied safety inspection and a detailed analysis of risk assessment at a cost of £86. **ACTION: Clerk to arrange.**

**058/19 To discuss the tenancy agreement for the 4.6 acres of allotment land (carried forward from last meeting)**

The tenant has confirmed that he does not have a tenancy agreement but he felt it would be a good idea to have one in place. It was resolved to issue a 3-year agreement, with the rent to be review after 2 years of each 3-year cycle, starting from 1.11.19 this year. Cllr PC suggested checking the acreage by referring to the drainage rate bill. **ACTION: Clerk to check acreage and issue a tenancy agreement.**

**059/19 To discuss the purchase of any additional equipment for the Christmas Lights (Carried forward from last meeting)**

Cllr PC had contacted Mr Matthew Tunnard to see if the PC could reimburse him for the purchase of an extension lead to power the Christmas lights from the church.

Mr Tunnard said that no payment was necessary and that he had been happy to purchase.

**060/19 To review and adopt a Discipline and Grievance procedure for the Parish Council**

This had been previously sent out to Councillors. It was resolved to adopt this policy.

**Meeting closed at 8.40 pm**