

DRAFT MINUTES OF THE MEETING OF WIGTOFT PARISH COUNCIL HELD ON 11th May 2020. DRAFT

This meeting was held by a video link conference call due to the restrictions in force in relation to the Corona virus pandemic.

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

Also Present: Two members of the public.

Public forum: The Chairman asked if any members of the public wished to speak and received a negative response.

Chairman's remarks – The Chairman, Cllr P Craven, welcomed everyone to the 2nd video conference call. He thanked the clerk for the work undertaken to set up the facility.

001/20 Apologies for absence and reasons given

County Councillor M Brookes sent his apologies and offered his support if required from anything raised during the meeting.

002/20 To receive any declarations of interest in accordance with the Localism Act 2011.

Cllr SC declared an interest in planning item B/20/0156. Cllr PC declared an interest in planning item B/20/0123.

003/20 Police report - none received.

004/20 Notes of the meeting held on 30.3.20 to be confirmed and signed as minutes.

The notes of the above meeting were not able to be signed as minutes due to the meeting being held by video link. In accordance with the requirements of the Transparency Code, the minutes will be published on the website as draft minutes. It was resolved to accept the notes as minutes. All notes will be signed as minutes at the next face to face meeting.

005/20 Financial matters: Accounts for payment for March; budget figures and financial report

Date of invoice	Details of payment	Amount ex vat	Vat reclaimable	VAT not reclaimable	Overall total	How paid
15.4.20	Pay	208.00				BACS
15.4.20	PAYE	52.00				BACS
15.4.20	Clerk use of home as office	20.00				BACS
30.4.20	Payroll services	18.00				BACS
5.4.20	Printer Ink	6.66	1.33			Debit Card
24.1.20	Footway lighting - maintenance	182.00	36.40			Net of precept
24.1.20	Footway lighting - electricity	353.99	70.80			As above
14.4.20	Grass cutting	280.00				BACS
24.4.20	Ink cartridges (spares)	27.49	5.50			Debit Card
30.3.20	Lives	30.00				BACS
TOTAL		1178.14	114.03		1292.17	

RECEIPTS						
1.4.20	Precept 1.4.20 to 30.9.20	4557.50				
16.4.20	VAT rebate	456.41				
TOTAL		5013.91				

Finance report:

VAT refund of £456.41 has been received

Precept payment of £4557.50 has been received

A date for the internal audit has not yet been agreed.

It was resolved to agree the payment schedules and the up to date budget figures. Due to the meeting being held by a video call, it was not possible to sign the payments sheet to confirm the above resolution. This action will be completed at the next fact to face meeting. **ACTION: Clerk to make payments and add budget to the website.**

006/20 B/20/0120, Biomass boiler at the Conifers, Golden Grove, Wigtoft:

Councillors discussed 2 queries on the portal which have already been raised - where is the straw to be stored e.g. on site and under cover and the proposed height of the flue. They ask if they can be kept informed of the answers to the above questions.

Cllr PC left the meeting at 19.57.

B/20/0123, outline planning permission for up to 5 dwellings at U HAUL, The Old Vicarage, Wigtoft - several comments on this one

a) Is the proposed development in keeping with the rest of the street - 5 properties are too many. Proposed garage with accommodation above is not in keeping with the rest of the street. The development is surrounded with older properties, is putting new builds in close proximity considered appropriate?

b) One proposed property appears to be quite close to the front of the road.

c) Potential loss of privacy for neighbour due to existing window being overlooked.

d) Increased traffic entering and exiting the site will create a busy access/exit situation. Parking on the development could be an issue. There could be potentially be 8 cars needing to park on the proposed site. Possibly insufficient parking planned for. Potential extra noise for existing residents and occupiers of proposed 1st floor accommodation from increased traffic movement and access to garages below 1st floor accommodation.

e) Development is in centre of a conservation zone. Is this the highest priority for the location of a development in Wigtoft at this stage?

f) It would be useful to know outcome of contaminated land report before commenting further.

Cllr PC rejoined the meeting at 20.07. Cllr SC left the meeting at 20.08.

B/20/0156, replacement porch and single storey flat roof extension at Dove Cottage, Spion Kop Lane, Wigtoft.

no comments or objections.

Cllr SC rejoined the meeting at 20.12.

ACTION: Clerk to submit comments and questions to planning department.

007/20 Correspondence received since the March 30th 2020 meeting

LALC e news w/c 20.4.20

e mailed to Councillors 23.4.20

E mail re authority to hold Parish Council meetings remotely (video call etc)

e mailed to Councillors 6.4.20

Rural news bulletin 7.4.20

e mailed to Councillors 7.4.20

Highways re temporary road closure 9.4.20

e mailed to Councillors, posted on Facebook and website 9.4.20

E mail from Boston Borough Council re business loans

e mailed to Councillors 15.4.20, posted on website and FB

Parishes update 3 from Boston Borough Council

e mailed to Councillors 5.5.20

Letter to Town and Parish Councils from the Secretary of State

e mailed to Councillors 5.5.20

NALC update re Coronavirus re impact on Parish Councils

e mailed to Councillors as received

008/20 Councillor's reports

Cllr GW – suggested we wait for government guidelines before reopening the park; Suggested Parish Council should consider how we could support any vulnerable people in the village. He would not want anyone to be without support and asked Councillors to consider delivering a letter from the Parish Council to each household as soon as possible. All Councillors in agreement to help and to have their contact numbers included on the letter. Cllr GW to co-ordinate.

Cllr SB – there is some fly tipping on Burtoft Lane North. **ACTION: Clerk to report.**

Cllr SS – has received a telephone call about the state of the wildlife garden. Cllr PC said he will be mowing the footpath and garden tomorrow and it will be done every other week. Also, will tidy hedge up and fill in ruts in the path where necessary. The landowner near the footpath has agreed to use the other entrance to his field wherever possible. Cllr SS to call the resident with an update on proposed actions.

Cllr SC – suggest look a cost of using a contractor for grass cutting at wildlife garden/footpath when Parish Council is budget planning late in the year. **ACTION: Clerk to add to budget planning for October/November.**

009/20 Clerk's report

Appleby Services – the grass in the playing field was cut on: 7/3; 20/3; 28/3; 10/4; 17/4; 24/4; 1/5. An invoice for £280 to cover the dates 7/3 to 10/4 has been received.

This is a quarterly reminder for Councillors to make sure that you review your Disclosure of Pecuniary Interests and Local Choice Interests and check that you are not using a shared personal e mail address or retaining any parish council papers/info/e mails.

HP Instant Ink have advised me that they cannot guarantee delivery of the replacement ink cartridges during the present situation. They will not be charging the usual £6.66 per month for the next 3 months. I have ordered and received a spare set of cartridges from Curry's at a cost of £27.49.

I have not obtained quotes for replacing the Christmas lights or for the "Keep our village tidy" signs due the increased workload regarding the new legislation in respect of the Coronavirus pandemic. These actions will be completed as soon as possible.

010/20 To retrospectively agree to conduct meetings using Zoom Pro at a cost of £11.99 per month.

It was resolved to use Zoom Pro for meetings until face to face meetings can resume. The clerk advised Council that a communication from Lincs Association of Local Councils (LALC) has been received today, 11.5.20, advising that they can now offer a discounted Zoom package at an annual cost of £78.40. It was resolved to migrate to this package. **ACTION: Clerk to arrange annual package with LALC.**

011/20 An update on moving the existing litter bin by the post box to a more suitable location

The clerk updated Council with news that Boston Borough Council cannot confirm if the proposed site for the litter bin would be able to be added to the existing collection round as the person who deals with this is not at work due to the current situation. The clerk suggested another option would be to leave the existing bin in situ and source the type of bin which has a frame and a lid to hold a black plastic sack. The sack could then be removed and placed either in or near the existing bin for collection. **ACTION: Clerk to obtain quotes and to speak to the voluntary litter picking group for their opinion.**

012/20 To decide on which virus protection package to use following expiry of the existing package on the 7.6.20.

The clerk had obtained further quotes for a suitable package which were: McAfee (existing) £69.99 for 1 year, £119.99 for 2 years; AVG Business edition £47.24 for 1 year with the possibility of a 10% discount); AV £39 for 1 year (this is not such a comprehensive package as the other two. It was resolved to switch to AVG on expiry of the McAfee package. **ACTION: Clerk to set up new package to start on the 8.6.20.**

013/20 To review and agree the renewal of the Parish Council's Insurance Policy

The renewal date is 1.6.20. The renewal schedule has been received at a cost of £432.19 including insurance premium tax and a broker fee. Last year's premium was £421.06. The sums insured are indexed linked at a current increased rate of 4% which accounts for the increase. The clerk suggested it might be worth investigating if a more bespoke policy could be found as the current policy covers buildings insurance which does not apply to the Council's circumstances. It was resolved to renew the policy at a maximum cost of £432.19 and for the clerk to investigate a more bespoke policy. **ACTION: Clerk to renew policy on 1.6.20 and contact insurers about a bespoke policy.**

014/20 To decide whether to hold an Annual Parish Council Meeting this year or defer until next year (permitted by legislation).

It was resolved not to hold an Annual Parish Council meeting this year. The Chairman and Vice Chairman will remain in situ until next year.

015/20 To discuss the request arising from the Annual Parish Meeting held on 2.3.20 regarding Councillors attending coffee mornings etc in the parish and to discuss having a suggestion box for the Parish Council in the Church.

It was resolved that a rota would be set up by Cllr SS for a Councillor to attend a coffee morning at the Village Hall from October to March and at the Church from April to September. A suggestion box will be placed in the Village Hall and the Church and these boxes will be emptied prior to each Parish Council meeting. Cllr SS volunteered to empty the box in the Village Hall. **ACTION: Agenda item for the August meeting.**

016/20 To discuss the request for a donation from Citizens Advice Mid Lincs.

It was resolved to make a donation of £30. **ACTION: Clerk to make payment.**

Meeting closed at 20.33

The next meeting is on the 1.6.20 at 19:30 in the format of a video conference call.