

MINUTES OF THE MEETING OF WIGTOFT PARISH COUNCIL HELD ON 4th February 2019

Present: Cllr S Collingwood; Cllr P Craven; Cllr Matt Tunnard; Cllr B Leggott; Cllr. M. Scrups; Cllr G Wright

Also Present: County Councillor M Brookes; Borough Councillor M Cooper

Public Forum: None

Chairman's Remarks: Cllr SC thanked Cllrs MT, GW and SB for work undertaken outside of the meeting.

156/18 Apologies for absence and reasons given

Councillor Steve Baxter sent his apologies. It was resolved to accept his apologies.

157/18 To receive any declarations of interest in accordance with the Localism Act 2011.

None

158/18 Police report

There was no Police presence. No report received.

159/18 Notes of the meeting held on 3.12.18 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.

160/18 Accounts for payment, budget figures and financial report.

Invoice date	Details of payment	Amount ex vat	Vat reclaimable	VAT not reclaimable	Overall total
3.12.18	Repairs to Notice Board	90.00			90.00
15.12.18	Clerk Pay	208.00			208.00
15.12.18	HMRC	52.00			52.00
15.1.19	Clerk Pay	208.00			208.00
15.1.19	HMRC	52.00			52.00
15.12.18	Clerk home as office	20.00			20.00
15.1.18	Clerk home as office	20.00			20.00
15.1.19	Stationery	5.25			5.25
15.1.19	Printer Ink	6.66	1.33		7.99
24.1.19	Stamps	6.96			6.96
30.11.18	Payroll	15.00	3.00		18.00
31.12.18	Payroll	15.00	3.00		18.00
31.1.19	Payroll	15.00	3.00		18.00
TOTAL		713.87	10.33		724.20

Finance report

The invoice for the footway lighting cost for £511.42 has been received and will be deducted from the precept payment due 1.4.19. This amount has been added to the budget for 2019/20 as agreed at the December meeting.

The precept request has been submitted at a figure of £9249

£144 has been received into the bank account as compensation in respect of the complaint to Nat West.

The VAT return will be completed and submitted by the end of February.

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

161/18 Planning applications:

None

162/18 Correspondence

- 7.12.18 E mail from Highways about road closure Golden Grove 21st to 23rd Jan 19.
e mailed to Councillors 10.12.18, posted on website and Facebook
- 14.12.18 E mail regarding the proposed Boston Alternative Energy scheme.
e mailed to Councillors 20.12.18. Posted on website and Facebook
- 16.12.18 Christmas card from Matt Warman. Shared at the meeting 4.2.19
- 11.1.19 E mail from LALC asking for nominations for an invitation for a past Chairman of the
Parish Council to a Buckingham Palace Garden Party. E mailed to Councillors 11.1.19
- 19.1.19 Brochure from Glasdon, suppliers of street furniture, bins etc. Shared at the meeting
4.2.19
- 21.1.19 E mail from National Assoc. of Local Councils containing an open letter from the
Chairman addressed to all Councillors. E mailed to Councillors 21.1.19
- 26.1.19 E mail with latest copy of Wigtoft News and Views. E mailed to Councillors 29.1.19

163/18 Councillors Reports

Cllr PC advised that the 1 tonne bag of salt has been received and has been placed at the top of Asperton road by the salt bin. The salt is for anyone to use on the village paths. It is not intended for personal use. Cllr PC asked for this information to be put in Wigtoft News & Views.

Cllr MT advised that the remaining advisory speed signs will be going up over the next week.

ACTION: Clerk to contact Wigtoft News & Views about the salt bag.

164/18 Clerk's Report.

The Clerk reported that:

LCC Highways have confirmed receipt of confirmation that the Parish Council does NOT want to enter into a Parish Agreement with them regarding cutting of the road side grass verges.

The Equal Opportunities Policy has been added to the website.

165/18 To review and discuss the budget for 2019/20

The precept requested for the financial year 1.4.19 to 31.3.20 is £9249. This has increased by £2351 from last year mainly due to now having to pay for footway lighting, budgeting for possible election costs in 2019 and for increased clerical costs. If no election is called in the Parish of Wigtoft, the sum of £950 budgeted for May 2019 will be carried forward to the next financial year. It was resolved to publish

the budget on the Parish Council's website, including monthly updates. **ACTION: Clerk to publish budget on website and update monthly.**

166/18 To review the £148 paid by the Nat West for the upheld complaint and decide how it should be apportioned and to decide what further actions are needed in respect of the Parish Council's banking arrangements

The Clerk provided a breakdown of costs to show how the £148 had been arrived at. £66.17 of the costs had been incurred by Cllr BL. It was resolved to pay this amount to Cllr BL who declined the offer.

The bank mandate is still not updated due to the Nat West losing Cllr BL's paperwork for a third time. Also, there are ongoing issues regarding the change of address for the bank accounts. The Clerk advised the Councillors of alternative options and it was resolved to explore the Treasurers account with Lloyds Bank as a possible option.

ACTION: agenda item for next meeting. Clerk to research and bring relevant paperwork to the meeting.

167/18 To review the play area inspection report and decide on any actions required. This is linked to the next item.

See below.

168/18 To continue the preparation of a Risk Management document.

A lengthy discussion was held to ascertain what risks apply to the Parish Council. The Parish Council have a template for Risk Management and for the Play Area. Following the last meeting, the Clerk produced a template for the weekly Play Area check. Councillors asked if the individual items of equipment could be listed. The Clerk offered to go through the Risk Management document and amend as necessary. It was resolved that Cllr MS will carry out a weekly visual inspection of the Play Area and record her finding on the template provided. She will report any areas of concern to the Clerk immediately after the inspection. It was resolved that Cllr PC will carry out a quarterly detailed inspection of the Play Area and an annual inspection of the assets of the Parish Council. While reviewing the template for the Risk Management document, Cllr GW pointed out that item 6 mentioned an annual plan or a 2/3-year plan. He offered to draft wording for a plan for the coming financial year which will be discussed at the next meeting. **ACTION: Clerk to amend the weekly Play Area inspection template. Clerk to send a copy of the Asset Register to Cllr PC. Clerk to amend the Risk Management as necessary. Agenda item next meeting.**

169/18 An update on Highways issues

The Clerk reported that notification has been received from Highways that repair of the retaining wall between the pavement and the Churchyard is complete.

170/18 To review LALC's training schedule and to decide whether to join their annual training scheme

Councillors reviewed the training schedule. It was resolved that Cllr GW should attend the Councillor Training Session for new Councillors. Cllr SC expressed an interest in the same training as a knowledge refresher. The Clerk advised that the Freedom of Information & Data Protection Training may be of use. It was resolved to pay up to a maximum of £37.50 for 3 training sessions if booked. As the annual training scheme costs £75, it was resolved not to join the scheme. **ACTION: Clerk to book a place for Cllr GW and confirm attendance with Cllr SC. Clerk to establish whether the F.O.I and Data Protection training would be useful.**

171/18 An update on the GDPR regulations

A Privacy Notice for Councillors was sent to all Councillors by e mail on the 25.1.19. All Councillors present signed a document to confirm receipt. A GDPR Security Compliance Checklist has been signed by all Councillors except Cllr SB. The Clerk confirmed all other actions are now complete. **ACTION: Clerk to obtain signed Checklist from Cllr SB at the next meeting.**

172/18 To discuss and decide if any remedial work needs to be undertaken on the Millennium seat. To decide whether to purchase an additional dog bin.

Following a discussion, it was resolved to contact Dave Smart of Smart Gardens for a quote to repair and apply wood treatment to the 5 benches in the village including the Millennium seat. It was resolved to ask Boston Borough Council for a quote for an additional dog waste bin. **ACTION: Clerk to action the above.**

173/18 To discuss the possibility of powering the Christmas Lights from the street lighting for 2019.

Following a discussion, it was resolved to contact Lincolnshire County Council to find out the cost of adding a box to a street light to be able to plug in the Christmas lights and any electricity usage costs. **ACTION: Clerk to action the above.**

174/18 To decide whether to comment on how the LCC Mineral and Waste Planning Authority for Lincolnshire communicate to Parish Councils. E mail dated 18.1.19.

It was resolved not to comment.

175/18 To decide whether to invite representative from the Boston Alternative Energy Facility to a Parish Council meeting as per their request of the 18th January 2019.

Following a discussion about this new facility, it was resolved not to invite a representative to attend a Parish Council meeting.

Meeting closed at 20:45