

MINUTES OF THE MEETING OF WIGTOFT PARISH COUNCIL HELD ON 14th May 2018

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

Also Present: One member of the public.

Public Forum: The member of the public requested that a copy of the April Parish Council minutes be sent to the editor of the "Parish News and Views" as soon as possible. The member of the public apologised for losing the key to the Noticeboard and offered to pay for a new one. The Parish Council agreed that this was not necessary. The member of the public also reported nettles by the path and the Church wall. The Clerk will report this.

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

007/18 Apologies for absence and reasons given

All members of the Parish Council were present. County Councillor M. Brookes and Borough Councillor M. Cooper sent their apologies.

008/18 To receive any declarations of interest in accordance with the Localism Act 2011.

Cllr. MT declared an interest in agenda item 17 due to a family connection.

009/18 Police report

There was no Police presence or report received.

010/18 Notes of the meeting held on 9.04.2018 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.

011/18 Accounts for payment, budget figures, financial report and confirmation of the Bank Reconciliation as at 31.3.18.

Invoice date	Details of payment	Amount ex vat	Vat reclaimable	VAT not reclaimable	Overall total
15.3.18	Footway lighting costs	511.42	102.28		
12.4.18	Land drainage annual charge	53.70			
8.5.18	Internal Auditor charge	83.00			
25.4.18	Mobile phone	74.17	14.83		
21.4.18	Stationery	9.17	1.83		
24.4.18	Stationery	6.67	1.33		
	Stationery	36.23	7.24		
26.4.18	Mobile phone top up	10.00			
13.4.18	Insurance	515.12			
TOTALS		1299.48	127.51		1426.99

Finance report

Precept for the first half of the year amounting to £3449 has been received.

The net amount received from Boston Borough Council was £2835.30 as the footway lighting charge was paid from the above amount.

A VAT refund of £602.13 has been received.

The invoices for the land rent and the drainage rates have not been sent to the tenant yet. This will be done within the next week.

Budget figures

The Clerk reported that the budget spreadsheet is not yet complete. Councillors had been sent a part completed copy.

It was resolved to accept the accounts for payment and the Bank Reconciliation as being checked and found to be correct by Cllr SC.

012/18 Planning applications:

None.

013/18 Correspondence

1.5.18	e mail from Westminster Briefing re GDPR	e mailed to Councillors 2.5.18
1.5.18	e mail from BBC attaching the April edition of the Parish Council Newsletter	e mailed to Councillors 2.5.18
1.5.18	e mail from Earths Anchors Ltd re Outdoor Notice Boards	e mailed to Councillors 2.5.18

014/18 Councillors Reports

Cllr PC: commented that there are multiple potholes in the village particularly on Asperton Road. He has received a comment from a resident about the junction of Mill Lane and Wigtoft Road where the footpath joins Mill Lane. Could a letter be sent to the contractor to check that the grass at the Play Area is being cut weekly?

Cllr MT: concerned about poor visibility when pulling on to the A17 from Sleaford Road looking both ways.

Cllr BL: concerned about poor visibility at the Burtoft Lane South junction with the B1397.

Cllr SC: suggested that the Parish Council invite the Vice Chairman from Sutterton Parish Council to the June meeting to discuss the speeding traffic issues.

ACTION: Clerk to obtain an update regarding the potholes in the village from Highways. Clerk to report the two visibility issues to Highways. Clerk to send invitation to Sutterton Parish Council. Clerk to contact contractor re grass cutting.

015/18 Clerk's Report.

The Clerk reported that:

- Cllr Collingwood has very kindly supplied a lockable filing cabinet to store the Parish Council's documents. This has been delivered and will be kept at the Clerk's address.
- Cllr Collingwood has provided a pay as you go sim card on the 3 network for the Parish Council phone. Usage charges are: 3p a minute for calls; 2p per text; 1p per mb for data. The clerk will be using wi fi not mobile data to keep the costs down.
- The website is up and running although not a lot on there yet. I will be adding to it over the next few weeks. If you want to have a look, the address is: www.parishes.lincolnshire.gov.uk/wigtoft

016/18 To receive and accept the report of the Internal Auditor. To retrospectively agree the appointment of and payment of £83 to the Internal Auditor

It was resolved to appoint Victoria Clark as the Internal Auditor, agree a payment of £83 for her services and accept the internal audit report and comments.

017/18 To review and agree the updated Asset Register as at 31.3.18

It was resolved to accept the updated Asset Register as being correct.

018/18 To review and update the bank mandate.

The mandate was updated and signed to reflect any changes. It was resolved to accept these changes. **ACTION: Clerk to forward the mandate to the bank.**

019/18 To complete, confirm and sign Section 1 (the Annual Governance Statement) of the Annual Governance and Accountability return 2017/18

The Statement was completed by the Council, signed by the Chairman C. Simon Collingwood and countersigned by the Clerk. It was resolved to accept the completed Statement as accurate.

020/18 To confirm and sign Section 2 (The Accounting Statement) of the Annual Governance and Accountability return 2017/18

It was resolved to accept the Accounting Statement, which had been completed and signed by the Clerk/Responsible Financial Officer. The Statement was signed by the Chairman. C. Simon Collingwood.

021/18 To discuss and decide whether to appoint Abbey Payroll Services to deal with PAYE at a cost of £15 per month plus vat.

Cllr MT left the room at 20:51

It was resolved to appoint Abbey Payroll Services.

ACTION: Clerk to liaise with Abbey Payroll Services.

Cllr MT rejoined the meeting at 20:55

022/18 To discuss and decide whether to purchase a shredder for the Clerk at a maximum spend of £50.

It was resolved to take the above action. **ACTION: Clerk to arrange purchase.**

023/1 To retrospectively agree the purchase of a mobile phone at a cost of £74.17

It was resolved to agree the above purchase.

024/18 To agree to the purchase of a copy of the book "Local Councils Explained published by NALC at a cost of £49.99

The Clerk advised that this publication is very useful. It was resolved to purchase a copy.

ACTION: Clerk to order a copy through LALC.

025/18 To discuss and decide what method to use to protect data held on the Council's laptop.

The options available are: a memory stick for backing up data to be stored in a locked, metal filing cabinet when not in use; 2 external hard drives, one to be kept by the Chairman and one by the Clerk and exchanged at the monthly meeting and Cloud storage. It was resolved to investigate the cost of using Cloud storage.

ACTION: Clerk to investigate options and cost of Cloud storage. Agenda item next meeting.

026/18 To discuss and agree a request from Ground Control working on behalf of Western Power to complete routine maintenance on the Cherry trees at the front boundary of the playing field.

It was resolved to agree to this request. The confirmation was signed by the Chairman. **ACTION: Clerk to submit the confirmation.**

027/18 To decide if the Council wishes to send a representative to the Resilient Communities Conference on 12.7.18 in Lincoln.

It was resolved not to send a representative.

028/18 To decide if the Council wishes to complete the survey in relation to Barrowden Parish Council (Leics) in respect of the current division between planning and building control. The deadline for completion is 11.6.18.

It was resolved not to complete the survey.

029/18 To review previous actions regarding Highways, update Councillors on any progress/changes and decide if any further action needed.

Previous feedback given about potholes and other Highways issues were summarised. It was resolved that the Clerk find out the current situation regarding these previous notifications and feedback to Councillors at the next meeting. Moving forward, all Highways/street lighting/footpath issues are to be reported on the County Council's online reporting system to enable tracking of the requests. **ACTION: Clerk to action as above. Agenda item next meeting.**

030/18 To review outstanding matters from previous meetings, update Councillors on any progress/changes and decide if any further action needed.

A map had been received from Boston Borough Council showing areas which had been covered as "Amenity Cutting" The only area on the list was the play area where the grass cutting is arranged by the Parish Council already. A map showing the location of footway lighting in the village had been received from Lincs County Council. Cllr M. Tunnard offered to hold this map for safekeeping. It was resolved to request details of the amenity grass cutting from Lincs County Council and to agree to Cllr Tunnard keeping hold of the above map. **ACTION: Clerk to contact LCC for map. Agenda item next meeting.**

031/18 To discuss the new General Data Protection Regulations (GDPR) with a deadline of 25.5.18 and agree a payment of £40 for the registration fee.

The Clerk advised the Council that the deadline for completing the required activities is 25.5.18. No action has been taken so far but will be viewed as a priority. The Clerk advised the Council that the Government has tabled an amendment to the bill which means that Parish Councils do not need to appoint a Data Protection Officer. It was resolved to pay the £40 registration fee. **ACTION: Clerk to complete the checklist as soon as possible and make a payment of £40 for the registration fee.**

032/18 To consider setting up Online Banking for the Council's Bank Account at a future date

Following a brief discussion, it was resolved that the Clerk should obtain the paperwork to set up On Line Banking.

ACTION: Clerk to obtain paperwork. Agenda item next meeting.

032/17 To discuss and confirm the details of the Clerk's contract and remuneration details

Cllr SC proposed that the Council move into closed session. This was resolved unanimously.

The Chairman asked the member of the public to leave. Clerk left the room at 21:19.

Moved into closed session at 21:20

Councillors reviewed the contract which had been previously prepared. It was resolved that the Chairman sign the contract in conjunction with the Clerk. It was resolved that the probationary period is to be 2 months from today's date. It was resolved that the Clerk's expenses for use of home as office is to be £20 per month to cover heat, light, power and broadband. The rate of pay was discussed in the closed session.

Clerk returned to the room at 21:28

Meeting closed at 21:30