

MINUTES OF THE MEETING OF WIGTOFT PARISH COUNCIL HELD ON 4th June 2018

Chaired by the Vice Chair, Cllr. P. Craven

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

Also Present: Cllr Greenslade from Sutterton PC (by invitation)

Public Forum: None

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

033/18 Apologies for absence and reasons given

Cllrs S Collingwood and B Leggott sent their apologies. It was resolved to accept their apologies. County Councillor M. Brookes and Borough Councillor M. Cooper sent their apologies.

034/18 To receive any declarations of interest in accordance with the Localism Act 2011.

None

035/18 To discuss the recent communication from Lincolnshire Road Safety Partnership (LRSP) and decide if any action required

The Chairman moved agenda item 13 to this point to enable Cllr Greenslade to join in the discussion. Cllr Greenslade advised the Council that representatives from the LRSP had attended Sutterton Parish Council's April meeting to discuss concerns about speeding on the Wigtoft to Sutterton road. The LRSP had brought 4 x 40mph passive notices and Cllr Greenslade offered 2 to Wigtoft Parish Council. It was resolved to accept the boards and erect them on the stretch of road in Wigtoft leading to Sutterton village boundary. Cllr Greenslade also advised that in future there would be speed vans checking speed on the same road. Cllr PC commented that in Wigtoft, the problems are experienced more in the 30mph zone. A discussion was held about other options available e.g. wheelie bin stickers and the purchase of a speed indicator device. It was resolved to write to the LRSP to request 4 x 30mph passive notices which would be shared with Sutterton. **ACTION: Clerk to contact LRSP to request the boards.**

036/18 Police report

There was no Police presence or report received.

037/18 Notes of the meeting held on 14.5.18 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 Vice Chairman, Cllr PC.

038/18 Accounts for payment, budget figures and financial report.

Invoice date	Details of payment	Amount ex vat	Vat reclaimable	VAT not reclaimable	Overall total
15.5.18	Pay and PAYE	641.25			
28.5.18	Stamps	10.98			
18.5.18	Reference book "Local Council's Explained"	53.25			
15.5.18	Clerk use of home as office	20.00			
23.5.18	Shredder	41.66	8.33		
23.5.18	Clerk travel expenses	6.30			
TOTAL		773.44	8.33		781.77

Finance report

A shredder has been purchased at a cost of £41.66.

The book entitled Local Councils Explained has been purchased at a cost of £49.99 plus £3.26 postage

The application forms for Online Banking have not been completed due to the new Mandate not being accepted by Nat West. It will be an agenda item for the July meeting.

Budget figures

The Clerk reported that the budget spreadsheet is now complete apart from the individual budget figures being broken down for the current year. It was resolved to complete the figures immediately. **ACTION: Clerk to enter the figures before the next circulation of the budget.**

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

039/18 Planning applications:

None.

040/18 Correspondence

20.5.18	e mail re 2018 National Rural Crime Survey website 20.5.18. Details sent to Wigtoft Village News.	e mailed to Councillors 20.5.18. Posted on
21.5.18	Poster advertising Matt Warman's Skegness Older People's Fair 8.6.18	e mailed to
	Councillors and posted on website	
26.5.18	Wigtoft News and Views	e mailed to Councillors 26.5.18
29.5.18	LALC Councillor's Training Day 13.6.18 at BBC	e mailed to Councillors 29.5.18
29.5.18	E mail from Boston Borough Council with feedback from the Parish Liaison meeting. Attachment were: Community Lincs presentation; GDPR presentation; LCC Town and Parish Liaison; questionnaire about the Parish Newsletter and route to Neighbourhood Planning checklist.	e mailed to Councillors 29.5.18
09.5.18	E mail from Transport Services Group LCC with	
	attachments giving details of Bus timetable changes in the County.	
	e mailed to Councillors 29.5.18	

041/18 Councillors Reports

CLlr PC advised that he has spoken to the Contractor who cuts the grass at the play area to ensure he is aware of the agreement to increase the number of cuts. The Clerk confirmed that she had also written to the Contractor.

042/18 Clerk's Report.

The Clerk reported that:

- I am gradually adding to the website. If you want to have a look, the address is: www.parishes.lincolnshire.gov.uk/wigtoft.
- The Public Right of inspection of Parish Council documents starts on the 4th of June. The required notice is on the Notice Board and the website.
- Weekly lists of plans received and determined. Do Councillors want these sending out each week even if no items relating to Wigtoft?
- E mail with "Boston Bulletin" attached. Do Councillors want this sending out weekly?

The Clerk asked Councillors if they want to receive the weekly e mails from the Planning Department even if there are no planning items for Wigtoft. It was resolved that the e mails should be sent out every week. It was also resolved to send out the Boston Bulletin weekly e mail. **ACTION: Clerk to forward e mails.**

043/18 To discuss the Bank Mandate completed at the last meeting and to sign a letter requesting a paying in book and change of mailing dates for statements. To discuss Online Banking for the Parish Council's bank accounts.

The Clerk advised that any Councillors being added to the mandate had to complete an Additional Party Form and take in ID and V if they are not currently a Nat West customer. The forms were distributed. The Clerk advised the Council that an application for Online Banking could not be progressed until the new mandate is in place. The letter detailed above was signed by Cllrs MT and MS. **ACTION: Cllrs PC and SB took the forms away to complete and offered to return them to the Clerk. ACTION: Clerk to forward the forms to Cllrs SC and BL.**

044/18 To complete the advertisement for co-option of a new Councillor.

It was resolved that the Clerk is to complete the form and place on the Notice Board and on the Website. **ACTION: Clerk to action as above.**

045/18 To consider whether to send a letter to Jeremy Hunt MP to object to the temporary closure of the Children's ward at Pilgrim Hospital. E mail 18.5.18.

It was resolved to send a letter to Jeremy Hunt MP. **ACTION: Clerk to send a letter.**

046/18 To decide what action to take regarding the lock on the Noticeboard.

It was resolved that a maximum spend of £50 is to be allocated for this. Cllr PC offered to arrange for a replacement lock to be fitted. **ACTION: Cllr PC to arrange. Any invoice to be sent to the Clerk.**

047/18 To decide whether to set up a Facebook page for the Parish Council.

Following a discussion about the benefits of having a Facebook page it was resolved to set one up. **ACTION: Clerk to set up a Facebook page**

048/18 An update on Highways issues and amenity grass cutting (discussed at the last meeting)

The Clerk advised the Council that all outstanding issues have now been reported except for the issue of flooding at the junction with Mill Lane. The issue was clarified and will now be reported. The Clerk also reported that the LCC reporting system was not working last week. It was resolved that the Clerk is to chase all outstanding items for an update, particularly the slippery footpath near the frontage of the Church. **ACTION: Clerk to action the above. Agenda item next meeting.**

049/18 An update on the new General Data Protection Regulations (GDPR) and to sign a Direct Debit mandate for payment of the annual fee to the Information Commissioner's Office ICO).

The Clerk advised the Council that she has now read through all the information provided by LALC and started to work through the required actions. The new Policy should be ready for the next meeting. Councillors will need to have training. Any personal data kept by the Council needs to be reviewed regularly and securely disposed of if no longer needed. **ACTION: Agenda item next meeting.**

Cllr SB left the meeting at 20:40

050/18 An update on the protection of data on the laptop.

Details of the cost of the various options for virus protection on the laptop and secure storage of data were discussed. It was resolved to purchase a 128GB memory stick for £29.99 and Virus Protection from either McAfee or Norton for a maximum cost of £50. Data will be backed up on a regular basis and the memory stick will be stored in the locked metal filing cabinet provided to the Clerk and situated in a locked garage. **ACTION: Clerk to action the above points.**

051/18 To complete the questionnaire for Boston Borough Council

The questionnaire about the Parish Council Newsletter was completed. **ACTION: Clerk to forward to BBC.**

052/18 To decide whether to send a representative to the Westminster Briefing about GDPR on the 12th of June in London at a cost of £150.

It was resolved not to send a representative.

052/18 To decide whether to send a representative to the Neighbourhood Planning: Policy and Practice briefing on 13.9.18.

It was resolved not to send a representative.

053/18 To decide whether to participate in Merchant Navy Day 3.9.18.

It was resolved not to participate.

Meeting closed 20:50