

MINUTES OF THE MEETING OF WIGTOFT PARISH COUNCIL HELD ON 1st October 2018

Present: Cllr. S. Collingwood; Cllr. Matt Tunnard; Cllr B Leggott; Cllr. M. Scrupps;

Also Present: One member of the public

Public Forum: None

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

091/18 Apologies for absence and reasons given

Cllr P Craven sent his apologies. It was resolved to accept his apology and reason for absence. County Councillor Mike Brookes and Borough Councillor Mike Cooper sent their apologies.

092/18 To receive any declarations of interest in accordance with the Localism Act 2011.

None

093/18 Police report

There was no Police presence or report received.

094/18 Notes of the meeting held on 6.8.18 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.

095/18 Accounts for payment, budget figures and financial report.

Invoice date	Details of payment	Amount ex vat	Vat reclaimable	VAT not reclaimable	Overall total
15.8.18	Pay	374.95			
15.8.18	PAYE	93.80			
15.8.18	Clerk use of home as office	20.00			
15.9.18	Clerk use of home as office	20.00			
5.9.18	Stamps	10.98			
1.10.18	Mole control in play area 1.10.18 to 30.9.19	472.50			
15.9.18	Pay	192.00			
15.9.18	HMRC	48.00			
31.7.18	Payroll Services	15.00	3.00		
31.8.18	Payroll Services	15.00	3.00		
5.9.18	Joining fee Community Speedwatch	40.00			
24.9.18	Annual Audit charge	200.00	40.00		
TOTAL		1502.23	46.00		1548.23

Finance report

The duplicate bank statement for June has still not been received. Once this is to hand, the Bank Reconciliation will be completed.

A letter has been received from HM Revenue and Customs about changes to the way VAT is claimed. The new process will be implemented immediately.

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

ACTION: Clerk to chase bank mandate acceptance and to order duplicate statement.

096/18 Planning applications:

None.

097/18 Correspondence

1.8.18	Parish Council Newsletter from B.B.C.	e mailed to Councillors 7.8.18
31.8.18	Parish Council Newsletter from B.B.C.	e mailed to Councillors 31.8.18
3.9.18	Lincs Ass of Local Councils	annual report 2017/18
25.9.18	Community Care Officer Magazine. Sent 26.9.18.	request for copy of Village
24.9.18	Information about a "Be a Councillor" event poster placed on noticeboard 26.9.18	e mailed to Councillors and
12.9.18	Letter for Councillors about the Gambling Act 2005	distributed at the meeting
15.9.18	Brochures from Glasdon	distributed at the meeting

098/18 Councillors Reports

Clr MS advised that the wall in front of the Church, adjacent to the highway, is crumbling. **ACTION: Clerk to report.**

099/18 Clerk's Report.

The Clerk reported that:

- Letters regarding the Gambling act to distribute.
- Annual audit report – no actions, all signed off as being compliant. A few further actions to undertake to complete the current audit procedure.

100/18 To agree a payment of £200 for the annual audit

It was resolved to make the payment.

101/18 To decide whether to arrange a half year internal audit

It was resolved to arrange a half year internal audit at a maximum cost of £100.

ACTION: Clerk to contact the auditor and arrange a meeting.

102/18 To decide whether to make a donation to “Wigtoft News and Views” to assist with the extra cost of printing the Parish Council minutes

It was resolved to make a donation of £60. **ACTION: Clerk to check that this will be sufficient to cover next year’s cost to help with Council budget planning.**

103/18 To review the play area inspection report and decide on any actions required

There were no major concerns raised. There were some advisory points regarding future maintenance. It was resolved to ask a local firm to check over the trees in the play area to check if any maintenance required. Agenda item for next meeting to discuss further. **ACTION: Clerk to arrange for trees to be checked.**

104/18 To agree a one-year arrangement with Premier Pest Control Services for mole control in the playing field at a cost of £472.50

It was resolved to enter into a one-year arrangement at a cost of £472.50

105/18 An update on the bank mandate, on line banking and debit card applications

The final amended paperwork was sent to the Nat West on the 10th of September. No further correspondence has been received. **ACTION: Clerk to contact Nat West for an update.**

106/18 An update on Highways issues and the Community Speedwatch Scheme, including feedback from Cllrs SC and BL from the meeting with a Highways representative on the 24th of September 2018.

The Clerk reported that potholes on Asperton Road have been reported and Highways have confirmed that an order for repair has been issued. The deteriorating road surface on Burtoft Lane South has been reported and Highways have confirmed that an order for repair has been issued. Cllr BL added that during the recent on-site Highways meeting, it was confirmed that the road is to be resurfaced. The Clerk also reported that a resident has contacted the Council about potholes at the end of their drive and also their neighbour’s drive on Asperton Road. It was resolved to report the potholes of behalf of the residents. In respect of the Community Speedwatch Scheme, the 30mph and 40mph Passive Warning Notices have been received but no confirmation has been received that the proposed sites are acceptable. Cllrs SC and BL met with 2 representatives from Lincolnshire Highways on the 24.9.18 to discuss 3 issues: visibility exiting Sleaford road onto the A17; visibility exiting Burtoft Lane South onto the A17 and flooding issue at the junction of Mill Lane and Wigtoft Road. The representatives advised that they could see how grown up the vegetation had become along the A17 and talked about removing whole trees/bushes, including their roots to address the issues. They confirmed that they will issue an order for work at the Mill Lane junction. Cllrs SC and BL mentioned the slippery footpath outside the chicken farm. Highways advised that this was not something they would deal with as it is caused by algae from the overhanging conifers on private land. **ACTION: Clerk to monitor for confirmation of the above proposed work. Clerk to contact Community Speedwatch to confirm sites are acceptable.**

107/18 To discuss the footpath outside the chicken farm

Please see above agenda item. **ACTION: Clerk to write to the owner(s) of the chicken farm to ask if they would be prepared to act to prevent the algae building up.**

108/18 An update on the new GDPR regulations

The Clerk advised that the required policies are all now in place and available to view on the website. Due to the Clerk’s recent holiday, not all of the old files have been checked for any documents containing personal data. This will be completed by the next meeting.

109/18 An update on the noticeboard repairs

Cllr SC has received a quote for £90 but this did not include repair of the internal beading. It was resolved to spend a maximum of £110 for this work. **ACTION: Cllr SC to obtain an amended quote.**

110/18 To decide whether to organise an Annual Parish Meeting for next year.

Following a discussion, it was resolved not to organise a meeting.

111/18 To decide on the application for the vacancy for a Parish Councillor

It was resolved to move into a closed session. The member of the public was asked to leave at 20.25.

One application had been received. Having met the applicant prior to the start of the meeting, it was resolved to appoint Mr Graeme Wright as the new Councillor for Wigtoft Parish Council. **ACTION: Clerk to advise Mr Wright and obtain the necessary forms for signing at the next meeting.**

Meeting closed at 20:30