

DRAFT MINUTES
SOUTH WILLINGAM PARISH COUNCIL MEETING
WEDNESDAY 10 MAY 2017

Present:

Councillor D Challender

Councillor P Elliott (Chair)

Councillor N Spencer

Clerk: Councillor S Asquith

Residents' Forum

There was no Residents' Forum as the meeting was preceded by the Annual Parish Meeting.

1 Apologies for absence:

Councillor P Cutts (Vice-Chair)

Councillor M Edmundson

2 Declarations of interest in any items on this agenda:

There were no declarations of interest.

3 Election of Chair 2017/18

Cllr Elliott agreed to undertake the role of Chair. Proposed: Cllr Challender, Seconded: Cllr Spencer.

4 To receive the Chair's Declaration of Acceptance of Office

The declaration was completed and signed by the Chair and the Clerk.

5 Election of Vice-Chair 2017/18

With the expected resignation of Cllr Cutts, Cllr Spencer agreed to undertake the role of Vice-Chair. Proposed: Cllr Asquith, Seconded: Cllr Challender.

6 To receive the Vice-Chair's Declaration of Acceptance of Office

The declaration was completed and signed by the Vice-Chair and the Clerk.

7 Vacancies following the resignations of Councillors Cutts and Harris

ELDC would be notified of the two current vacancies and if an election was not required these could be filled by co-option. Cllr Cutts had not yet moved house and

had therefore not put in his anticipated resignation. Cllr Elliott had announced the vacancies at the Annual Parish Meeting. **Action: Clerk to notify ELDC of vacancies and to place a notice in the bus shelter.**

8 To agree the Minutes of the Meeting held on 29 March 2017

The Minutes were agreed as a correct record and signed by the Chair.

9 Matters Arising from the Meeting held on 29 March 2017 (if not included on this agenda)

Matters Arising, Point 14: Correspondence – Cllr Elliott had received no further correspondence regarding the adoption of the phone box. The decision on what use to put it to would have to be made. As the current South Willingham LIVES volunteers were due to resign a suggestion had been made for it to house the defibrillator. **Action: Cllr Challender is to give the Clerk the phone number for Kevin Troop from LIVES to come and give a talk with a view to recruiting new volunteers.**

Point 8: Village Tidy Up - **Cllr Elliott is to pursue BT regarding painting the phone box prior to adoption.**

Point 5: Financial matters – Cllr Asquith had contacted the bank to remove Margaret Charman's address from their details. She had not been able to ascertain who were the signatories on the cheque account but would pursue it.

10 Financial matters:

i) Annual Return 2016/17 Annual Governance Statement

The completed Governance Statement was circulated, approved and signed by the Chair and the Clerk.

ii) Annual Return 2016/17 Statement of Account

The completed Statement of Account was circulated, approved and signed by the Chair and the Clerk.

iii) Presentation of financial report

Councillors were able to view the final bank and budget statements for the year. The budget was as agreed and Cllr Elliott said he was expecting a surplus. The Clerk was informed that she could buy toner, paper and necessary stationery.

Cllr Spencer was liaising with Paul Fuller regarding resuscitation of the village newsletter. Fifty pounds to cover this had been included in the budget.

Cllr Asquith had found a list of expenses incurred by Mrs Charman totalling £25.86. **Action: Cllr Challender is to ask Mr Charman whether he would like to be reimbursed or have the amount donated to charity.**

iv) Payment of insurance invoice £160.65

The Clerk pointed out the annual saving that could be made by agreeing to a five-year tie-in with the Community Lincs insurance company. As there were no other insurance companies who offered this cover, it was agreed to have a five-year tie in. The amount due therefore reduced to £144.59 and a cheque for this amount was signed, as agreed in the budget.

v) Payment of LALC membership £74.83

This payment was agreed at the previous meeting and was additional to the budget. A cheque for this amount was signed.

vi) Payment of Parish Hall donation £50

A cheque for this amount was signed, as agreed in the budget.

vii) Payment to churchyard maintenance £50

This cheque was not made out. **Action: Clerk to find out correct payee.**

viii) Payment of LIVES donation £50

This cheque was not made out. **Action: Clerk to find out correct payee.**

ix) Payment of contribution to village website £52.96

A cheque for this amount was signed, as agreed in the budget.

11 To note content of letters from ELDC.

The Clerk circulated correspondence from ELDC on the following topics:

- Moors Lane footpaths – SWPC had agreed not to pursue this further.
- Reduction of grass cutting to twice-a-year from four-times-a-year.
- Highways department changes to operating model – including a new fault reporting line (lincolnshire.gov.uk/faultreporting) and general enquiry email address (cschighways@lincolnshire.gov.uk); and highway maintenance schemes information.
- Consultation on public space protection order regarding dog control and dog mess.
- Notice of Parliamentary Election.

Action: Clerk to re-establish the round-robin correspondence folder.

12 Risk management

The meeting discussed current procedures for financial risk management and agreed that the measures in place were adequate to control likely risk.

Action: Cllr Elliott is to draw up a list of risk management procedures for discussion at the next meeting.

13 Broadband speed update

No further updates were expected and this item is to be removed from the agenda.

14 Street lighting

As discussed in the Open Forum of the Annual Parish Meeting, Cllr Elliott confirmed that the street lighting as currently configured was to remain in place and switched on. The bulbs were to be changed to LED, which would not have a timer function, but were deemed to be cheaper to run. ELDC had requested no contribution to their upkeep. The upgrade was due at the end of May. This outcome satisfied the majority who voted in the village survey. This item is to be removed from the agenda.

15 Planning matters (if any)

There were no planning matters.

16 Correspondence

Cllr Asquith had circulated an email received via the village website from the Clerk of Benniworth Parish Council regarding combining parish council electoral expenses. The meeting agreed that SWPC was happy in principle to host Benniworth voting at South Willingham parish hall but did not wish to co-locate in Benniworth.

Action: Clerk to contact the Clerk of Benniworth Parish Council informing her of the above.

17 Items for next agenda

Allocation of roles.
Village newsletter.
Risk management form.
Remove: street lighting and broadband.

18 Date of next meeting: Wednesday 19 July 2017

Wednesday 19 July, 2017

Meeting closed at 9.40 pm.

Signed:

Date:

Chair