

DRAFT MINUTES
SOUTH WILLINGHAM PARISH COUNCIL MEETING
WEDNESDAY 12 SEPTEMBER 2018

Present:

Councillor P Elliott (Chair)

Councillor M Ferguson

Councillor P Ferguson

Councillor P Bradwell (LCC)

Councillor R Fry (ELDC)

Clerk - S Asquith

Residents' Forum

Claire Harrison attended and kindly provided information about possible availability of a grant towards the installation of a defibrillator, available through the Lincolnshire Wolds Countryside Service small grants scheme. The Council had been made aware of a possible grant at a previous meeting.

1 Apologies for absence:

Cllr Edmundson as he was on holiday. Cllr D Challender for work reasons.

2 Declarations of interest in any items on this Agenda:

Shirley Asquith declared an interest in item 7, parish clerk remuneration.

3 To agree the Minutes of the Meeting held on 4 July 2018:

The Minutes were agreed as a correct record. Cllr Challender had chaired the meeting in Cllr Elliott's absence and would therefore need to sign the minutes at the next meeting. **Action:** Cllr Challender to sign the minutes of the meeting of 4 July 2018.

4 Matters arising from the Minutes held on 4 July 2018:

South Willingham had not been on the most recent list for footpath clearance. Cllr Bradwell said it would be added to the next round of work. Weeds and grass were reported to be encroaching on the footpaths to Hainton and Benniworth. **Action:** Clerk to monitor.

The Clerk had received a receipt from LIVES.

Cllr M Ferguson reported that there were no potholes within South Willingham currently. Cllr Bradwell said that it was possible to contact the council to ask for stones

to be put down along the gutters where the road tends to crumble into the verge. Potholes can be reported via a 'fix my street' app.

5 Financial matters.

The Clerk reported that the Annual Return 2017/18 Annual Governance Statement had been completed and returned as well as the Annual Return 2017/18 Statement of Account, as per requirements, but that she had not yet received the audited version. She had contacted the auditors about this. **Action:** Clerk to pursue.

The financial report, alongside the latest bank statement was circulated and approved.

The minutes of the Audit Meeting held on 17 May 2018 were circulated, approved and signed. This was not able to be done previously as the Chair was not present at the last meeting to approve and sign the minutes.

As a requirement of the new banking mandate for HSBC the following resolutions were made:

- i) that a bank account be continued with HSBC
- ii) that the Bank is authorised to pay all cheques and act on other instructions for payment signed on behalf of the Council by any two of the following: Paul Elliott, Shirley Asquith, Marcus Edmundson, Deborah Challender, Paul Ferguson and Maureen Ferguson whether any account of the Council is in debit or credit
- iii) that the Bank is authorised to deliver any item held on behalf of the Council by the Bank in safe keeping against the written receipt or instructions of Paul Elliott and Shirley Asquith
- iv) that the Bank is authorised to accept Paul Elliott and Shirley Asquith as fully empowered to act on behalf of the Council in any other transaction with the Bank.

Cllr P Ferguson asked why SWPC donates to the parish hall committee. Cllr Elliott explained that it was in lieu of payment to use the room for meetings. Cllr Fry said this was normal practice.

SWPC had not received a request for a donation towards the production of the village newsletter edited by Nigel Spencer. It was understood that the printing was done free of charge.

A cheque was made out to Market Rasen Racecourse for £10 for the noticeboard. This would need to be sent when the new bank mandate had been acknowledged.

Action: Clerk

6 Councillor vacancies:

Owing to the resignation of Shirley Asquith at the previous meeting, who had acted as a councillor to swell the numbers, and the resignation of Paul Cutts, received by email on 5 July 2018, Cllr Elliott wished to highlight that any new councillors would be very welcome to join.

7 Parish clerk remuneration:

As Shirley Asquith is no longer a councillor she can receive payment for her role as clerk. The amount agreed in the budget was £480 per annum for six meetings a year. This figure was based on £7.80 per hour. It was suggested that the hourly rate be increased to £8, equating to 5 hours' work per month. Payment would begin from the current month. This was approved by the meeting.

Cllr Elliott agreed to take on the payroll requirement of the change and would run payroll every two months prior to each meeting for the cheque to be signed. **Action:** Cllr Elliott to prepare payroll.

8 Risk management:

No incidents had been reported.

It was noted that the phone box had yet to be decommissioned.

Cllr M Ferguson reported that the post box was to receive a new plaque with the right collection time on it. Collection was thought to be either four or four-thirty but not five o'clock as stated upon it.

The ownership of the bus shelter was queried. It was thought to have been obtained via a fund. A noticeboard had been obtained and it was planned to attach it to the side of the bus stop purely for parish notices. **Action:** Cllr Elliott to explore ownership of the bus shelter.

9 Drainage update:

Cllr Bradwell said she would check whether the culvert under Donington Road had been cleared. **Action:** Clerk to feed back.

10 Street lighting:

The new street lighting was now installed and working. SWPC said they would support anyone who was encountering any problems with them. This would be an ELDC matter.

11 Future use of the phone box:

It was noted that Claire Harrison had kindly given details of a possible grant towards a defibrillator for the phone box, but the meeting had previously decided against this use for the box. Cllr P Ferguson, from his experience as a LIVES first responder and from published data, stated that they were very rarely used in rural communities as the situation did not often meet the criteria required.

It had been agreed to use the phone box for a village history display and information point. The history society had been contacted.

Cllr Fry said that the application for a grant was very simple and needed no further detail than stating it was being put towards the adaption of a phone box into a village amenity.

Cllr P Ferguson suggested an electronic photo show and recorded interviews be played in it. Any ideas requiring access to electricity would have to be discussed with a professional electrician and would incur a cost.

12 Planning matters:

None received. However, Cllr Elliott was aware of a renewed application at Church Farm which could be viewed online.

Cllr Fry circulated a letter from Egdon Resources regarding the oil exploration at Biscathorpe. They were looking to interact with the community and published a contact: rachel@egdon-community.com. Cllr Elliott said he would be the SWPC representative. **Action:** Cllr Elliott to put himself forward.

13 Correspondence:

The Clerk had received electronic copies of the Lincolnshire Police Crime & Commissioner Annual Report 2017/18 and the ELDC Town & Parish e-News and would forward it to anyone interested. A hard copy of the LALC annual report was available at the meeting.

14 Parish Council initiatives:

The resuscitation of the Neighbourhood Watch scheme was mentioned. Claire Harrison is still the local contact and Cllr P Ferguson receives police updates so the meeting felt it was covered.

Cllr P Ferguson was keen to do something that showed residents cared about the village. He proposed flower tubs around the bus shelter, parish hall, near the bench and under the South Willingham signs. Cllr Elliott said that similar suggestions made in the past had not met with much enthusiasm. Cllr P Ferguson said he would obtain costings and take advice from a garden expert on what could be planted.

Action: Cllr P Ferguson

A grand opening of the adopted phone box was thought to be a good idea to involve the village.

The remaining 'please drive slowly' lettering has now been removed from all the South Willingham village signs by members of the Parish Council.

15 Items for next agenda:

Lead roles and responsibilities.

16 Date of Next Meeting:

Wednesday 14 November 2018 at 7 pm

Meeting closed at 8.30 pm

Signed:

Date:

Chairman