

DRAFT MINUTES
SOUTH WILLINGHAM PARISH COUNCIL MEETING
THURSDAY 19 MARCH 2020

Present:

Cllr P Elliott (Chair)

Cllr D Challender

Cllr P Ferguson

Clerk - S Asquith

Residents' Forum:

There were no attendees.

1 Apologies for absence:

Cllr M Ferguson – self-isolating

Mr M Edmundson – on holiday

Cllr P Bradwell (LCC) – self-isolating

Cllr R Fry (ELDC) – self-isolating

2 Declarations of interest in any items on this Agenda:

None.

3 To agree the Minutes of the Parish Council Meeting held on 15 Jan 2020:

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

4 Matters arising from the Parish Council Meeting held on 15 Jan 2020:

The Clerk had responded to Mrs E Scott as requested.

Cllr P Ferguson was aware of the developments with the County Council website.

5 Financial matters:

Cllr Elliott had revamped the financial report in order to make it easier to account for expenditure against the several grants that the parish council had received during the year. He presented it to the meeting for discussion. It was agreed that:

- the newspaper archive donation and history group donation were the same item and one would be removed
- what was not spent from the grants for village initiatives could be carried over to the next financial year and the balance would be ring-fenced

- the report would benefit from a narrative sheet showing what grant monies had been spent on

The outline financial report was approved and would be presented in final form at the next meeting. The balance tallied with the latest bank statement. The meeting approved the finances for the month. **Action: Cllr Elliott is to finalise the finance report.**

Despite the Clerk having informed ELDC of her new email address she failed to receive the precept form for 2020/21. Cllr Elliott belatedly received it and completed and returned it. Based on current expenditure and reserves he maintained it at the existing level of £600. The meeting ratified the level of precept at £600.

The following cheques were approved and signed at the meeting:

Turners of Horncastle – phone box boarding £18
 Shirley Asquith – proportion of ink cartridge £7.58
 LALC membership - £70.59
 Maureen Ferguson – cheque reissue (wrong date)
 Paul Ferguson – watering barrels - £53.98

6 Budget 2020/21

Cllr Elliott circulated a draft budget for 2020/21 based on the current and previous years.

The Clerk said that the spreadsheets were getting too complicated for her and Cllr Elliott agreed to take over the finance role. The Clerk said that she did not want payment for her role and it was agreed to reduce the clerk's budget from £480 to £200 as it would become a split role with the current Chair, who is an accountant.

Action: Cllr Elliott would draw up a final version of the budget incorporating the discussion from the meeting for final approved at the May meeting.

7 Dates of meetings for the coming year:

Wednesday 6 May
 Wednesday 15 July
 Wednesday 16 September
 Wednesday 18 November

8 Date for village tidy up:

No date was set owing to the current situation with Coronavirus.

9 Risk management:

No issues to report.

The Parish Council agreed to issue leaflets to all households in the village giving contact numbers for anyone concerned about obtaining shopping, prescriptions or other necessary items whilst they are in self-isolation. **Action: Cllr Elliott will produce the leaflets and Shirley Asquith offered to help deliver them.**

10 Planning matters:

None received.

11 Parish Council initiatives:

Cllr P Ferguson described how the planters were in place and that he was now awaiting for Jo Rouston to advise on the planting. She had been given a budget of £600. Planters for the parish hall were also in hand. Watering apparatus was being obtained and a weed killer pump had been bought. Roland Asquith was working on the boarding in the phone box.

12 Correspondence:

An email was received from Cllr Pat Bradwell explaining that she could not attend the meeting and the County Council stance on meetings in the current climate.

The Clerk was in receipt of several emails from ELDC keeping parish councils in touch with Coronavirus developments. She would circulate anything important.

In an email from Cllr R Fry he stated that there was a councillor grant available to support any Coronavirus initiatives.

13 Items for next agenda:

Finalised budget.

14 Date of Next Meeting:

Depending on advice from ELDC the Annual Parish Meeting might not take place prior to the next SWPC meeting which is scheduled for Wednesday 6 May 2020 at 7 pm.

The meeting closed at 7.40.

Signed:

Date:

Chairman: