

DRAFT Minutes of the BILLINGBOROUGH PARISH COUNCIL Meeting held on Monday 10 December 2018 in the Billingborough Primary School, Victoria Street

Present: Cllrs C. Woodhead (Chairman), P. Pocock, R. Stafford, M. King, V. Vince & F. Stevenson
In Attendance: Mrs M. Free (Clerk) & 1 Member of Public (Clerk (des) from item 5).

There were no public comments; the Chairman opened the Meeting at 6.30pm.

1. **Chairman's Opening Remarks**

203. The Chairman welcomed everyone and introduced the attending Member of Public as the Parish Clerk Candidate recommended by the Interview Panel; decision on applicant to be resolved under item 4. (#206).

2. **Apologies for absence**

204. Apologies for absence had been received from Cllr Salvidge.

3. **Receive any new Declarations of Interest**

205. There were no new declarations of interest notified. Cllrs Woodhead and Stafford had submitted payments for approval under item 6.b. (#220), so would abstain from the discussion and resolution.

4. **Resolve Interview Panel Recommendation for new Clerk & RFO**

206. The Chairman asked the attending candidate to wait outside. The interviewed Clerk & RFO applicants, and Panel recommendation were discussed. **The Council unanimously resolved to appoint the recommended candidate (Mr Chris Clark) as Clerk & RFO.** Chairman to notify other interviewee and invite to fulfil a Cllr vacancy.

207. The Council reviewed the NJC Salary scales and impact of the 2019/20 hourly rates. **The Council unanimously resolved to employ the new Clerk & RFO on scale point 18 for 8 hours per week.**

208. The recommended applicant was invited to return to the Meeting and offered the position of Clerk & RFO, which was accepted; the Cllrs and outgoing Clerk were introduced.

5. **Urgent/Time Sensitive Matters**

a. **Tree Work**

209. Cllr Stafford confirmed that 2 of 4 quotes for the essential tree work had been received. One with a task quote, one with a daily rate but no expected timescale. The inclusion of VAT and availability of the contractor was unclear. **The Council resolved to accept the quote from Elderwood Tree Care. Cllr Stafford to notify the Contractor and confirm availability and submission of the required Tree Preservation Order applications.**

b. **Spring Wells Sluice Gate & Weedcatcher**

210. Cllr Stafford briefed the Council on the quote to fabricate a new Sluice Gate, which would be connected to the existing concrete posts. **The Council unanimously resolved to accept the quote from Nicholas Marshall; Cllr Stafford to notify Contractor and forward details to Clerk.** The Chairman thanked Cllr Stafford for his work to bring the project to fruition.

i. **Church Street Railings**

211. Concerns were raised on the stability of the existing wooden post at the eastern (car park) end of the metal Church Street railings. Cllr King offered to fix it with other volunteers Cllr Woodhead offered to assist. Any additional materials would be purchased under emergency spending powers.

ii. **FOI Request**

212. The Chairman confirmed that a request for information on the depth and signage at Spring Wells had been received under the banner of a **Freedom of Information request**. The Council confirmed that no information was held on the depth of the water and **resolved by a majority of 5:1 to not carry out any depth investigation**. Warning signs had been fitted by the Springwells Medical Practice; the decision to not display any additional signs had been unanimously resolved at the September Meeting (2018.09.10.8.d.i. #131 refers). The Council resolved that the **Clerk should notify FOI applicant of the Council's response**.

c. **Outstanding Projects**

213. The Council resolved to defer the discussion and decisions on any outstanding projects to item 6.c.

d. **Allotment Water Leaks Update**

214. Cllr King had previously circulated the news that the water leak in the access boundary box had been fixed by the LCC Contractor at no additional cost; a request for compensation for the incurred costs was likely to cause tension. The blame for the delay in tracing the cause of the leak was felt to be due to Anglian Water (WAVE) who had twice investigated the cause at the request of BAGS. The Clerk confirmed that the final repair bill was included at item 6.c.b. and the water bill was expected shortly. **Cllr King to liaise with BAGS and contact Anglian Water; Clerk to confirm total expenditure when available.**

e. **Clerk Report & Correspondence**

215. The Clerk Report and correspondence list had been previously circulated; there were no Council comments or questions. In addition, the outstanding and final compensation payment from the previous Clerk (S. Bishop), had been received by the Court and would be transferred to the Council bank in January. The Play Equipment Inspection Report had been received from Wicksteed and circulated to all Cllrs; repair works considered under item 6.c.

i. **Comments on Planning Applications**

216. There were no Applications for comment.

ii. **Council Newsletter**

217. The Chairman briefed the Council on some alternative options for the printing and delivery of a Council Newsletter; approx. 650 copies were required. The Parish Magazine (Church & Community News) appeared to be continuing for the moment; the deadline for the next issue was 11 January 2019. Further costing options were required. **Ongoing. Items for inclusion to be sent to Cllr King as soon as possible.**

6. **Finance Matters**

a. **Review of Delegated Spending Authority**

218. The Chairman had previously circulated a proposed amendment to the delegated spending authority in the Financial Regulations (Para 4.1) for the Chairman to approve expenditure under £50. The Council unanimously resolved to adopt the proposed amendments. A further amendment to the approval of authorised works was discussed. **Clerk to circulate amended DRAFT Financial Regulations for approval.**

b. **FY2018/19 Accounts to Date & Approval Expenditure**

219. The previously circulated accounts to 30 November were presented. There were no comments or questions.

220. The previously circulated list of expenditure for approval was discussed; Cllrs Woodhead and Stafford abstained from the decision. The invoices for the Annual Play Equipment Inspection, Rec. Caretaker and Trade Waste. **The Council unanimously approved the list of expenditure. Cllrs Vince & Stevenson** signed the cheques and payments sheet; and **to authorise the BACS payments.**

c. **FY2019/20 DRAFT Budget & Precept Setting**

221. The previously circulated DRAFT Budget and project ideas were discussed, including: additional speed feedback signs; Spring Wells improvements, Rec. Grd litter bins; provision of youth activities; village litter bins; Pavilion usage and repairs; play equipment maintenance, Emergency Plan; Contractor costs (Grass Cutting, Community Cleaner, and Cemetery and Rec. Grd Caretakers); Former Grimer's Site S.106 funds; Sports Court usage and required Precept. **FS Stevenson volunteered to investigate youth projects; Clerk to forward details of LCC contact. Clerk to circulate and publish the updated DRAFT Budget. Pavilion Usage Agreements to be included on next Agenda.**

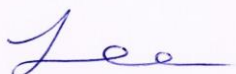
i. **Decision on LCC Grass Cutting**

222. The option to incorporate the LCC Highways verge safety grass cutting in the Council contract was discussed; a rate of 4.4p sqm for 2 cuts per annum could be reclaimed from LCC. The Council unanimously resolved to not take on the LCC verge cutting. Clerk to notify LCC.

There being no more business the Chairman closed the Meeting at 8.55pm.

Next Parish Council Meeting: Monday 14 January (Budget & Precept Approval Meeting)
To be held in the Billingborough Primary School, commencing at 6.45pm.

Signed:



Clerk to the Council