

Billingsborough Parish Council

MINUTES of Parish Meeting, followed by Annual General Meeting
held on Monday 11th May 2015 at Billingsborough Primary School

Present: Bob Free, Roger Stafford, Peter Pocock, John North, Andy Bain, Matt Peace

The meeting was opened at 6.30pm.

Annual Parish Meeting

The meeting was opened by Cllr Free and welcomed all members of the new Council.

Cllr Free read the annual report from Councillor King, which was agreed to be placed on the Parish Council Website.

Cllr Free asked members of the Public to share their comments/questions. The question was raised as to why a member of the Parish Council had sent him a letter requesting information regarding the tenancy on the Parish Council Land, which he felt was unjustifiable. The Parish Council confirmed that as this land is owned by the Parish Council, and then it has the authority to request, in writing and formally agreed by council members to approach any tenancy land holder. **Action:** A formal letter will be sent to this resident, explaining the Parish Councils position.

Annual General Meeting

Councillor Free thanked the resident for his comments and confirmed the commencement of the full agenda.

105/1516 Apologies for Absence

Apologies were received by Cllr King, who was attending a District Council meeting and Cllr Cummings who unfortunately was not well.

205/1516 Declarations of Interest

There were no declarations of interest for items on the agenda. **Action:** The Clerk advised that she will send a copy of the Declaration form to Cllr Peace.

305/1516 Election of Chairman

Cllr King was proposed as the new Chairman, who had expressed an interest in continuing as the Parish Council Chairman for a further year. This was a unanimous vote, with no other nominations presented.

405/1516 Election of Vice-Chairman

Cllr Free was proposed as the new Vice-Chairman. This was a unanimous vote, with no other nominations presented.

All Councillors were then to sign their Acceptance of Office letters, which the Clerk confirmed were incorrect and would send under separate cover for Council members to return at the next council meeting. Agreed by all present

505/1516 To approve the minutes of the meeting held on 3rd March 2015 & to approve the minutes from the AGM 2014

These were agreed by all present with 1 amendment to be made the Clerks Notes on 3rd March. **Action: Clerk to forward approved minutes to Cllr Cummings for the website.**

605/1516 – Matters arising from the Annual Parish Meeting

It was agreed by all present that a formal response to be made to the resident who attended, regarding procedures for Council Meetings.

705/1516 Appointment of members to Committees or roles.

Police Forum Representative – Cllr Free

Toller Education Foundation – Cllr North

Recreation Ground – Cllr Bain & Cllr Peace

Emergency Plan – Cllr Pocock

Spring Wells – Cllr Cummings (Clerk to speak with Cllr Cummings prior to publication of these notes)

Web Site and Publicity – Cllr Peace & the Clerk

News Sheet writing and printing – Cllrs King & Free

Cemetery – Cllr Pocock & the Clerk

Agricultural Holdings – Cllr Stafford

Finance & General Purpose – Cllrs King, Free, North and The Clerk (Clerk to forward banking form to Cllr North)

Continuing with the normal business meeting

705/1516 Chairman's Remarks

The comments from the Chairman were read at the Annual Parish Meeting

805/1516 Advertising of Council Vacancy

It was confirmed by the Clerk that a formal notice of application needs to be posted on the website and notice boards, advertising the vacancy of a Parish Councillor. **Action: Clerk to advise SKDC of vacancy and send notifications for website and notice boards**

905/1516 Police Matters

No report had been received.

105/1516 Parish Matters

- a. Spring Wells – Cllr Cummings is working on this project and in her absence, the following items were discussed, where appropriate.
 - i. Western Power restoration (progress) including extra land for BPC. The bollards have now been delivered and a date for installation is to be set.
 - ii. Tubular rails at south end – It was agreed by all present that the rails should not be removed entirely but that an alternative safety measure should be sought.
 - iii. Repairs to pond edge – no update
 - iv. CCTV – It was agreed by all that quote for CCTV to be sought for the Rec ground and Cllr Free is investigating the progress at the Health Centre.
 - v. Cllr Pocock advised that a work party needs to be arranged to carry out works in the area i.e. painting of notice board legs, the benches need cleaning and re-staining and also advised that the roadway is in need of repair.
- b. Western Power Works – other aspects
 - i. Nothing further to add
- c. Recreation Ground – Cllr Bain
 - i. New picnic benches – Ready to purchase, discussed the invoicing process but has confirmed they will be delivered to his address
 - ii. Removal of skate ramp – the Clerk confirmed that a quote had been sent but Cllr Bain had no record so for the Clerk to re-send. **Action: Clerk to send quote re: removal of skate ramp**
 - iii. New Skate Ramp – to be added to July agenda for discussion
 - iv. Children's play equipment – to be added to July agenda for discussion
 - v. Action re: dog fouling and dogs on the Rec – Clerk to source new signage for the Rec area
 - vi. Possible fencing to the children's play area was discussed and quotes to be sourced.
- d. Community Cleaner – The Parish Council acknowledge the work that is currently being carried out by the Community Cleaner and would like to formally thank her for her hard work.
- e. Cemetery Issues – The Clerk advised that further works needs to be carried out in the cemetery in relation to tidying up but also that there is a lot of subsidence and the Parish Council need to investigate this and will report back at the meeting in July.
- f. Planters Project – This project was being managed by Cllr Cummings, who was absent.

- g. Speed Assessment Cameras – Cllr Free confirmed this was ongoing but progress was being made. The data from the reactive sign was discussed and the Clerk advised she would forward the manual to ascertain if this data would be required.
- h. Highways Issues – The signage on Horbling Road was discussed and noted that this needs to be chased up – to discuss with Cllr King
- i. Update on Agricultural Land Holdings – Cllr Stafford confirmed that he is currently trying to locate the tenancy agreements for some of the land tenancies. Support was agreed for Cllr Stafford by the Clerk and members of the Council, to ensure that all land tenants have access to their agreements or in any absence of an agreement to draw up new agreements.

106/1516 Planning Procedures

It was agreed by all present that the Clerk should speak with the Planning Department at SKDC to ensure that all planning applications are sent electronically to the Clerk in the first instance, who will then email all members of the council for comments, which will be formulated by Cllr King, prior to submission to SKDC.

107/1516 Correspondence

There was one item discussed under correspondence which, due to the nature of the outcome was not minuted due to data protection.

108/1516 Finance Report

The Clerk advised that the accounts relating to payments/receipts was not sent with the council papers and will be sent under separate cover.

2014/15 The Audit Submission is being finalised in preparation of being sent to the Internal Auditor. It was agreed that prior to submission to external auditor, members of the Finance & General Purpose group can agree its contents and authorise its submission.

Approval of Financial Regulations, Standing Orders and Fixed Asset Register –The clerk advised that these need to be reviewed annually and that currently the Financial Regulations are not showing the Council's online banking procedures. The Clerk also advised that the current Fixed Asset Register requires greater detail and agreed that each project councillor reviews the assets within their remit and reports this back to the Clerk. The banking process was discussed and agreed by all that due to the formation of the Finance Group, Cllr North be added as a signatory. The Clerk will forward the relevant paperwork.

Grants to community groups was discussed and noted that a letter from a local group was received requesting funding towards a Christmas Performance. Council agreed the sum of £100, pending further information relating to grants and a formal notice of its Constitution.

109/1516 Parish Council Website – contents and improvement

It was agreed by all present that the website needs to be improved with regular updates, agendas, minutes and community information. Cllr Peace and the Clerk agreed that they would assist Cllr Cummings in this task as felt, due to the nature of Cllr Peace's work, would be of great benefit to the Council.

110/1516 Other business which the Chairman by reasons of special circumstances decides is urgent.

Cllr Pocock raised concerns regarding the condition of some of the village pavements. **Action: Clerk to speak with Cllr King in the first instance to formulate a letter to Highways regarding this matter.**

The meeting closed at 8.30pm

Date for the next meeting – Monday 6th July at 6.50pm