

BILLINGBOROUGH PARISH COUNCIL

Minutes of Meeting held on Monday 14th September 2015
at Billingborough Primary School

Present: Cllr M King - Chairman (from Item 4) Cllr R Free - Vice-Chairman (Chair for items 1-4)
Cllrs M Cummings, R Stafford, J North, M Peace (items 1-7 only)
Cllr Hill (County) (items 4 & 7)
Clerk to the Council – M Free

The meeting was opened at 6.50pm for the Public Forum. There were no members of the public present and it was agreed for the Vice Chairman to start the main agenda.

1. **Chairman's Remarks.** The Vice Chairman informed the Council that the Chairman was delayed by traffic but was expected shortly. The Vice Chairman welcomed the new Clerk to the Council.
2. **Apologies for absence:** Cllr P Pocock
3. **To approve the Minutes of the meetings dated 6th & 21st July 2015.** There was one amendment made to the 6th July meeting. The action to source a contractor to replace the south end tubular rails at Spring Wells (7b)), was assigned to Cllr Stafford instead of Cllr Peace. Once corrected the minutes were approved. The minutes of the meeting on 21st July were accepted as a true record.
4. **Police Matters.** There was no attendance by a Police Officer. None was required. The Vice-Chairman briefed the Council on the closed topic. The Chairman arrived and reiterated the Vice Chairman's comments. (Cllr M Hill arrived)
5. **Finance Report**
 - a. The Clerk presented the Council with the previously circulated end of year accounts for financial year 2014/15 for Council approval. A number of receipts had not been received in year; the new Clerk was chasing these. **The Council approved the accounts for financial year 2014/15.**
 - i. The Chairman and Council thanked the Clerk for the significant number of additional hours spent preparing the accounts due to the state they were left in by the previous clerk, and proposed to pay the Clerk an honorarium. **The Council voted to pay the Clerk 14 additional hours. Due to a declaration of interest, Cllr Free abstained from the vote.**
 - b. The Council was also presented with the previously circulated External Audit report and supporting documents, and asked to approve them. **The Council approved the External Audit Report for financial year 2014/15. Clerk to submit the signed papers to the External Auditor.**
 - c. The Clerk presented the Council with the previously circulated accounts for financial year 2015/16 to date. The payments and receipts since the last meeting were also presented, and a list of payments requiring Council approval. **The Council approved the accounts for financial year 2015/16 to date, and the payments and receipts since the last meeting. The Chairman and Vice-chairman authorised the payments, see attached list.**
 - d. The Council was asked to approve the appointment of a Payroll Administrator to manage the Clerk's payroll and PAYE submissions. Halfleet Bookkeeping would carry this out at a

cost of £5 per month. **The Council voted unanimously in favour of appointing Halfleet Bookkeeping as Payroll Administrator.**

- e. The Chairman highlighted the need for all Cllrs to be alert to the financial matters of the Council. The Chairman proposed:
- i. A councillor to conduct a 'snap check' of the accounts between meetings, and report back to the council at the next meeting. This would be in addition to the Chairman's own check of the financial elements of the meeting agenda.
 - ii. Increasing the number of councillors as authorisers as dual signatories on the accounts to four. Cllr Free highlighted that he should only authorise transactions in the absence of other councillors.
 - iii. Although the existing control measures were believed to be effective, a review of the Council's Standing Orders and Financial Regulations needed to be carried out.

It was resolved that, Cllrs' North and Cummings would become account signatories, and Cllr Bain would carry out 'snap check' account inspections. The Clerk would circulate copies of the revised Standing Orders and Financial Regulations for the Council approval at the next meeting.

6. Parish Matters

a. Spring Wells.

- i. Despite being chased by Cllr Stafford, the repairs to the pond edging had not yet been carried out. **It was decided that, in conjunction with Cllr Stafford, the Clerk would write to the contractor to hasten a start and completion date.**
- ii. Cllr Peace informed the Council that he still had not received any picket fencing quotes for replacing the south end tubular rails. Cllr Free had removed the Spring Wells sign from the old railings. **Cllr Peace would source quotes for picket fencing from new contractors. A maximum cost of £400 was agreed.**
- iii. CCTV signage that complied with the new regulations was still being sourced. **Cllr Free to speak to the surgery Practice Manager when she returned from holiday.**
- iv. Cllr Free reported that he had carried out the repair to the Information Board.
- v. The amended grass-cutting contract, including the electricity sub station area had not been sent to the Contractor by the previous Clerk. Verbal discussions with the Contractor indicate that this would add another 30 minutes, and therefore more cost, to the current contract. **The Clerk would send the revised contract to the Contractor and obtain confirmed costs.**

b. Recreation Ground.

- i. The previous Clerk had not completed the agreed purchase of a picnic bench. Cllr Bain had identified a suitable self-build bench for £395. **Cllr Bain to provide the Clerk with the relevant information to purchase the bench.**
- ii. Cllr Peace informed the Council that the damaged skate ramp had now been removed. **The invoice to be sent to the Clerk on receipt.**
- iii. Cost of replacement skate ramp options varied significantly, with some requiring the existing items to be removed. **Cllr Peace to circulate details of the different options to the Council for a decision at the next meeting.**
- iv. No progress had been made on the new play equipment. Feedback from the two Primary Schools was required on the preferred equipment. Cllr Peace had attended the opening of the Folkingham new play equipment and briefed the council on the details. **Cllr Bain to confirm the new deadlines for a Grant application. Cllrs Bain**

and Peace to research the purchase options and contact the schools for preferences of local families. Cllr King to chase a previous councillor for handover of option documents.

- v. The Clerk provided Cllr Peace with the newly purchased dog fouling signs. **Cllr Peace to fit the signs at the Recreational ground.**
- vi. No quotes had been received for the replacement Bowls Gate. The option of fitting a wooden gate was discussed. Cllr King highlighted the need for the Bowls Club to be involved in the solution. **Cllr Peace to liaise with Bowls Club regarding a wooden gate and source new quotes. A maximum cost of £600 was agreed.**
- vii. The Clerk informed the Council that, although the damaged height bar had been reported to the insurance company, they had not been provided with photographs and quotes for repair/replacement. The Clerk had taken and submitted photographs. Cllr Peace informed the Council that contractors had been reluctant to quote for repairing the height bar. **Cllr Bain to contact fabricators for 2 quotes for replacement of the height bar.**

c. Cemetery Issues.

- i. **The tidy up of the cemetery had been completed.**
- ii. Cllr Cummings had purchased 20 roses for the cemetery remembrance garden, and requested assistance in deciding the location of the roses, and digging the holes. **It was resolved that Cllr King would assist Cllr Cummings in positioning the roses. Cllr Peace would dig the holes for the roses.**

d. Planters Project.

Cllr Cummings shared her research on planter options for the village entrances with the Council. Different maintenance options were available, plus spring and/or autumn planters. No costing information on the different options was available. The option for the planters to be sponsored was also discussed. **The Council unanimously rejected sponsorship of the Planters. The Council agreed in principle to having spring planters. Cllr Cummings to present costing options to the Council at the next meeting.**

e. Speed Feedback Signs.

Cllr Free briefed the Council that 3 locations for the Speed Feedback Signs had been surveyed and approved, with a potential 3 other locations identified. The Council would regularly rotate the first sign around the approved locations. **The Council voted unanimously to purchase the first sign.** (Cllr Peace left the meeting)

7. Aveland School Site Project.

- a. The Council agreed to discuss item 7 after item 4 in order to include Cllr Hill.
- b. Cllr King updated the Council on the planning conditions that had delayed decisions. The Council had received a proposed Head of Terms with a proposal for the Council to purchase an area for allotments and playing fields on a freehold agreement.
- c. Cllr Hill informed the Council that he was keen to address the needs of the Village. The Crown Estate had a large covenant on the proceeds from the sale of the housing land and the County Council would also need to recover its costs. Any surplus would first and foremost be used to complete the offered services for the parish. Cllr Hill believed that the proposal was a good offer; Cllr King agreed.
- d. Cllr King thanked Cllr Hill for his assistance in securing the decisions, and reiterated that Billingborough residents would have concerns regarding any social housing, which so far the District Council was determined to include. The Parish Council was still striving to keep the total number of houses to a maximum of 25 but might not be able to control this.

The Council voted unanimously to accept the attached Head of Terms. In conjunction with the Chairman and Vice, the Clerk was to appoint a solicitor.

8. **Emergency Plan.** In the absence of Cllr Pocock, the update on the Emergency Plan was deferred to the next meeting.
 - a. Cllr King updated the Council on the Environment Agency consultation on the future of the Black Sluice Pumping Station at the seaward end of the South Forty Foot Drain. Cllr King reiterated that the decisions affect the whole community and the impact on arable land must be considered. Current proposals have insufficient detail on the risk to land and houses, and the cost of £22m for 5 pumps had now reduced to £10m for 2 pumps. **The Council voted unanimously to support the Black Sluice Drainage Board's comments on the proposals and to object to the Environment Agency view that no pumps was better than having some pumps. Cllr King to circulate a draft letter to cllrs for comments prior to submission to the Environment Agency.**
9. **Planning.** The Clerk reiterated that the review of planning applications was now done electronically. No Planning applications required review by the Council at the meeting.
10. **Parish Council website.** Cllr Cummings showed the Council the new Facebook page. Although the Council were happy with the page, they expressed concerns that not all residents use Facebook. Cllr Cummings highlighted the limitations of the Council's page on the free Lincolnshire County Council website. The option of creating our own Council page using free software was discussed. Cllr King had recent experience of 'free' websites and doubted that a free one would have enough scope and capacity. **It was resolved that Cllr Bain would investigate options for a new website host. Cllr Cummings to provide Cllr Bain with the page requirements.**
11. **LALC membership.** The previous Clerk had not renewed the LALC membership for financial year 2015/16. **The council voted unanimously to renew the membership; Clerk to arrange.**
12. **Community Lincs Good Neighbour Scheme.** Cllr Free had attended the meeting to understand the details of the Scheme and the available services. Start Up costs were estimated at £1000, with annual costs of £700. Springwells Surgery seemed keen and may drive the initiative. Cllr King highlighted his concerns that an all-encompassing 'one-stop' contact may deter people from using the correct routes of contacting the Parish, District and County Councils. There were already a number of networks in the village and only a limited number of volunteers. He said he thought the Scheme lent itself best to health and welfare care. **The Council agreed to be supportive of the project but would not take on any responsibility of running it. A note would be included in the Newsheet with the contact details for the organiser.**
13. **Community Correspondence/Comments.**
 - a. The Clerk informed the Council that the Insurance for Council assets had been renewed.
 - b. The signed copies of the Acceptance of Office had not been handed over by the previous Clerk. The new Clerk had sought advice from the District Council Monitoring Officer. **All councillors present signed a new Acceptance of Office.**
 - c. The previously completed Declarations of Pecuniary Interest had not been submitted to the District Council. Following advice from the Monitoring Officer, **All councillors present signed a new Acceptance of Office.**
 - d. A resident had contacted the Clerk to highlight damage to his late wife's headstone, and a number of others, that had occurred on 2 separate occasions. Cllr North had contacted the

Contractor, who denied being the cause. **Clerk to write to the resident to inform them of the outcome.**

- e. The Clerk had extended the EON fixed price contract for the Pavilion electricity for one year. The anticipated annual savings were approximately £200.
- f. The Clerk had received paperwork for the option to take out additional cover for the Anglian Water pipe work at the Cemetery and recreational Ground. The Council voted unanimously to reject this option.
- g. A request for replacement nets for the Recreational Ground football goals had been received from a teenage resident. **The Council agreed to the request. Cllr Free to liase with the Clerk to purchase 2 goal nets.**

14. Other Business. There was no other business.

15. Next Meeting. The next Parish Council meeting will be held on the 2nd November at the Billingborough Primary School, with a public forum at 6.50pm. The Chairman closed the meeting at 10.15pm.