BILLINGBOROUGH PARISH COUNCIL

APPROVED Minutes of the Annual meeting of Billingborough Parish Council held on 10 May 2022 in the Sports Pavilion at the Recreation ground.

Present: Cllrs C Woodhead (Chairman), J Surtees, P Richardson, D Cope, M Turner, R Stafford, V Vince, R Rayside and C Labinjo.

In Attendance: H Beaver (Clerk), C Cllr M Hill (Until 19.49).

The chairman opened the meeting at 19.30

1. Chairman's opening remarks

012. The Chairman asked when purchasing anything for the Council that Cllrs please ensure that no other items are on the receipt.

- Apologies for absence.
 013. None notified.
- 3. Receive any new declarations of interest. 014. None notified.
- To consider any requests from Members for a dispensation on any items on the agenda. To agree, or not, by resolution to any dispensations, including voting rights. (Decision – All)

015. None received.

5. Election of Chairman.

016. It was proposed, seconded and unanimously agreed that Cllr Woodhead be elected as Chairman for another year.

6. Election of Vice Chairman.

017. It was proposed, seconded and unanimously agreed that Cllr Labinjo be elected as Vice Chairman.

7. Councillor vacancies and possible Co-option – if required. (Decision on applicant/s – All)

018. Not required.

8. Appointment of Members to designated Roles & Responsibilities:

019. It was resolved, by a show of hands that Cllrs either adopt or keep roles as follows:

a. Finance – Cllr Turner. b. Contracts & Tenancy Agreements – Cllr Stafford. c.
Newsletter Editor – Cllr Woodhead. d. Website & Parish on Line – not required. e.
Emergency plan – Cllrs Turner and Rayside. f. Recreation Grd/Pavilion/CCTV – Cllrs
Woodhead/Vince & Cope g. Cemetery/ including development – Cllr Woodhead h.
Springwells – Cllr Stafford. i. Entrance planters – Cllrs Vince (Planting) maintenance –
Cllrs Turner, Richardson & Cope. j. Speed signs/Community speed watch coordinator/Traffic & Parking – Cllrs Woodhead and Surtees. k. Village
maintenance/Grass Cutting/Highways – not required. I. Hall Field project – Cllrs
Woodhead, Rayside & Stafford. m. Aveland Field project – Cllrs Woodhead, Turner, &
Richardson. n. Police/Safer Together Team – Cllr Surtees, o. Village Signs project –

deferred to next meeting. **p.** Council representative to the following: Toller Trust – Cllr Stafford, Village Hall – Cllr Turner, BAGS – Cllr Cope, Youth Probation – Cllr Labinjo, Primary School – Cllr Vince, Cricket Club – Cllr Richardson, Church – Cllr Woodhead.

- 9. Appointment of 3 Members to form a HR Committee and elect its Chairman. (All) 020. Cllrs Labinjo, Rayside and Richardson were proposed and seconded and it was RESOLVED by a show of hands that they should be the Members of the HR Committee for this year and that Cllr Labinjo should act as Chair of the Committee.
- Approve draft minutes of the meeting held 8 March 2022 (All)
 021. It was RESOLVED by a show of hands to accept the circulated minutes as a true record of the meeting.
- Review and adopt the Asset Register (All)
 022. It was RESOLVED by a show of hands to accept the asset register as circulated.
- To Adopt the Council Policies and Procedures:
 023. It was RESOLVED by a show of hands to adopt the following policies:
 Cemetery Regs, Code of Practice, Complaints Proc, Data Protection/Publication
 /Freedom of Information Policy, Discipline and Grievance Policy, Equal Ops Policy,
 Financial Regs, Risk management Policy, safeguarding Policy and Standing orders.(All)
- 13. To Resolve to adopt the following additional Policies/Statements/Terms of Reference as previously circulated: Cllr expenses policy, Co-option Policy and Procedure, Environment Policy, Health & Safety Policy, Statement of Internal Control/Hr Comm Terms of Reference. (Chairman; Decision – All). 024.It was RESOLVED by a show of hands to accept all except the Health & safety Policy as circulated, which was deferred to the next meeting, with the following amendments: The Environment policy, all but points h and I of the principles, and the Terms of reference for the HR Committee should have the requirement that all Cllrs on the Committee should have appraisal training and the Committee should change by one Member each year.

14. Platinum Jubilee Committee status – update. (Cllr Turner).

025. Cllr Turner reported that since the last meeting of the Council, when it was agreed that the Jubilee Committee would run as an appointed Committee of the Parish Council, in order to facilitate any financial transactions, due to the fact that they did not intend to open a bank account, the Committee had now opened a bank account and so would now run as an independent committee, with Cllrs involved acting as members of the public. He also advised that plans were coming together and it was hoped that a large proportion of the village would get involved.

15. Finance Report – RFO

a) 2021/22 End of Year Accounts & External Audit Return

- To review and approve the End of Year Internal Audit report.
 026. It was Resolved by a show of hands to approve the End of Year Internal Audit Report.
- To approve and sign the Annual Governance Statement.
 027. It was RESOLVED by a show of hands to approve the Annual Governance Statement and the Chairman signed the statement.

iii. To approve and sign the Accounting Statement. 028. It was RESOLVED by a show of hands to approve the accounting Statement as circulated and the Chairman Signed the form.

iv. To approve the end of year accounts. 029. It was RESOLVED by a show of hands to accept the end of year accounts as circulated.

b)2022/23 Accounts.

i. To Approve the previously circulated accts to the end of April 2022

030. It was **RESOLVED**, by a show of hands, to accept the previously

circulated accounts as a true record. For transactions since the last

meeting, please see Appendix A.

ii. To approve payment of expenditure listed on the payment schedule.

031. It was **RESOLVED**, by a show of hands, to agree to the payments of

all invoices listed in the transactions for approval document, please see

Appendix B

16.Clerk's Report and any matters arising.

032. In the previously circulated Clerk's report, the Clerk had advised that the bank balance as of the 30 April 2022 was as follows: Current Account £29294.75, Reserve Acct £45178.15 Total: £74472.90

17. Admin Matters:

- a) To consider any planning applications (if required).033. Not required.
- b) Parks and Greenspaces application update. (Chairman; Decision All) 034. After clarification that there was a covenant on the deeds to the Recreation ground that allowed the Crown Estate, should it want to, to alter the use of the land, it was RESOLVED by a show of hands that the Parks and Greenspaces application should go ahead. Chairman to action.

c) Date for Clerk's Appraisal. (All)

035. Now that the Members of the HR Committee were known a date was set that

was convenient to all.

18. Recreation ground:

a) To discuss the Wicksteed inspection report and resolve on any action required, agree budget and delegate tasks. (Chairman; Decision – All)

036. After discussion it was RESOLVED by a show of hands that the required works should go ahead and the quote from Wicksteed leisure was accepted for £1930 .00 **Clerk to action.**

- b) Junior Football Update. (Cllr Richardson; Decision All)
 O37. Cllr Richardson reported that he would like to look into the possibility of developing the Aveland site for this. He was asked to report on any progress at the next meeting.
- c) Junior Cricket Update. (Cllr Turner; Decision All)
 038. Cllr Turner reported that this had got off to a good start and that there had been 20 Juniors attend the last practice.
- d) Update on the process for the relocation of containers, to discuss and resolve on the outcome. (Chairman; Decision All).
 039. The Clerk reported that according to SKDC planning permission would be required. It was RESOLVED by a show of hands that the planning permission should be applied for by the Council. Clerk to action.
- Pavilion porch repair update. (Chairman; Decision All)
 040. After discussion it was decided that Cllr Turner would liaise with the Cricket Club Members to see if the works could be done "in-house".
- f) Pavilion Risk Assessment Update. (Chairman; Decision All)
 041. Cllr Turner agreed to take this forward and report back at the next meeting.
- g) Pavilion Fire Inspection Update. (Chairman; Decision ALL 042. Cllr Vince reported that the she could arrange a report but that it would not be certified, as the Council are only looking for guidance, Cllr Vince was asked to arrange a date for an inspection.

19. Spring Wells:

- a) Slabs below benches Update (Chairman; Decision All)
 042. The contractor has been approached but the works are outstanding.
- b) Planters update. (Chairman; Decision All)

043. The Clerk was asked to speak to the caretaker to see if she was happy to do

the planting up of the Spring wells planters.

20. Cemetery:

- a) Salt and grass cutting update. (Chairman; Decision All)
 044. The Clerk reported that two cuts had been carried out prior to Mother's Day and after discussion the Clerk was tasked to buy a grit bin with a budget of £100
- b) Outstanding Income Update. (Chairman; Decision All)
 045. Clerk advised that this was in the process of being resolved.
- c) Cemetery development Update. (Chairman; Decision All)
 046. This item was deferred to the next meeting.

21. Village matters:

a) Hall field - update. (Chairman; Decision – All)

047. The Chairman reported that having met with a representative of the Crown Estate, she was waiting to hear back as to the terms that they would set for use of the land. She would report back at the next meeting.

- b) Village Signs update and plan. (Chairman; Decision All)
 048. This was deferred to the next meeting.
- c) Emergency Plan update (Clirs Turner and Rayside; Decision All)
 049. This was deferred to the next meeting. Clir Vince was asked to approach the Fire Service to see if they could help with this.
- d) Entrance Planters (Chairman; Decision all)
 050. It was confirmed that Cllr Vince was to purchase the plants for these and do the planting.
- e) Parking leaflets and School Competition Update (Cllr Vince Decision All)
 051. Cllr Vince confirmed that the leaflets had been printed but the competition winners had not as yet been notified.
- f) Community Speed Watch update. (Chairman; any decision All) 052.The Chairman reported that there was a list of volunteers, although more would be welcome. A training session had been arranged for May 26th and the speed gun would need to be purchased before that could take place. A Budget of £275.00 was agreed. Clerk to action.
- g) Village crime/questionnaire Update. (Cllr Richardson Decision All)
 053. It was RESOLVED that Cllr Richardson could post this on the appropriate facebook page and bring the results to the next meeting.

The Chairman closed the meeting at 21.19

Signed:

Clerk to the Council.

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Billingborough Parish Council

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15.83		15.83	×	SKDC Waste	Cemetery waste Collection		Current		22/04/2022	8 Waste Collection
51.00	2.43	48.57	F	Smartest Energy	DD Pavilion Electricity		Current		19/04/2022	7 Pavilion Electric
164.67		164.67	×	SKDC Waste	Cemetery Business Rates		Current		12/04/2022	4 Business Rates
363.79		363.79	m	LALC	Annual LALC Subscription		Current		12/04/2022	3 Subscriptions
95.00		95.00	m	ICCM	Annual subs to ICCM		Current		12/04/2022	2 Subscriptions
54.00	9.00	45.00	S	Complete Weed Control	weed Treatment		Current		nce 12/04/2022	6 Gen M'nance Site Entrance
108.00	18.00	90.00	S	Complete Weed Control	weed Treatment		Current		ance 12/04/2022	5 Grnds Repairs and M'nance
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Chairman's signature:

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9 May 2022 (2022 - 2023)

Chairman's signature: