

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.

2. Apologies for absence.

013. None notified.

3. Receive any new declarations of interest.

014. None notified.

4. 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 co-ordinator/Traffic & Parking – Cllrs Woodhead and Surtees. **k.** Village maintenance/Grass Cutting/Highways – not required. **l.** 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.

10. 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.

11. Review and adopt the Asset Register (All)

022. It was RESOLVED by a show of hands to accept the asset register as circulated.

12. 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 l 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

i. 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.

ii. 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)

037. 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.

e) 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 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 (Cllrs Turner and Rayside; – Decision – All)**
049. This was deferred to the next meeting. Cllr 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.

APPENDIX A

Billingborough Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
185	01/03/2022		Current		Monthly DD Parish phone	EE	S	10.00	2.00	12.00
186	02/03/2022		Current		Newsletter Distribution	Your Local Links	S	25.00	5.00	30.00
187	02/03/2022		Current		Replacement end caps for play	Wicksteed Leisure Ltd	S	30.68	6.14	36.82
188	02/03/2022		Current		Village hedge cutting	Glendale	S	1,255.99	251.20	1,507.19
189	05/03/2022		Current		Internal Audit Fee LALC	LALC	S	190.00	38.00	228.00
190	05/03/2022		Current		Stationery	Sainsbury's	S	4.17	0.83	5.00
197	05/03/2022		Current		Clerk's Expenses	Branch Bros	S	10.00	2.00	12.00
199	05/03/2022		Current		Wicksteed Inspection FOC + f	Wicksteed Leisure Ltd	S	80.00	16.00	96.00
200	05/03/2022		Current		Printer Ink	HP Inc UK Ltd	S	30.37	6.08	36.45
191	05/03/2022		Current		Clerk's Expenses	H Beaver	X	20.00		20.00
192	05/03/2022		Current		Training hours	Clerk	X	56.00		56.00
193	05/03/2022		Current		Clerk's Expenses	H Beaver	X	20.00		20.00
195	05/03/2022		Current		Internal audit	H Beaver	X	56.00		56.00
196	05/03/2022		Current		Clerk's Expenses	H Beaver	X	42.00		42.00
198	05/03/2022		Current		Clerk's salary	H Beaver	X	485.34		485.34
194	05/03/2022		Current		Clerk's Expenses	H Beaver	Z	20.00		20.00
201	16/03/2022		Current		DD Pavilion Electricity	Smartest Energy	L	80.95	4.05	85.00
202	21/03/2022		Current		Rec Waste Collection	SKDC Waste	X	17.34		17.34
203	21/03/2022		Current		Cemetery waste collection	SKDC Waste	X	15.84		15.84
204	24/03/2022		Current		Rec Water Charge	Wave/Anglian Water	X	16.84		16.84
205	24/03/2022		Current		Cemetery Water Charge	Wave/Anglian Water	X	12.35		12.35
206	25/03/2022		Current		Community Cleaner Invoice	K Hiscocks	X	321.04		321.04
207	25/03/2022		Current		Rec Caretaker B Monthly Invo	M Pilgrim	X	456.98		456.98
209	25/03/2022		Current		Springwells Caretaker	K weingaertner	X	148.16		148.16
210	25/03/2022		Current		Cemetery Caretaker's Invoice	Cemetery Caretaker	X	148.16		148.16
211	25/03/2022		Current		Clerk's salary	H Beaver	X	507.74		507.74
208	25/03/2022		Current		LALC Training Course fee	LALC	S	45.00	9.00	54.00
212	29/03/2022		Current		Monthly DD Parish phone	EE	S	10.00	2.00	12.00
213	31/03/2022		Current		Bank Charges	Unity Bank	E	18.00		18.00
Total								4,133.95	342.30	4,476.25

Billingborough Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
25	01/03/2022		Reserve		Bank Interest Credit	Unity Bank	X	24.49		24.49
21	04/03/2022		Current		Land Rent	The Executor for the late D.L	E	262.50		262.50
20	05/03/2022		Current		REFUND for faulty 1st Aid kit.	Swash Hygiene Supplies Ltd	S			
22	07/03/2022		Current		Grass cutting Besson Way	M Parker & Sons Ltd	X	230.00		230.00
23	30/03/2022		Current		Land Rent	H. J. Marr & Sons	E	5,600.00		5,600.00
24	30/03/2022		Current		Memorial Permit - D Hood	Set In Stone Memorials	E	550.00		550.00
Total								6,726.99		6,726.99

APPENDIX A.

24 May 2022 (2022 - 2023)

Billingborough Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Admin/Postage/Stationery/A	12/04/2022		Current		LALC Annual Training Scheme	LALC	S	135.00	27.00	162.00
5 Grnds Repairs and M'nance	12/04/2022		Current		weed Treatment	Complete Weed Control	S	90.00	18.00	108.00
6 Gen M'nance Site Entrance	12/04/2022		Current		weed Treatment	Complete Weed Control	S	45.00	9.00	54.00
2 Subscriptions	12/04/2022		Current		Annual subs to ICCM	ICCM	E	95.00		95.00
3 Subscriptions	12/04/2022		Current		Annual LALC Subscription	LALC	E	363.79		363.79
4 Business Rates	12/04/2022		Current		Cemetery Business Rates	SKDC Waste	X	164.67		164.67
7 Pavilion Electric	19/04/2022		Current		DD Pavilion Electricity	Smartest Energy	L	48.57	2.43	51.00
8 Waste Collection	22/04/2022		Current		Cemetery waste Collection	SKDC Waste	X	15.83		15.83
9 Waste Collection	22/04/2022		Current		Rec Waste Collection	SKDC Waste	X	19.50		19.50
10 Admin/Postage/Stationery/A	29/04/2022		Current		Monthly DD for Parish Phone	EE	S	10.93	2.19	13.12
Total								988.29	58.62	1,046.91

24 May 2022 (2022 - 2023)

Billingborough Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1 Land Rents	01/04/2022		Current		Land Rent	Nicky Kent	E	110.00		110.00
2 Precept	05/04/2022		Current		Precept	SKDC (Precept)	X	15,500.00		15,500.00
3 Land Rents	24/04/2022		Current		Land Rent	H. J. Hair & Sons	E	5,600.00		5,600.00
4 Allotments	29/04/2022		Current		Annual Payment from Allotment	BAGS	E	530.00		530.00
Total								21,740.00		21,740.00

Chairman's signature:

APPENDIX B.

Billingborough Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

9 May 2022 (2022 - 2023)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
11	09/05/2022		Current		Printer Ink March	HP Inc UK Ltd	S	19.57	3.92	23.49
12	09/05/2022		Current		Glue for Flagpole	Screwfix	S	5.41	1.08	6.49
20	09/05/2022		Current		Website Maintenance plan	LAC	S	150.00	30.00	180.00
21	09/05/2022		Current		Newsletter Distribution	Your Local Links	S	25.00	5.00	30.00
22	09/05/2022		Current		Village Grass cutting	Glendale	S	230.28	46.06	276.34
24	09/05/2022		Current		Cemetery grass cutting	INDIGO 19 Ltd	S	200.00	40.00	240.00
13	09/05/2022		Current		Clerk canteen/ pay	Clerk	X	126.00		126.00
14	09/05/2022		Current		Clerk's Expenses	Clerk	X	98.00		98.00
15	09/05/2022		Current		Clerk's Expenses	Clerk	X	20.00		20.00
16	09/05/2022		Current		Clerk's Expenses	H Beaver	X	42.00		42.00
17	09/05/2022		Current		Clerk's Expenses	H Beaver	X	20.00		20.00
18	09/05/2022		Current		Clerk's salary	Clerk	X	485.34		485.34
19	09/05/2022		Current		Donation to Platinum Jubilee C	Billingborough Jubilee Comm	X	1,000.00		1,000.00
23	09/05/2022		Current		Payroll and RTI submission for	Halfleet Bookkeeping	X	84.00		84.00
Total								2,505.60	126.06	2,631.66

Company M
Gen V. Muir 09/10/22

Bank receipts
Merrill's
p/v

2,505.60
32.60
2,538.20
126.06
2,664.26

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Chairman's signature: