

BILLINGBOROUGH PARISH COUNCIL

APPROVED Minutes of the general meeting of Billingborough Parish Council held on 26 Sept 2022 in the Sports Pavilion at the Recreation ground.

Present: Cllrs C Woodhead (Chairman), P Richardson, M Turner, R Stafford, R Rayside, D cope.

In Attendance: H Beaver (Clerk), D Cllr J Hansen, C Cllr M. Hill (joined at 19.29, left at 19.57).

There being no public present the Chairman opened the meeting at 18.30

1. Chairman's opening remarks.

112. The Chairman opened the meeting with a request for the Councillors to join her in observing a minute silence in recognition of the late Queen Elizabeth II. After the silence was held, the Chairman congratulated King Charles III and wished him success as King. She also noted and thanked ex Councillor Vince for her service as a Councillor. A reminder was given to all Councillors to be mindful of the Code of Conduct, and their behaviour outside of the Council.

2. Apologies for absence.

113. Apologies were received from Councillors Labinjo and Surtees. It was **RESOLVED** to accept these apologies.

3. Presentation by Maisie McMahon on behalf of the Safer Together Team.

Due to the meeting being postponed from the 13 Sept, Maisie was unable to attend this meeting.

4. Receive any new declarations of interest. None received

5. 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.

114. It was **RESOLVED** that Cllr Turner could participate, but not vote in items, 14c, d,e,f,g,h,and i.

6. Co-option – Not required

7. To approve draft minutes of the meetings held on 7 and 12 July 2022.

115. It was **RESOLVED** by a show of hands to approve both sets of minutes.

8. Receive any external reports (County, District, Police, etc)

116. A report was read out from the Police detailing events they had attended, and priorities for the next quarter.

117. D Cllr Hansen reported that although he had spoken to someone regarding the wall that had collapsed again in the West Rd car park, he had not as yet received a plan of action. He commented that the new reservoir planned by AW was to include leisure facilities that may benefit the area. Also, that SKDC planned to move the majority of its offices to the vacant space above the Cinema in Grantham. Cllr Hansen was asked if SKDC had anything in place to help those in need during the current financial crisis. He stated that he hoped that a meeting would be called to form a strategy.

9. **Receive any Community Groups and Organisation reports – as required. New Cllr training report, (Cllr Rayside).**

118. Cllr Stafford reported that the Clerk for the Toller Trust had resigned and at present no meeting had taken place.

119. Cllr Rayside reported that the New Councillor training had been very informative.

120. BAGS had sent a message thanking the PC for the noticeboard that was now in operation.

121. It was brought to the Council's attention that the container on the allotment site had been moved. The Clerk was asked to investigate if this contravened any planning permission previously granted.

10. **To discuss and resolve on any action required following the presentation received prior to the meeting from Maisie McMahon, Safer together Team, taking into account any results received from the recently published crime questionnaire.** This was deferred to the next meeting when Maisie would be in attendance.

11. **Clerk's report, correspondence and matters arising.**

122. The Clerk reported that the balance on both bank accounts as at 31/08/2022 was £65, 774.67. All payments made since the last meeting are listed on Appendix A. All receipts received since the last meeting are listed on Appendix B.

The previously agreed donation to the Aveland History Group could not be made at present as the Clerk had been advised that they no longer had a sponsor. The Clerk also reported that the fire extinguisher annual inspection at the pavilion had been completed, that the external audit had now been completed with no issues arising. No new Councillor applications had been received. The grit bin at the cemetery was now in situ. Councillors asked that it be kept locked over summer but was unlocked from Oct to March. Correspondence had been received from parishioners regarding the following: supplying duck food, problems with people parking across drives and on yellow lines, comments questioning the efficacy of EV charging points at present, the amount of cars parking in West Rd car park that did not move very frequently, that the West Rd car park was still flooding and the wall was again in disrepair. It had been reported that the amount of dog mess at the rec had increased greatly and was requested that all dogs should be kept on lead. A complaint had been received about the amount of straw that was left through the village. A request had been received for permission to do metal detecting on the Aveland site. The Council commented that permission needed to be sought from the landowners regarding metal detecting on the Aveland site. Regarding parking, the parishioner had already received a reply from the Council. The Council will take the comments about EV charging points into consideration. The collapsed wall in the car park had already been reported to SKDC and the blocked drain had been reported but would also be mentioned to Cllr Hill, as would the comment about straw. The problem of dog mess at the rec would be mentioned in the newsletter.

123. It was **RESOLVED** by a show of hands that the Council would not purchase any food for the wild fowl on the Springwells.

12. Financial Matters:

a) To resolve to approve the accounts up to 31 August, as circulated.

124. It was **RESOLVED** to approve the accounts to 31/8/22 as circulated

b) To resolve to approve the payment of the invoices for authorisation, as circulated.

125. It was **RESOLVED** to agree to payment of the invoices presented. See appendix C.

c) To resolve to agree that the Council continues with LALC as its internal auditor and approve the fee of £260 + VAT

126. It was **RESOLVED** to continue with LALC as the internal auditor with the above cost.

C Cllr martin Hill joined the meeting and gave his report as follows:

127. Cllr Hill commented that the proposed reservoir is classed as a national infrastructure development, the decision as to whether it goes ahead will be a Government decision, although local people will be part of the consultation process. The same applies to the proposed solar farms. Cllr Hill said he had requested that all the pot holes along the Folkingham Rd out of the village should be filled but Cllrs advised him that some were still to be done. The road had also been put on the list to be resurfaced completely. He reported that the he had visited both residents and the depot concerned, regarding lorries using the West Rd entrance to the old Grimer's yard. It had been agreed that a sign should be erected on Station Rd to alert drivers not to turn down West Rd but to use the Station Rd entrance. Cllrs suggested that he ask for the different address and post code of the Station Rd entrance to be included on all documentation as the delivery address. When asked about the flooding in West Rd car park, Cllr Hill said that the problem had been identified further along, potentially in the High St and that it was now an AW problem. He asked that the Parish Council also contact Anglian Water. **Clerk to action.** Cllrs asked if LCC could also liaise with AW. When asked about the Toller Trust, Cllr Hill said that a new Clerk needed to be sought and then potentially the Trust could be wound up and funds distributed. When asked about the Aveland site, Cllr Hill stated that it needed to be re-added to the Local Plan before planning for housing could be applied for again. As this would not happen before next year, Cllrs requested that repairs and maintenance be carried out on the site, Cllr Hill said this would be requested. Cllrs mentioned the problem with straw littering the village and the main concern that as it does not rot down quickly it can be very detrimental to the drains. Cllr Hill advised that the PC could request an extra road sweep. Although legally the straw does not have to be covered, he would approach the contractors and ask if they would consider netting the lorries.

C Cllr Hill left the meeting at 19.57.

- d) **To resolve to add and name, 2 new users to the Unity account, and to Resolve that this should be actioned by the Clerk and the form signed by 3 Councillors asap, before and therefore outside of any meeting.**

128. Cllrs Richardson and Rayside agreed to added to the Unity account and it was **RESOLVED** that the submission form could be signed before the next meeting to quicken the process.

- e) **To resolve to donate the sum of £30 to the RBL, by way of purchase of a wreath, and to decide which Cllr is able to attend the remembrance service as a representative of the Council.**

129. It was **RESOLVED** to donate £30 to the RBL and to use the existing wreath. Cllr Woodhead agreed to attend the service and present the wreath.

- f) **To receive a report from Cllr Turner regarding checks completed on financial documents. Also, to agree the meetings next year at which all future reports take place as per financial regulations pt 2.2**

130. Cllr Turner reported that checks had been carried out on the bank statements for May, June, July and August and found all to be in order .It was agreed that going forward, as per financial regulations this should be presented at four meetings, Cllr Turner and the Clerk to liaise.

- g) **To discuss the fact that the new noticeboard has been damaged and agree quotes from supplier of £220 + Vat for parts and £295 for works for repair or alternative solutions and budget.**

131. It was **RESOLVED** to order replacement perspex from Viking Signs at a cost of £44.76

- h) **To agree, by resolution, that this Parish Council wishes to continue as part of the SAAA sector led auditor appointment regime.**

132. It was **RESOLVED** to remain as part of the SAAA sector led auditor appointment regime.

- i) **To evaluate, and resolve on the conclusion, regarding an increase to the Clerk's monthly allowance.**

133. It was **RESOLVED** that the office allowance should be increased to £25 per month.

- j) **To ratify the purchase of a new laptop, value £499.99 and printer value £110.99 and to agree to payment of invoice for investigation of repair to old laptop and printer and set up fee of new, to Cochran IT Services.**

134. It was **RESOLVED** to ratify the purchase of the laptop printer and the invoice from Cochran IT Services.

13. Administration matters:

- a) **To resolve to agree to the setting up of a WhatsApp group for Clerk and Councillors.**

135. It was **RESOLVED** that a WhatsApp group should be set up but no decisions could be made via this channel.

- b) **To discuss and resolve on the date for the Annual Parish Meeting.**

136. It was **RESOLVED** to keep the APM as the same date as the Annual General Meeting.

c) To discuss any Planning Applications, Including any feedback regarding applications for Solar Farms.

137. The Chairman reported that when she attended the consultation meeting in Folkingham, she asked for a meeting to be arranged in Billingborough and for the properties in the village to be leafleted, this was agreed to by the company. The Company had recently contacted her about the leaflets. Councillors agreed that the Chairman should continue dialogue with the Company as it was felt that Parishioners needed to be informed, and so the Company concerned should be pressed to deliver leaflets and arrange a consultation meeting in Billingborough.

d) To re-distribute, by resolution, Councillor roles following Cllr Vince's resignation.

138. Cllr Rayside volunteered to become Primary School liaison officer.

e) 3 Cllrs to sign the authorisation form to delete ex Cllr Vince from the bank account. (Cllrs Woodhead, Labinjo, Stafford).

139. The form was signed by the two Cllrs present, Cllr Labinjo to sign before the next meeting.

f) To appoint a Cllr responsible for collating information from the speed signs in the village. – This was deferred to a later meeting.

g) Land off Folkingham Rd – update and to resolve on decision regarding trees - if required.

140. This has now been concluded and the contract signed.

h) Council Facebook - update

141. Cllr Richardson had met with the Clerk and the facebook page was now live. It was agreed that this should be included in the next newsletter to increase awareness.

i) Emergency Plan – update.

142. Cllr Turner had circulated an updated version of this just prior to the meeting and asked Cllrs to read this and annotate it with any other suggestions so that all feedback could be discussed at the next meeting.

j) To set by resolution, the date for the closure of the tennis courts, and also to agree annual dates for the opening and closing each year.

143. It was **RESOLVED** that the tennis courts should be opened every year as the clocks go forward in the spring, and close when the clocks go back in the autumn.

14. Recreation Ground:

a) Parks and Green Spaces – Update

144. It was **RESOLVED** to register the land with the land registry to help with this application. **Clerk to action.**

b) Wicksteed Inspection and repair works - to discuss and RESOLVE on the outcome of any further works required and to resolve to agree any quotes received.

145. It was generally thought that the gate needed replacing but further investigation is required. It was **RESOLVED** to accept the quote from Aztec Designs to supply and fit the sign for the skate park at a cost of £52.55 + VAT. The issue of repairs to the skate park was raised, this was deferred to the next meeting. The repair to the multi play area was still outstanding.

c) Pavilion porch repair – to consider any quotes received and resolve on which to accept.

146. One quote had been received so far which covered both this item and the decoration at 14i. It was decided that more quotes needed to be sought and brought to the next meeting.

d) COSHH Cupboard – update.

147. It was decided that one of the kitchen cupboards should have a lock fitted and be used as the COSHH cupboard. **Cllr Turner to action.**

e) Works to new practice area of Cricket Club – update on any outstanding works.

148. Cllr Turner reported that the facility was being well used. As the pile of top soil was still in situ, it was agreed that the majority of it could be donated to Sleaford Cricket Club, on the proviso that they could collect it. The remaining soiled could remain in situ until next spring when it would be used on the goal mouths in the Recreation Ground.

f) To agree to erection of sponsorship boards at pavilion.

149. The Cricket Club had requested permission to reinstate the wooden fence around the patio area in order to facilitate sponsorship boards to be displayed. It was **RESOLVED** to allow this, on the proviso that the required contact details of both Cricket Club and Parish Council personnel be displayed, and that the boards be kept in good repair.

g) Pavilion Risk Assessment – Update. This was deferred until a later meeting.

h) Pavilion Fire Inspection – to agree that an inspection is arranged and who is to organise. – This was deferred until a later meeting.

e) To agree any quotes received and a timetable for completion of works regarding the decoration of the pavilion. – See item 14c

15. Cemetery:

a) Cemetery development – To discuss and resolve on plans and budgets.

150. The Clerk advised that due to a lack of records it was proving difficult to administer the cemetery as multiple requests were being received to include ashes in previous graves. It was **RESOLVED** that going forward, unless proof of purchase of an EROB can be produced, then it is to be assumed that it does not exist. An individual family member could be offered the opportunity to purchase the grave thus giving permission that the grave could be added to. This is also to

apply to any plots marked as reserved. The Clerk also gave an update on the situation regarding the new regulations regarding ground water permitting.

16. **Hall Field – Update.** – Nothing to report.
17. **Village signs – update as to plans and budgets and allocation of tasks.** – Deferred to next meeting.
18. **Entrance Planters – To resolve on a budget for winter planting and to allocate tasks**
151. It was **RESOLVED** to allocate a budget of £100 to purchase bulbs for the planters and £50 for bulbs for outside the cemetery. Volunteers have already been sourced to do the planting. **Chairman to action.**
19. **Christmas Lights – To discuss plans, set a budget and delegate tasks** – this was deferred.
20. **Community Speed watch – Update.**
152. The Chairman reported that the team of volunteers had held one session that they found to be harder to operate than originally thought and was to be treated as a trial. During the hour, 146 vehicles passed through, 6 of which were speeding.
21. **To consider the provision of electric vehicle charging.** – This was deferred to the next meeting.
22. **To consider the provision of Youth services in the village.** – This was deferred to the next meeting.

**There being no other business the Chairman closed the meeting at
21.35**

**Next meeting: Tuesday 8 November at the Pavilion, Recreation
Ground.**

APPENDIX A: Payments made on behalf of BPC 01/07 – 31/08/2022

<u>DATE</u>	<u>PAYEE</u>	<u>AMOUNT</u>
<u>14/07</u>	<u>H BEAVER</u>	<u>141.30</u>
<u>14/07</u>	<u>H BEAVER</u>	<u>26.00</u>
<u>14/07</u>	<u>LIVES</u>	<u>100.00</u>
<u>14/07</u>	<u>H BEAVER</u>	<u>485.34</u>
<u>14/07</u>	<u>CRPE</u>	<u>36.00</u>
<u>14/07</u>	<u>CLLR VINCE</u>	<u>17.94</u>
<u>14/07</u>	<u>GLENDALE</u>	<u>276.34</u>
<u>18/07</u>	<u>SMARTESTENERGY</u>	<u>51.00</u>
<u>21/07</u>	<u>SKDC WASTE</u>	<u>47.83</u>
<u>27/07</u>	<u>HOWSAFE LTD</u>	<u>158.21</u>

<u>27/07</u>	<u>K WEINGAERTNER</u>	<u>158.08</u>
<u>27/07</u>	<u>CLLR WOODHEAD</u>	<u>337.46</u>
<u>27/07</u>	<u>K HISCOCKS</u>	<u>342.51</u>
<u>27/07</u>	<u>M PILGRIM</u>	<u>469.30</u>
<u>27/07</u>	<u>COMPLETE WEED CONTROL</u>	<u>162.00</u>
<u>27/07</u>	<u>J MANSFIELD</u>	<u>158.08</u>
<u>27/07</u>	<u>WICKSTEED LEISURE</u>	<u>2316.00</u>
<u>27/07</u>	<u>INDIGO 19 LTD</u>	<u>480.00</u>
<u>27/07</u>	<u>H BEAVER</u>	<u>485.34</u>
<u>29/07</u>	<u>DD EE</u>	<u>13.12</u>
<u>29/07</u>	<u>LINCS CC</u>	<u>50.00</u>
<u>29/07</u>	<u>A PRIESTLEY PEST CONTROL</u>	<u>90.00</u>
<u>02/08</u>	<u>PRORECT SIGNS(CSW)</u>	<u>207.11</u>
<u>02/08</u>	<u>PKF LITTLEJOHN (Ex Auditors)</u>	<u>240.00</u>
<u>16/08</u>	<u>GLENDALE</u>	<u>256.59</u>
<u>16/08</u>	<u>BHIB INSURANCE</u>	<u>959.45</u>
<u>17/08</u>	<u>SMARTEST ENERGY (DD)</u>	<u>25.00</u>
<u>26/08</u>	<u>SKDC (WASTE COLLECTION)</u>	<u>58.83</u>
<u>30/08</u>	<u>EE (PHONE & Cloud storage)</u>	<u>33.11</u>

APPENDIX B: RECEIPTS RECEIVED 30/4/- 30/06/22

<u>DATE</u>	<u>FROM</u>	<u>AMOUNT</u>
09/05	HMRC VTR	4113.73
31/05	SKDC	926.64
09/06	LS BAKER LTD	55.00

APPENDIX C: Transactions requiring authorisation on 26 Sept 2022

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
REC CARETAKER	INVOICE FOR AUG & SEPT 2022	469.30
COMMUNITY CLEANER	INVOICE FOR AUG & SEPT 2022	342.51
S/WELLS CARETAKER	INVOICE FOR AUG & SEPT 2022	158.80
CEMETERY CARETAKER	INVOICE FOR AUG & SEPT 2022(INC 4 HRS EXTRA TO LAY BASE AND FILL GRIT BIN.	197.60

P CLERK	REIMBURSEMENT FOR LAPTOP AND PRINTER & MTHLY OFFICE ALLOWANCE (SEPT)	629.98
P CLERK	OFFICE ALLOWANCE (AUG)	20.00
P CLERK	TRAINING EXPENSE/OFFICE ALLOW' (JULY) AND REIMBURSEMENT FOR BINBAGS & COPIER PAPER	87.51
P CLERK	AUGUST (INCL INCREASE IN HOURS AND BACK PAY)	750.80
P CLERK	SEPT	743.60
INDIGO 19 LTD	CEM GRASSCUTTING AUG & SEPT	240.00
M-FIRE	ANNUAL FIRE EXTINGUISHER SERVICE + 5YR DISCHARGE TEST	113.50
EBG	ARRANGING FBT + MARKETING COSTS – LAND F'HAM RD	2160.00
SLCC	JOINING FEE & ANNUAL SUBS	154.00
COCHARAN IT SERVICES	TO SET UP LAPTOP & INVESTIGATE REPAIR	236.25