

BILLINGBOROUGH PARISH COUNCIL

DRAFT Minutes of the Annual meeting of Billingborough Parish Council held on 12 July 2022 in the Sports Pavilion at the Recreation ground.

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

In Attendance: H Beaver (Clerk), D Cllr J Hansen, both left the meeting at 21.10.

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

1. Chairman's opening remarks

060. The Chairman welcomed all to the meeting and reminded Councillors that it was important that the Code of Conduct was adhered to at all times as any complaints received have to be reported to the Monitoring Officer.

2. Apologies for absence.

061. Apologies had been received from Cllrs Cope, Vince and Rayside, it was **RESOLVED** to accept all reasons given.

3. Receive any new declarations of interest.

062. None received.

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)

063. None received

5. Co-option – If required. (Decision – All)

064. Not required.

6. Note draft minutes of the APM held on 10 May 2022 and approve minutes of the AGM held on 10 May 2022. (All)

065. The APM draft minutes were noted as correct and it was **RESOLVED** to accept the Minutes of the AGM as a true record.

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

066. Councillor Hansen advised that a resident had contacted him about the increase in heavy freight traffic that was using the site on West Rd. The problem was being made worse by lorries using the entrance on West Rd as opposed to the entrance on Station Rd. As this was a County Council issue, Martin Hill was being made aware of the problem. Cllr Hansen also advised that the Big Clean team were due in the village again on Dec 12th, that the works on the relief road in Grantham had been halted and would be delayed for approximately two years. Although the ward grant funding had now been stopped, the Village Hall had been able to take advantage of this to purchase a new noticeboard. Road repairs had successfully been completed in Folkingham and he encouraged the Parish Council to continue with their efforts to lobby LCC for works to be completed on Folkingham Rd out of the village towards the Mareham Lane crossroads.

067. D Cllr Hill sent a written report stating that he was hoping to meet with representatives from the business occupying the Old Grimer's site to discuss the

problems of the freight using the West Rd entrance and also that he was hopeful repairs to Folkingham Rd would be completed.

068. The Clerk read out a report from the Police that stated they would continue to conduct speed checks, that parking was a County Council issue and offenders should be reported to the LCC website. There had been no reports of Anti- social behaviour in the past 12 months so requested that any issues be reported on 101. The PCSO team had reduced from 3 to 1, although more were hopefully being employed this year.

8. Receive any Community Groups and Organisation reports – as required. Platinum Jubilee Committee –(Cllr Turner), New Cllr training report, (Cllr Rayside),

069. Cllr Turner reported that the Jubilee celebrations were very successful and well attended.

9. Clerk’s report, correspondence and matters arising.

070. The Clerk reported that as of 30/6/22 the bank balance was £73956.61 in total. That the payments since the last meeting were listed in Appendix A.

That the receipts since the last meeting were listed in Appendix B.

That the transactions requiring authorisation at this meeting at Agenda point 10b were listed in Appendix C.

071. The current tenant of the cemetery field had requested either a long term let or an option to renew on an annual basis. It was **RESOLVED** to advise the tenant that the Council would be happy to renew on an annual basis as long as all terms of the tenancy were being adhered to.

072. A Quote had been received from M-Fire to carry out the annual inspection of the fire extinguishers in the pavilion for £50.33+VAT.

To carry out an annual emergency light test in the pavilion, quotes had been received from M-Fire and Fentec, both for £120 +VAT. It was **RESOLVED** to accept both quotes from M-Fire. **Clerk to notify all parties.**

073. Since the last meeting, the following planning applications had all been granted: 22/0479, 22/0739, 22/1053. There were no other planning applications that needed discussion.

10. Financial Matters:

a) To resolve to approve the accounts upto 30 June, as circulated. (RFO; Decision – All)

074. It was **RESOLVED** to accept the accounts up to 30/6/2022 as presented.

b) To resolve to approve the payment of the invoices for authorisation, as circulated. (RFO; Decision – All)

075. It was **RESOLVED** to approve all invoices for payment as presented.

c) To resolve to agree on which quote for next year’s insurance to accept. (RFO; Decision – All). This item was moved to the end of the meeting.

d) To review Parish - On - line and to resolve to pay fee if necessary. (RFO; Decision – All)

076. It was **RESOLVED** to go ahead with this, paying the fee if required, **Clerk to action.**

e) To resolve as to whether or not to contribute towards the Aveland History Group's request for a donation. (Chairman; Decision – All)

077. It was **RESOLVED** to make a £50 donation. **Clerk to contact and action.**

f) To resolve on which, if any, tenders received, for the rental of the Agricultural land off Folkingham Road to accept. (Chairman; Decision – All).

078. It was **RESOLVED** to accept the higher tender of £1371 per year.

10g) Closed Session – To discuss and resolve on any outcomes of the Clerk's appraisal. (Chairman; Decision – All). (This was moved to the end of the meeting).

11. Administration matters:

a) To resolve to adopt the previously circulated Health and Safety policy (Chairman; Decision – All)

079. It was **RESOLVED** to accept the Health and Safety policy as presented. It was also **RESOLVED** that Cllr Turner would source a COSHH cupboard, with a budget of up to £200, to be purchased as soon as possible.

b) Planning Application for CC Container – update (Chairman; Decision – All)

080. The Chairman advised that at the previous EGM held on 7 July 2022 it was agreed that if it is found in the future, that any retrospective planning permission is required for either moving the container/s or the laying of the ramp, then the Council will apply for the permission, but the Cricket Club must bear all costs, including that of any hours for administration, plans and fees.

c) To ratify a change to Councillor roles regarding the pavilion from Cllr Vince to Cllr Richardson. (Chairman; Decision – All)

081. It was **RESOLVED** to accept this amendment.

d) To ratify a change in responsibility for the maintenance of planters on Horbling Rd and Pointon Rd from Cllrs Turner and Cope respectively, to Volunteers. (Chairman; Decision – All)

082. It was **RESOLVED** to accept this amendment.

e) To discuss results from the crime questionnaire published, and to resolve on any action required and/or questions to be put to the representative from the Safer Together team at the September meeting. (Cllr Richardson, Chairman; Decision – All)

083. This was deferred to the next meeting.

- f) To resolve as to the administration of the Council Facebook page. (Chairman; Decision – All)**

084. It was **RESOLVED** to adopt the Social Media and Electronic Communication Policy as presented and that the Clerk should be the administrator for the site.

- g) To discuss the possibility of introducing monthly or 6 weekly meetings. (Chairman; Decision – All).**

085. It was **RESOLVED** to move to a calendar of 9 meetings a year, holding one on the second Tuesday of every month except April, August and November, starting from Jan 2023.

- h) To review and resolve on any amendments to the Community Cleaner's and Recreation Ground Caretaker's contracts. (Chairman; Decision – All)**

086. It was **RESOLVED** to alter The Rec' Caretaker's contract to state the hourly rate, other than that there were no other alterations.

- i) Current Planning Applications – To include consultation on any application for a solar energy farm, if required. (Chairman; Decision – All)**

087. There were no planning applications that required comment at present.

12. Recreation Ground:

- a) Parks and Green Spaces – Update (Chairman).**

088. No further update at present.

- b) Wicksteed Inspection and repair works - Update on repairs ordered and to discuss and RESOLVE on the outcome of any further works required and to allocate a budget if required. (Chairman; Decision – All).**

089. The Chairman reported that the major repair that had been required following the inspection was now complete. The Clerk was asked to get quotes for any remaining minor works specifically on the skate park, including the required sign, and the Chairman volunteered to get quotes to either repair or replace the gate.

- c) Pavilion porch repair – update. (Cllr Turner, Chairman; Decision – All)**

090. No Update.

- d) Junior Football Coaching – Update. (Cllrs Richardson and Turner).**

091. No update.

- e) Junior Cricket – Update. (Cllr Turner).**

092. Cllr Turner reported that this was proving very successful, having more than 20 junior members now attending.

- f) Works to new practice area of Cricket Club – update. (Cllr Turner).**

093. Cllr Turner reported that the works to the practice area were now complete. There were outstanding snagging issues that the Council had requested be rectified. Cllr Turner asked for an extension to the timeframe given, for the works to be done. It was **RESOLVED** that the completion date should be extended by one week to July 24th 2022.

g) Pavilion Risk Assessment – Update. (Cllr Turner)

094. This was deferred to the next meeting.

h) Pavilion Fire Inspection – update. (Cllr Vince).

095. This was deferred to the next meeting.

i) To discuss and resolve on outcome as to the use of the external cupboard of the pavilion. (Chairman; Decision – All).

096. It was **RESOLVED** that the Clerk would write to the Cricket Club informing them of the Council's wish to have use of the external cupboard, with a hand over date of 31/10/2022.

j) To discuss possible re-decoration of the pavilion and to resolve on the outcome and set a budget if required. (Chairman; Decision – All)

097. It was **RESOLVED** to obtain quotes for the external decoration of the pavilion. Cllr Turner to action.

13. Spring Wells:

a) Slabs below benches – Update (Chairman; Decision – All)

098. As this job is still outstanding it was **RESOLVED** that an alternative contractor should be sought.

14. Hall Field – Update. (Chairman; Decision – All)

099. This was deferred to the next meeting.

15. Village signs – update as to plans and budgets and allocation of tasks. (Chairman; Decision – All).

100. This was deferred to the next meeting.

16. Aveland Field – to discuss plans for the use of the field as a sports field. (Cllrs Turner and Richardson; Decision – All) To ratify the decision to halt grass cutting until the end of July and to resolve on the longterm plan for a grass cutting schedule. (Chairman; Decision – All).

101. There was no further update regarding use as a sports field.

102. It was **RESOLVED** that the grass cutting on the field should recommence in the second week of August 2022. **Clerk to arrange.**

17. Cemetery:

a) Grass cutting – update. (Chairman; Decision – All)

103. It was noted that the cemetery was much improved and **RESOLVED** that the Clerk would continue to manage the budget in consultation with the caretaker.

b) Cemetery development – To discuss and resolve on plans and budgets. (Chairman; Decision – All)

104. After discussion, and taking into account the new Environment Agency groundwater regulations and costs that the Council may incur to maintain compliance, both in the current cemetery and the extension when it is developed, it was agreed that this topic should be discussed at a future meeting, after which the village should be consulted.

18. Parking leaflets and prizes – update. (Cllr Vince.)

105. As Cllr Vince was absent, this was deferred.

19. Emergency Plan – Update. (Cllrs Turner and Rayside. Decision – All).

106. Cllr Turner reported that this was still in development but was nearing completion.

20. Community Speed watch – Update and to discuss additional equipment required and if agreed, set budget to purchase. (Chairman; Decision – All).

107. It was **RESOLVED** that a budget of £300 should be set to purchase the remaining required equipment. **Cllr Woodhead and Clerk to organise.**

21. To consider the provision of electric vehicle charging. (Chairman; Decision – All).

108. It was agreed that this is a topic that should be explored in detail and brought back to another meeting after further research had been done.

22. Lincs Minerals and Waste Local Plan Consultation – to discuss and resolve on Council’s reply to the consultation, if any. (Chairman; Decision – All)

109. It was **RESOLVED** that no reply was required from the Council as a whole but Councillors could reply individually if they wanted to.

10c) To resolve to agree on which quote for next year’s insurance to accept. (RFO; Decision – All).

110. It was **RESOLVED** to accept the quote from BHIB insurance to renew on a 3 year contract for the sum of £959.45. This did not include cover for business interruption or terrorism. **Clerk to action.**

10g) Closed Session – To discuss and resolve on any outcomes of the Clerk’s appraisal. (Chairman; Decision – All).

111. The Chairman read the required statement and the Council unanimously resolved to move into closed session in accordance with the public bodies (admission to Meetings) Act 1960 due to the confidential nature of the personal details of the appraisal to be discussed. D.Cllr Hansen was thanked for attending and left the Meeting, Hayley Beaver, the Clerk, also left the meeting. A report of the clerk’s appraisal, that had been conducted by the HR Committee on 5/7/22, was read out by

the Chairman of the HR Committee. It was **RESOLVED**, by a show of hands that all recommendations made by the HR Committee be accepted as follows:

1. That as from August 1 2022, the Clerk's hours should be increased to 12 hrs per week. An increase to the hourly rate, effective from 9/7/2022, was also agreed.

Chairman to notify payroll administrator.

2. That the PC should fund membership of the Society for Local Council Clerks, with the application to be made immediately. **Clerk to organise.**

3. That the PC would fund the training costs for the Clerk to undergo CiLCA training, once allowance for this had been made in the budget.

The Chairman closed the meeting at 21.30.

Next meeting: Tuesday 13 September at the Pavilion, Recreation Ground.

APPENDIX A: Payments made on behalf of BPC 30/4 - 30/06/22

<u>DATE</u>	<u>PAYEE</u>	<u>AMOUNT</u>
1/05	WESTGATE PRINT	32.60
1/05	Indigo 19 LTD	240.00
1/05	Halfleet payroll	84.00
01/05	Glendale Ltd	276.34
01/05	Your Local Lincs	30.00
01/05	LALC training	180.00
01/05	Queen's Plat Jub Committee	1000.00
01/05	H Beaver	485.34
01/05	H Beaver	62.00
01/05	H Beaver	118.00
01/05	H Beaver	126.00
01/05	Cllr Woodhead	36.45
01/05	Cllr Woodhead	23.49
01/05	Cllr Woodhead	6.49
06/05	DD Smartest Energy	51.00
23/05	DD SKDC	51.33
30/05	DD EE	13.12
30/05	M Pilgrim	469.30
30/05	H Beaver	485.34
30/05	J Mansfield	158.08
30/05	K Weingaertner	158.08
30/05	K Hiscocks	342.51
30/05	Indigo 19 Ltd	360.00

31/05	PortalPlan Quest Ltd	149.20
17/06	DD Smartest Energy	51.00
21/06	DD SKDC	74.83
23/06	Glendale Ltd	478.72
23/06	Your Local Lincs	30.00
24/06	DD Anglian Water	35.13
24/06	DD Anglian Water	11.18
29/06	DD EE	13.12
30/06	Service charge	18.00

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 12 July 2022

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Cllr Vince	Compost for entrance planters	17.94
Cllr Woodhead	Printer ink/speed radar gun/plants for entrance planters/battery for radar gun	337.46
CPRE	Annual subs	36.00
H Beaver	GRIT BIN/KEYS/POSTAGE/OFFICE ALLOW'	121.30
Glendale	GRASS CUTTING	276.34
LIVES	DONATION	100.00
H Beaver	Office allowance/stationery	26.00
H Beaver	Salary June	485.34

Clerk's signature: