

Billingborough Parish Council

Minutes of the annual meeting of Billingborough Parish Council held on 14 November 2023 in the Sports Pavilion at the Recreation ground.

Present: Cllrs C Woodhead (Chairman), J Surtees, R Stafford. **In Attendance:** H Beaver (Clerk).

As no members of the public present, the Chairman opened the meeting at 6.30pm

1. Chairman's opening Remarks

094. The Chairman welcomed all to the budget meeting.

2. Apologies for absence.

095. It was resolved to accept the apologies received from Cllrs Williamson and Turner.

3. Receive any new declarations of interest – none received.

4. Co-Option – no applications received.

5. Approve draft minutes of the meeting held 10 Oct 2023.

096. It was **resolved** to accept the minutes as a true record and the Chairman signed the minutes.

6. Receive any external reports – none received.

7. Receive any Community groups or Organisation reports – none received.

8. Clerk's Report.

097. It was reported that as of 31/10/23 the total amount in all accounts was £64,471.85. Also, that the graffiti along the jitty that runs from Low St to Whiteleather square had been removed. SKDC had advised that it would arrange for the drain in West Rd car park to be cleared and also for a camera to be put down for further investigation. The Clerk had attended training in the following areas: Budget setting, Fire Safety and Legionella Risk Assessment, the future of cemeteries, and VAT for non VAT registered Councils. The Clerk requested that, in the absence of a full emergency plan, the Council put together a procedure for the filling and distribution of sandbags, should they be required.

9. Finance Matters:

a) To resolve to approve the accounts up to 31 Oct 2023.

098. It was **resolved** to approve the accounts as presented.

b) To resolve to agree to the payment of invoices on the previously circulated list of transactions for approval.

099. The list had not been circulated as there were only three payments, which the Clerk read out, the invoices were also available for inspection. It was resolved to pay the invoices as presented and listed on appendix C attached.

c) To discuss next year's budget, Precept and ideas received from Parishioners, and to resolve on the following items:

100. There had been two budget requests received from parishioners, the first was to provide a bin at the entrance to the allotments, mainly due to an increase in dog excrement. The Clerk had contacted SKDC who had replied that it was unable to empty anymore black litter bins. It was **resolved** to ask SKDC for

permission to move the bin from near the army cadet hut to the entrance to the allotments. The second request was to ask if the Parish Council would consider allowing and funding a fireworks event for the village. It was **resolved** to ask the parishioner concerned for more details as to where it would be held, who would organise the event and costings, etc. The Clerk pointed out that as the Council now had a Grants and Donations Policy, this request should be dealt with in accordance with that policy.

i) To discuss and resolve on any changes to the cemetery fees for the next financial year.

101. It was **RESOLVED** to make increases, but at different rates in order to align the differences between resident and non-resident rates.

ii) To discuss and resolve on any changes to land rental rates for the next financial year.

102. It was **RESOLVED** to apply an increase to the cemetery field only.

iii) To discuss and resolve on any change to the contractors' hourly rate for F/Y 24-25.

103. It was **RESOLVED** to increase the hourly rate to all contractors, the amount being subject to confirmation of the expected rise in the NLW in the Chancellor's November statement.

iv) To discuss the obligation to contribute to an employee's pension scheme.

104. It was **RESOLVED** that any obligation would need to be adhered to.

v) To discuss and agree quotes received for both village grass and hedge cutting, and the cutting of the cemetery grass.

105. It was **RESOLVED** to accept the quote for the grass cutting and hedge cutting in the village from Glendale for a total of £ 4122.65, and for the cemetery, to accept the 3 year quote from Indigo 19 for a total of up to £6210 over the 3 year period which includes regular feed and weed treatments.

vi) To discuss and resolve on the amount to be invoiced for the grass cutting on Blasson Way.

105. It was **RESOLVED** to increase the amount charged to Parkers for the grass cutting on Blasson Way to £350.00 per annum.

vii) To discuss and resolve which subscriptions are to be included in next year's budget. To include ICCM, ICO, CPRE, LALC, ATS LALC, SLCC, PoL, Scribe, and website.

106. It was **RESOLVED** to continue with all subscriptions as stated.

viii) To discuss and agree any additions to next year's waste collection requirements – not required.

ix) To discuss the provision of Gov.UK email addresses and set required budget provision, if agreed.

107. It was **RESOLVED** to make a budgetary allowance of £500 in case this is made mandatory.

- x) **To discuss and resolve as to providing provision within the budget for the continuation of payment for the Community Cleaner, in the event that the grant funding is ended.**
108. It was **RESOLVED** to allow £2,500 for this payment if required.
- xi) **To discuss and resolve to any change to the Cricket Club donation.**
109. It was suggested that the Cricket Club should be asked what it considered to be a suitable increase, if any.
- xii) **To note and discuss any donation received from Horbling Parish Council.**
110. It was **RESOLVED** that the Clerk should contact Horbling Parish Council again regarding an increase.
- xiii) **To consider items from this year's budget that have not yet been completed and to assess whether an allowance to complete these projects will be required in the budget for the next financial year – not required.**
- xiv) **To discuss and resolve on which Cllr proposed projects to include in the budget for 2024-25, and to decide on which projects to put forward for consultation with the Parish. To include items on the circulated list and also the provision of a defibrillator at the recreation ground.**
111. It was decided that feasibility studies be carried out as soon as possible for two of the suggested projects, to establish if they were viable and could be presented to the parish. It was **RESOLVED** to purchase a defibrillator for the recreation ground, if one could be purchased by match funding with a cost to the Council of £750.00

10. Village Matters:

- a) **To consider and resolve on the decision regarding the offer received from The Crown Estate Commissioners to provide, plant and care for, new saplings planted in the Hall Field.**
112. It was **RESOLVED** to accept the offer as proposed above.
- b) **To consider the proposal of gaining professional inspections on the pavilion for both health and safety and legionella.**
113. It was **RESOLVED** to accept a quote from M-Fire for a fire safety inspection on the pavilion for £300.00 and a quote for a Legionella Risk assessment from Lakeside Water for £425.00
- c) **To consider and resolve on the acceptance of any quotes received for works to the pavilion.**
114. It was **RESOLVED** to accept the quote from Stu's Garage Doors to replace the front door and shutter for security doors with fire exit action locks for £1200. Also, to accept a quote to fit a new UPVC door to the external cupboard for the price of £650.00 + VAT. Further quotes regarding the roof repair were being sought.
- d) **New Village signs –**
115. The Chairman reported that one of the signs has been completed and is hopeful that full delivery will be before the New Year.
- e) **Items for next agenda.**

116. Speed camera data and duties for a village caretaker were requested.

NEXT MEETING: TUESDAY 08 JAN AT THE PAVILION, RECREATION GROUND.

APPENDIX A: Payments made on behalf of BPC 1-31/10/23

<u>DATE</u>	<u>PAYEE</u>	<u>AMOUNT</u>
11/10/23	REC CARETAKER	514.90
11/10/23	SIGNS OF THE TIMES	1620.00
11/10/23	GLENDALE	214.48
11/10/23	H BEAVER	876.00
11/10/23	H BEAVER	29.20
11/10/23	HERITAGE PROPERTY	236.00
11/10/23	COMM CLEANER	375.82
16/10/23	SMARTEST ENERGY	45.00
23/10/23	SKDC	103.66
30/10/23	EE	9.60

APPENDIX B: RECEIPTS RECEIVED 01-31/10/23

<u>DATE</u>	<u>FROM</u>	<u>AMOUNT</u>
04/10/23	EROB PURCHASE	340.00
05/10/23	BURIAL	275.00
06/10/23	CC DONATION	1000.00
11/10/23	RENTAL PAYMENT	1371.00
13/10/23	EROB AND INTERMENT FEE	1005.00
20/10/23	EROB PURCHASE	340.00
25/10/23	INTERMENT FEE	275.00

APPENDIX C: Transactions requiring authorisation on 10 Oct 2023

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
CLERK	OCTOBER SALARY	865.28
CLERK	OCTOBER OFFICE EXPENSES	29.78
K WEINGAERTNER	PLANTS FOR S/WELLS PLANTERS	79.70
SIGN OF THE TIMES LTD	VILLAGE SIGNS	8000.00

SIGNED: Cllr Surtees

SIGNED: Cllr Woodhead