

Billingborough Parish Council

Minutes of the annual meeting of Billingborough Parish Council held on 14 May 2024 in the Sports Pavilion at the Recreation ground.

Present: Cllrs C Woodhead (Chairman), M Turner, C Williamson.

In Attendance: H Beaver (Clerk). 1 member of the public, C. Cllr M Hill, (from 18.55).

The meeting started at 18.40

1. **Election of Chairman and signing of Chairman's Acceptance of Office form.**
 01. It was **Resolved** for Cllr Woodhead to continue as Chairman, she signed the Acceptance of Office form, witnessed by the Clerk.
2. **Election of Vice Chairman and signing of Vice Chairman's Acceptance of Office form.**
 02. It was **Resolved** that Cllr Williamson be Vice-Chairman, he signed the Acceptance of Office form, witnessed by the Clerk.
3. **Confirmation of Councillors and signing of Acceptance of Office forms. – not required**
4. **Apologies for absence. – non received**
5. **Approve draft minutes of the meeting held 12 March 2024**
 03. It was **Resolved** to accept the minutes as circulated as a true record, the Chairman signed the minutes.
6. **Councillor vacancies and possible Co-option – not required.**
7. **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.**
 04. It was **Resolved** that Cllr Turner should take part in the discussion but not be able to vote on any proposal at agenda item 16a.
8. **Appointment of Members to designated Roles & Responsibilities.**
 05. It was **Resolved** that Cllrs present should remain with the roles that they have currently, with the exception that Cllr Woodhead, would be removed from the speed camera role, and Cllr Williamson be added to that and the Emergency Plan.
9. **Appointment of 3 Members to form a HR Committee and elect its Chairman.**
 06. As the Chairman could not be a member on this Committee, and the Heads of Terms state that there must be 3 Members, this cannot be formed until more Members are recruited.
10. **Review and adopt the Asset Register .**
 07. It was **Resolved** to adopt the register as circulated.
11. **To Adopt the Council Policies and Procedures:** Cemetery Regs, CCTV Code of Practice, CCTV Policy, Code of Conduct, Co-Option Policy and Proc, Complaints Proc, Data Protection/Publication /Freedom of Information Policy, Discipline and Grievance Policy, Equal Opps Policy, GDPR Privacy Notice, Financial Regs, Risk management Policy, safeguarding Policy and Standing orders.
 08. It was **Resolved** to adopt the above policies.

12. **To Review and adopt the following Policies/Statements/Terms of Reference:** Cllr Expenses policy, Environment Policy, Health & Safety Policy, Social Media Policy, Grants Policy, Statement of Internal Control/Hr Comm Terms of Ref'.

09. It was **Resolved** to adopt the above policies/statements/terms of reference.

13. **Finance Report – RFO**

a) **2023/24 End of Year Accounts & External Audit Return and Accts to 30/4/24**

i. **To review and approve the End of Year Internal Audit report. -**

ii. **To approve and sign the Annual Governance Statement.**

iii. **To approve and sign the Accounting Statement.**

iv. **To approve the end of year accounts.**

10. The RFO reported that although the items in 13ai-iv, had all been completed and were ready for submission, these could not be presented as the reports had not yet been received back from the internal auditor.

v. **To Approve the previously circulated accts to the end of April 2024.**

11. It was **Resolved** to accept the accounts to 30/4/2024 as circulated.

vi **To approve payment of expenditure listed on the payment schedule.**

12. It was **Resolved** to authorise all payments as presented.

13. C. Cllr Hill joined the meeting and the Chairman asked him to give his report; He had been informed by the PC that the fencing, at the allotments had still not been repaired and said he would chase this, Anglian Water had again been consulted regarding the leak, the presence of a bore hole had been confirmed, and it was felt that it was connected to the high water table. He suggested that the best way forward was to try and get the drainage problem sorted. A meeting had already been arranged with highways and Cllr Hill suggested that the drain should be jetted. Cllr Turner advised of funding that may be available to help with any works required via the Rural payments Agency, called the Water Restoration Fund. Following the report received from SKDC about the flooding in West Rd car park, it has confirmed that there is a proper drainage system, which is blocked and it now needs to be established if that is under the jurisdiction of Highways or Anglian water. A map of the drains owned by LCC was again requested. Cllr Hill reinforced that a meeting with all agencies was required. Cllr Hill was asked if the PC would be informed when the Section 19 report was being carried out. It was pointed out that whatever the issues or outcome of the report, neither Black Sluice nor Anglian Water were obliged to take any action. There was a general concern that these issues needed to be sorted before any large development was to take place. The matter of a decision about reimbursement of the costs of maintaining the Aveland field was again requested.

14. **Clerk's Report and any matters arising, to resolve if required on GOV.UK email domain, displaying the King's portrait, the response to a request for replacing a fence panel at the recreation grd, and taking part in proposed art project.**

13. The Clerk advised that as of 30/4/24 the bank balance across both accounts was £73,343.84. A problem regarding hay blowing about at the cemetery had been reported, the Clerk was asked to write to the tenant. Also, that having attended the

first session of training regarding changing to a Gov.UK email domain, stated that it would be advantageous for the Council to decide if it definitely wanted to go ahead with this. Cllrs asked for more detail at the next meeting. The art project, the information for which had been circulated, was generally thought to be a good idea, the Clerk asked for a decision as to whether this was to be supported be resolved on. It was **Resolved** to support this project if it came to fruition. The Callconnect bus stop that Cllrs had agreed to the position of as being outside the Fortescue; LCC had queried if Council was happy to go ahead as it was in a conservation area, Cllrs asked for this to be on the next agenda. The free portrait of King Charles III has been received, Cllr Woodhead is to ask the Church if they would like to display it. A request had been received from the estate agents who manage the property adjacent to the play park to contribute towards the costs of a damaged fence panel, the Council **Resolved** that no contribution should be made. The Clerk mentioned funding was available for a Community Orchard, and asked if Cllrs thought this should be an agenda item, Cllrs asked for this to be on the next agenda.

15. **Admin Matters:**

- a) **To consider any planning applications – not required.**
- b) **To approve changes to the Rec Caretaker’s contract – deferred to next meeting.**
- c) **To consider the future format of the newsletter.**

14. It was **Resolved** to continue with the newsletter in its current state until the end of this financial year, the newsletter for May 2025 will be a digital format published on the noticeboard and facebook, with a printed copy being put on the noticeboard.

- d) **Date for Clerk’s Appraisal – deferred pending formation of HR Committee.**

16. **Recreation ground:**

- a) **Summary of general works completed at the pavilion by the CC, and also of works completed, and outstanding, as required by the Fire and Legionella RAs, to assess any further requirements and allocate tasks and set budgets if needed.**

15. The Clerk reported that the only item outstanding from the Legionella RA was to remove two dead legs and to fit a return valve, a member of the CC had offered to complete this. It was **Resolved** that as the member concerned had already done a lot of work at no charge in the pavilion, if the situation had changed, then a budget of £300 was set for the work’s completion. All work from the Fire safety RA was completed or scheduled. The CC members have redecorated internally, repaired the ceiling, connected an Instant water heater to the mains fuse board, fitted a new water heater and new taps, and provided and fitted new push bars to both side doors. The Clerk was asked to send a letter of thanks to them. They have also erected a darts board, facilitated a wifi connection, and have a TV that they would like to install. It was muted as a concern that, as a sign had been seen with a list of alcoholic drinks with prices on that, it was in danger of moving towards being more of a social club. This was categorically denied by Cllr Turner in his role as Chair of the CC. The Council asked that the requirements regarding a TV licence be explored and the proposed position of the tv be ascertained, and

the Council informed, before it could be erected. The Chairman of the CC assured the Council that any notice advertising the sale of alcohol would be taken down, and that any further transactions would be from donations. No resolutions on any of the above could be made as only two Cllrs with voting rights were present.

- b) **To update on any works carried out following the annual inspection of the Recreation Ground and establish if any further action/budget is required.**

16. Parts to rectify the outstanding maintenance had been ordered, it was agreed that no more works, other than the fitting of these parts, were outstanding.

- c) **Update on any advancement/research regarding possible update to tennis court area.**

17. Cllr Williamson reported that he had had initial conversations with a couple of companies and had further conversations scheduled.

- d) **Update regarding installation and ongoing maintenance of new defibrillator – deferred to next meeting.**

17. Spring Wells:

- a) **To discuss proposal of works required to 5 bar gate and update to establishing ownership of the highway in front of surgery and Spring Wells where repairs are required.**

18. Cllr Turner was asked to liaise with SKDC as to the ownership of both the area of the highway in front of the doctor's and also ownership of the five bar gate.

18. Village matters:

- a) **To resolve on a location for the Fields In Trust plaque and set a budget for its installation.**

19. It was suggested that this could be installed at the gate to the carpark, Councillors to consider and decide at the next meeting, after photos of that suggestion have been circulated.

- b) **Commemorative plaque for Hall Field, to consider quotes, designs, set budget and allocate tasks - deferred to the Jan 2025 meeting.**

- c) **Adopting a building as a Community Interest – update of intention**

20. The Clerk read out an email that had been received supporting this, and Cllr Turner advised that he was aware of grants that may be available. It was **Resolved** that the PC convene a meeting in order to facilitate a group of people who may be interested in this, to form a Committee should they so wish.

- d) **Cemetery planning application, further quotes – to discuss and resolve on the next action required – deferred to next meeting.**

- e) **Flood/Emergency Plan – update and to discuss feedback following meeting with G. Davies MP.**

21. At the meeting with Gareth Davies MP, Councillors had asked if he could assist with trying to convene a meeting where all parties were present, an update was expected. Councillors agreed that the pressure for this to happen should not be allowed to abate.

- f) **Community Speed Watch Scheme – to further assess and resolve on any action required.**

22.As no volunteers had come forward to help run this scheme, Cllr Woodhead agreed to look into the sale of the equipment.

The chairman closed the meeting at 21.02.

Clerk's Signature:

APPENDIX A: Payments from 1/3 to 30/4/24

<u>DATE</u>	<u>PAYEE</u>	<u>AMOUNT</u>
06/03/24	YOUR LOCAL LINCS	30.00
06/03/24	NKDC	267.30
13/03/24	H BEAVER	464.00
13/03/24	CLERK SALARY	917.28
13/03/24	CLERK OFFICE EXPENSES	284.03
13/03/24	CLERK EXPENSES	155.34
18/03/24	SMARTEST ENERGY	97.00
21/03/24	SKDC	55.83
21/03/24	HERITAGE PROPERTY SERVICES LTD	1850.00
21/03/24	SIGNS OF THE TIMES LTD	7326.00
21/03/24	WICKSTEED LEISURE LTD	165.00
25/03/24	AW LTD	18.17
25/03/24	AW LTD	34.20
27/03/24	SPRING WELLS C'TAKER	173.44
27/03/24	HERITAGE PROPERTY SERVICES LTD	300.00
27/03/24	REC C'TAKER	514.90
27/03/24	COMMUNITY CLEANER	375.82
27/03/24	CEMETERY C'TAKER	119.24
27/03/24	INDIGO 19 LTD	378.00
28/03/24	CLERK OFFICE EXP'S	25.00
28/03/24	CLERK SALARY	917.28
31/03/24	UNITY BANK	18.00
02/04/24	EE LTD	9.60
02/04/24	LALC	385.32
11/04/24	GLENDALE	63.28
11/04/24	INSTANTPRINT	70.49
11/04/24	SKDC	187.13
16/04/24	SMARTEST ENERGY	134.00
16/04/24	N MARSHALL	492.00
16/04/24	ICCM LTD	100.00
22/04/24	SKDC	55.83
24/04/24	SLCC ENTERPRISES LTD	60.00
24/04/24	HERITAGE PROPERTY SEVICES LTD	243.00
29/04/24	EE LTD	10.34

Chairman's Signature:

APPENDIX B: RECEIPTS RECEIVED 1/3-30/4/24

<u>DATE</u>	<u>FROM</u>	<u>AMOUNT</u>
12/03/2024	SKDC	5831.00
20/03/24	ASHES INTERMENT	280.00
27/03/24	N KENT	150.00
28/03/24	HJ MAIR & SONS LTD	5600.00
04/04/24	SKDC	17750.00
09/04/24	B.A.G.S.	540.00
26/04/24	HMRC VAT	4395.83

APPENDIX C: Transactions for authorisation on 14 MAY 2024

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
HMRC	YEAR END NIC	65.94
LALC	WEBSITE MAINTENANCE 5 HRS	90.00+vat
CLERK	APRIL SALARY	917.28
CLERK	MAY OFFICE EXPENSES	25.00
CLERK	MAY SALARY	917.28
INSTANTPRINT/KRPRINTING	JULY NEWSLETTER	71/80.00
SIMPSONS	TREE WORKS	1300+141+VAT
REC C'TAKER	APRIL/MAY INV	570.00+ 60.00
CEM C'TAKER	APRIL/MAY	192.00+72.00
S'WELLS C'TAKER	APRIL/MAY	192.00
COMM' CLEANER	APRIL/MAY	416.04
GLENDALE	FLAIL CUT AVELAND	365.00+VAT

SIGNED: Cllr C Woodhead

SIGNED: Cllr C Williamson