

## **Billingborough Parish Council Meeting**

Minutes of the meeting of Billingborough Parish Council held on 11 June 2024 in the Sports Pavilion at the Recreation ground.

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

**In Attendance:** H Beaver (Clerk).

There were 2 Members of the Public who were present for the public forum at 6.30pm, one had come to observe the meeting, and also asked the Council if, once the newsletter had gone digital, parishioners could send in questions for the public forum. It was explained that the facility already existed for parishioners to submit queries, by emailing the Clerk, and all of these are routinely brought to Council. The member also offered the use of a photograph that had been taken of the church for use on the website. The remaining member of the public was attending to apply for co-option at agenda item 5.

As there were no further questions the Chairman opened the meeting at 6.37pm.

**1. Chairman's opening remarks**

**23.** The Chairman welcomed everyone to the meeting and reminded all that the meeting was being recorded.

**2. Apologies for absence – none received.**

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

**4. Co-option.**

**24.** After a brief interview, the applicant and member of the public left the room, whilst the Cllrs voted. The applicant and member of the public re-joined the meeting and the applicant was informed that the co-option was successful, after signing the Acceptance of Office form, witnessed by the Clerk, Councillor Tweddle was welcomed and joined the meeting.

**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.**

**25.** Cllr Tweddle, being a member of BAGS, declared an interest in agenda item 16, and it was **RESOLVED** that she would be unable to vote on this item.

**6. Approve minutes of the APCM held on 14 May 2024.**

**26.** It was **RESOLVED** to approve the minutes as a true record and the Chairman signed the minutes.

**7. Receive any external reports**

**27.** D Cllr Turner was reluctant to report due to the period of purdah currently in effect, but a Member stated that it had taken over a week to get in touch with a representative from SKDC by telephone, even reception, and as this was not considered acceptable asked for this to be fed back. C Cllr Hill had notified the Clerk that he would not be attending.

**8. Receive any Community Groups and Organisation reports.**

**28.** Cllr Woodhead reported that Mr T Wells was the new church warden, Mrs G Wells, treasurer, and the secretary's role was being filled jointly by Mrs. J Sumner and

Mrs G Wells. Currently some of the rear pews were being removed from the church to make more room.

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

**29.** The Clerk reported that the bank balance as a total for both accounts as at 31/5/24 was £69,064.53. Also, that the works carried out by LCC volunteers; painting at the rec and tidying on Church St, were complete, as were the essential works identified in the tree survey, other than those to be actioned by Western Power. It had been reported that ivy and other growth was again growing over the vicarage wall, the Clerk was asked to write to the owner requesting that this be removed. It had also been reported that items belonging to the CC had been found in the external cupboard, that was now for Council use. Cllr Turner, in his capacity as Chairman of the Cricket club, was to look into this to resolve the matter. Despite several reminders, the fencing at the allotments had still not been fixed, but the suspected spring that had caused a continual leak since before Christmas had at last dried up. All works required following the annual inspection of the play equipment at the recreation ground had now been completed. Another Cllr application had been received and the applicant hoped to attend the July meeting. The residual works from the legionella had now all been completed, and the Council asked that a huge thank you be passed on to the CC. SKDC had notified the Council that copies of map layers held by the District Council could now be shared to any Parish Councils holding the relevant licence, as Billingborough PC is a licence holder, the Clerk was asked to facilitate this.

10. **Financial Matters:**

a) **To resolve to approve the accts up to 31 May, as circulated.**

**30.** It was **RESOLVED** to accept the accounts as presented.

b) **To resolve to approve payment of invoices on Appendix C**

**31.** It was **RESOLVED** to authorise all payments as listed.

c) **To receive a report from Cllr Turner regarding financial checks to 30 April 2024.**

**32.** Cllr Turner reported he had carried out financial checks up to the end of the last financial Year and found all to be in order.

d) **To review and note all current Direct Debit mandates, and the schedule of regular payments.**

**33.** A list had been circulated, which was duly examined, noted and filed.

e) **To review and approve the End of Year Internal audit report.**

**34.** The report from the internal audit carried out by LALC had been received and all Cllrs given a copy, there were 2 categories found to be unsatisfactory; being transparency, and budget. This would be rectified in the future by both the asset register and the budget being included on the website, as per the council's Publication Scheme. Clerk to action. The Annual Internal Audit Report for F/Y 23/24 forming part of the AGAR and signed by the internal auditor, had been circulated. It was **RESOLVED** to accept both of these reports.

f) **To approve and sign the Annual Governance Statement.**

**35.** It was **RESOLVED** to approve the previously circulated Annual Governance Statement and the Chairman and the Clerk both signed the statement.

**g) To approve and sign the accounting statement.**

**36.** It was **RESOLVED** to approve the previously circulated Accounting Statement for 2023/24 which had already been signed by the Clerk, the Chairman signed the Statement.

**h) To approve the end of Year Accounts.**

**37.** It was **RESOLVED** to accept the end of year accounts, for 2023/24 as presented.

**11. Administration matters:**

**a) To review the Recreation Ground Caretaker's contract- This was discussed at the later agenda item point 12c.**

**b) To review the Community Cleaner's contract.**

**38.** No changes were requested by either the Community Cleaner or the Council.

**c) To approve amendments to the Financial Regulations following updates to the model policy.**

**39.** The proposed amendments or omissions to the new model policy had been circulated, these were discussed individually and it was **RESOLVED** to present the policy as discussed. Clerk to amend and publish.

**d) To elect an HR Committee, and its Chair – if numbers allow. Deferred.**

**e) To set a date for the Clerk's appraisal if a HR Committee has been elected. Deferred.**

**f) To review Cllr responsibilities. Deferred.**

**g) To resolve if the Council wish to adopt a GOV.UK email domain.**

**40.** It was **RESOLVED** not to adopt a GOV.UK email domain at this time.

**h) To resolve on a location to display the Kings portrait.**

**41.** As previously agreed, the PCC had been asked if it wished to display this in the church, and it was very happy to do so. Therefore, it was **RESOLVED** that this could be displayed on loan in the church.

**i) To resolve if any application should be made for a grant available to purchase trees for a community orchard.**

**42.** Cllr Twedde explained that she had previously received an application for this, and agreed to bring a proposal to a future meeting.

**j) Current Planning Applications – not required.**

**12. Recreation Ground:**

**a) Fields in Trust; to resolve on location of sign, and arrange for installation, including setting a budget for works.**

**43.** It was **RESOLVED** that this should be erected at the gate to the car park. A budget of £30 for the installation was set.

**b) To review the distribution of logs from the tree that was felled during works done following the tree survey, and to resolve if any planting is required to infill the hedge, to set a budget for works if required.**

**44.** After discussion it was proposed that in future, consideration should be given as to how best to deal with the remains of any tree that is felled at the point of accepting quotes. It was also agreed that no infill to the hedge was required.

- c) **To discuss and resolve on the outcome of an alternative appointed person to carry out the legionella maintenance required, and any other regular testing or maintenance works required, including defibrillator.**

45. As the caretaker of the recreation ground was not willing to carry out the required checks for legionella, it was **RESOLVED** to accept an offer received from the Vice Chairman of the Cricket Club to do these checks and act as the Appointed Person. It was decided to ascertain if the caretaker was willing to undertake and record the maintenance checks required for the emergency lighting and defibrillator, and if so to add these two requirements to the contract. If not, Cllr Woodhead said she would carry out these checks. Otherwise, there were no further amendments required to the contract by the Council and, no comment had been received from the caretaker. Clerk to action.

- d) **To discuss and resolve on the use of a keybox, by Cllrs for the pavilion.**

46. After discussion it was decided that clarification about the current system was required before any decision could be made. Cllr Turner to report back at the next meeting.

- e) **Tennis court project – update.**

47. Cllr Williamson reported that a meeting had been arranged to garner initial costings, the results of which would be reported back at the next meeting.

13. **Spring Wells:**

- a) **Repairs to the five bar gate and roadway.**

48 Cllr Turner reported that the road was listed as an adopted road, but was still trying to obtain confirmation from SKDC if it would be able to carry out any works. LCC Highways had already stated that this was not under their jurisdiction.

14. **Cemetery:**

- a) **To consider and resolve on the offer of help with maintenance.**

49. It was **RESOLVED** to ask the volunteers to carry out some works in the field area of the cemetery.

- b) **To receive and consider further quotes for submitting an application to extend the cemetery.**

50. As it has become apparent that clarification is required as to if both the cemetery and the land bought for use as an extension to the cemetery has been registered previously, it was **RESOLVED** to carry out the required checks for this and report back at the next meeting.

- c) **To assess if the problem with excess straw has been resolved or if further action is required.**

51. It was **RESOLVED** that the tenant should be contacted again and given permission to bring a vehicle on the path if required. Councillor Tweddle offered to help to keep the path swept as she was at the allotments on a regular basis.

15. **Aveland Field – To resolve as to when the grass cutting should re-commence.**

52. It was **RESOLVED** that grass cutting should be started in August.

16. **Allotments – To discuss and resolve on a query from BAGS as to if incinerators would be allowed.**

**53.** It was **RESOLVED** that an incinerator would be allowed with the following conditions: that only one incinerator is used, that burning could only take place between October and March, the incinerator be kept in a designated area with water buckets nearby, and that the insurance company are made aware and this is added to the Risk assessment. If any complaints from residents were to be received this decision may have to be reconsidered.

**17. To resolve on the location of a Call connect bus stop and also if any poles for existing stops are required.**

**54.** It was **RESOLVED** that the Call Connect stop should be incorporated in the stops at the crossroads rather than outside the Fortescue.

**18. To ratify the new date of the public meeting following cancellation due to purdah and discuss any preparation required.** Not discussed due to purdah.

**19. Emergency/Flooding Plan – Update on plan development, report from meeting with Highways and discuss if any future meetings should be planned.**

**55.** At the recent meeting with Highways, it had been confirmed that the drains from the cemetery down to Aveland Drive would be rodded and a camera also inserted along that length. There was an existing job to rod the drains from Aveland Drive up to and along the High St. The representative had promised that both of these works would be treated as priority. It was felt that as soon as these works had been completed a meeting between all parties should be convened.

**20. To resolve on the renewal of the tourist sign for the S/Wells area and delegate any application required – deferred until Dec meeting.**

**21. Community Speed Watch – update on sale of equipment.**

**56.** Interest had been shown by another Parish Council who would be able to confirm intention of purpose at their next meeting, an update would be given at the July meeting.

**There being no other business the Chairman ended the meeting at 9.03pm.**

## **APPENDIX A: Payments from 1/5 to 31/5/24**

<b><u>DATE</u></b>	<b><u>PAYEE</u></b>	<b><u>AMOUNT</u></b>
10/05/24	CPRE	36.00
10/05/24	Complete Weed Control	516.00
10/05/24	Glendale	471.81
17/05/24	Smartest Energy	134.00
21/05/24	SKDC	55.84
29/05/24	EE	10.34
29/05/24	Simpsons Arboriculture	169.20
29/05/24	Community Cleaner	416.04
29/05/24	Cemetery Caretaker	192.00
29/05/24	S'Wells Caretaker	192.00
29/05/24	Wothorpe Nurseries	48.50
29/05/24	Indigo 19 Ltd	396.00
29/05/24	HMRC	65.94
29/05/24	H Beaver	917.28

30/05/24	Dale's Doin's	25.00
31/05/24	Simpson's Arboriculture	1560.00

**APPENDIX B: RECEIPTS RECEIVED 1/5-31/5/24**

<u>DATE</u>	<u>FROM</u>	<u>AMOUNT</u>
28/05/24	SKDC	986.64

**APPENDIX C: Transactions for authorisation on 11 JUNE 2024**

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
CLERK	MAY SALARY	917.28
CLERK	OFFICE ALLOWANCE + POSTAGE	25.85
CLERK	JUNE SALARY	917.28
CLLR WOODHEAD	REIMBURSEMENT FOR Ink/plants/key	130.62

**SIGNED: Cllr Woodhead**

**SIGNED: Cllr C Williamson**