

May 2019 Minutes



Minutes from the Annual Meeting of the Parish Council on Thursday 16th May 2019
Held at the Meeting Room, Bardney Fire Station, Alma Martin Way, Bardney, Lincoln LN3 5UA

Councillors Present:

Cllr R Webb

Cllr Shaw

Cllr Luke Cluett

Cllr B Newlove

CC
Cllr S Zubic

Cllr R Darby

Cllr E Clee

Cllr M Corbould

Cllr M Speed

In Attendance:

Anna Lawson as

Clerk and RFO

Pauline Fry

Admin Assistant

DC and

I Fleetwood

One member of the public

Meeting commenced at 7.00pm

No requests had been received by the Clerk for permission to record, video or take photos of the Council meeting, therefore the only recording which would take place was the one undertaken by the Parish Council themselves.

01-2019/20 Election of Chair To elect the Chair of the Council for the forthcoming year 2019-2020. To receive the Chair's Declaration of Acceptance of the Office

Cllr M Corbould nominated Cllr Webb to continue as Chairman for the coming year.

Before Cllr Webb accepted the nomination, he informed the meeting of the issues he would like to address in the coming year, if he were to become Chairman.

Cllr S Zubic was concerned about continuity and asked for assurance that, if elected, Cllr Webb would not stand down after a short period if the issues were not being resolved to his satisfaction, he confirmed he would stand for the year.

Cllr Clee asked if there was anyone else willing to stand, no nominations were received.

PROPOSED Cllr Corbould **SECONDED** Cllr Speed. Cllr Newlove **ABSTAINED**; the **REMAINING** Councillors voted in favour.

Cllr Newlove informed the Chairman that he had abstained because of the comments made by the Chairman. Cllr Newlove agreed with what Cllr Webb had said previously but was concerned with some of the other comments he had made. He offered to nominate himself for the position of Chairman so that Councillors had someone else to vote for if they wished, this would mean that Councillors did not vote for Councillor Webb because there was no one else. This was not able to happen as the vote for nominations for the position of Chairman had already been taken.

The meeting was adjourned at 7.17pm to allow the Chair to sign his Declaration of Acceptance of Office.

The meeting recommenced at 7.19pm

02-2019-2020 Election of Vice-Chair To elect the Vice-Chair of the Council for the coming year 2019-2020. To receive the Vice-Chair's Declaration of Acceptance of Office.

Cllr Shaw nominated Cllr Darby

Cllr Clee nominated Cllr S Zubic

Both councillors were willing to stand as Vice-Chair. Both candidates were happy to have a show of hands for voting.

Cllr Darby – **NOMINATED** by Cllr Shaw, **SECONDED** by Cllr Darby. Cllrs Speed, Corbould and Newlove voted for Cllr Darby.

Cllr S Zubic - **NOMINATED** by Cllr Clee, **SECONDED** by Cllr S Zubic. Cllr Cluett voted for Cllr S Zubic.

Cllr Darby was duly elected as Vice-Chairman.

The meeting was adjourned at 7.25pm for Cllr Darby to sign his Declaration of Acceptance of Office.

The meeting recommenced at 7.26pm

03-2019-2020 Public Forum

There were no comments or issues raised from the members of public.

Cllr Webb gave Cllr Fleetwood a letter containing questions, relating to local matters, that the Council would like him to respond to by the next meeting. This method of obtaining information from LCC had been suggested by the Internal Auditor.

Cllr Darby queried if we had received an answer to his question raised at the last Council meeting. The information had been received.

Cllr S Zubic raised a query regarding the road to Fiskerton and the fact that holes had been filled with stones, this had then left loose stones over the carriageway. Would these be removed?

Cllr Fleetwood had contacted the LCC regarding the stone. The stone had been put on the side of the carriageway; he was unaware that this work was going to be carried out. The County Council had been out to compact the stones but the problem still existed. He had been told that there were no plans to replace the stones with a solid surface and he assumed the stones would be compacted again.

Cllr Webb asked that questions for Cllr Fleetwood by emailed to the Clerk so they could be forwarded to Cllr Fleetwood prior to the meeting, to allow him time to gather information to enable him to answer the questions sent to him.

04-2019/2020 Apologies for Absence To receive and accept apologies where valid reasons for absence have been given to the clerk prior to the meeting.

Apologies received and accepted from Cllr J Zubic.

05-2019/2020 To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Member's Register of Interests.

None received

06-2019/2020 To receive and consider any dispensation requests on agenda items and decide whether they are to be granted.

None received

07-2019/2020 To approve as a correct record the notes of the meeting held on 18th April 2019 and to authorise the Chair to sign the official minutes.

PROPOSED by Cllr S Zubic **SECONDED** by Cllr Darby, Cllr Speed abstained as he was not at the meeting, the remainder of the Councillors voted **UNANIMOUSLY** to accept the minutes.

08-2019-2020 To receive a report from the Chairman.

No report received from the Chairman

09-2019-2020 To receive and consider a report from the Clerk to the Council on any outstanding matters and correspondence received since the meeting held on 18th April 2019.

Update from last meeting;

- Lone working policy is now on website - all policy documents are now on the website.
- Meeting with Wragby to discuss Risk Assessment and COSHH requirements.
- Still looking into icloud/hard drive options for back up.
- No written requests to record the meeting.

Clerks report

- Railing on the village green has been installed.
- Issue at the Cemetery on Monday a) funeral booked b) H&S breach
- EA confirm that the situation of effluent in the dyke is getting worse. EA having difficulty accessing man holes. LCC Bridge team are assisting.
- LCC have adopted the large verge on Horncastle Rd from Chestnut Homes. Cost implications to BGPC due to additional cutting required.
- Held meeting with EA, ELDC and RC
- Held second part of internal audit - passed with no issues or queries raised.
- Training. Assistant attended Minutes and New Clerks Training. Clerk attended VAT
- Community Magazine launched, good response.
- Transport Regulation order (TRO) has been requested by a resident on Harvey Kent Gardens will be agenda item in June.
- Handyman busy doing work with Heighington however due to come to an end until the bridge re-opens. Horsington PC has also requested he work with them.
- Street cleaner was in operation on Sunday. Very well received, thanks received from parishioners and have also sent thanks to the WLDC operative.
- Insurance renewal has just been received from Came and Company. Completed extensive analysis of insurance requirements, appears that prices have reduced.
- Request from Stainfield resident for painting the phone box, grass cutting and other issues.
- Meeting planned with Tourist Information for later this month, to put our area on the map.
- LALC network training day in July. Highly encourage cllrs to keep up to date with current legislation and best practice.
- Between June and October going to do costing exercise for future grass cutting for the area.

Questions for Cllr Ian Fleetwood;

- The definitive map. As LCC stopped cutting the grass in Southrey Woods due to the classification on the definitive map, BGPC would like a report about any potential future issues in our area. This would allow for BGPC to consider the cost implications of any changes.
- BGPC were not made aware of LCC adopting the verge relating to phase 1, Chestnut Homes. Can you advise as to when you envisage legal steps will commence regarding the adoption of Phase 2 Chestnut Homes?

Cllr Webb would like a blanket ban on Contractors working in the cemetery on the days that a funeral had been arranged. The Clerk will inform the grass cutters and a meeting will be arranged with the Chair of Bardney Cemetery Improvement Group to discuss the matter.

10 – 2019-2020 Financial Matters

1. To approve bank reconciliation statement for April 2019

Bardney Group Parish Council

Bank Reconciliation for April 2019 as at 30.04.19

Balance as at 01.04.19		£58,812.18
Income		
Precept	55,270.00	
Allotments	324.00	
Handyman	512.73	
Total income		£56,106.73
Expenditure		
Admin	435.24	
Salaries	3114.10	
Handyman	388.46	
Allotment	22.32	
Village	664.82	
Total expenditure		£4624.94
Balance as at 30.04.19		£110,293.97
Less cheques		
Grasscutting	2087.08	

PROPOSED by Cllr Shaw, **SECONDED** by Cllr Clee,
carried **UNANIMOUSLY**

2. To ratify payments of accounts, salaries, BACS payments & payments already made.

PROPOSED by Cllr Speed, **SECONDED** by Cllr S Zubic, carried **UNANIMOUSLY**

Payment Ratification May 2019

				value	VAT	ExVAT	% of budget*
B/P	Wages and NI	March	Salaries	3682.92	0.00	3682.92	18% of budget
Total Office/Salaries							
		Data					
PO20489	ICO	protecti	Admin	40	0.00	40.00	
PO20488	LALC	Lunch	Admin	17	0.00	17.00	
PO204787	LALC	Lunch	Admin	8.5	0.00	8.50	
Total Admin				65.50			2% of budget
PO20492	Charles Hill	Nylon Line Fence	Handyman	18.00	3.00	15.00	
PO20491	E-Quip	equipm Paint &	Handyman	84.39	14.07	70.32	
PO20490	E-Quip	gloves Paint &	Handyman	30.41	5.07	25.34	
PO20481	E-Quip	gloves	Handyman	13.67	2.28	11.39	
Total Handyman				146.47			7% of budget
TBA	TGM	Grasscutting	Grasscutting	2087.06	347.84	1739.22	
Total Grasscutting				2087.06			36% of budget*
*19/20 budget							

1. To approve signatories for bank accounts

The Clerk will resubmit Cllr Zubic to the bank to become signatory.

PROPOSED by Cllr Shaw, **SECONDED** by Cllr Clee, carried **UNANIMOUSLY**

To ensure compliance with external audit requirements

1. To consider AGAR Section 1 Annual Governance Statement

These were read out by the Clerk and all statements were;

PROPOSED by Cllr Darby, **SECONDED** by Cllr Shaw, carried **UNANIMOUSLY**

1. We have put into place arrangements for effective financial management during the year and for the preparation of accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and review its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounting and Audit regulations.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where necessary.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems
7. We took appropriate action on all matters raised in reports from internal and external audit.

1. Complied with the te adopted Financial Re
2. Have twice yearly in inspections.
3. Bank reconciliations ratifications and bud presented to council meeting.
4. Precept consideration twice yearly.
1. Bank reconciliation, ratifications and bud presented to council meeting.
2. Have twice yearly in inspections.
1. BGPC considered bo Financial Risk Asses Financial Regulation
2. Proposals considere have cost implication
1. The dates for the per exercise of public rig between Monday 04 Friday 13.07.18
1. BGPC considered th Risk Assessment
2. BGPC considered th Regulations docume
3. BGPC considered th Management Assess
4. Have completed asse insurance cover with
1. Have twice yearly in inspections.
2. Internal auditor is qu higher standard than small council audit.
3. Internal audit inspec standard than that re council
4. No issues have been
1. No matters were rais external audit.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

2. Query raised by inter regarding FX card ac matters raised by inter
1. The council hold cor funds.
2. Proposals considere have cost implication all meetings.
3. Use receipts and pay accounting method.

1. To approve AGAR Accounting Statements by resolution

PROPOSED by Cllr Webb, **SECONDED** by Cllr Darby,
carried **UNANIMOUSLY**