

WOOLSTHORPE PARISH COUNCIL

Minutes of Woolsthorpe by Belvoir Parish Council Meeting

Date: Monday 26th June 2017

Venue: Woolsthorpe Social Club at 7 p.m.

Councillors present G. Ward (Chairman)
P. Hammond (Vice Chairman)
T. Packer
J. Barber
M. Bradshaw
J. Salmon

Also present Cllr M Whittington
District Cllr P. Bosworth

Clerk & RFO Mrs Emma Wilson

Open Session – Public Forum – 7.00pm

No parishioners were in attendance. The public session was closed.

Meeting Opened: 7.05pm

1. Chairman's Welcome Remarks

The chairman welcomed all to the meeting and thanked everyone for their attendance.

2. Apologies

Apologies were received from Cllr A. Ablewhite his reason for absence was noted and accepted

3. Disclosure of interest in agenda items - Nil

4. To approve Minutes of meeting held on the 22nd May 2017

The minutes of AMPC meeting dated 22/05/17 having been circulated prior to the meeting were agreed to be a true and accurate record; they were passed by resolution of the Council; the minutes were duly signed and dated by the Chairman.

5. Finance & 2016/17 Year End Audit

- a. Accounts summary – Clerk went through the account summary that had been circulated prior to the meeting, there were no questions from the councillors.
- b. Confirmation of Internal Audit Report completed, signed and dated by Internal Auditor Jane Bratton on 12/06/2017.
- c. Confirmed Section 2 of Accounting Statement has been certified by Responsible Financial Officer (Clerk) – certified 13/06/17, checked by members of meeting as a whole
- d. Annual Governance Statement 2016/17
 - i. Findings of the review circulated prior to the meeting, considered and discussed further by the members of the authority as a whole
 - ii. Annual Governance Statement reviewed and approved by resolution of the members of the meeting as a whole
 - iii. Annual Governance Statement was then signed by Chair & Clerk
- e. Accounting Statements 2016/17
 - i. Statement of accounts circulated prior to the meeting, considered and discussed further by the members of the authority as a whole
 - ii. Statement of accounts reviewed and approved by resolution of the members of the meeting as a whole
 - iii. Statement of accounts was then signed by Chair & Clerk

The clerk confirmed that the audit documents would be sent off to Grant Thornton (External Auditors) and published on the parish council website for Exercise of Public Rights from 3rd July to 11th August 2017.

6. Highways update

Cllr Mark Whittington informed the meeting that he recently had a drive around the local area looking at highways issues. He commented that he now had some knowledge of road structure and maintenance. He had taken photographs of Cliffe Hill in Woolsthorpe and made note of the flooding issue on Main Street. These issues would be discussed in the meeting he has planned with Rowan Smith at Highways on 6th July 2017.

He commented that if we are notified of any highways issues that it would aid his discussions with Highways if councillors could attain photographic evidence and forward it on to him.

Cllr Ward highlighted the issue of poor visibility at the Sedgebrook/A52 junction and Cllr Whittington said he would report this to highways for urgent action. These areas are regarded as 'safety cuts' and are dealt with as a priority.

Action; Cllr Whittington to feedback at the next meeting

7. Risk Assessment

Update was given by Cllr Packer; further work is required with particular focus on contract of employment for the community cleaner. A discussion ensued about agreed route and a proper record of hours worked by the community cleaner. It was suggested that the clerk contact Mr Randall to inform him that the parish council need to formalise this with a contract; this may require advertising for a new community cleaner if this cannot be agreed.

Action; Clerk to call/email Mr P Randall to inform/discuss the above and feedback to Parish Council

Action; Cllr T Packer offered to put together a vacancy advert and email to Cllr P Hammond in readiness for publication on the website when feedback is received from the clerk.

As part of the risk assessment discussion Public Liability Insurance was highlighted and queried as to whether Mr Brian Hughes and Mr Stacey Woodward, who both perform grass cutting in the village can provide the parish council with copies of their insurance.

Action; Cllr Ward offered to discuss the above with both parties and feedback to Parish Council, with a view to obtaining a copy of each for parish council records.

8. Clerks Report

a. Bank balance reconciliation

Having been circulated at the meeting to all councillors present, was agreed as accurate and was signed and dated by the chairman. Bank balance as at 05/06/17 was recorded on the statement at £7163.63

b. Internet banking access

Clerk informed the meeting that this had been refused by HSBC because they state it would contravene our own policy!

Action; Clerk to contact local branch to explore this further.

c. Community Cleaner Contract/Pay

Clerk confirmed she had emailed insurance company following her query regarding this with LALC. Confirmation had been received from Community Lincs Insurance that Volunteer cleaners would be covered under our insurance if required but that a contract of employment would be required if payment is given.

d. Standing Orders & Policies - Clerk updated that she is still working on this.

e. Speed sign post - Lincolnshire Road Safety Partnership

This was discussed and agreed that it is required to apply for the speed sign post first through LRSP and then pass this on to Highways.

Action; clerk to fill in application form with information supplied by Cllr Hammond and submit.

f. Register of Members Interest forms

Outstanding forms were returned to clerk and signed. Clerk will go through and scan for electronic record.

9. Playground Update

Cllr P Hammond confirmed the weeds had been done by Cllr Barber. It was highlighted that the grass around the phone box requires attention.

Action; Cllr Ward to ask Mr B Hughes to tend to this.

10. Correspondence- The clerk read out the following to the meeting:

a. Fly the Red Ensign – Merchant Navy Day

b. PREVENT & COMMUNITY COHESION EVENT

11. Planning - Appeal Notification S162349 was read out to the meeting by the clerk.

12. Accounts for payment

a. Room Hire	£ 10-00	100853
b. Clerks Salary & Expenses	£136.59	100854
c. HMRC ¼ 'ly Emp Cont.	£ 82.00	100855
d. Bratton Book Keeping (Int. Audit)	£ 60.00	100856
e. Anglian Water	£ 9-00	100857
f. Stacey Woodward	£160.59	100858

13. Any other business

a. Annual Parish Meeting – Clerk informed this meeting has its own minutes, which should be kept separately from the Council minutes, and these can only be approved by the next APM which will, of course, not be held until the following year. It is however, good practice to bring the draft minutes to the next convenient meeting. Draft will be available in due course

HEDGES
AND FOLIAGE

b. ~~Parking Issues~~ were highlighted outside The Aviaries and The School House, Main Street and near the Ring Tree.

Action; Cllr Ward to contract Belvoir Estate to highlight this to them

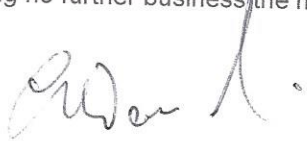
c. Parking Issue also highlighted outside the Village Shop, where residents are parking here unnecessarily when they have their own off street parking to use.

d. Emergency Plan – Cllr P Bosworth enquired as to whether the parish council had considered putting together an emergency plan. She commented that this was something currently being worked on in a neighbouring parish and was deemed to be worthwhile project. County Cllr Whittington concurred and suggested it might be something that could be discussed further. Parish Councillors seemed to consider that a plan was not needed for Woolsthorpe by Belvoir and that "people would help each other out anyway".

Cllr Bosworth understood this to be the case but suggested that it was not about if parishioners would help each other in a crisis but more focused on capitalising on this community spirit by having a plan in place for what resources are available in the village and having a planned meeting place where villagers could get together and jobs/actions delegated.

There being no further business the meeting closed at 8.30 p.m.

Signed:



Date:

1/8/17

GW