

WOOLSTHORPE by BELVOIR PARISH COUNCIL

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Minutes of Woolsthorpe by Belvoir Annual Meeting of the Parish Council

Date: Monday 20th May 2019

Venue: Woolsthorpe Social Club at 7-15 p.m.

Councillors present Cllr T. Packer (voted in as Chairman at this meeting)
Cllr S Remzi (voted in as Vice Chairman at this meeting)
Cllr M. Bradshaw

Also present District Cllr P. Bosworth


Clerk & RFO Mrs Emma Wilson

1.	Chairman's Welcome Remarks	
	WPC previous chair Cllr T Packer welcomed all to the Annual Meeting of the Parish Council	
2.	Apologies	
	Apologies were received from, District Cllr H. Westropp, County Cllr M Whittington, Cllr J. Salmon and Cllr P. Randell; their reasons for absence were noted and accepted. Clarification was made that the meeting was quorate and proceedings then continued.	
3.	Election of Chairman and declaration of acceptance of office	
	Councillor Bradshaw nominated Councillor Packer as a candidate for Chairman, which was seconded by Councillor Remzi. There were no other candidates. Councillor Packer confirmed his standing and accepted the position. The motion was passed by resolution of the Council. The Chair duly completed and signed his declaration of acceptance of office, which was then signed by the Clerk.	
4.	Election of Vice Chairman and declaration of acceptance of office	
	Councillor Bradshaw nominated Councillor Remzi as a candidate for Vice-Chairman, which was seconded by the chairman. There were no other candidates. Councillor Remzi confirmed her standing and the motion was passed by resolution of the Council. The Vice-Chair duly completed and signed her declaration of acceptance of office, which was then signed by the Clerk.	
5.	i. Acceptance of Office for councillors	
	Acceptance of Office documents had previously been emailed out to successful members post-election. Those present signed theirs and documents were signed by the clerk. Clerk recorded that she would follow up asap with those not present to co-ordinate signing. <i>Action; Clerk to submit AoO when all completed to SKDC</i>	
	ii Disclosable Pecuniary Interests	
	DPI documents had previously been emailed out to successful members post-election. Those present signed theirs and submitted to clerk for record and submission to SKDC. Clerk recorded that she would follow up asap with those not present to co-ordinate signing. <i>Action; Clerk to submit DPI when all completed to SKDC</i>	
6.	Two Councillor Vacancies	
	Two vacancies on the parish council. These can be filled by 24 June 2019 via co-option without advertising. Clerk and councillors confirmed they had tried to instigate some interest from locals but sadly to no avail. All agreed if no interested parties made contact with the clerk before 24.06.19 that we would pursue recruitment through the normal channels a little later in the year.	
7.	Disclosure of interest in agenda items – Nil	
8.	To approve Minutes of meeting held on 18th March 2019	
	The draft minutes having been circulated prior to the meeting were agreed and proposed to be a true and accurate record. The minutes were passed as approved by resolution of the Council and were duly signed and dated accordingly by the Chairman.	
9.	Parish Speed Check	Cllr Randell (absent from meeting)
	Cllr Randell was due to give feedback to the council on his progress with definitive costings on training and hardware to enable the council to move forward with this. Chairman asked that the clerk contact Cllr Randell and ask him to email this summary to all councillors before the next meeting as this agenda item has been carried forward several times. Time is now of the essence with the clock changes and lighter nights. Cllr Bosworth mentioned that there may be further granted funding available in this financial year and she would let the council know if and when this becomes available. <i>Action; Clerk to contact Cllr Randell and ask him to email this summary to all councillors before the next meeting</i> <i>Action; Cllr Randell to email this summary to all councillors before the next meeting</i>	

10.	Grounds maintenance comparison costings	Cllr Randell (absent from meeting)
	<p>This action was first instigated from January meeting. Chair asked that Cllr Randell is offered support perhaps from another councillor if he is struggling to move forward and attain the information required to allow us to move forward with this.</p> <p><i>Action; Clerk to contact Cllr Randell and ask him to email this summary to all councillors before the next meeting and let her know if he required support.</i></p> <p><i>Action; Cllr Randell to email this summary to all councillors before the next meeting</i></p>	
11.	Red Cross Training feedback	Cllr Remzi
	<p>Attendance was good and it went really well. It was relaxed and very informative. The trainer was excellent and it was suggested that we could offer another session possibly next year.</p>	
12.	Grass Cutting	Cllr Packer
	<p>Reference B Hughes who does the grass cutting at Cobleas Cemetery. Started in 2002 with a charge of £800 with no increase since then. Propose that we offer an increase in line with inflation and then review this on an annual basis. Increase to £1050 as starting point which includes covering the insurance. We will require clarification of areas covered. Look at Contract for Services for both contractors. Chair to draw up a basic contract for services We will be looking to offer it out to tender once we have the detail from Cllr Randell.</p> <p>To be paid in two lump sums. £500 and £550 to B Hughes.</p> <p>Current information is as follows:-</p> <p>B Hughes – Grass Cut Cobleas Cemetery (if other works carried out they need to be agreed by parish council not assumed ok to do and be paid for)</p> <p>Stacey Woodward – Grass cut, Strim and Spray for weeds the playground area.</p> <p><i>Action; Clerk to contact LALC to request template for grounds maintenance contract.</i></p> <p><i>Action; Chair to draw up contract once template available.</i></p> <p><i>Action; Chair to contact B Hughes with outcome of decision re current contract and payment. Chair to ask B Hughes to provide detailed invoice of specific works carried out to clerk for initial half yearly payment of £500</i></p>	
13.	Playground	
	<p>Cllr Remzi confirmed she had done a couple of hours weeding at the play area as she had noticed they had got 'out of hand'. Still more to do. Cllr Remzi said she will try to do more when time allows.</p>	
	a. Regular Safety Checks – Volunteer required	
	<p>Cllr Bradshaw offered to do the safety checks and Cllr Remzi to try and keep on top of the weeds. Feedback to be given to clerk at each council meeting.</p>	
	b. Fitting Swing Replacements	
	<p>Clerk reported that she had brought the new swings down to hand over to the parish council. Cllr Randell had said he would help fit the new swings with Cllr Bradshaw. The original chains (which Wicksteed have agreed it is safe to re-use) need to be collected from ex councillor Jane Barber in the first instance. Swings to be left with Cllr Bradshaw who will liaise with Cllr Randell to sort this out and collect the chains.</p> <p><i>Action; Cllr Bradshaw to facilitate fitting of the new swings</i></p>	
14.	Retired Councillor service recognition	
	<p>Discussion regarding the above followed about recognition and a date to give thanks. It was noted that Jane Barber had given approximately 26 years' service to the parish council. Further details to remain unrecorded until a later date.</p> <p><i>Action; Chairman to formally write to Jane Barber to give thanks and then follow up with a phone call to her to ask about a date that would suit her. Date to be agreed in July meeting and planned but not to necessarily coincide with a meeting.</i></p>	
15.	Clerks Report	
	a. Gmail accounts	
	<p>Cllr Bradshaw and Cllr Salmon still to activate Gmail accounts as per action from Jan meeting.</p> <p><i>Action; Both to activate his gmail account perhaps with help from Cllr Randell</i></p>	
	b. End Year Accounts summary	
	<p>Having been emailed round to all councillors prior to the meeting the clerk asked if all were happy with account summary and if anyone had any questions. No questions were asked and all agreed they were happy. Clerk confirmed that these figures used for Annual Governance and Accountability Return and had been audited and agreed by internal auditor.</p>	
	c. Risk Assessment	
	<p>To be confirmed with updates and circulated for approval in July</p> <p>Plan to be put in place regarding sudden incapacity of the clerk; to ensure protocol in place where the Chair and Vice Chair have details of the access password for the parish council laptop which contains all records.</p> <p>Discussion around promoting the work of the parish council and more interaction with parishioners; Cllr Remzi mentioned creating a Facebook page for the Parish Council. To be 'brainstormed' at the next meeting.</p> <p><i>Action; Clerk to circulate Risk Assessment for review.</i></p> <p><i>Action; Clerk to email password details to Chair and Vice Chair</i></p>	

	d. Election Expenses		
	A reminder given to all that if they have not done so could they ensure that these are submitted asap to SKDC. Deadline is 30 th May 2019.		
	e. Sedgebrook Rd Litter Bin		
	This bin will now not be emptied by SKDC as they couldn't get in it and once checked they realised they were not obliged to do so!! So this bin should be included in the community litter collection by Cllr Randell.		
16.	Finance & Year End Audit	Annual Governance & Accountability Return 2018/19	
	a. Certificate of Exemption		
	AGAR Page 3 of 6 - Was considered, agreed and signed by the Chairman and clerk to confirm the following:- Woolsthorpe by Belvoir Parish Council is a smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000 and meet the qualifying criteria as set out in the Certificate of Exemption. Confirmation that Woolsthorpe by Belvoir Parish Council is exempt from sending the completed Annual Governance and Accountability Return to the external auditor. These documents must still be published on the parish council website.		
	b. Confirmation Internal Audit Report completed		
	Confirmation checked by Chairman that AGAR Page 4 of 6 had been signed and dated on 18 th May 2019 by Jane Bratton, internal auditor.		
	c. Section 2-Confirm Accounting Statement 2018/19 AGAR Page 6 of 6 has been certified by RFO		
	AGAR Page 6 of 6 Confirmation Accounting Statement 2018/19 checked by Chairman that had been certified and signed by RFO (Clerk) and dated on 19 th May 2019		
	d. Section 1 - Annual Governance Statement 2018/19		
	AGAR Page 5 of 6 - Annual Governance Statement 2018/19		
	<ul style="list-style-type: none"> i. Findings of the review were considered by the members of the authority as a whole ii. Annual Governance Statement was approved by resolution of the members of the meeting as a whole iii. Annual Governance Statement was approved and signed by Chair & Clerk 		
	e. Section 2 – Accounting Statements 2018/19		
	AGAR Page 6 of 6 having been checked as signed by clerk - to be checked by members of meeting as a whole, approved then signed and dated by Chairman at meeting and minute referenced		
	<ul style="list-style-type: none"> I. Findings of the statement of accounts were considered by the members of the meeting as a whole II. Statement of accounts was approved the by resolution of the members of the meeting as a whole III. Statement of accounts was approved and signed by Chair at the meeting 		
17.	Correspondence	-circulated prior to the meeting.	
	a.	Viking Way – A brief discussion regarding this and consensus of opinion was that Denton Parish Council should report this to the police	
	b.	Local Councils Networking Day	
	c.	Temporary Footpath Closure	
	d.	Highways Maintenance Report	
18.	Planning		
	a.	S19/0030 – Change of use to Children's Care Home and Respite Premises - Decision Notice - Approved	
19.	Accounts for payment – May 2019		
	a.	Clerks Salary, & Exp April 2019	£ 202.27 100941
	b.	Clerks Salary & Exp May 2019 HP (April 19, Jan to May 19)	£ 313.16 100942
	c.	SKDC bin emptying (2) annual	£ 95.68 100943
	d.	ICO Annual Subscription	£ 40.00 100944
	e.	Anglian Water	£ 11.84 100945
	f.	Room Hire Woolsthorpe Social Club (2 nights)	£ 20.00 100946
	g.	Wicksteed Swings	£ 325.50 100947
	h.	Stacey Woodward (Feb, March & April)	£ 120.00 100948
	i.	Annual Insurance Renewal (Zurich)	£ 399.01 100949
	j.	Bratton Book Keeping & Secretarial services	£ 60.00 100950
20.	Items for next month's agenda		
	<ul style="list-style-type: none"> • Rubbish Audit – Route for bin emptying etc. • Promoting the work of the parish council; ? Facebook, ? Newsletter 		

There being no further business the meeting closed at 8.45 p.m.

Signed: 
Chairman, Woolsthorpe by Belvoir Parish Council

Date: 22.7.19