
**Draft Minutes of the Annual Meeting of the Parish Council
held in the Village Hall on 7 May 2024 at 7pm**

Present: Cllr Tina Wiles (Chair), Cllr Nicola Hall, Cllr Carol Niven and Cllr Garry Dickinson

Absent: County Cllr Tom Smith

In attendance: District Cllr Peter Morris, Gina Andrews (Clerk) and one member of the public

Update from County Councillor:

WLDC: District Councillor Morris informed that WLDC has initiated a large bin hire program to combat fly-tipping. Bins of 600L and 1100L capacities are available for public hire weekly at £50 and £60 respectively.

Additionally, Cllr Morris mentioned the upcoming Lincolnshire Church Festival starting this weekend and WLDC's presence at the Lincolnshire Show on 19 and 20 June.

Cllr Morris confirmed the renaming of all designated Areas of Outstanding Natural Beauty (AONBs) to Lincolnshire Wolds AONB.

Formal Parish Council Meeting commenced; Standing Orders invoked:

24/50 Election of the Chair 2024/25 and signing of Declaration of Acceptance of Office:

Members nominated, seconded and RESOLVED to elect Cllr Tina Wiles as Chair for the year 2024/25 and the Declaration of Acceptance of Office was duly signed by Cllr Wiles and the Proper Officer of the Council.

24/51 Election of the Vice-Chair 2024/25 and signing of Declaration of Acceptance of Office:

Members nominated, seconded and RESOLVED to elect Cllr Carol Niven as Vice-Chair for the year 2024/25 and the Declaration of Acceptance of Office was duly signed by Cllr Niven and the Proper Officer of the Council.

24/52 To receive apologies and reasons for absence:

County Cllr Tom Smith

24/53 To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non-pecuniary interest in agenda items, not previously recorded on Members' Register of Interests:

None noted.

24/54 To approve draft minutes of the Parish Council held on 8 April 2024:

It was proposed, seconded and RESOLVED that the minutes of the Parish Council Meeting held on 8 April 2024 be accepted as true records and duly signed by the Chair.

24/55 Clerk's Report on Matters Outstanding and Correspondence:

The Clerk presented her report and summary of correspondence received to the meeting. No further actions were required.

24/56 **Annual Governance and Accountability Return 2023/24:**

- a) **Certificate of Exemption - AGAR 2023/24** - After review, it was proposed, seconded, and RESOLVED that the Parish Council can certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. This certification was duly signed by the RFO and Chair.
- b) **Annual Internal Audit Report 2023/24** - Members noted the Assessment of Compliance 2023/24, duly signed and dated by the internal auditor on 3 May 2024.
- c) **Annual Governance Statement** - The Chair presented the Annual Governance Statement to all members. It was proposed, seconded, and RESOLVED to approve all statements within the document. The Chair and Clerk duly signed its approval.
- d) **Accounting Statements 2023/24 and explanation of variances** - After review, it was proposed, seconded and RESOLVED to approve the Accounting Statements. The Chair and RFO duly signed its approval. After discussion it was further proposed, seconded and RESOLVED to approve the explanation of variances, with the inclusion of the Clerk's overtime and holiday pay accruals to be noted in the staff costs variance.
- e) **Notice - Period for the exercise of Public Rights** - After review, it was proposed, seconded and RESOLVED to set the dates for the period for the exercise of public rights as follows: Monday 3 June - Friday 12 July 2024 (as suggested by PKF Littlejohn LLP). After discussion it was further proposed, seconded and RESOLVED that should a request be made the Clerk book the Village Hall to present documentation.

24/57 **Role of Parish Clerk and Reporting Financial Officer:**

- a) **Contracted hours.** Due to frequent occurrences of uncompensated overtime, it was proposed, seconded and RESOLVED to increase the contracted hours for the Clerk/RFO to 6.5 hours per week, effective from 1 April 2024.
- b) **Impact on the 2024/25 budget** - Members noted the increased wage budget of £4,414.80 (338.04 hours) per year (currently £4,126) with the difference being £288.80. After discussion, it was proposed seconded and resolved to move £200 out of the Clerk's training (budget item 5) and £88.80 out of the 3 month operating costs (budget item 25) to Clerk's wages (budget item 1) AND to remove from the budget calculations the provision of overtime and Local Government Services rates of pay increase, announcement due in Autumn 2024.
- c) **Contract of employment** - it was proposed, seconded and RESOLVED that the Contract of employment be updated to reflect these changes.

After discussion it was further proposed, seconded and RESOLVED that the Parish Council laptop be formatted and office and virus software be installed, as included in the 2024/25 Budget summary on 7 April 2024 (£20 per month and £65 pa respectively), for completion by the June meeting. The documentation saved to this laptop will be backed up to the Cloud for councillor access.

24/58 **Finance Summary and Accounts for Payment:**

- a. After review, it was proposed, seconded and RESOLVED that the Accounting Statements for the period 01/04/24 - 30/04/24 be approved as true record of the financial activity of the Parish Council and that the Unity Trust Bank statement dated 30 April 2024 reconciles against the accounting statements.
- b. After review of the Schedule of Payments and invoices received it was proposed, seconded and RESOLVED that the following payments be approved for settlement:
 - Cllr C Niven, reimbursement. E-Quip (Rasen) Limited; Chain, Padlock, barrier tape and signs for SK play area - **£50.16 (inc. VAT)**
 - Wave. Charges 01/01/24 - 07/04/24 - **£34.91**
 - ElanCity Speed Radar Signs - **£5400 (inc. VAT)**
 - South Kelsey Village Hall 2.5 hrs 08/04/24. Invoice to be presented - **£20**

AND that the following payments not previously authorised at full council be authorised for settlement in accordance with the Financial Regulations item 4.5 as deemed necessary to carry out installation of the Speed Radar Cameras, with the noted budget allocation given:

- Cllr G Dickinson, reimbursement. Start Safety; security clamps for radar speed signs - **£67.48 (inc. VAT)** (Budget item 34 - Community Reserves)
- Cllr G Dickinson, reimbursement. Electricfix; security nuts for radar speed signs - **£17.28 (inc. VAT)** (Budget item 34 Community Reserves)
- Cllr C Niven, reimbursement. E-Quip (Rasen) Limited; Padlocks - **£21.60 (inc. VAT)** (Budget item 34 Community Reserves)

AND that the following contractual obligations be authorised for settlement as set out in the 'List of Contractual Payments 2023/24' in accordance with the Financial Regulations item 5.6:

- HP Inc UK Ltd April charges. SO to Clerk paid 15/04/24 - **£5.49 (inc. VAT)**
 - Clerk's wage April 2024 PP1 paid 26/04/24- **£309.01**
 - Clerk's back pay for April 2024 6.5 hours. Pay by bank transfer. Submit to HMRC PAYE within PP2 - **£84.89**
 - Clerk's mileage April 2024. 5 miles 19/04/24. Pay by bank transfer - **£2.25**
 - AJ Williams grass-cutting for April 2024. Invoice to be presented - **£159.60 (inc. VAT)**
 - Standing Order for authorisation - Clerk's wage paid on or before 26 monthly until further notice. Contracted hours 6.5 per week (28.17 hours monthly) and WFH payment. List of Contractual Payment for 2024-25 to be updated - **£393.90**
- c. Members noted the incoming payment WLDC Precept payment for 2024/25 paid on 02/04/2024— **£13,940**

24/59 Insurance Renewal 1 June 2024:

Members reviewed quotes from Gallagher's £730, Clear Councils £467.05 and Zurich £437 (all quotes inclusive of Insurance Premium Tax). After discussion it was proposed, seconded and RESOLVED to renew with Zurich and that the invoice be settled as soon as possible.

24/60 Annual review of Parish Council Policies, Forms and Terms of Reference:

Per the Schedule of Policies it was proposed, seconded and RESOLVED to accept all policies, with the exception of the Financial Regulations, with no amendments required and that the new review date of May 2025 be noted. It was further proposed, seconded and RESOLVED that the recently published updated NALC model Financial Regulations be reviewed at the June meeting. A draft of the updated regulations are to be sent out to councillors for them to review prior to the next meeting.

24/61 Planning:

148243 - 24 April 2024. Planning application to remove existing conservatory & erect single storey rear and side extension with associated internal alterations including additional windows & front entrance and rendering of dwelling. Brigg Road South Kelsey Market Rasen LN7 6PQ. After discussion, it proposed, seconded and RESOLVED that the Parish Council submit no objections.

LCC PL/0024/24. Revised application (previous PL/0040/23 withdrawn). For the phased extraction of sand and gravel with revised restoration to include 2no water bodies with surrounding acid grassland, marginal areas of rough long grass, water body embankments and surrounding new native woodlands, native sedges, rushes and reeds, including ancillary activities, associated infrastructure and new access from North Kelsey Road. After discussion, it proposed, seconded and RESOLVED that the PC re-submit objections submitted on 10 July 2023 with regards to the unsuitability of the planned route through Moortown, South Kelsey and Brandy Wharf.

24/62 **South Kelsey Park & Play Area:**

Cllr Hall reported that the Community Ownership Fund bid had been resubmitted prior to the deadline of 10 April 2024, with the bid for the amount of £80,000 with £64,000 from the Community Ownership Fund and £16,000 from the Parish Council. The turnaround for outcome was noted as 12-16 weeks.

Cllr Hall further reported that an application for a Tesco Community Grant Fund bid had been submitted, with the bid for the amount of £1,500 for an adult and child picnic table. The turnaround for outcome was noted as 12-18 months.

Cllr Wiles reported that the Park deeds had been recovered. After discussion, it was proposed, seconded and RESOLVED that these be stored in Cllr Dickinson's safe.

Cllr Dickinson confirmed that the x4 swings were now removed, with the chains recycled for securing the park and remaining materials sent to the tip. Cllr Dickinson reported that since this removal there appears to be less tampering with the playground equipment. Cllr Dickinson further confirmed that the inspection for May 2024 is due to be completed and will be filed with the Clerk in due course.

24/63 **Community Speed Watch:**

Cllr Niven reported that South Kelsey's speed radar camera had now been installed and is working well. The meeting noted issues with downloading data. Cllr Niven confirmed these issues have been reported to Elan City and it was proposed, seconded and RESOLVED that Cllr Niven and Cllr Dickinson attend Elan City's complimentary training session.

It was further proposed, seconded and RESOLVED that the figures obtained be reported monthly to meetings, shared on Facebook and with LCC for any action required.

Regarding Moortown's pole installation, Cllr Niven informed that a complaint had been lodged with Lincolnshire County Council, with a response expected within 10 days.

24/64 **Roads and Footpaths:**

Councillors met with County Councillor Smith and Head of Highways Asset and Local Management Services, Richard Fenwick on 1 May with positive outcomes. It was reported that:

- Station Road is due to be totally resurfaced in October 2024;
- Pedestrian warning posts could be requested and it was proposed, seconded and RESOLVED that Cllr Dickinson look into this further;
- Holton-le-Moor's path slopes and is dangerous. A risk assessment for Moortown/Holton-le-Moor Road is to be requested by Richard Fenwick with copy forwarded to the Parish Council; and
- During the meeting it was discussed that sign positioning be amended at Brandy Wharf and that a further "Children Playing" sign be provided for the opposite side of the road outside South Kelsey park.

It was further reported that the Parish Council has x3 30mph signs and it was proposed, seconded and RESOLVED that Cllr Niven replace the damaged sign at Thornton Road.

After discussion it was proposed, seconded and RESOLVED that a review of roads and footpaths be added to the July meeting agenda.

24/65 **Training Requirements:**

After discussion, it was proposed, seconded and RESOLVED to check availability (and book) the Clerk and Chair training on 28 May and it was noted that the LALC training bulletins be monitored throughout the year for any other relevant training.

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24/66 Annual Parish Meeting

After discussion, it was it was proposed, seconded and RESOLVED that reports be collated by councillors for presentation at the Annual Parish Meeting on 13 May, including reports for the Park, Funding and Speed Watch, prior to taking comments from the public.

24/49 Items for the agenda of the Parish Council meeting to be held on Monday 3 June 2024:

- Financials
- List of Contractual Payments update
- Policies for review - Financial Regulations
- Planning applications
- Community Speed Watch update
- South Kelsey Park / Working Party Group
- IT update

Parish Council meeting closed at 20.10

Date and Time of Next Meeting

to be held at the Village Hall, South Kelsey
on Monday, 3 June 2024 at 7pm

Meeting Minutes Approval

These minutes have been accepted as a true and accurate record of the meeting.

Signed: _____ Dated: _____ Minute Ref: _____

Chair of Parish Council