

KIRKBY UNDERWOOD PARISH COUNCIL

Annual Parish Meeting

Minutes of the Annual Parish meeting held on Tuesday 8th May 2018 at Kirkby Underwood Village Hall

Present: Cllr B Pottle - Chairman Cllr J Kenwood - Vice Chairman: Cllr L Green; Cllr H Collinge Cllr J Ashwood

In attendance: Mr M Kenwood Parish Clerk Cllr N Robins District Councillor 2 members of the public

The meeting commenced at 7.00 p.m.

1. APOLOGIES FOR ABSENCE AND ACCEPTANCE OF ANY REASONS GIVEN

None

2. TO APPROVE AS CORRECT RECORD THE MINUTES OF THE 2017 ANNUAL PARISH MEETING

It was proposed, seconded and **Resolved:** That the official minutes of the Council held on 30th May 2017 be approved as a correct record and signed by the Chairman

3. MATTERS OUTSTANDING FROM THE PREVIOUS MEETING None.

4. VILLAGE QUESTIONNAIRE PRIZE DRAW

The Chairman drew the ticket for the prize draw. The winner was the residents of 1 Barnberry Way. He thanked the residents for their active participation in the process. Details of which will be published shortly.

5. CHAIRMANS ANNUAL REPORT ON THE WORK OF THE PARISH COUNCIL

The following report was submitted by Cllr Brent Pottle Chairman of the Authority.

The Council's main focus was to ensure that we met our legal requirements in line with the external auditor's report, including many areas that needed addressing. Additionally to consider increasing our Annual Precept to meet the following:

- *The Proposed General Data Protection Regulation.*
- *Compliance with Standing orders.*
- *Increased Running costs of our PC.*
- *Make the redundant telephone box into a library*
- *Enter the best kept village competition*
- *Revive a Neighbourhood Watch scheme*
- *Register our village as a "NO COLD CALLING" area*

- *Brighten up our village*
- *More community involvement.*

To achieve the plans and meet our legal obligations an increase in the Precept, (the only income we get from SKDC), from £957 to £2980 was necessary.

The precept has not been increased for many years and increasing it would not only bring us in line with other villages in our area but also greatly benefit our community.

I am happy to report:

- *Our Precept has been increased to the amount requested*
- *Due to the hard work and commitment of our PC Clerk we have met our legal requirements.*
- *Questionnaires' were delivered to every household in our village, to help us to improve life and safety in our community. The results will be published in due course.*

6. DATE OF NEXT ANNUAL PARISH MEETING

Tuesday 14th May 2019 at 7pm at Kirkby Underwood Village Hall

Meeting closed at 7.18 p.m.

Jackie Kenwood

Signed Chairman

Dated 14/5/19

KIRKBY UNDERWOOD PARISH COUNCIL

Minutes of the Annual meeting held on **Tuesday 8th May 2018** at 7p.m. at Kirkby Underwood Village Hall

Present: Cllr B Pottle - Chairman; Cllr Mrs J Kenwood - Vice Chairman; Cllr Mrs L Green; Cllr Mrs J Ashwood; Cllr H Collinge

In attendance: Mr M Kenwood Parish Clerk; Cllr N Robins District Councillor; Two members of the public.

Absent: None

Meeting commenced at 7.26 p.m.

1. TO ELECT A CHAIR FOR THE FOR THE ENSUING YEAR 2018/19

Chairman Cllr Pottle proposed that the position of chair be on a one year rotating basis. He proposed Vice Chair Cllr Jackie Kenwood be elected as Chair.

She agreed to accept the role and both proposal's were seconded and

Resolved: That Cllr Jacqueline Kenwood was duly elected as Chair for 2018/19

2. TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR OF KIRKBY UNDERWOOD PARISH COUNCIL 2018/19

The declaration was duly signed by Cllr Jacqueline Kenwood and witnessed by the Clerk.

3. TO ELECT A VICE CHAIR FOR THE FOR THE ENSUING YEAR 2018/19

Cllr Jackie Kenwood proposed Cllr Jennifer Ashwood as Vice Chair. She agreed to accept the role and the proposal was seconded and

Resolved: That Cllr Jennifer Ashwood was duly elected as Vice Chairman for 2018/19

4. TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIR OF KIRKBY UNDERWOOD PARISH COUNCIL 2018/19

The declaration was duly signed by Cllr Jennifer Ashwood and witnessed by the Clerk.

5. APOLOGIES FOR ABSENCE - To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.
None

6. 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

7. APPOINTMENT OF RESPONSIBLE FINANCIAL OFFICER & INTERNAL AUDITOR The authority proposed, seconded and

Resolved: That the Parish Clerk Malcolm Kenwood be appointed as RFO and Mr Anthony Andrews C.B.E. as Internal auditor. Members expressed their thanks to Mr Andrews.

8. **TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING HELD ON 16TH JANUARY 2018** It was proposed, seconded and
Resolved: That the official minutes of the meeting of the Council held on 16th January 2018 be approved as a correct record and the Chair authorised to sign the minutes.
9. **TO APPROVE TIMETABLE MEETINGS FOR THE YEAR 2018/2019** It was proposed, seconded and
Resolved: That the meeting timetable for 2018/19 was approved.
10. **GENERAL DATA PROTECTION REGULATIONS (GDPR) COMPLIANCE** The clerk reported that the Government has tabled an amendment to its own Data Protection Bill to **exempt** all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Officials from the Department for Culture, Media and Sport have confirmed with the National Association of Local Councils (NALC) that all other measures will still apply, but that appointing a Data Protection Officer to support a council's approach to data protection will be discretionary, pending Royal Assent.
- a) **TO APPOINT THE COUNCIL'S DATA PROTECTION OFFICER.** Given this amendment the Clerk recommended that the council proceed with its GDPR compliance without appointing a DPO
- b) **TO ADOPT THE DATA MAP**
- c) **TO ADOPT THE DATA PROTECTION POLICY, SUBJECT ACCESS REQUEST PROCEDURE, DATA BREACH POLICY AND RECORDS RETENTION POLICY.**
- d) **TO ADOPT THE PRIVACY NOTICES.** It was proposed seconded and
Resolved: That the authority proceeds without a DPO and policy documents 10 b) to d) are adopted and posted on the councils website.
- e) **FOR THE CLERK TO RECEIVE THE COMPLETED SECURITY COMPLIANCE CHECKLISTS FROM ALL COUNCILLORS.** Received to be retained by the clerk
- f) **TO NOTE THAT THE COUNCIL IS ALREADY REGISTER AS A DATA CONTROLLER WITH THE INFORMATION COMMISSIONERS OFFICE ICO**
11. **TO REVIEW AND ADOPT STANDING ORDERS, FINANCIAL REGULATIONS, POLICY DOCUMENTS AND THE CLERK'S CONTRACT OF EMPLOYMENT.**
These documents were reviewed, it was proposed, adopted and
Resolved: To adopt these policies and contract
12. **TO REVIEW THE PARISH COUNCIL INSURANCE POLICY**
The clerk reported that he had received three quotations from insurance providers. The authority proposed, seconded and
Resolved: the quotation from Insurer Inspire through broker Came and Co for £218 be accepted
13. **TO REVIEW RISK ASSESSMENT POLICY** The authority reviewed this policy, proposed, seconded and
Resolved: the Risk Assessment Policy
14. **TO APPROVE ANNUAL SUBSCRIPTIONS** The authority proposed, seconded and
Resolved: the subscription to Lincolnshire Association of Local Council (LALC) membership and training programme. Compulsory Membership to ICO

15. **ANNUAL RETURN AND STATEMENT OF ACCOUNTS FOR YEAR ENDING 31ST MARCH 2018**

15.1) The Authority received and noted the report of the internal auditor

15.2) The Authority considered the findings of the Annual Governance Statement. The authority proposed, seconded and **Resolved:** to approve the Annual Governance statement and to be signed by the Chair and Parish Clerk

15.3) To consider the Accounting statement 2017/18 certified by the Clerk. The authority proposed, seconded and **Resolved:** to approve the Accounting statement and signed by the Chair

16. **FINANCIAL MATTERS** to receive the Parish Clerk's financial report and to authorise the signing of orders for payment

16.1) Bank Reconciliation's 2017/18 and 2018 prepared by the Clerk were received, considered. and **Resolved:** Bank Reconciliations accepted as accurate

16.2) 2018/19 Precept and Budget Review was received, considered and **Resolved:** That the Budget Paper was reviewed and accepted.

16.3) Authorise signing of orders for payment. It was proposed, seconded and **Resolved:** That orders for payment be authorised totalling £682.62

17. **NEIGHBOURHOOD WATCH AND COLD CALL SURVEY** Chair Cllr Kenwood reported a total of 84 Survey's were circulated.

In relation to COLD CALLING 50 replies were received which is a 60% response. Two replies did not want a Cold Calling Zone, 48 positive replies (57%) supported the zone, 34 (41%) did not reply and it was assumed had no objections. 98% approval of the zone.

In relation to NEIGHBOURHOOD WATCH 43 replies were received which is a 51% response. 35 replies wished to participate in the scheme which is a 42% response. The authority expressed their thanks to the residents for their positive response to the schemes It was proposed, seconded and **Resolved:** That the authority would proceed with implementing the schemes.

18. **PARISH QUESTIONNAIRE** Chair Cllr Kenwood reported a total of 65 replies were received which is a 77% response, analysis of the questionnaires is to commence and the results published in due course. The authority again expressed their thanks to the residents for their positive response to the questionnaire.

19. **SKDC BEST KEPT COMMUNITY COMPETITION** Chair Cllr Kenwood reported that building on the success of SKDC's Big Clean programme, the SKDC and the Campaign to Protect Rural England are coming together to launch a Best Kept Village Award in South Kesteven. This competition will run alongside the Countywide Best Kept Village and Small Towns Competition and winners of the district competition will automatically be entered into the County competition with the potential to win further recognition. The Parish Council has entered the competition and awaits further detail's from the organisers

20. **LINCOLNSHIRE POLICE CRIME FIGURES** Lincolnshire Police were unable to attend due to

other commitments to provide the details.

21. **TELEPHONE KIOSK LIBRARY** Finance is now in place to purchase the shelving, there is a possible leak within the kiosk which requires to be identified and fixed together with a replacement light. Cllr's Pottle and Green are overseeing this matter
22. **COUNCIL E MAILS** The clerk reported that the Council dedicated email and cloud storage system is now compliant GDPR confirmed by the provider. Changes to Councillors dedicated email addresses are in the process of amendment to reduce costs. The Parish webpage will reflect their new addresses when complete.
23. **PLANNING MATTERS** None
24. **HIGHWAYS** The members of the authority will conduct an audit of any pothole or condition issues within the parish to the Clerk who will report them through the online system. It was noted that the issue of Dog Fouling was prevalent and would be raised again in the Monitor. Consideration to purchase additional signage etc.
25. **RECEIVE REPORTS FROM OUTSIDE BODIES** Cllr Ashwood reported correspondence with LCC on Resilience planning which is an ongoing project.
26. **CORRESPONDENCE** Chair Cllr Kenwood reported that retired Cllr Pete Reynolds is unwell and is to forward a supporting letter to him and his wife.
27. **DATE OF NEXT MEETING** Tuesday 14th August 2018

Meeting closed at 21.00hrs

Jackie Kenwood

14/8/18

KIRKBY UNDERWOOD PARISH COUNCIL

Minutes of the meeting held on **Tuesday 14th August 2018** at 7p.m. at Kirkby Underwood Village Hall

Present: Cllr Mrs J Kenwood - Chair; Cllr Mrs J Ashwood - Vice Chairman; Cllr B Pottle

In attendance: Mr M Kenwood Parish Clerk; Cllr Hill Leader Lincolnshire County Council

Absent: Cllr Mrs L Green; Cllr H Collinge

Open Forum: The public forum opened at 7 p.m.

Members receive a presentation from Lincolnshire County Council Community Collaboration Office given by Anna Belczynska Wendy Moore and Paul Drury. The project aims to link-up groups in the community (charities, community groups, resident groups, neighbourhood boards, local authorities etc.) and get them working together to deliver community based projects. The office is helping to support community groups, such as offering basic training e.g. applying for funding, to assist them in getting into a better position to deliver collaboration projects, and looking at mapping communities so that we can help improve service provision and communication.

Meeting commenced at 7.30 p.m.

1. **APOLOGIES FOR ABSENCE** - To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.
Apologies of absence from Councillors Green and Collinge were accepted
2. **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
3. **TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING HELD ON 8TH MAY 2018** It was proposed, seconded and **Resolved**; That the official minutes of the meeting of the Council held on 8th May 2018 be approved as a correct record and the Chair authorised to sign the minutes.
4. **WARD GRANT APPLICATION** The clerk reported that an application and breakdown of costs for the supply of three Dog Waste Bins had been forwarded to District Councillor Robins for the sum of £450. Cllr Robins was not present at the meeting but had indicated that this would receive consideration, but wished for a contribution from Kirkby Underwood Parish Council. It was proposed seconded and **Resolved**: That the clerk would progress the application
5. **DOG FOULING STRATEGY** The authority considered that following a campaign to increase public awareness of the issue there had been some improvement within the village environment. Dog fouling on public footpaths had not abated, but this was a difficult area to enforce. Given the ward grant application it was agreed to authorise the clerk to purchase one Dog Waste Bin to be located on the footpath verge by the salt bin by the village hall. The question of signage would be explored for the next meeting. It was proposed seconded and **Resolved**: That the clerk would arrange the purchase of a Bin
6. **ENVIRONMENT COMMITTEE**
 - 6.1 **APPOINT ADVISOR** Following the positive response in the Parish Questionnaire on supporting nature conservation and green issues, it was agreed to develop this area. The Chair reported that a village resident Sam Tarrant currently Buisness Conservation

Partnerships Manager for RSPB would be willing to volunteer his services. The authority proposed, adopted and

Resolved: To appoint Mr Tarrant as the voluntary Environmental advisor to the authority. To develop and advise on a strategy with other agencies to the benefit of the Parish. Mr Tarrant would report to the authority without voting rights. The Chair to confirm this appoint and terms of reference to Mr Tarrant.

6.2 LAND ADJACENT TO CALLANS LANE A piece of land locally known as "The Pingle" which has remained unused for many years has been identified as a potential nature conservation area. The Clerk has submitted a HM Land Registry search on the land. This revealed that they have no records in respect of the property. Legal advice has been sought from LALC. The authority proposed, adopted and

Resolved: That enquiries as to ownership would be pursued and if successful Legal advice sought.

7. PARISH COUNCIL OPEN DAY

The Chair reported that she proposed a public open day to provide the opportunity for Parishioners to meet councillors and other interested parties. She has received positive agreement to attend from Cllr Hill Leader of Lincolnshire County Council, County Councillor Stuart Tweedale Deputy Police and Crime Commissioner for Lincolnshire, District Councillor Nick Robins. Launch of Kirkby Underwood Cold Calling and Neighbourhood Watch. The authority proposed, seconded and

Resolved: to agree the venture and to promote the event to take place on Saturday 27th October 2018

- 8. TELEPHONE KIOSK LIBRARY PROJECT** Cllr Pottle stated that it would be necessary to clear around the kiosk and cut over hanging tree branches prior to installation. This was required to reduced damp issues within the kiosk. It will be necessary to dig and remove soil and seek permission from the tree owner. The internal light also requires repair. Proposed, seconded and

Resolved: to seek voluntary services to assist to proceed with the project.

- 9. RESILIENCE PLANNING** Cllr Ashwood has obtained the Lincolnshire County Council Resilience Planning document which is designed to receive a two tier response person within each community. A primary contact and deputy. Secondly those parishioners with the skill level/resources who could provide key support. Proposed and seconded

Resolved: For Cllr Ashwood to be primary contact and discuss with a fellow absent councillor possibly to act as secondary contact. To be submitted by the next Parish Council meeting in November.

10. COMPLAINTS PROCEDURE

The Clerk reported that this is the standard procedure drafted by National Association of Local Councils. The authority proposed, seconded and

Resolved: to adopt the Complaints Procedure Policy Document

- 11. CLERKS PAYE AND PENSION** The Clerk reported that the Authority was registered with HM Revenue and Customs for the payment of Salary and PAYE contributions. Jervis and Partners are the appointed agent for the authority at an annual cost of £240 (including VAT). The authority has registered with The Pensions Regulator and has made a Declaration of Compliance. to authorise the signing of orders for payment. Proposed and seconded and

Resolved: Expenditure for authorised agent.

- 12. GDPR SOFTWARE REQUIREMENT** The Clerk reported that compliance is now complete. However it is necessary to purchase Microsoft Office 365 for the authority laptop. Purchase Options were discussed. It was proposed, seconded and

Resolved: That the authority would purchase Office 365 at £65.46 per annum.

12.1) EMAILS The Clerk reiterated that all Authority emails must be via the dedicated GDPR addresses. It is essential that all emails sent must be copied to the Clerk and which are archived in GMAIL Business Suite. Councillors emails may then be deleted when the subject is complete.

13. **ACTION PLAN** The question of an annual Action Plan for the Authorities activities was discussed. It was proposed seconded and

Resolved: That a plan would be published to outline the Authorities Aims and Plans for the year.

14. **PLANNING** NONE

15. **HIGHWAYS** Cllr Hill reported that Aslackby Road had been resurfaced on 13th August. It is planned to widen the road at Callans Wood and that the drain at the junction of Aslackby Road and Ripplingale Road is scheduled for repair, no exact date is currently known.

16. **RECEIVE REPORTS FROM OUTSIDE BODIES** NONE

17. **CORRESPONDENCE** NONE

18. **FINANCIAL MATTERS** to receive the Parish Clerk's financial report and to authorise the signing of orders for payment

16.1) Bank Reconciliation for 2018 prepared by the Clerk were received, considered, and

Resolved: Bank Reconciliations accepted as accurate

16.2) 2018/19 Precept and Budget Review was received, considered and **Resolved:** That the Budget Paper was reviewed and accepted.

16.3) Authorise signing of orders for payment. It was proposed, seconded and **Resolved:** That orders for payment be authorised totalling £384.49

19. **DATE OF NEXT MEETING** Tuesday 6th November 2018

Meeting closed at 21.00hrs

Jackie Kenwood

6/11/18

KIRKBY UNDERWOOD PARISH COUNCIL

Minutes of the meeting held on **Tuesday 6th November 2018** at 7p.m. at Kirkby Underwood Village Hall

Present: Cllr Mrs J Kenwood - Chair; Cllr B Pottle; Cllr Mrs L Green; Cllr H Collinge.

In attendance: Mr M Kenwood Parish Clerk; Mr S Tarrant

Absent: Cllr Mrs J Ashwood

Open Forum: The public forum No members of the public were present.

Meeting commenced at 7.00 p.m.

1. **APOLOGIES FOR ABSENCE** - To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

Apologies of absence from Councillor Mrs J Ashwood were accepted

2. **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

3. **TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING HELD ON 14th August 2018** It was proposed, seconded and

Resolved; That the official minutes of the meeting of the Council held on 14th August 2018 be approved as a correct record and the Chair authorised to sign the minutes.

4. **WINTER SELF HELP AND MUTUAL AID**

The clerk reported that Lincolnshire County Council had offered two 1 tonne salt sacks to communities. The authority considered that existing salt grit bins were adequate and that storage and degradation of proposed sacks would not be feasible. LCC are committed to replenishing the grit bins and existing gritting routes. It was proposed seconded and

Resolved: That the authority would not participate in the scheme

5. **WARD GRANT APPLICATION**

The clerk reported that the application was approved by South Kesteven District Council and the sum of £283.14 received. The authority considered that a Dog Waste Bin would be purchased and installed adjacent to the grit bin on the Green. Signage would be purchased and located at key points within the village. It was proposed seconded and

Resolved: That the expenditure was approved for the purchase of the dog waste bin and signage.

6. **ENVIRONMENT COMMITTEE**

The Chair reported that the owner of the land identified as a potential nature conservation area had been located. Conversation with the owners relatives indicated that it was unlikely to be available. Mr Tarrant agreed to research a similar scheme operated by The Forestry Commission at Bourne Woods whereby an association know as Friends of Bourne Woods

assist in coppicing woods and wildlife projects. The authority proposed, seconded and **Resolved:** That Mr Tarrant would consider the viability and report at the next meeting.

7. PARISH COUNCIL OPEN DAY

The Chair reported that the public open day had received favourable feedback from the residents who attended. Details of the presentations from Cllr Hill Leader of Lincolnshire County Council, County Councillor Stuart Tweedale Deputy Police and Crime Commissioner for Lincolnshire and PCSO Parrott on Kirkby Underwood Cold Calling and Neighbourhood Watch are available of the Parish Council Website www.parishes.lincnshire.gov.uk/KirkbyUnderwood

8. TELEPHONE KIOSK LIBRARY PROJECT

The internal light unit is faulty and repairs to rectify or replace this are in progress. The possible installation of a heater to overcome damp issues is also been investigated.

9. RESILIENCE PLANNING

Cllr Ashwood was unable to attend, report to be submitted at the next meeting

10. GDPR SOFTWARE REQUIREMENT

The Clerk reported that the GMAIL Business Suite provided a compatible Microsoft Office product which negates the requirement to purchase software.

11. PLANNING NONE

12. HIGHWAYS LCC invited the authority to undertake cutting the Highway Verges. The authority considered that the legal requirements to indemnify LCC and insurance requirements were not viable. It was proposed seconded and **Resolved:** That the Authority would not participate

13. RECEIVE REPORTS FROM OUTSIDE BODIES The Chair reported that the Parish had received excellent feedback from the judges of South Kesteven Best Kept Neighbourhood Award. Recommended re-entry to next years event.

14. CORRESPONDENCE NONE

15. FINANCIAL MATTERS to receive the Parish Clerk's financial report and to authorise the signing of orders for payment

16.1) Bank Reconciliation for November 2018 prepared by the Clerk were received, considered. and **Resolved:** Bank Reconciliations accepted as accurate

16.2) 2018/19 Precept and Budget Review was received, considered and **Resolved:** That the Budget Paper was reviewed and accepted. That the Precept requirement for 2019/20 to be submitted in January 2019 was £3115

16.3) Authorise signing of orders for payment. It was proposed, seconded and **Resolved:** That orders for payment be authorised totalling £471.88

16. DATE OF NEXT MEETING Tuesday 12th February 2019

Meeting closed at 20.05hrs

Jackie Kenwood

Signed

Cllr J Kenwood Chair

Dated 12th February 2019

KIRKBY UNDERWOOD PARISH COUNCIL

Minutes of the meeting held on **Tuesday 12th February 2019** at 7p.m. at Kirkby Underwood Village Hall

Present: Cllr Mrs J Kenwood Chair; Cllr Mrs J Ashwood Vice Chair; Cllr B Pottle; Cllr Mrs L Green; Cllr H Collinge.

In attendance: Mr M Kenwood Parish Clerk; Mr S Tarrant

Absent: None

Open Forum: The public forum No members of the public were present.

Meeting commenced at 7.00 p.m.

1. **APOLOGIES FOR ABSENCE** - To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting. None
2. **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
3. **TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING HELD ON 6th November 2018** It was proposed, seconded and **Resolved**; That the official minutes of the meeting of the Council held on 6th November 2018 be approved as a correct record and the Chair authorised to sign the minutes.
4. **WASTE/DOG FOULING BINS AND SIGNAGE**
The clerk reported that the waste bin had been delivered. Weather permitting it will be installed on Friday 15th February. Two warning signs will be acquired, one close to the bin outside the Village Hall. Cllr Green Kindly agreed for the second to be displayed on the entrance wall to Nelson M Green and Sons Ripplingale Road.
5. **ENVIRONMENT COMMITTEE**
Mr Tarrant reported that the Woodland Trust provided a scheme for free plants to Schools and Communities. The clerk would circulate details to consider viability and possible locations for Autumn/Winter planting. The area on the green was discussed, Councillors agreed to plant replacement Spring bulbs as many are now blind. Cllr Green Kindly agreed to donate a young Oak tree, which Mr Tarrant agreed to plant with consideration of future growth. The Clerk would inform SKDC not to cut The Green. Cllr Pottle and the Clerk would explore ownership and viability of an existing orchard beyond the village in Aslackby Road. With a view to possible community use. The authority proposed, seconded and **Resolved**: That the actions discussed would be pursued and reported at the next meeting.
6. **TELEPHONE KIOSK PROJECT**
The Clerk reported that the internal light unit has now been replaced by Mr Ray Flatters. Cllr Green stated that this was not a straight forward job and took a time to be resolved. The

authority expressed their gratitude to Mr Flatters. Given the possible damp issues and disposal of books at the Village Hall, the library option was thought not viable. The use of an information centre was proposed, seconded and **Resolved**: That a letter of thanks would be sent by the Chair to Mr Flatters and the kiosk would be used as an Information centre.

7. RESILIENCE PLANNING

Cllr Ashwood reported that the Lincolnshire technical messaging system had been successfully tested. The village details are incorporated and effectively no further action was required.

8. COMMUNITY PROJECTS

The Chair reported that she would be willing to arrange a community day for residents possibly in September. A theme possibly incorporating Health issues would be explored for discussion. The Chair also discussed a Summer Fair entry from the Parish Council for a fancy dress competition for children and another for adults. To be discussed at the next meeting.

9. PLANNING NONE

10. HIGHWAYS NONE

11. RECEIVE REPORTS FROM OUTSIDE BODIES NONE

12. CORRESPONDENCE

12.1 Village Hall Senior Lunch The letter of appreciation for the Bede Charity Donation to the Village Hall Committee was noted.

12.2 It was noted that resident had initiated a private online network for village residents under the next-door.co.uk banner. It was proposed, seconded and **Resolved**: That the Authority would not participate due to General Data Protection Issues.

12.3 Lincolnshire Association of Local Training Scheme. The clerk reported that the annual fee of £65 was now subject to VAT increasing the cost to £78. It was proposed, seconded and **Resolved**: That the authority would continue to subscribe with a review in November 2019 when the Precept was set.

13. PARISH COUNCIL ELECTIONS 2019

The Clerk reported that Parish Council Elections will be taking place on Thursday 2nd May 2019. He is attending a briefing on the procedure on Monday 4th March 2019. The question of increasing the number of councillors was raised and the clerk agreed to establish the viability.

14. FINANCIAL MATTERS to receive the Parish Clerk's financial report and to authorise the signing of orders for payment.

The clerk reported that Rippingale Parish Council wished to return £597.70 previously transferred by the Authority and held in their Hospital Car Scheme Account to the Merrision Account. The question of the monies untouched since the donation were discussed. The authority asked the clerk to contact the Solicitor acting for the Merrision estate to establish the Authorities legal position with regard to the donated monies. It was proposed, seconded and

Resolved: That the Clerk would seek legal guidance and report at the next meeting.

14.1) Bank Reconciliation for February 2019 prepared by the Clerk were received, considered.

and **Resolved:** Bank Reconciliations accepted as accurate

14.2) 2018/19 Precept and Budget Review was received, considered and **Resolved:** That the Budget Paper was reviewed and accepted.

14.3) Authorise signing of orders for payment. It was proposed, seconded and **Resolved:** That orders for payment be authorised totalling £730.18

14.4) Appointment of Internal Auditor 2018/19. It was proposed, seconded and **Resolved:** That Mrs Belinda Moore is appointed.

15. DATE OF NEXT MEETING Tuesday 14th May 2019

Meeting closed at 20.12hrs

Jenni Ashwood

14/5/19