

MEETING OF DIGBY PARISH COUNCIL

Minutes from the Annual Parish Council Meeting (APCM) held in Digby War Memorial Hall on Wednesday 15th May at 7pm.

PRESENT Parish Councillors James Bourne (JB) Chairman; Tracey Bourne (TB) and Amanda Redsell (AR)
District Councillors Steve Clegg (SC) and Jim Clarke (JC)

1. ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE. (19/064)

AR proposed JB for position of Chairman, TB seconded the proposal and it was RESOLVED.

JB accepted the position signed the Declaration of Acceptance of Office form and took the Chair.

It was RESOLVED to close the meeting for the Public Session

PUBLIC FORUM

Pearl Clarke introduced herself as the Independent representative standing for the MEP at the elections on 23rd May. Two residents acknowledged the Decision Notice for the application to build 9 dwellings on North Street, and are still very concerned about access over the disputed land in public ownership.

The chairman stated we are still awaiting information from the Highways. District Councillor Clegg mentioned the Village Green Act and promised to forward information on it the Clerk.

DISTRICT & COUNTY COUNCILLORS' MATTERS

Councillor Clarke (JC)

Jim Clarke (JC) introduced himself as our new District Councillor. He is currently undergoing training at NKDC.

Councillor Clegg (SC)

Steve Clegg (SC) thanked everyone for voting him back as a councillor,

The Chairman congratulated both candidates.

County Cllr Kendrick

Was not present.

POLICE

There was no report from the local PCSO at this time.

It was RESOLVED to continue with the meeting.

2. ELECTION OF VICECHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE. (19/065)

JB proposed AR for the position of Vice-Chairman, seconded by TB and RESOLVED. AR accepted the position of Vice-Chairman and signed the Declaration of Acceptance of Office.

3. COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE. (19/066)

All councillors' duly completed the Declaration of Acceptance of Office.

4. TO ADOPT A CODE OF CONDUCT. (19/067)

TB proposed the adoption of the North Kesteven District Council model of the Code of Conduct, revised 7th May 2019. The proposal was seconded by AR and RESOLVED.

NKDC are offering training on the revised Code of Conduct on 18th July at the Council Chambers, Sleaford, 10-12.30 and North Hykeham Town Council Offices, 2.30 -5.

Action: The Clerk to update the website with this new code and attend the training.

The Ordinary Parish Council Meeting after the APCM commenced.

5. CHAIRMAN'S OPENING REMARKS. (19/068)

a) The Chairman welcomed everyone to the meeting and thanked the members for re-electing him as Chairman.

6. APOLOGIES and CO- OPTION (19/069)

a) Apologies.

Apologies were received and accepted from GG and CH due to being on holiday.

b) Applicants for co-option.

There were no applicants for the 2 vacancies.

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7. **DECLARATIONS OF PECUNIARY INTEREST & APPLICATIONS FOR DISPENSATION (19/070)**
- a) Declaration of Interest.
AR declared an interest in item 8a
- b) Completion of Dispensation forms
AR completed a Dispensation form as representative of the Village Hall Committee.
Action: The Clerk to forward to the Monitoring Officer.
8. **SIGNING OF THE MINUTES (19/071)**
- a) It was proposed by TB, seconded by JB and RESOLVED to accept the notes of the Parish Council meeting held on Wednesday 17th April 2019 as a true and accurate record of that meeting.
9. **PLANNING MATTERS (19/072)**
- a) Planning Applications Received
Nil received to date.
- b) Decision Notice.
18/1739/RESM – Reserved matters application for the erection of 9 dwellings. NKDC approved the application.
10. **GENERAL PARISH MATTERS (19/073)**
- a) Parish Organisations.
It was RESOLVED the following councillors will be representatives on the following parish organisations
- i) Memorial Hall Committee AR
ii) Allotment Association JB
Action: The Clerk to notify the parish organisations
- b) Working Groups of the Parish Council.
It was RESOLVED the following councillors will be on the working groups detailed below.
- i) Planning – All Councillors are consulted on planning.
ii) Drainage – JB, GG
iii) Playing field – GG, AR
iv) Finance – GG, TB
- c) Annual Review of Policy Documentation.
- i) Standing Orders – Last Reviewed May 2018.
The Standing Orders have been reviewed and there were no amendments required. It was RESOLVED to continue with the adopted Standing Orders.
Action: The Clerk to annotate the review on the website
- ii) Financial Regulations - Last reviewed May 2018
The Financial Regulations have been reviewed and there were no amendments required. It was RESOLVED to continue with the adopted Financial Regulations.
Action: The Clerk to annotate the review on the website.
- iii) Complaints Procedure. – Last reviewed May 2018
The Complaints Procedure has been reviewed and there were no amendments required. It was RESOLVED to continue with the adopted Complaints Procedure.
Action: The Clerk to annotate the review on the website.
- d) Inventory of Assets and Insurance Cover – Copies of the documents had been sent to councillors prior to the meeting.
There were no amendments required. It was proposed by TB, seconded by AR and RESOLVED to accept for the fixed 3yr term with Hiscox at £452.84.
Action: Clerk to Notify insurers.
- e) Areas of Responsibilities for Councillors.
Copies of the previous list were distributed and the re-allocation of areas agreed.
Action: The Clerk to display the new list on the Noticeboards and website.
11. **HIGHWAYS (19/074)**

252.

- a) Potholes.
AR reported a pothole has formed on Church Street between the Public House and the neighbouring cottage.
- b) Highways Maintenance of Beck Street on south side of The Beck.
CH had requested this item on the agenda but was not present to discuss it. It will be forwarded to the next agenda.
Action: Clerk to add to next agenda.

12. **THE VILLAGE HALL (19/075)**

- a) Committee Meeting Notes.
AR declared an interest in this item and took no part in the decision.
AR reported the Village Hall Committee have asked if the Parish Council would provide a grant of £300 to go towards the Digby Fayre in July. This request has been before the council previously and refused. There was now not a quorum present to make any formal decision, due to AR declaring an interest, so it was agreed AR should complete a Grant Request Form, on behalf of the Village Hall committee, requesting a grant towards a capital project, for example the refurbishment of the toilets. This could then to be presented at the next meeting for consideration by the full council.
Action: Grant for the Village Hall to be added to the next agenda.

13. **DRAINAGE (19/076)**

- a) Updates from LCC, IDB or the Environment Agency.
JB stated there was nothing to report.

14. **PLAYING FIELD, PLAY AREAS AND VILLAGE GENERAL (19/077)**

- a) Monthly Inspection of Play Equipment.
AR handed to the clerk the monthly inspection report. There were no new issues.
- b) Grass Cutting Contract
Due to issues experienced with the elected contractor and the grass not getting cut, the council agreed to terminate the contract. The contractor which supplied the second quote for the year's work has been contacted and agreed to take on the work. The first cut of the field has been completed.
- c) Planting Daffodils in the Autumn.
JB proposed this autumn the council should plant daffodils at the entrances to the village along the B1188. AR seconded this and it was RESOLVED. It was agreed at the August meeting the purchasing and planting of the bulbs will be discussed.
Action: Clerk to add this item to August meeting
- d) Dog fouling in the area of The Beck and obtaining No Dog Fouling signs.
CH had requested this item on the agenda but was not present to discuss it. It was agreed to move this item to the next agenda.
Action: Clerk to add this item to the next agenda.

15. **ALLOTMENTS (19/078)**

- a) Allotment Association.
JB reported a new Chairman has been elected. Work is continuing on the Memorial Garden and there will be an event organised to open the garden to the public. The garden is involving the children from the primary school, they are helping with the planting. The Committee are planning to include a seating area. JB would like the council to consider a donation towards the seat, he will complete a Grant Request Form on behalf of the committee for consideration at the next meeting.
Action: Clerk to add item to the next agenda.

16. **FINANCE (19/079)**

- a) Bank Balances and Approval of Bank Reconciliation
The bank balances were reported as:-

PC Account	27,603.29
Allotments Acc	4,115.61

253. Mary Gresswell Acc 5.45
Copies of the bank reconciliation were distributed to the councillors and approved.
- b) Income Received.
A cheque for rent from the Pigeon Club £35.00 has been received 14.5.19 and will be banked
- c) Approval of the Payments
It was proposed by JB, seconded by TB and RESOLVED the following payment to be made:
- | | <u>Invoice</u> | <u>VAT</u> | <u>Total</u> |
|--------------------------------|----------------|------------|--------------|
| Salaries/Expenses | 627.92 | | 627.92 |
| P Baumber hedge cutting | 120.00 | 24.00 | 144.00 |
| JJH Vegetation (Grass cutting) | 120.00 | | 120.00 |
- d) The Annual Governance and Accountability Return.
- i) Internal Control System.
The Internal Auditor has completed and signed the AGAR part 2, confirming the council has complied, and has in place the relevant procedures and controls of internal control of its finances.
- ii) Section 1. Annual Governance Statement 2018/19.
The items of the Annual Governance statement were read out by the Clerk and it was RESOLVED the Annual Governance Statement be approved. The document was signed and dated by the Chairman and Clerk.
- iii) Section 2. The Accounting Statements 2018/19.
Copies of the Accounting Statement were distributed to the Councillors.
- iv) Approval of Accounting Statement for 2018/19.
It was proposed by AR, seconded by TB and RESOLVED to approve the Accounting Statement for 2018/19. The Statement was signed and dated by the Chairman and the RFO (Clerk)
- v) Certificate of Exemption.
As the gross income or gross expenditure was less than £25,000, it was RESOLVED the Chairman and RFO (Clerk) sign the Certificate of Exemption.
Action: Copies of the Annual Internal Audit, the Annual Governance Statement, the Annual Accounts Statement, the analysis of variances, the bank reconciliation, plus the information Regulation 15(2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights and the Certificate of Exemption are to be published on the council's website.
- e) Internal Auditor for 2019/20.
Mr M Smith would be happy if we could find someone else to carry out the Internal Audit for this coming year. This will need to be discussed at the next meeting.
Action: To be added to the next agenda

17. **CORRESPONDENCE (19/080)**

- a) NKDC – Briefing Note from the Environmental Protection Team on Dog Fouling, distributed 25.4.19
b) NKDC – Community Infrastructure Levy: Guidance for Local Councils, distributed 25.4.19
c) LALC – Weekly newsletters, distributed to all councillors

18. **DATE OF FUTURE MEETINGS (19/081)**

Parish Council meetings for 2019
19th Jun, 17th Jul, 21st Aug, 18th Sep, 16th Oct, 20th Nov and 18th Dec

19. **ANY BUSINESS TO NOTE FOR THE NEXT AGENDA (19/082)**

Review of GDPR documents
Highways – Chase response on answer to the access onto North Street
Bank Signatories
Aug Meeting – Purchase and planting of daffodils

20. **CLOSED SESSION** (for confidential items in accordance with the Public Bodies Act 1960) If required. **(19/083)**

21.00hrs – There being no further business the Chairman declared the meeting closed.