

**MEETING OF DIGBY PARISH COUNCIL**

Minutes from the Digby Parish Council first virtual meeting held on 20<sup>th</sup> May 2020 at 7pm.

**PRESENT** Parish Cllrs James Bourne (JB) Chairman; Tracy Bourne (TB); Gerald Garton (GG); Karen Groves (KG); and Amanda Redsell (AR)

In attendance: Angie McDonald, Clerk and Proper Officer.

**ANNUAL PARISH COUNCIL MEETING****1. ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE.(20/52)**

It was proposed by GG, seconded by KG and RESOLVED, JB will remain as Chairman.

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

**2. ELECTION OF VICE-CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE.(20/53)**

Was proposed by TB, seconded by JB and RESOLVED, AR will remain as the Vice-Chairman.

AR will be asked sign the Declaration of Acceptance of Office form, if she accepts the position.

**Action: The Clerk will forward the forms to NKDC**

**PUBLIC FORUM**

There were on publicpresent.

**DISTRICT & COUNTY COUNCILLORS' MATTERS**

County Councillor Kendrick (RK)

RK was not present but had forwarded his report and this has been distributed to the councillors.

District Councillor Clegg (SC)

SC confirmed NKDC are now meeting regularly via virtual meetings. The newsletter being publish is hopefully keeping everyone informed of changes and progress during the Covid19 situation. NKDC are currently distributing grant money to small businesses.

Police.

There was no report from the Police.

**COMMENCEMENT OF PARISH COUNCIL MEETING****1. CHAIRMAN'S OPENING REMARKS. (20/54)**

a) The Chairman welcomed everyone to our first virtual meeting.

**2. APOLOGIES (20/55)**

a) Apologies were received from District Councillor Clarke .

**3. DECLARATIONS OF PECUNIARY INTEREST & APPLICATIONS FOR DISPENSATION (20/56)**

a) Declaration of Interest.

There were no declarations of interest.

**4. SIGNING OF THE MINUTES (20/57)**

a) It was proposed by GG, seconded by TB and RESOLVED to accept the notes of the Parish Council meeting held on Wednesday 18<sup>th</sup> March 2020 as a true and accurate record of that meeting.

It was noted there was no meeting in April due to Covid19 restrictions.

**5. PLANNING MATTERS (20/58)**

a) Applications Received during May.

20/0528/FUL Bloxholm Farm, Bloxholm Lane – Construction of agricultural workers dwelling in connection to the adjacent Poultry Rearing Farm (resubmission of 17/1474/Ful). There were no objections.

Applications Received during April.

20/0479/PNND Wood Farm Barn, Wood Farm – Prior approval for change of use from agricultural barn to two dwellings (C3) – Objections were sent 21<sup>st</sup> April

b) i) Decision Notice during May.

Nil

ii) Decision Notice during April.

20/0256/LBC & 20/0255/HOUS The Manor House, North Street – Erection of single storey lean to side extension, single storey infill extension to rear and alterations to outbuildings. Approved.

19/1607/FUL Land off Station Road – Erection of 17 dwellings and formation of flood alleviation channel. Approved.

c) Land off North Street – Badger Sett

A badger sett appears to be in the hedge line on the track from North Street to the B1188, but this is not near any current building.

6. **GENERAL PARISH MATTERS (20/59)**

a) Appointment of Members to 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 and KG

**Action: The Clerk to notify the Parish Organisations.**

b) Appointment of Member to Working groups of the Parish Council.

It was RESOLVED the following councillors will be on the following working groups

i) Drainage – JB and GG

ii) Playing field – AR and GG

iii) Finance – GG and TB

c) Annual Review of Policy Documentation

It was RESOLVED to rescind the decision to suspend Standing Orders and Financial Regulations as per minute 20/41(b) now virtual meetings are permitted by Government.

i) Standing Orders – Last reviewed May 2019

The Standing Orders have been reviewed and there were no amendments required. It was RESOLVED to continue with the adopted Standing Orders.

ii) Financial Regulations - Last reviewed Aug 2019

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 and put on the website.**

d) Review of the Inventory of Assets and Insurance Cover

Copies of these documents were forwarded to councillors prior to the meeting.

There were no amendments required, after the Clerk had notified the removal of sports equipment stored in the Lockup. It was proposed by GG, seconded by TB and RESOLVED to accept the quote for the insurance of £467.53.

e) Grant for Grass Cutting at the Churchyard.

A request to consider a grant for the cutting of the grass in the Churchyard has been received from the PCC. It was proposed by GG, seconded by TB and all agreed to award a grant of £200 to the PCC. The cheque will be signed by GG and CH.

f) New Website

The Clerk confirmed the new website has not been handed over yet from LCC,

g) 'Happy to Chat' Bench.

The Clerk reported there has been a delay in ordering the bench due to Covid19 restrictions, but as the restrictions appear to be lifting slowly, it is planned to progress this item before the next meeting.

**Action: Clerk to order bench and signage.**

7. **HIGHWAYS (20/60)**

a) Potholes or Highways Issues.

There were no Highway issues to report.

The Clerk has forwarded all issues arising from the work on the Flood Alleviation scheme are directly to the LCC Flood Officer.

8. **THE VILLAGE HALL (20/61)**

a) External Lighting for the Defib.

The two lights have been fitted to the external wall of the Village Hall, but do not appear to be working properly. JB has asked the electrician to return and correct the problems.

b) Lawn Treatment.

It was approved to continue with the lawn treatment of 3 times a year at per visit £48.33.

9. **DRAINAGE (20/62)**

a) Updates from IDB or the Environment Agency.

The rates invoice from Witham Drainage Board for the Allotment Field has been received at £46.56.

b) Flooding Issues – Dovetail Farm.

Correspondence has been received asking for support in contacting the Environmental Agency to improve the maintenance of the dykes surrounding Dovetail Farm. It was agreed a letter of support should be sent.

**Action: Clerk to write to the Environmental Agency**

10. **PLAYING FIELD, PLAY AREAS AND VILLAGE GENERAL (20/63)**

a) Monthly Inspection of Play Equipment.

The monthly inspection has not been carried out as the play area is currently closed due to lockdown restrictions.

b) Teenage Shelter.

It was agreed to defer this project until restrictions are lifted.

c) Open Space area behind The Hurn and Harrowby Close.

Confirmation has been received from NKDC that once the bird nesting season has ended they will cut back the overgrown hedge.

11. **ALLOTMENTS (20/64)**

a) Update on the road for repairs at the Allotment.

Repairs to the road is to commence on 15<sup>th</sup> June, all the allotment holders have been notified by the Allotment Association Committee.

b) Allotment Field Lease.

The Clerk confirmed the Allotment Field Lease has been signed and returned.

12. **FINANCE (20/65)**

a) Bank Balances and Approval of Bank Reconciliation.

The bank balances were reported as :-

PC Account	30,511.52
Allotment Acc	5,150.61

Mary Gresswell Acc 5.45

Copies of the reconciliation were forwarded prior to the meeting. The reconciliation was approved.

b) Approval the End of Year Accounts.

Copies of the bank statements and the ledger as of 31<sup>st</sup> March have been forwarded to the councillors prior to the meeting.

The income and expenditure for the year was accepted and the bank balances verified. It was proposed by GG, seconded by TB and RESOLVED, the Chairman and the RFO to sign and date the ledger.

c) Income Received. Precept £17,755, VAT Return £682.91 and Western Power Wayleave £41.55. All are included in the bank balances.

d) Approval of Payments

It was proposed by JB, seconded by GG and RESOLVED the following payments are made

	<u>Invoice</u>	<u>VAT</u>	<u>Total</u>
Salaries/Expenses	660.94		660.94
Witham Internal Drainage Board	46.56		46.56
Came&Company Insurance	467.53		467.53
JMH – Bench Seat	280.00	56.00	336.00
Malcirth – Parish Grass cutting	351.63	70.33	421.96

During April, when there was no meeting the following payments were made by full approval of the council.

Salaries/Expenses	612.60	612.60
Mr K Hand –Village Hall ground maintenance	256.00	256.00
Abbey Tree services -	1550.00	1550.00
Digby VH – hire	24.00	24.00
J Reed – Pest control contract	140.00	140.00
NKDC Brown bins	69.00	69.00

e) 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 2019/20.

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 to be signed and dated by the Chairman and Clerk.

iii) Section 2. The Accounting statements 2019/20.

Copies of the Accounting Statement had been distributed to the councillors prior to the meeting.

iv) Approval of Accounting Statement for 2019/20.

It was proposed by GG, seconded by TB and RESOLVED to approve the Accounting Statement for 2019/20. The Statement is to be signed and dated by the Chairman and the RFO (Clerk).

v) Certificate of Exemption.

As the gross income or the gross expenditure was less than £25,000, it was RESOLVED the Chairman and the 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 2020/21.  
Sue Weaver is happy to remain as the Internal Auditor for 2020/21.

13. **CORRESPONDENCE (20/66)**

- a) LALC – Weekly newsletter. Distributed to all councillors  
 b) NKDC Weekly Newsletter – Distributed to all the councillors  
 c) County Councillors monthly report – Distributed to all the councillors 4.5.20  
 d) LIVES, British Red Cross and Citizens Advice requesting donations. It was agreed donations to these organisations should not come from the Precept.  
 e) NKDC confirm development name and house numbering – Gresswell Field 22.4.20  
 f) LALC Covid19 Impact Survey 13.5.20  
 g) LCC Highways Community Work Gangs – These gangs have now started work around the county.

14. **DATE OF FUTURE MEETINGS (20/67)**

Parish Council meetings for 2020  
 17<sup>th</sup> Jun, 15<sup>th</sup> Jul, 19<sup>th</sup> Aug, 16<sup>th</sup> Sep, 21<sup>st</sup> Oct, 18<sup>th</sup> Nov and 16<sup>th</sup> Dec  
 Annual Parish Meeting – Delayed until further notice

15. **ANY BUSINESS TO NOTE FOR THE NEXT AGENDA (20/68)**

Village Boundary signs  
 Review Social Media Policy  
 Consider replacement trees for village hall gardens  
 Hedge encroachments over footpaths

16. **CLOSED SESSION** (for confidential items in accordance with the Public Bodies Act 1960) If required. **(20/69)**

This item was not required.