

Tattershall with Thorpe Parish Council

Draft Notes of the Full Council Meeting on Tuesday 1st November at 7.15pm

Attendees: Cllr Caroline Dawson (Chair), Cllr James Knowles (Vice-Chair), Cllr Janice Cotgreave, Cllr Serv Coulber, Cllr Daniel Fenton, Cllr Andy Fletcher, Cllr Betty Harvey OBE, Cllr Marc Keeling, Cllr Norman Leggate, Cllr James Stanley, Cllr Ian Wadsworth and Laura Allen (Clerk). District Cllrs Martin Foster and Stanley Avison were also present.

Absences: Cllr Neville Edwards (RFO), Cllr Nick Brown, Cllr Susan Knowles and Cllr Nigel Langley.

Public Forum Commenced at 7.18pm

A report from District Cllr Martin Foster was given during the Public Forum. Apologies were relayed from Cllr Tom Ashton who had been held up in Boston and a report was summarised on his behalf:

An update was provided that Lincolnshire County Council has managed to save £5 million pounds which would be prioritised on Highways and towards improving road structure and damage. Hunters Lane was noted to have works scheduled in the next couple of weeks.

Cllr Martin Foster reported that all the purple-lidded wheelie bins should now have been delivered and that requests can be made to ELDC via recycling@e-lindsey.gov.uk should any have been missed. An update on the Pride in East Lindsey team, noted that there were delays with getting vehicles and the lead time had taken six months instead of three. The Pride supervisor will report to all local clerks with a job list and to inform that they are taking on additional jobs in problem areas starting in December.

A question was raised that the purple lidded bins are known to leak. Cllr Martin Foster responded that this was already flagged up as a known issue, but unfortunately compared to previous bins these were supplied by another source and not as robust.

Cllr Martin Foster thanked the meeting and concluded his report.

Meeting Started at 7.25pm

97-22/23 **Welcome and Chair's Report**

The Chair welcomed everyone to the meeting and had nothing further to add.

98-22/23 **Apologies for Absence in accordance with Local Gov. Act 1972, Sch 12, para 40.** To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

Apologies for absence were received from Cllr Neville Edwards and Cllr Nick Brown.

It was proposed, seconded and **RESOLVED** to accept the apologies.

99-22/23 **To receive any declarations of Interest under the Localism Act 2011 and to consider any requests for dispensations** for items on the agenda not previously recorded on member's register of interests.

None received.

100-22/23 **To approve as a correct record the notes of the meeting held on 4th October 2022** and to authorise the Chair to sign the official minutes.

On reviewing the minutes drafted by the previous Clerk, it was noted that amendments were needed to correct the Councillors that were or were not present.

It was proposed, seconded and unanimously **RESOLVED** to approve the amended minutes.

101-22/23 **Clerk's Report:**

Settling in: It has been a very busy few weeks settling in and having unprecedented workload due to some unresolved issues left from the previous clerk. Slowly making a way forward. Would like to thank the Councillors who I have already spoken with for being very supportive and helpful, and I look forward to working with and getting to know everyone in the months ahead.

War Memorial Lights: Confirmed as working with the assistance of Western Power and Select Electrical Services. These can now be enjoyed by all who pass by and see it lit up. Currently on dusk till dawn, but time settings can be reviewed at a later date if needed.

Paul's Lane: LCC confirmed that they have inspected the recently installed speed limit extension and junction improvement at Paul's Lane. They also confirmed that 30mph marking are in place along with slow marking and centre lines, but lines will not continue passed the national speed limit signs. Hopefully this resolves any resident's enquiries.

Poppy Arrangements: Thanks given to Councillors and volunteers who undertook putting up the poppies on lamp-posts for the lead up to Remembrance Day this week.

Tree Survey Request: Message from LCC regarding Treescapes and possible Replacement Trees (50 For Tattershall). They are eager to check which trees were received and the health of them in case replacement is necessary due to the harsh summer. They have provided a table to be completed and returned to them. Volunteers familiar with where the trees are planted are needed to assess them and complete the form. A copy is available from the clerk. This was agreed to be passed on to Cllr Langley our Tree Warden.

Update on Review of Policies and Procedures: Since the last meeting, there are still a large number of policies that need to be reviewed and so a prioritised list has been drawn up. Due to time constraints it is suggested to review one policy at a time for the most critical documents (such as the Standing Orders and Financial Regulations). This will also be supplemented by undertaking risk assessments for all our key activities, which a number of councillors have already volunteered for and are assisting with.

102-22/23 **To receive a report on Parish Online** and to consider the viability of using this for both Councillors and the Clerk.

Cllr Keeling provided a report on Parish Online, which is a digital mapping software to help Parish Council's make council tasks more efficient. Information on this

service was received at the LALC AGM earlier in the month and first impressions were that it would be helpful for mapping the parishes and our responsibilities such as grass cutting. The service would also be very beneficial for asset management.

Details were provided that we have a year's free access to the service through our Insurance Company and that any Councillors wishing to access this service can make requests to the Clerk for an account to be set up on their behalf.

After October 2023 the cost is £182.40 per year (£152.00 ex VAT) should the Council decide to continue with this service.

It was proposed, seconded and unanimously **RESOLVED** to use the service free of charge for a year to see whether it is worthwhile for our Parish Council and to review progress after six months.

103-22/23 **To receive a report on grass cutting** now that the 2022 season has ended.

Cllr Keeling provided a report on Grass Cutting and stated that all was as it should be with no major issues.

104-22/23 **To consider and agree arrangements for Christmas Trees & Lights**

Following advice from our Insurance Company, it was identified that no formal agreements were in place for providing the service of installing the trees and lights, no risk assessments had previously been carried out for these activities and a qualified electrician would be required to connect and install the lights. It was also noted that Public Liability Insurance should be verified with the owner of the Village Green.

It was agreed that the Council would take steps to get agreements signed by each of the shops and businesses, undertake risk assessments and that we would also hire a professional contractor to install and remove all the lights and the small trees.

It was proposed, seconded and unanimously **RESOLVED** to hire Select Electrical Services as our professional contractor for this year and to arrange for Mr Harness to put the large tree in place.

105-22/23 **To consider and agree postage and printing arrangements for Councillors**

Title	2022-23	ACTUAL						Apr - Sept
	Budget	Apr	May	Jun	Jul	Aug	Sept	Actual
Postage	200.00	26.40	18.06	30.84	28.26	0.00	34.52	138.08
Printing Supplies & Paper	600.00	22.14		115.86	144.78	0.00	170.29	453.07
							TOTAL	591.15

It was noted that Posting and Printing from April to Sept 2022 had costed £591.15 and that an estimate for the year, spending at the same rate would be in excess of £1000. A preference sheet was circulated to Councillors in order to determine the method by which agendas and minutes would be sent.

It was **AGREED** that the majority of Councillors would receive meeting agendas, minutes and supporting information at the meeting and by email to reduce costs.

106-22/23 **Reports from outside meetings and activities**

Cllr Keeling Reported that the LALC AGM was very interesting. Two workshops including information provided on communicating and engaging with people of the parish for elections and a presentation from Parish Online’s mapping services.

107-22/23 **Planning matters:** To note any approved applications received, to consider any planning applications and decide any comments that the Council wishes to make:

Full Planning Permission Granted

- i) S/175/01659/22 – Extension to existing dwelling to provide additional living accommodation. 15, Fortescue Close, Tattershall. LN4 4LN.

Planning Applications

- ii) S/176/02030/22 - Section 73 application in relation to condition no. 4 (access improvements) as imposed on planning permission reference no. S/176/00937/22. The Cottage, Thorpe Road, Tattershall Thorpe, Lincoln. LN4 4PJ.

The Council had no comments to make on the above applications.

108-22/23 **Staffing matters:**

- i) To approve and sign the Clerk’s Contract of Employment

It was proposed, seconded and unanimously **RESOLVED** to approve and sign the Clerk’s Employment Contract.

- ii) To approve the use of SAGE Payroll for processing the Clerk’s wages

HMRC Compliant software with more functionality is needed to process wages.

Costings: 1 to 5 employees approx. £8.40 per month (£7 per month ex VAT)

It was proposed, seconded and unanimously **RESOLVED** to approve the use of SAGE Payroll for the Clerk.

109-22/23 **Financial matters:**

- i) **To approve the Bank Reconciliation statement for October 2022**

<u>BANK RECONCILIATION</u>	
Balance per Bank as at 1st October 2022	<u>26,535.76</u>
PLUS Receipts	1314.56
MINUS Payments	2593.32
Less: any outstanding cheques as at 31/10/22	<u>0.00</u>
TOTAL	<u>25,257.00</u>
Balance per Bank as at 31st October 2022	<u>25,257.00</u>

It was proposed, seconded and **RESOLVED** to approve the Bank Reconciliation Statement for October 2022.

ii) Ratification of payments for October 2022

(See attached Sheet)

It was proposed, seconded and **RESOLVED** to ratify the Payments for October 2022.

iii) To appoint an Internal Auditor for the year ending 31st March 2022

Due to no internal audit being carried out for the year ending 31st March 2022 and non-completion of the external audit within the statutory deadline, it has been necessary to appoint a new internal auditor on the advice of PKF Littlejohn.

Mr Andrew Claydon is being put forward as our new independent internal auditor due to his extensive knowledge and experience of local government, including auditing experience and a working knowledge of Parish Councils.

It was proposed, seconded and unanimously **RESOLVED** to confirm the retrospective appointment of Mr Andrew Claydon due to the need to act swiftly on the advice of the external auditors.

8.50pm

District Cllrs Martin Foster and Stanley Avison left the meeting.

110-22/23 **Council to resolve to move into closed session** in accordance with the Public Bodies (Admission to Meetings) Act 1960 to discuss the following items:

111-22/23 **Financial matters:**

i) To receive a report on the status of the 2021-2022 Internal and External Audits

112-22/23 **To consider items for the next agenda**

113-22/23 **To confirm date of next meetings as:**

i) Finance & General Purpose Committee Meeting on Friday 4th November 2022 at 6.30pm

ii) Full Council Meeting on Tuesday 6th December 2022 at 7.15pm

Meeting Closed at 9.20pm

Tattershall with Thorpe Parish Council

SUMMARY OF RECEIPTS AND PAYMENTS
PERIOD 1st October to 31st October 2022

RECEIPTS						
Ref.	Date	From	For	Budget Code	£	VAT
REC00008	03/10/2022	LCC	Contribution to Grass Cutting	Grants	1274.76	
REC00009	11/10/2022	National Giro Credit	Flag Money	Grants & Donations	39.80	
TOTAL RECEIPTS					1314.56	

PAYMENTS						
Ref.	Date	To	For	Budget Code	£	VAT
PAY00054	07/10/2022	Holy Trinity Church	Hedges & Spraying	Maintenance	500.00	
PAY00055	07/10/2022	Tudor Grounds Maintenance	Grass Cutting	Grass Cutting	1046.54	174.42
PAY00056	10/10/2022	Richard Sivill Gallery	Trophy Engraving	Events	31.70	
PAY00057	10/10/2022	Glasdon UK LTD	S Trimeline 50 HSL Black Bin	Maintenance	254.94	42.49
PAY00058	10/10/2022	K M Elliott	Clerk's Salary & Expenses	Admin	693.06	
PAY00059	13/10/2022	SCIS UK LTD	Village Hall Wi-Fi	Community	28.20	4.70
PAY00060	19/10/2022	Vodafone	Mobile Phone	Admin	38.88	6.10
TOTAL PAYMENTS					2593.32	227.71

BANK RECONCILIATION

Balance per Bank as at 1st October 2022	26,535.76
PLUS Receipts	1314.56
MINUS Payments	2593.32
Less: any outstanding cheques as at 31/10/22	0.00
TOTAL	25,257.00
Balance per Bank as at 31st October 2022	25,257.00

PAYMENTS OUTSTANDING

Invoice Received Date	To	For	Budget Code	£	VAT
07/10/2022	K M Elliott	Clerk's Salary & Expenses	Admin	84.28	
17/10/2022	Tattershall Village T.Thorpe	Village Hall Hire	Admin	62.00	
16/10/2022	LALC	AGM & Conference	Admin	12.00	2.00
16/10/2022	SCIS UK LTD	External Backup Hard Drive	Admin	61.96	10.33
27/10/2022	Tudor Grounds Maintenance	Grass Cutting	Grass Cutting	1046.54	174.42
27/10/2022	L Allen	Clerk's Expenses	Admin	99.04	
31/10/2022	L Allen	Clerk's Salary	Admin	760.05	
TOTAL				2125.87	186.75