

**DRAFT MINUTES**

**BIGBY PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING**

**HELD ON MONDAY, 13<sup>th</sup> MAY 2024**

**CHAIR – COUNCILLOR D. COWLING**

PRESENT: Councillors – H. Aukland, C. Gandy and W. Pinney

Also in attendance: -

Mrs. A. Hannath – Clerk to the Council

**BUSINESS TO BE TRANSACTED**

**1. TO ELECT THE CHAIRMAN FOR THE ENSUING YEAR.**

**It was resolved that** Cllr. D. Cowling be elected as Chairman of the Council for the ensuing year.

Proposed: Cllr. H. Aukland

Seconded: Cllr. C. Gandy

**2. TO ELECT THE VICE- CHAIRMAN FOR THE ENSUING YEAR.**

**It was resolved that** Cllr. C. Wilson be elected as Chairman of the Council for the ensuing year.

Proposed: Cllr. D. Cowling

Seconded: Cllr. H. Aukland

**3. TO CONSIDER APPLICATIONS FOR CO-OPTION TO THE COUNCIL.**

**4. Notice convening the meeting.**

Taken as read and approved.

**5. To Receive Apologies and Reasons for Absence**

Cllr. B. Orr

Cllr. C. Wilson

Cllr. P. Morris – WLDC

Cllr. T. Smith - LCC

**6. a) To Record any Declarations of Interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the Agenda Item and the type of interest being declared.**

None

**b) To Note any Dispensations given to any member of the council in respect of the Agenda Items listed below.**

None

**c) To Confirm that all members have reviewed and updated their Register of Declared Interests, in accordance with the Localism Act 2011 and pursuant to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.**

Confirmed

**7. To Receive any Correspondence including Police Reports (for information only).**

- a) Email received today from Inspector Michael Head, Neighbourhood Policing, West Lindsey, providing the crime statistics for this area. The Clerk had forwarded it to Councillors. Unfortunately, this is not broken down town by town or village by village.
- b) Email received in April from Inspector Michael Head, Neighbourhood Policing, West Lindsey, providing the Policing Plan for West Lindsey. (Forwarded to Councillors)

**8. To Receive an Update on any outstanding issues from the Clerk.**

- a) The newsletter was well received. One household has requested that it be sent by email in future.
- b) Road sweeper was booked.
- c) Cllr. Smith reported that there will definitely be work done to the potholes on Smithy Lane. However, work to look at the underground water course has not been scheduled to date.

**9. To Receive any Questions from Members.**

None notified

**10. To Receive any Questions from Members of the Public**

There were no members of public in attendance.

**11. a) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING HELD ON TUESDAY, 19<sup>th</sup> MARCH 2024**

**It was resolved that** the minutes of the meeting held on 19<sup>th</sup> March, 2024 having been circulated should be taken as read and approved.

Proposed: Cllr. H. Aukland

Seconded: Cllr. C. Gandy

**12. ACCOUNTS**

- a) **To Receive the following Financial Report and Approve the Accounts for Payment: as at 31<sup>st</sup> March and 7<sup>th</sup> May 2024 (Statement of accounts enclosed)**

**It was resolved that** the accounts for payment listed below and the Statement of Accounts be approved.

Proposed: Cllr. D. Cowling

Seconded: Cllr. C. Gandy

	DATE		PAYEE	DESCRIPTION	CHEQUE	AMOUNT	VAT	TOTAL
9	4	2024	Bigby Village Hall	Annual Subsidy	BACS	1000.00		1000.00
9	4	2024	LALC	Membership Fee	BACS	164.30		164.30
9	4	2024	Autela Payroll Services	Payroll	BACS	61.44	12.29	73.73
9	4	2024	AJ Williams	Village Grasscutting	BACS	185.00	37.00	222.00
9	4	2024	HMRC	NI/PAYE	BACS	53.60		53.60
15	4	2024	HSBC	Bank charges	BACS	8.00		8.00
18	4	2024	Brigg Office Supplies	Newsletter	BACS	105.00	21.00	126.00
18	4	2024	Richard Dixon	Audit	BACS	465.00		465.00
18	4	2024	Petty Cash Top up no. 1 £90.43	Asda - Plates Xmas do	BACS	5.42	1.08	6.50
18	4	2024	Petty Cash Top up no. 1 £90.43	Boyes - Paper	BACS	5.83	1.16	6.99
18	4	2024	Petty Cash Top up no. 1 £90.43	Amazon - Printer inl	BACS	59.14	11.840	70.98
18	4	2024	Petty Cash Top up no. 1 £90.43	Boyes - envelopes	BACS	4.97	0.99	5.96
25	4	2024	A. Hannath	Wages	BACS	224.25		224.25
7	5	2024	AJ Williams	Village Grasscutting	BACS	210.00	42.00	252.00
16	5	2024	HSBC	Bank charges	BACS	8.00		8.00
25	5	2024	A. Hannath	Wages	BACS	224.25		224.25

### 13. ANNUAL AUDIT – YEAR ENDING 31<sup>st</sup> MARCH 2024

- a) To affirm the independence of Mr R Dixon as Internal Auditor, and that he has no interest, financial or otherwise, with any member or officer of the council.

It was resolved that the appointment of Mr. R. Dixon as the Independent Internal Auditor should be affirmed

Proposed: Cllr. D. Cowling

Seconded: Cllr. C. Gandy

- b) To receive the internal auditor's report for the Fiscal Year 2023/24 and to consider implementation of the recommendations

From pages 6 and 7 of the report:

The Auditor advised that he has become aware of an aspect of VAT legislation which allows a Charitable Trust, which is in the Sole Trusteeship of the Parish Council and is undertaking duties that would ordinarily be carried out by the Parish Council, to reclaim the VAT it incurs as if it were the Parish Council undertaking the duties. The Sole Trusteeship was confirmed when, in 2008, there were only two members of the Village Hall Committee remaining and it was decided to transfer the running of the Village Hall to Bigby Parish Council. The transfer was effective from June 2008.

He, therefore recommends that:

- ii) The council should contact HMRC to establish a unique reference number for the Village Hall to enable it to recover the VAT it incurs using a "VAT 126 claim for refund by certain bodies."
- ii) The council may also wish to enquire whether it is possible to make a claim for the VAT incurred by the Trust in previous years.

The Clerk advised that she will contact a fellow Clerk, who has been through this process already, to seek advice as to how to proceed.

Noted

- c) **To note the receipt of the Internal Auditor's completion statement for the Fiscal Year ending 31 March 2024.**

Noted

- d) **To complete the Statements of Assurance and Assertions required from Members. (Section 1)**

Completed

- e) **To receive and approve the Receipts and Payments Summary and Accounts for the Fiscal Year ended 31 March 2024.**

Proposed: Cllr. H. Aukland

Seconded: Cllr. C. Gandy

- f) **To approve the Accounting Statements for the Fiscal Year 2023/2024 (Section 2)**

Proposed: Cllr. D. Cowling

Seconded: Cllr. C. Gandy

- g) **To certify that Bigby Parish Council is exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015**

Proposed: Cllr. D. Cowling

Seconded: Cllr. W. Pinney

- h) **To approve the Council's Asset Register.**

Proposed: Cllr. D. Cowling

Seconded: Cllr. W. Pinney

- i) **To authorise payment of the Auditor's invoice following completion of the internal audit for the Fiscal Year 2023/24.**

**It was resolved that** the payment of the Auditor be authorised.

Proposed: Cllr. D. Cowling

Seconded: Cllr. C. Gandy

- iii) a) **TO RECEIVE CONFIRMATION FROM THE CLERK OF THE INSURER APPOINTED WITH EFFECT FROM 1<sup>st</sup> JUNE 2024 AND TO DETERMINE WHETHER TO ENTER A 1 YEAR OR 3 YEAR AGREEMENT**

The Clerk advised that the initial figure quoted by Zurich, the current provider, was £296.88 for the year. She enquired as to the cost of a 3-year or 5-year agreement. They now only offer 3-year agreements. This generated a reduction of £51.22, giving a yearly figure of £245.66. This is cheaper than the £255.90 paid last year. Given these favourable figures, she did not seek quotations from other providers.

**It was resolved that** Parish Council should opt for a 3 year agreement in the sum of £245.66 per annum

15. **PLANNING APPLICATIONS AND DECISION NOTICES**

Members are reminded that applications can be received after the deadline for the publication of the agenda. The clerk will forward any further applications to you before the meeting for your consideration.

**PLANNING APPLICATION 148107- Planning application for proposed storage tank for liquid organic waste – To note the response submitted by the Council**

The response to this application, see below, was formulated at the Annual Parish Meeting

*Bigby Parish Council objects to this application for the following reasons, which are, in the main, the result of a lack of information in the application and supporting documentation.*

1. *Not enough operational information is provided, namely*
  - *What is going to be stored?*
  - *Will there be a new product after storage?*
  - *How is the waste to be transported to and from the site?*
2. *Has an Environmental Impact assessment been undertaken?*
3. *With regards to the construction process, is there a sustainable design principle*
4. *Concern has been raised about the odour produced by the storage plant. A similar one sited in the parish before it was removed produced a noxious odour.*
5. *The Parish Council asks that the concerns raised in the Archaeological Report be investigated and / or addressed by the applicant.*

*The Parish Council would be happy discuss the application with the landowner or his agent.*

**Since this response was submitted to the Planning Department, the Landowner has emailed Councillor Clive Wilson with the additional information given below.**

**EXPLANATORY NOTE FROM LANDOWNER**

*The proposed application is for a storage tank facility on agricultural land, off Brigg Road Kettleby. The tank will store organic liquid, a by-product from local Anaerobic Digestion (AD) plants, which recycles food waste from households, food manufacturers, supermarkets, and the catering trade etc.*

*The maximum capacity of the tank is 1,250 cubic metres.*

*This residue is a valuable agricultural fertiliser, which is a sustainable source of organic matter and nutrients that can be spread (in accordance with the Environment Agency guidance, NVZ regulations and Farming Rules for Water) onto adjacent agricultural land. It is a sustainable replacement for manufactured fertiliser, which uses fossil fuels during production or mined from depleting natural resources.*

*The liquid organic waste is non-hazardous, rich in organic nutrients and it offers sustainable benefits to crop growth as it is nutrient rich in Nitrogen, Phosphate, Potash Sulphur, but also multiple other beneficial trace elements. For the last several*

*years, the liquid organic waste has been imported and then immediately spread on to the land. However, this can cause disruption on the road network due to a sudden increase in volume of traffic and furthermore, there is no guarantee that the requisite volume of organic waste will be available at the required time.*

*The proposed tank would offer a practical solution to store organic fertiliser and therefore, a provision of a ready and accessible supply at the holding, to be applied on the land and crops when required and during optimal weather conditions. In summary, liquid organic waste has been applied on the land for the last several years, irrespective of planning permission for the storage tank.*

*The tank merely guarantees the farmer a supply of fertiliser to be used at the correct time and reduces the impact of vehicles in the local area. The material will be stored and spread in accordance with the relevant regulations and will aid crop growth. The proposed development is necessary for the purposes of agriculture and the proposal is a far more sustainable, carbon neutral way of farming.*

## **NOTED**

### **PLANNING REFERENCE: PL/0104/23 CATEGORY A**

**Development: for a southern extension to the consented Kettleby Quarry**

**To determine whether or not the Council's previous objection should be retracted.**

*Breedon fully appreciate the Parish Council's position and we hope the below note, provides further information on the sustainability credentials of the planning application for the extension to Kettleby Quarry.*

*In terms of the wider business, as I outlined at our meeting Breedon are committed to becoming net zero by 2050 and a range of initiatives and measures on how this will be achieved is set out in our company report which can be found below.*

[Annual Report 2023 \(breedongroup.com\)](https://www.breedongroup.com/annual-report-2023)

*In terms of the Kettleby planning application, as we discussed the site is allocated within the adopted Lincolnshire Minerals Local Plan for the extraction of sand and gravel and the development of the site will assist in meeting an identified shortfall of sand and gravel within in Lincolnshire.*

*As we discussed the site serves a local market, with the vast majority of the material being delivered to business within Lincolnshire, especially the settlements on the South Bank of the River Humber. If the material was not won from Kettleby, it is likely that the material that serves these businesses would need to be sourced from elsewhere and possibly be imported from outside of the County.*

*One of the key elements of the proposed scheme is biodiversity net gain. As you are aware it is a requirement that at least 10% biodiversity net gain is delivered on the vast majority of sites that are subject to a planning application. Breedon are committed to delivering this and it has been calculated that once restored, the site will deliver over 50% gain for habitats and over 200% gain for hedgerows. It is hoped that this value will be achieved incrementally as the site is due to be progressively restored over the duration of the development.*

*Once the site has been restored there will be a requirement for Breedon to manage the land for 30 years and this will be monitored by Lincolnshire County Council.*

*It is acknowledged that the proposals will involve the removal of Wellholmes Holt Woodland. This is a plantation woodland, which is due to be felled in 2040. In order to replace the lost woodland Breedon are proposing to replace the amount of woodland that will be felled as part of the restoration scheme. Based on the Forestry Commission information an average woodland captures between 255t CO2 and 310t CO2 per hectare over 30 years depending on the type of woodland and the management. Based on broadleaved woodland managed for its biodiversity benefits 270t CO2 per hectare will be captured over 30 years hence for the development proposed. Hence the development could store up to 2,300t CO2 at the site in the longer term.*

*In addition to the above, the extension to the site will safeguard the employment of 5 staff, the majority of whom live in the local area.*

*Breedon would like to continue to work with the Parish Council to discuss the future operations of the site and to be involved with wider Parish Council initiatives, therefore it is proposed to set up a liaison group for the quarry, which we hope can be secured by planning condition.*

Cllr. C. Wilson commented, via email, that there is still no mention of what happens to the additional CO2 from the development.

Additionally, there is an expectation that this application will go before LCC Planning Committee in July.

**Cllr. H. Aukland advised that** there had been a very informative site meeting with Breedon Aggregates. (Councillors Orr and Wilson were also present.) They are keen to liaise with both Bigby Parish Council and other interested parties, eg Barnetby Parish Council and the landowner, as seen in the last paragraph above.

**It was resolved that** a Liaison Group be set up as suggested and that other interested parties be invited to join the group.

Proposed: Cllr. H. Aukland

Seconded: Cllr. D. Cowling

## 16 **TO CONSIDER THE PURCHASE OF A NEW NOTICEBOARD FOR PINGLEY PARK / VALE**

The Clerk advised that she continues to have problems opening the noticeboard on Pingley Park and, therefore, cannot post notices for Parish Council meetings etc..

A new A2 noticeboard from the same supplier as the other 2 new noticeboards would cost £225.00 + VAT

**It was resolved that** a new A2 noticeboard be purchased from The Parish Noticeboard Company.

Proposed: Cllr. D. Cowling

Seconded: Cllr. C. Gandy

17. **TO DETERMINE THE MEMBERSHIP OF THE VILLAGE HALL COMMITTEE AND THE PERSONNEL COMMITTEE** (Committee Chairman to be determined at the first meeting of each committee)

**It was resolved that** the following members should be appointed to each committee.

**PERSONNEL COMMITTEE** – 3 MEMBERS

Councillor C. Wilson  
Councillor B. Orr  
Councillor H. Aukland

**VILLAGE HALL COMMITTEE** – minimum 5 MEMBERS

Councillor H. Aukland  
Councillor D. Cowling  
Councillor C. Gandy  
Councillor B. Orr  
Councillor W. Pinney  
Councillor C. Wilson

Proposed: Cllr. W. Pinney

Seconded: Cllr. D. Cowling

18. **TO RECEIVE A REPORT FROM COUNCILLOR SMITH ON COUNTY COUNCIL MATTERS**

Unfortunately, Cllr. Smith could not be in attendance due to a clash with another meeting at WLDC.

19. **TO RECEIVE A REPORT FROM COUNCILLOR MORRIS ON DISTRICT COUNCIL MATTERS**

Unfortunately, Cllr. Morris could not be in attendance due to a clash with another meeting at WLDC.

20. a) **TO CONFIRM RENEWAL OF THE MEMBERSHIP OF LALC IN THE SUM OF £164.30.**

Noted

- b) **TO NOTE THAT THE WEBSITE MANAGEMENT SERVICE PROVIDED BY LALC IS NOW TO BE DONE ON A ROLLING BASIS**

Noted

21. **TO NOTE THAT THE INFRASTRUCTURE LEVY FUNDING HAS NOW BEEN SPENT, THEREBY FULFILLING THE REQUIREMENT THAT IT BE SPENT BY THE END OF APRIL 2024.**

Noted



**22. TO DETERMINE MEETING DATES FOR THE NEXT COUNCIL YEAR**

**It was resolved that** the provisional Meeting Dates provided by the Clerk be approved

Proposed: Cllr. D. Cowling

Seconded: Cllr. C. Gandy

**23. TO FINALISE THE PARISH EVENTS TO COMMEMORATE THE 80<sup>th</sup> ANNIVERSARY OF THE D-DAY LANDINGS**

**It was resolved that**

- a) The Lamp of Peace be lit in the Church porch at 9.15 pm on Thursday 6<sup>th</sup> June, 2024
- b) A ‘Picnic Style Do’ take place at the Village Hall on Friday 7<sup>th</sup> June with 1940s music.

Proposed: Cllr. H. Aukland

Seconded: Cllr. C. Gandy

The meeting closed at 8.00 pm

Signed .....

Chairman

Tuesday, 2nd July, 2024