

DRAFT MINUTES

BIGBY PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING

HELD ON TUESDAY, 27th MAY 2025

CHAIR – COUNCILLOR D. COWLING

PRESENT: Councillors – H. Auckland, D. Cowling, C. Gandy and B. Orr

Also in attendance: -

Mrs. A. Hannath – Clerk to the Council

Cllr. J. Bean – LCC

Cllr. P. Morris - WLDC

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. B. Orr

Seconded: Cllr. C. gandy

2. To Elect the Vice Chairman for the Ensuing Year.

It was resolved that Cllr. H. Auckland be elected as Vice Chairman of the Council for the ensuing year.

Proposed: Cllr. D. Cowling

Seconded: Cllr. B. Orr

3. a) TO RECEIVE A LETTER OF RESIGNATION FROM CLIVE WILSON

The Chair read out the letter of resignation she had received from Councillor Clive Wilson.

It was agreed that a formal letter of thanks be sent to Clive.

b) TO CONSIDER APPLICATIONS FOR CO-OPTION TO THE COUNCIL.

None

4. Notice convening the meeting.

Taken as read and approved.

5. To Receive Apologies and Reasons for Absence

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.**

Councillor H. Aukland is to revise her declaration.

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

None

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

- a) The newsletter was well received. One further household has requested that it be sent by email in future.
b) Former LCC Councillor, Tom Smith, sent the following information from Highways regarding Main Street Bigby being put on the 'Gritting Route.'

'Following review this road has been added to our route requests database. We do not have enough capacity on the Precautionary Network at this time to add this route, but it will remain in our database for future consideration should suitable capacity become available.'

- c) The VE Day event was a success with several new residents attending.

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, 18th MARCH 2025**

It was resolved that the minutes of the meeting held on 18th March, 2025 having been circulated should be taken as read and approved.

Proposed: Cllr. H. Aukland

Seconded: Cllr. D. Cowling

12. ACCOUNTS

- a) **To Receive the following Financial Report and Approve the Accounts for Payment: as at 31st March and 22nd May 2025 (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. H. Aukland

	PAYEE	AMOUNT	VAT	TOTAL
03/04/2025	Bigby Village Hall - Annual Subsidy	1000.00		1000.00
03/04/2025	LALC - Membership	170.88		170.88
01/04/2025	Boyes - Printer Paper	5.82	1.17	6.99
01/04/2025	Post Office - Stamps	6.60		6.60
01/04/2025	Amazon - Printer Ink	7.84	1.57	9.41
01/04/2025	Ashabaz Core Store via Amazon - ink	57.96		57.96
03/04/2025	A. Hannath - Mileage	67.95		67.95
03/04/2025	AJ Williams - Grasscutting	240.00	48.00	288.00
06/04/2025	HMRC - PAYE/NI	1.80		1.80
08/04/2025	Autela - Payroll	91.81	18.36	110.17
10/04/2025	WLDC - Defibrillator Maintenance	91.67	18.33	110.00
15/04/2025	HSBC - Bank Charges	8.00		8.00
16/04/2025	Richard Dixon	488.00		488.00
25/04/2025	A Hannath - Wages	233.70		233.70
07/05/2025	Brigg Office Supplies - Newsletter/postage	152.40	15.00	167.40
07/05/2025	AJ Williams - Grasscutting	240.00	48.00	288.00
16/05/2025	HSBC - Bank Charges	8.00		8.00
15/05/2025	Zurich Municipal - Insurance	240.68		240.68
25/05/2025	A Hannath - Wages	233.70		233.70

13. ANNUAL AUDIT – YEAR ENDING 31st MARCH 2025

- 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. B.Orr

- b) **To receive the internal auditor's report for the Fiscal Year 2024/25 and to consider implementation of the recommendations**

The Clerk advised that she has noted the recommendations and will adhere to them in the current financial year. **Noted**

- c) **To note the receipt of the Internal Auditor's completion statement for the Fiscal Year ending 31 March 2025.**

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 2025.**

Proposed: Cllr. D. Cowling

Seconded: Cllr. B. Orr

- f) **To approve the Accounting Statements for the Fiscal Year 2024/2025 (Section 2)**

Proposed: Cllr. H. Aukland

Seconded: Cllr. D. Cowling

- 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. C. Gandy

Seconded: Cllr. D. Cowling

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

Proposed: Cllr. D. Cowling

Seconded: Cllr. C. Gandy

- i) **To authorise payment of the Auditor's invoice following completion of the internal audit for the Fiscal Year 2024/25.**

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

Proposed: Cllr. H. Aukland

Seconded: Cllr. D. Cowling

14. a) **TO RECEIVE CONFIRMATION FROM THE CLERK OF THE INSURANCE RENEWAL WITH EFFECT FROM 1st JUNE 2025 (YEAR 2 OF A 3 YEAR AGREEMENT)**

The Clerk advised that the premium for this year is £240.68.

Noted

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.

None

16. a) **TO RECEIVE AND ADOPT THE REVISED AND UPDATED MODEL STANDING ORDERS. (BASED ON THE NALC MODEL RELEASED IN APRIL 2025)** (Circulated in advance of the agenda)

The Clerk advised that the revisions are to standing order 14 and 18.

14 - The Code of Conduct complaints procedure has been simplified.

18 - Financial Controls and Procurement have been adapted to take into account new procurement limits.

It was resolved that the revised and updated Standing Orders be adopted.

Proposed: Cllr. H. Aukland

Seconded: Cllr. B. Orr

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

Councillor B. Orr

Councillor H. Aukland

VILLAGE HALL COMMITTEE

Councillor H. Aukland

Councillor D. Cowling

Councillor C. Gandy

Councillor B. Orr

Councillor W. Pinney

Proposed: Cllr. D. Cowling

Seconded: Cllr. B. Orr

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

Cllr. Bean advised that it has been a busy few weeks since his election. He has been appointed as the Executive Support Councillor for the Environment, which also oversees planning applications for drilling and quarrying.

Cllr. Aukland commented that the environment is of interest to the Parish Council, particularly when it is asked to provide comments on planning applications. The expansion of quarrying at Breedon Aggregate was one such example.

She explained that the Council's queries and concerns were not really addressed in the planning process. Cllr. Bean advised that he could not really comment as he is new to the process, but assured the meeting that he would listen to concerns raised for future Planning Applications.

Cllr. Bean also advised that he is keen to support the Council's repeated request to have Main Street added to the 'Gritting Route'.

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

Cllr. Morris advised that

- Due to the switch of allegiance of some councillors on WLDC, voting is very tight, thereby, decision making is difficult.
- The re-organisation of Local Government in Lincolnshire is proving to be very difficult with no agreement as to how the amalgamation of services will be set up

20. a) TO CONFIRM RENEWAL OF THE MEMBERSHIP OF LALC IN THE SUM OF £170.88.

Noted

21. TO DETERMINE HOW THE CLERK RESPONDS TO CORRESPONDENCE THAT IS SENT ANONYMOUSLY TO THE COUNCIL.

The Clerk advised that she has received several anonymous emails from a resident on Smithy Lane regarding an issue with parking on the pavement, the last of which was argumentative and rude.

It was resolved that the Clerk should only respond to correspondence where the sender is identified in the email or letter received.

Proposed: Cllr. D. Cowling

Seconded: Cllr. B. Orr

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. B. Orr

Seconded: Cllr. H. Aukland

The meeting closed at 7.29 pm

Signed

Chairman

Tuesday, 22nd July, 2025