

DRAFT MINUTES

BIGBY PARISH COUNCIL

MINUTES OF THE MEETING

HELD ON TUESDAY, 5th FEBRUARY 2019

CHAIRMAN – COUNCILLOR D. COWLING

PRESENT: Councillors –B. Orr, W. Pinney, C. Wilson

Also in attendance: -

Mrs. A. Hannath – Clerk to the Council

Cllr. A. Turner – LCC

Cllr. L. Strange - WLDC

93 Notice convening the meeting.

Taken as read and approved

94 To Receive Apologies and Reasons for Absence

Councillor D. Williams

Councillor S. Spring

95 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

96 To Receive A Report From Councillor Turner On County Council Matters

Councillor Turner had nothing new to report.

97 To Receive A Report From Councillor Strange On District Council Matters

WLDC continues to be in good order. Waste Services are hoping to introduce a once yearly scheme to pick up bulk waste. The Garden Waste collections will still need to be paid for by residents for at least the next 3 years.

98 Police Matters

None received

99 To Receive any Correspondence (for information only).]

- i) Correspondence received from LCC on Consultation on a Draft statement on Community involvement in Mineral and Waste Strategy

100 To Receive the Clerk's Report and Update on any outstanding issues

- i) Still no response from LCC Highways regarding the upstand at the end of the farm track opposite the church. The Clerk has been in contact with Highways on 2 occasions since the start of the new year.
- ii) The blocked drains on Main Street were reported to LCC on 14th November 2018. This issue has been reported a further 3 times since then. Still no response
- iii) WLDC will be taking further action regarding the maintenance of the White House on Main Street. The Clerk left a message with her contact at WLDC to enquire further on this matter early in January. She has not received a response.
- iv) **Councillor S. Spring** raised the issue of the subsidence on Bigby Hill, which had been reported to LCC Highways by Councillor A. Turner. Remedial work has yet to be undertaken at this site.
Cllr. L. Strange has continued to ask LCC Highways to remedy this fault.
- v) Response received on the council's recommendations for the reduction in speeds along the A1084.
- vi) Council registered for the Emergency Text Alert System
- vii) The Clerk has received Deposit Cards for the bank accounts

101 To Receive any Questions from Members

None

102 Public Question Time.

None

103 a) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING HELD ON TUESDAY, 4th DECEMBER 2018

It was resolved that the minutes of the meeting held on Tuesday, 4th December, 2018, having been circulated should be taken as read and approved.

Proposed: Cllr. D. Cowling

Seconded: Cllr. B. Orr

b) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING OF THE VILLAGE HALL COMMITTEE HELD ON TUESDAY, 4th DECEMBER 2018

It was resolved that the minutes of the meeting held on Tuesday, 4th December, 2018, having been circulated should be taken as read and approved.

Proposed: Cllr. D. Cowling

Seconded: Cllr. B. Orr

104 ACCOUNTS AND AUDIT

a) To Receive the following Financial Report and Approve the Accounts for Payment: as at 31st January 2019 (Statement of accounts enclosed)

| DATE | | | PAYEE | DESCRIPTION | CHEQUE | AMOUNT | VAT | TOTAL |
|------|----|------|---------------------------------------|--|--------|--------|------|--------|
| 8 | 12 | 2018 | Autela Group Limited | Payroll | BACS | 40.22 | 8.04 | 48.26 |
| 10 | 12 | 2018 | Village Hall | Donation to cover VAT plus extra | BACS | 300.00 | | 300.00 |
| 10 | 12 | 2018 | Village Hall | Viried for work on floor from earmarked reserves | | 500.00 | | 500.00 |
| 13 | 12 | 2018 | WLDC Citizens Advice | Donation | BACS | 25.00 | | 25.00 |
| 6 | 2 | 2019 | Petty Cash Top Up- no.2, £55.95 | Tesco - Paper | BACS | 2.29 | 0.46 | 2.75 |
| 6 | 2 | 2019 | Petty Cash Top Up- no.2, £55.95 | Tesco - Printer Ink | BACS | 25.83 | 5.17 | 31.00 |
| 6 | 2 | 2019 | Petty Cash Top Up- no.2, £55.95 | Wilko - Printer Ink | BACS | 13.75 | 2.75 | 16.50 |
| 6 | 2 | 2019 | Petty Cash Top Up- no.2, £55.95 | Tesco - Paper/Stationery | BACS | 4.75 | 0.95 | 5.70 |
| | | | After the Agenda was published | | | | | |
| 6 | 2 | 2019 | Tesco/A. Hannath | Printer Ink | BACS | 45.00 | 9.00 | 54.00 |

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

Proposed: Cllr. C. Wilson

Seconded: Cllr. B. Orr

b) To Undertake a Quarterly Review of the Accounts. (Documents attached)

It was resolved that the Third Quarter Review of the Accounts be accepted.

Proposed: Cllr. D. Cowling

Seconded: Cllr. W. Pinney

105 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.

Application Reference 138823

Planning application to erect 1no. tractor shed/workshop/store and perimeter fencing. Huon House, Kettleby Lane, Kettleby.

NO OBJECTIONS

Application Reference 138842

Outline planning application to erect 1no. dwelling with all matters reserved. Ashby, Bigby High Road, Kettleby.

NO OBJECTIONS

106 TO CONSIDER THE QUOTATION FROM GREEN GRASS CONTRACTING FOR THE AMENITY MOWING OF STREETS AND THE GREEN IN BIGBY

The Clerk advised that the quotation from the current contractor for the forthcoming year was just less than £2.00 more than last year's.

It was resolved that the contract for the amenity mowing and the village green be awarded to Green Grass Contracting in the sum of £60.35 + VAT

Proposed: Cllr. D. Cowling

Seconded: Cllr. B. Orr

107 TO GIVE FURTHER CONSIDERATION TO THE PURCHASE OF A SPEED INDICATOR DEVICE FOR THE VILLAGE OF BIGBY.

(More details now received from Nettleton Parish Council.)

The Clerk advised that Nettleton Parish Council is willing to sell its SID for the sum of £1000.00. This fee includes the supply of 2 brackets for mounting the SID. The Chairman of the Council, who has been responsible for charging the SID and collating the data will help Bigby Parish Council to set up the device and show staff how to collate the data.

The Clerk is still waiting to hear from Lincolnshire Road Safety Partnership on possible locations in the village for the siting of the SID.

It was resolved that the Speed Indicator Device be purchased, in the sum of £1000.00, from Nettleton Parish Council.

Proposed: Cllr. B. Orr

Seconded: Cllr. C. Wilson

Cllr. B. Orr advised that Howsham Parish Council may be interested in hiring the SID, which would help to offset the initial outlay.

108 TO CONSIDER A QUOTATION FROM THE JB RURAL SERVICES, (VILLAGE HANDYMAN0, FOR THE REFURBISHMENT OF THE PARISH NOTICEBOARD SITED ON SMITHY LANE

The Clerk advised that JB Rural Services will refurbish the noticeboard and provide a step for access to the board for approximately £50.00.

It was resolved that JB Rural Services be tasked with undertaking the refurbishment.

Proposed: Cllr. B. Orr

Seconded: Cllr. D. Cowling

109 TO DETERMINE THE IMPLEMENTATION OF THE WINTER SELF-HELP AND MUTUAL AID PROGRAMME

The Clerk advised that the 2 bags of rock salt, that had been requested as part of the above scheme, had been delivered on Monday, 21st January 2019. There was snowfall the next day and the Village Handyman salted the pavements and roads on both Wednesday and Thursday of that week. The pavements were also salted following a frosty night on Saturday, 2nd February.

It was resolved that the Village Handyman be asked to take responsibility for the salting of pavements and roads during periods of inclement wintry weather.

Proposed: Cllr. B. Orr

Seconded: Cllr. D. Cowling

110 TO REVIEW AND CONSIDER THE ADOPTION OF THE FOLLOWING DOCUMENTS PREPARED TO FULFIL THE DEMANDS OF THE GENERAL DATA PROTECTION REGULATIONS (GDPR)

(Documents enclosed)

- i) General Privacy Notice
- ii) Privacy Notice for Staff Councillors and other Role Holders
- iii) Consent Form

It was resolved that the above documents be adopted to fulfil the Council's responsibilities for GDPR.

Proposed: Cllr. D. Cowling

Seconded: Cllr. C. Wilson

111 TO CONFIRM REGISTRATION WITH THE INFORMATION COMMISSIONER'S OFFICE.

The Clerk advised that if the council holds any personal data on its staff and/or members of the public, then registration with the ICO is essential. The cost of registration is £35.00 if paid by Direct Debit.

NOTED

112 IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED UNDER AGENDA ITEMS 21, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PRESS AND PUBLIC ARE EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW

113 PERSONNEL MATTERS

- a) To consider and determine the recommendation of the Personnel committee that the Clerk be paid for the additional hours worked in the current financial year. (Detailed information on hours worked to be provided at the meeting.)

It was resolved that the Clerk be paid for the 50 hours of lieu time that have been accrued in the current financial year, as per the recommendation of the Personnel Committee.

Proposed: Cllr. W. Pinney

Seconded: Cllr. D. Cowling

- b) To consider and determine the recommendation of the Personnel Committee on the Clerk's current pay scale and translation onto the new national pay scales to be implemented from 1st April 2019

It was resolved that the Clerk be paid at an hourly rate as determined by the new NJC SCP 17 for Local Government Services, as per the recommendation of the Personnel Committee.

Proposed: Cllr. W. Pinney

Seconded: Cllr. D. Cowling

- c) To consider and determine the payment of sundry expenses and mileage to the Clerk at the end of the financial year.

It was resolved that the Clerk be paid the sum of £10 per month as a homeworking allowance. Also, the sum of £37.35 for mileage undertaken in the line of duties for the council in the current financial year.

Proposed: Cllr. W. Pinney

Seconded: Cllr. D. Cowling

The meeting closed at pm

Signed.....
Chairman, Council Meeting
held on Tuesday, 26th March 2019