

**DRAFT MINUTES**

**BIGBY PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING**

**HELD ON TUESDAY, 21<sup>st</sup> MAY 2019**

**CHAIRMAN – COUNCILLOR D. COWLING**

PRESENT: Councillors – D. Cowling, P. Hannath, B. Orr, C. Wilson

Also in attendance: -

Mrs. A. Hannath – Clerk to the Council

Councillor A. Turner – LCC

Mr. W. Pinney

**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. Wilson

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

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

Proposed: Cllr. B. Orr

Seconded: Cllr. D. Cowling

**3. Notice convening the meeting.**

Taken as read and approved.

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

None

**5. 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 completed their Declaration of Acceptance of Office.**

Confirmed

**d) 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

**6. Police Matters**

None notified

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

- a) Letter received from LCC Highways about the proposed changes to the speed limit on the A1084
- b) Poster received to advertise the changes detailed above

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

- i) The blocked drains on Main Street were eventually cleared about 4 weeks ago.
- ii) Still no response from LCC Highways with regards to the upstand
- iii) The SID is now up and running. It has been added to the Asset Register and Insurance. First detailed analysis of the data to take place this week.
- iv) The salt bags have been moved by the Village Handyman for safekeeping until next winter.

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

None notified

**10. TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING HELD ON TUESDAY, 26<sup>th</sup> MARCH 2019**

**It was resolved that** the minutes of the meeting held on 26<sup>th</sup> March, 2019, having been circulated should be taken as read and approved.

Proposed: Cllr. C. Wilson

Seconded: D. Cowling

**11. ACCOUNTS**

- a) **To Receive the following Financial Report and Approve the Accounts for Payment: as at 31<sup>ST</sup> March and 16<sup>th</sup> May 2019 (Statement of accounts enclosed)**

	DATE		PAYEE	DESCRIPTION	CHEQUE	AMOUNT	VAT	TOTAL
1	4	2019	Bigby Village Hall	Donation	BACS	1500.00		1500.00
1	4	2019	LALC	Membership	BACS	140.20		140.20
10	4	2019	HMRC	4/4 PAYE/NI	BACS	117.75		117.75
27	4	2019	R. Dixon	Audit	BACS	325.00		325.00
			after the agenda					
22	5	2019	Zurich	Insurance	BACS	205.82		205.82

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

Proposed: Cllr. D. Cowling

Seconded: Cllr. B. Orr

**12. ANNUAL AUDIT – YEAR ENDING 31 MARCH 2019**

(All documents enclosed)

- 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. C. Wilson

Seconded: Cllr. B. Orr

- b) To receive the internal auditor's report for the Fiscal Year 2018/19 and to consider implementation of the recommendations

Noted

- c) To note the receipt of the Internal Auditor's completion statement for the Fiscal Year ending 31 March 2019.

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 2019.

Proposed: D. Cowling

Seconded: C. Wilson

- f) To approve the Accounting Statements for the Fiscal Year 2018/2019 (Section 2)

Proposed: D. Cowling

Seconded: C. Wilson

- 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: D. Cowling

Seconded: C. Wilson

h) To approve the Council's Asset Register.

Proposed: D. Cowling

Seconded: C. Wilson

i) To authorise payment of the Auditor's invoice following completion of the internal audit for the Fiscal Year 2018/19.

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

Proposed: D. Cowling

Seconded: C. Wilson

13. **a) TO RECEIVE CONFIRMATION FROM THE CLERK OF THE INSURER APPOINTED WITH EFFECT FROM 1<sup>st</sup> JUNE 2019, YEAR 2 OF 3**

Noted

14. **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 received

15. **TO REVIEW THE MODEL STANDING ORDERS. (Circulated with agenda)**

**It was resolved that** the Parish Council's Model Standing Orders, as circulated, were still fit for purpose for the forthcoming year.

Proposed: Cllr. B. Orr

Seconded: Cllr. D. Cowling

16. **a) TO REVIEW THE MODEL FINANCIAL REGULATIONS (Circulated with agenda)**

**It was resolved that** the Parish Council's Model Financial Regulations, as circulated, were still fit for purpose for the forthcoming year.

Proposed: D. Cowling

Seconded: C. Wilson

**b) TO REVIEW THE FINANCIAL RISK ASSESSMENT (Circulated with agenda)**

**It was resolved that** the Parish Council's Financial Risk Assessment, as circulated, was still fit for purpose for the forthcoming year.

Proposed: Cllr. C. Wilson

Seconded: Cllr. B. Orr

**17. TO REVIEW THE RISK MANAGEMENT OF GENERAL COUNCIL FUNCTIONS (Circulated with agenda)**

**It was resolved that** the Parish Council's Risk Management of General Council Functions, as circulated, was still fit for purpose for the forthcoming year.

Proposed: D. Cowling

Seconded: C. Wilson

**18. TO REVIEW THE FOLLOWING DOCUMENTS PREPARED TO FULFIL THE DEMANDS OF THE GENERAL DATA PROTECTION REGULATIONS (Circulated with agenda)**

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

**It was resolved that** the Parish Council's documentation to comply with GDPR, as circulated, was still fit for purpose for the forthcoming year.

Proposed: Cllr. C. Wilson

Seconded: Cllr. D. Cowling

**19. 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 B. Orr

Councillor C. Wilson

The committee will be limited to 2 members until there is co-option to the council.

**VILLAGE HALL COMMITTEE – 5 MEMBERS**

Councillor D. Cowling

Councillor P. Hannath

Councillor B. Orr

Councillor C. Wilson

The committee will be limited to 4 members until there is co-option to the council.

Proposed: Cllr. B. Orr

Seconded: Cllr. C. Wilson

**20. TO RECEIVE A REPORT FROM COUNCILLOR TURNER ON COUNTY COUNCIL MATTERS**

**Cllr. C. Wilson asked** Cllr. A. Turner to lobby LCC regarding the future of British Steel in Scunthorpe, and to ask LCC to raise the issue with the Government. Cllr. Wilson advised that he felt that this was not just an issue for Scunthorpe, but the whole of Lincolnshire given the number of jobs both in the Steel Works and the supply chain.

**21. TO RECEIVE A REPORT FROM COUNCILLOR STRANGE ON DISTRICT COUNCIL MATTERS**

No verbal or written report provided.

**22. TO CONSIDER A REQUEST FROM THE PAROCHIAL CHURCH COUNCIL FOR A DONATION TOWARDS THE FUNDING OF THE GRASSCUTTING IN THE GRAVEYARD**

The Clerk advised that she had spoken to LALC regarding this donation, as the legality of making such a donation had been queried by the Internal Auditor. LALC advised that such a donation can be made under the Power enshrined in the Local Government Act of 1972, Section 214 (6), which states that:-

*'A burial authority may contribute towards any expenses incurred by any other person in providing or maintaining a cemetery in which the inhabitants of the authority may be buried.'*

Therefore, it was resolved that a donation of £300.00 be made to the Parochial Church Council for Bigby solely for the purposes of grass cutting in the churchyard.

Proposed: Cllr. D. Cowling

Seconded: Cllr. P. Hannath

**23. COMMUNITY INFRASTRUCTURE LEVY PAYMENT**

a) To note that a payment has been received in the sum of £6128.21 for the Pingley Vale Development

Noted

b) To discuss how to involve the parish in determining how this money is spent.

Discussion of this issue centred on community engagement. The next newsletter will feature an article on this and ask for comments from the residents. If no suggestions are forthcoming, it may be necessary to do the survey on a 'door to door' basis.

The meeting closed at 7.45 pm

Signed.....  
Chairman, Council Meeting  
held on Tuesday, 15<sup>th</sup> July 2019