

DRAFT MINUTES

BIGBY PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING

HELD ON TUESDAY, 24th MAY 2022

CHAIRMAN – COUNCILLOR D. COWLING

PRESENT: Councillors –D. Cowling, N. Francis, J. Pinney, W. Pinney

Also in attendance: -

Mrs. A. Hannath – Clerk to the Council

Cllr. Tom Smith - LCC

Cllr. Peter 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. J. Pinney

Seconded: Cllr. W. Pinney

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. J. Pinney

Seconded: Cllr. D. Cowling

3. Notice convening the meeting.

Taken as read and approved.

4. To Receive Apologies and Reasons for Absence

Cllr. N. Francis

Cllr. B. Orr

Cllr. D. Servat

Cllr. C. Wilson

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

a) Police Reports circulated

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

a) The website has now been updated to be more user friendly and to meet all legal requirements.

8. To Receive any Questions from Members.

None notified

9. To Receive any Questions from Members of the Public

There were no members of the public at the meeting.

10. a) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING HELD ON TUESDAY, 22nd MARCH 2022 AND TUESDAY, 26th APRIL 2022.

It was resolved that the minutes of the meeting held on 22nd March, 2022 and 26th April, 2022, having been circulated should be taken as read and approved.

Proposed: Cllr. D. Cowling

Seconded: Cllr. W. Pinney

11. ACCOUNTS

a) To Receive the following Financial Report and Approve the Accounts for Payment: as at 31st March and 16th May 2022(Statement of accounts enclosed)

	DATE		PAYEE	DESCRIPTION	CHEQUE	AMOUNT	VAT	TOTAL
1	4	2022	LALC	Website support	BACS	150.00	30.00	180.00
1	4	2022	LALC	Membership fees	BACS	151.82		151.82
11	4	2022	HMRC	PAYE/NI	BACS	62.20		62.20
15	4	2022	HSBC	Bank Charges	BACS	8.00		8.00
3	5	2022	Richard Dixon	Audit fees	BACS	410.00		410.00
5/6/7/8	5	2022	ARUP	Solar Energy - Feasibility Study	BACS	32880.00	6576.00	39456.00
12	5	2022	JB Rural Services	Grass cutting - JB1387	BACS	65.00	13.00	78.00

***Additional payments since publication of the agenda**

Brigg Office Supplies – Newsletter – 84.00 + VAT 16.80

Amazon / D. Cowling – Projector – 183.33 + VAT 36.66

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

Proposed: Cllr. J. Pinney

Seconded: Cllr. W. Pinney

12. **ANNUAL AUDIT – YEAR ENDING 31st MARCH 2022**

(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. J. Pinney

Seconded: Cllr. D. Cowling

- b) **To receive the internal auditor’s report for the Fiscal Year 2021/22 and to consider implementation of the recommendations**

Noted

The Clerk advised that the issues raised in the report have been remedied

- c) **To note the receipt of the Internal Auditor’s completion statement for the Fiscal Year ending 31 March 2022.**

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 2022.**

Proposed: Cllr. J. Pinney

Seconded: Cllr. D. Cowling

- f) **To approve the Accounting Statements for the Fiscal Year 2021/2022 (Section 2)**

Proposed: Cllr. Cllr. D. Cowling

Seconded: Cllr. W. Pinney

- 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. Cllr. D. Cowling

Seconded: Cllr. J. Pinney

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

Proposed: Cllr. J. Pinney

Seconded: Cllr. W. Pinney

i) To authorise payment of the Auditor's invoice following completion of the internal audit for the Fiscal Year 2021/22.

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

Proposed: Cllr. J. Pinney

Seconded: Cllr. W. Pinney

13. a) TO RECEIVE CONFIRMATION FROM THE CLERK OF THE INSURANCE RENEWAL, IN THE SUM OF £223.73, WITH EFFECT FROM 1st JUNE 2022, YEAR 2 OF 3.

The Clerk advised that the slight increase on last year's figures was a result of the purchase of litter bins, signage and bench

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.

No planning applications had been received.

15. a) TO REVIEW THE MODEL STANDING ORDERS (Circulated in advance of the agenda)

The Clerk advised that it had recently come to her knowledge that the NALC Model Standing Orders published in 2018 have been revised in April 2022.

Therefore, it was resolved that the revised version be considered at the next meeting.

Proposed: Cllr. J. Pinney

Seconded: Cllr. W. Pinney

16. a) TO ADOPT THE REVISED MODEL FINANCIAL REGULATIONS AS PROVIDED BY NALC IN 2019, INCLUDING THE REVISED THRESHOLDS FOR PUBLIC PROCUREMENT THAT CAME INTO EFFECT FROM 1 JANUARY 2022. Circulated in advance of the agenda)

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

Proposed: Cllr. W. Pinney

Seconded: Cllr. W. Pinney

b) TO REVIEW THE FINANCIAL RISK ASSESSMENT (Circulated in advance of the 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. D. Cowling

Seconded: Cllr. J. Pinney

17. **a) TO REVIEW THE RISK MANAGEMENT OF GENERAL COUNCIL FUNCTIONS (Circulated in advance of the 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: Cllr. D. Cowling

Seconded: Cllr. J. Pinney

18. **TO REVIEW THE FOLLOWING DOCUMENTS PREPARED TO FULFIL THE DEMANDS OF THE GENERAL DATA PROTECTION REGULATIONS (Circulated in advance of the 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. D. Cowling

Seconded: Cllr. W. Pinney

19. **TO ADOPT THE REVISED CODE OF CONDUCT PROVIDED BY WEST LINDSEY DISTRICT COUNCIL.**

It was resolved that the Parish adopts the Revised Code of Conduct provided by West Lindsey District Council

Proposed: Cllr. D. Cowling

Seconded: Cllr. W. Pinney

20. **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 N. Francis

VILLAGE HALL COMMITTEE – minimum 5 MEMBERS

Councillor D. Cowling

Councillor N. Francis

Councillor B. Orr

Councillor J. Pinney

Councillor W. Pinney

Councillor D. Servat

Councillor C. Wilson

Proposed: Cllr. D. Cowling

Seconded: Cllr. J. Pinney

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

Councillor Smith advised that he is still in contact with officers regarding the bus stop.

He also offered to walk around the parish with councillors to highlight areas of concern. A date for this was set for Monday 30th May 2022.

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

Councillor Morris enquired as to how the new purple bins were being received and used. He advised that the Central Lincolnshire Plan will be published shortly and that it may affect Bigby in terms of the number of new houses that could possibly be built.

23. **TO CONSIDER A REQUEST FOR A DONATION FROM:-**

a) **Bigby Parochial Church Council Towards the Funding of the Grass-cutting in the Cemetery**

The Clerk advised that she had spoken to LALC, once again, regarding this donation, as the legality of making such a donation had been queried by the Internal Auditor, once again, in this year's report. 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. J. Pinney

Seconded: Cllr. W. Pinney

b) **Lincoln And Lindsey Blind Society Towards the Befriending Service for the Visually Impaired.**

It was resolved that on this occasion a donation should not be made given the value of the Society's assets.

Proposed: Cllr. J. Pinney

Seconded: Cllr. W. Pinney

24. **TO CONSIDER RENEWING THE CONTRACT FOR THE SERVICES OF THE VILLAGE HANDYMAN**

It was resolved that the contract be renewed

Proposed: Cllr. J. Pinney

Seconded: Cllr. W. Pinney

25. **TO CONFIRM RENEWAL OF THE MEMBERSHIP OF LALC IN THE SUM OF £151.82.**

Noted

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

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

Proposed: Cllr. J. Pinney

Seconded: Cllr. W. Pinney

27. **TO CONSIDER A REQUEST FROM COUNCILLOR J. PINNEY THAT A MIRROR BE SITED OPPOSITE THE EXIT OF MAIN STREET ON THE A1084 TO ALLOW INCREASED VISIBILITY ALONG THE A1084 TOWARDS BRIGG**

The Clerk advised that she had spoken to Ben Attridge of LCC Highways regarding this matter. The response was as follows:-

‘We are sorry, but due to guidance issued by the Department for Transport we do not allow mirrors to be placed on the highway. This is because experience shows that rather than improving safety, a mirror could increase safety risks, most notable via driver distraction.

Whilst we do understand the concerns, based on the above, Lincolnshire County Council will not give formal permission for the placement of mirrors in the highway. Mirrors are not a legal or regulated item of street furniture and are also not included in the National Traffic Sign Regulations.

However, if the Parish were to site the mirror behind the highway in the opposite land (this would need the landowner’s permission obviously), then this would be a private issue, and as long as it did not cause any distraction issues being sensibly located, then this would be something that would not need our permission. Planning permission may be required, so this would need checking with WLDC planning.’

Cllr. J. Pinney felt that it was too complicated to pursue this matter.

However, Cllr. W. Pinney suggested that the trees and hedge that are obstructing the view towards Brigg be cut back. If this is feasible, then the homeowner and landowner will need to be consulted. The feasibility will be assessed on the Parish walkabout with Cllr. Smith on Monday 30th May, 2022

The meeting closed at pm

Signed

Chairman

Tuesday, 5th July, 2022

