

# May 2021 DRAFT Minutes AM

BIGBY PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING HELD ON TUESDAY, 25th MAY 2021

CHAIRMAN – COUNCILLOR D. COWLING

PRESENT: Councillors – L. Bishop, D. Cowling, B. Orr, J. Pinney, W. Pinney C. Wilson

Also in attendance: -

Mrs. A. Hannath – Clerk to the Council

Cllr. Tom Smith - LCC

Cllr. Peter Morris – WLDC

Jessica Pickering – member of the public

### 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. 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. L. Bishop

#### 3. Notice convening the meeting.

Taken as read and approved.

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

Cllr. N. Francis

#### 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.

Councillors J. Pinney and W. Pinney declared a prejudicial interest Item 14, Planning Application 142972

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.

Noted

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

a) April Police Report

“Our last priority was Wildlife/Poaching. We have been working extensively with Humberside Police, the Eastern Division of Lincolnshire Police and Wildlife Officers in relation to this. We have been assisted by the Police Helicopter and local patrols have been increased while this continues to be one of our priorities.

We have new Police powers to enforce government legislation on Covid 19 and we will do so as a last resort.

We welcome PC 702 Gemma Bailey to the Caistor team”

b) Kettleby Lane

A resident has spoken to the Clerk regarding the speed of traffic in the vicinity of the bungalows. The national speed limit still applies at this point, i.e., 60 mph. She has been advised that in order to have the speed limit reduced, the Parish Council has to support the application for a Road Traffic Order. LCC Highways have confirmed this and suggested that the support of the County Councillor will also aid this process. However, on speaking to the Lincolnshire Road Safety Partnership, the Clerk was informed that although the bungalows are within the LCC and Parish Boundary, the road is sited in Wrawby Parish and therefore, is the responsibility of North Lincolnshire Council.

The Clerk will speak to the Clerk of Wrawby Parish Council to see if a joint proposal to NLC Highways is a possible way forward.

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

The potholes on Smithy Lane continue to deteriorate. Although the work has been scheduled, there is no date at present. The Chairman advised that pictures can be uploaded to the LCC 'Fix My Street' website.

8. To Receive any Questions from Members.

None notified

9. To Receive any Questions from Members of the Public

None

10. a) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED,  
OF THE MEETING HELD ON TUESDAY, 23rd MARCH 2021

It was resolved that the minutes of the meeting held on 23rd March, 2021, having been circulated should be taken as read and approved.

Proposed: Cllr. B. Orr Seconded: Cllr. C. Wilson

11. ACCOUNTS

a) To Receive the following Financial Report and Approve the Accounts for Payment: as at 31st March and 19th May 2021(Statement of accounts enclosed)

1/4/2021 LALC Membership Fees £147.43

11/4/2021 JB Rural Services Grass cutting 65.00 VAT 13.00 £78.00

11/4/2021 Public Sector Audit £382.00

25/4/2021 JB Rural Services Grass cutting 65.00 VAT 13.00 £78.00

26/5/2021 Petty Cash Top up 64.87 VAT 12.17 £77.04

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

Proposed: Cllr. B. Orr Seconded: Cllr. D. Cowling

12. ANNUAL AUDIT – YEAR ENDING 31st MARCH 2021

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. J. Pinney

b) To receive the internal auditor's report for the Fiscal Year 2020/21 and to consider implementation of the recommendations

Noted

The recommendations regarding password protection of the Clerk's lap top and memory sticks and a record sheet has been produced to record checks made on Parish Council property, e.g. noticeboards.

c) To note the receipt of the Internal Auditor's completion statement for the Fiscal Year ending 31 March 2021.

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 2021.

Proposed: Cllr. C. Wilson Seconded: Cllr. D. Cowling

f) To approve the Accounting Statements for the Fiscal Year 2020/2021 (Section 2)

Proposed: Cllr. C. Wilson Seconded: Cllr. L. Bishop

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. Wilson Seconded: Cllr. J. Pinney

h) To approve the Council's Asset Register.

Proposed: Cllr. D. Cowling Seconded: Cllr. L. Bishop

i) To authorise payment of the Auditor's invoice following completion of the internal audit for the Fiscal Year 2020/21.

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

Proposed: Cllr. L. Bishop Seconded: Cllr. C. Wilson

13.

a) TO RECEIVE CONFIRMATION FROM THE CLERK OF THE INSURER APPOINTED WITH EFFECT FROM 1st JUNE 2021.

The Clerk recommended that the Parish Council's insurance should remain with Zurich, given the favourable renewal figures. (Last year's fee was £215.73)

#### B) TO CONSIDER THE THREE PAYMENT OPTIONS AVAILABLE

The payment options are:

1 year agreement £218.94

3 year agreement £212.88

5 year agreement £206.82

These prices will only alter; if insurance premium tax changes, due to index linking, or if the Parish Council purchases additional equipment.

It was resolved that the Parish Council should opt for a 3 year agreement in the sum of £212.88 per annum

Proposed: Cllr. C. Wilson

Seconded: Cllr. L. Bishop

#### 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.

Having declared a prejudicial interest in the next planning application, Councillors J. Pinney and W. Pinney left the meeting.

Reference: 142972– Outline planning application to erect 1no. Dwelling and associated garage with all matters reserved. Land off Smithy Lane, Bigby

Standing orders were suspended to allow the representative of the applicant, Miss J. Pickering, to speak about the proposed dwelling.

Miss Pickering advised that the applicant has lived in Bigby all his life and was keen to bring up his family in the village. The application has been made to provide larger, affordable housing for the applicant's growing family as there is no suitable, affordable housing in Bigby.

The Clerk advised that she had spoken to the Planning Officer, Daniel Evans, regarding this application to seek clarification as to the position of the building line in Bigby. He informed her that there is no longer a set build line within villages such as Bigby and provided her with the principle policies guiding housing development in Bigby, namely policies LP2, LP3 and LP4 of the Central Lincolnshire Local Plan. These policies formed the basis of the discussion, along with surface water drainage issues and maintenance of access to the Viking way.

Standing orders were reinstated to record the decision.

It was resolved that the above planning application be supported by the Council, given that it appears to fall within the remits of policies LP2 and LP4.

Proposed: Cllr. C. Wilson

Seconded: Cllr. L. Bishop

Councillors J. Pinney and W. Pinney returned to the meeting.

Reference 142603 – Planning application for removal of existing building and structures, and erection of two storey warehouse, reconfiguration of car park, laying out of service yard and erection of service fence. Brigg Garden Centre

SUPPORT

Reference 142909 – Planning application for part removal of existing warehouse structure and erection of a two-storey office building and car parking.

Brigg Garden Centre

SUPPORT

15.

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

It was resolved that the Parish Council's Model Standing Orders are fit for purpose for the forthcoming year.

Proposed: Cllr. C. Wilson Seconded: Cllr. D. Cowling

b) TO REMOVE FROM THE ABOVE THE TEMPORARY AMENDMENT THAT ALLOWED THE PARISH COUNCIL TO MEET REMOTELY DURING THE COVID 19 PANDEMIC

It was resolved that the temporary amendment be removed.

Proposed: Cllr. B. Orr Seconded: Cllr. C. Wilson

16.

a) TO REVIEW THE MODEL FINANCIAL REGULATIONS (Circulated in advance of the agenda)

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

Proposed: Cllr. C. Wilson Seconded: Cllr. D. Cowling

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. L. Bishop Seconded: Cllr. B. Orr

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. B. Orr Seconded: Cllr. C. Wilson

b) TO ADOPT THE RISK ASSESSMENT FOR PARISH COUNCIL MEETINGS TAKING PLACE DURING THE COVID 19 PANDEMIC (Circulated in advance of the agenda)

It was resolved that the Covid Risk Assessment for the Parish Council's meetings should be adopted.

Proposed: Cllr. L. Bishop 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. C. Wilson Seconded: Cllr. B. Orr

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 C. Wilson, Councillor B. Orr, Councillor J. Pinney or N. Francis

VILLAGE HALL COMMITTEE – minimum 5 MEMBERS

Councillor L. Bishop, Councillor D. Cowling, Councillor N. Francis, Councillor B. Orr, Councillor J. Pinney, Councillor W. Pinney, Councillor C. Wilson

Proposed: Cllr.D. Cowling

Seconded: Cllr. L. Bishop

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

Cllr. T. Smith introduced himself to the council and advised that his first 3 weeks in office had been spent on induction programmes. He is looking forward to working with the Parish Council.

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

Cllr. P. Morris introduced himself to the council and advised that his first 3 weeks in office had also been spent on induction programmes. He emphasized that he see himself a servant of Kelsey ward and will do his best on its behalf.

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 in May 2019 regarding this donation, as the legality of making such a donation had been queried by the Internal Auditor in his report of 2019. 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.’

To the Clerk’s knowledge there is no change in this advice.

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. C. Wilson

23. TO CONSIDER RENEWING THE CONTRACT FOR THE SERVICES OF THE VILLAGE HANDYMAN

It was resolved that the contract be renewed

Proposed: Cllr. B. Orr Seconded: Cllr. D. Cowling

24. TO CONSIDER THE PURCHASE AND SITING OF LITTER BINS FOR THE VILLAGE. ALSO THE PURCHASE OF A BENCH SEAT TO BE SITED NEXT TO THE LITTLE LIBRARY



## Bins

The Clerk advised that litter bins can be purchased from WLDC for around £100.00 including installation. The bins will then be emptied by WLDC. The council needs to put forward potential sites, which will then be viewed by WLDC.

It was resolved that 4 bins be purchased from WLDC to be potentially sited on the Main Road, at the layby on the road to Somerby, at the village hall and at the top of Smithy Lane

Proposed: Cllr. B Orr Seconded: Cllr. J. Pinney

## Bench Seat

The Clerk advised that there are a variety on the market, from wooden to recycled plastic. Prices range from £400 to £900.

Cllr. P. Morris advised that he may be able to obtain a donation towards the cost of a seat from Caistor Lions. Cllr. T. Smith added that positioning of the seat needs to be checked with regard to distance from the road.

It was resolved that a seat be sited next to the Little Library and that the Clerk will look for suitable benches and also await a possible donation.

Proposed: Cllr. B Orr Seconded: Cllr. D. Cowling

25. TO CONFIRM RENEWAL OF THE MEMBERSHIP OF LALC IN THE SUM OF £147.43.

Noted

26. TO RECEIVE AN UPDATE FROM THE CLERK ON VILLAGE SIGNAGE

The Clerk advised that she is awaiting final designs for the signage. There was an initial delay as she was awaiting permission from WLDC for the street signs. The design for the welcome signs will have to be approved by LCC Highways.

27 TO RECEIVE A REPORT FROM THE CLERK ON PARISH COUNCIL ASSETS

The Clerk advised that she has now drawn up an inspection sheet for the above on the advice of the internal auditor. There are currently 2 problems.

a) There are chafer grubs on Bigby Green. The only possible solution at present is to purchase Nematodes, at a cost of £35.00, which eat the chafer grubs. These may have limited success. The Village Handyman has indicated that he will apply them to the affected areas.

b) Having solved the problematic noticeboard door at Pingley Park, the Clerk cannot now open the noticeboard on Smithy Lane. She suggested using simple bolts to secure the doors.

## 28 TO CONSIDER EXTENDING THE CUTTING OF VERGES TO INCLUDE KETTLEBY LANE

The Clerk advised that a resident of Kettleby Lane had spoken to her about the speed of traffic on the section of road near the bungalows. This had led onto discussion of the grass verge, which is only cut twice a year. An Officer at Lincolnshire Road Safety Partnership advised the Clerk that the verge is actually in North Lincolnshire.

It was resolved that the Clerk speak to JB Rural Services to obtain a price for adding this area to the grass cutting schedule and to liaise with NLC regarding permission for this work to be undertaken. The residents at this point on Kettleby Lane pay their precept to Bigby Parish Council. The Clerk will check the legalities.

Proposed: Cllr. C. Wilson Seconded: Cllr. B. Orr

## 29 MEETING DATES

a) To determine the meeting dates for the next council year

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

Proposed: Cllr. B. Orr Seconded: Cllr. D. Cowling

b) To determine the dates for the Annual Parish Meetings in 2021 and 2022

It was resolved that the Annual Parish Meeting for 2021 takes place on Tuesday, 6th July at 7.15 pm and that the 2022 meeting takes place on 24th March.

Proposed: Cllr. C. Wilson Seconded: Cllr. B. Orr

## 30 COMMUNITY ENERGY HUB

a) To receive outline information from Cllr. Clive Wilson on proposed Community Energy Hub

b) To determine the degree of the Parish Council's initial involvement in this project

It was resolved that this initiative needs further investigation, but in the meantime will be advertised in the forthcoming newsletter and will be an item on the agenda of the Annual parish Meeting, which is to take place in July

Proposed: Cllr. J. Pinney Seconded: Cllr. D. Cowling

The meeting closed at 8.35 pm