

BIGBY PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON TUESDAY, 19th MAY 2020

CHAIRMAN – COUNCILLOR D. COWLING

PRESENT: Councillors – L. Bishop, D. Cowling, P. Hannath, S. Large, C. Wilson

Also in attendance: -

Mrs. A. Hannath – Clerk to the Council

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. C. Wilson Seconded: Cllr. S. Large

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. D. Cowling Seconded: Cllr. P. Hannath

3. Notice convening the meeting.

Taken as read and approved.

4. To Receive Apologies and Reasons for Absence

Cllr. B. Orr

Cllr. A. Turner - LCC

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

It was resolved that Lee Bishop be co-opted to the Parish Council.

Proposed: Cllr. P. Hannath Seconded: Cllr. S. Large

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

- a) HSBC – Confirmation that the Council has completed its Safeguard Review
- b) Somerby Parish Meeting – Information regarding the demolition of Somerby Hall
- c) Cllr. Poll, LCC – Information regarding the re-opening of Recycling Centres
- d) Kettleby Lane – Road closed overnight from 13th June / 14th June 2020

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

a) Cllr. Orr asked the Clerk to look into Rural Grants for Tourism, possibly to develop the toilet access at the Village Hall for walkers. Unfortunately, these grants are for projects over £20,000.00

b) Recycling centres – The Clerk spoke to Cllr. C. Sherwood of NLC in February who advised that he had asked officers to contact WLDC to look for a way forward, perhaps on a quid pro quo basis. However, this has now been superseded in the light of the current situation. (See correspondence)

9. To Receive any Questions from Members.

None notified

10.

a) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING HELD ON TUESDAY, 4th FEBRUARY 2020

It was resolved that the minutes of the meeting held on 4th February, 2020, having been circulated should be taken as read and approved.

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

b) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING OF THE VILLAGE HALL COMMITTEE HELD ON TUESDAY, 4th FEBRUARY 2020

It was resolved that the minutes of the meeting held on 4th February, 2020, having been circulated should be taken as read and approved.

Proposed: Cllr. C. Wilson Seconded: S. Large

11. ACCOUNTS

a) To Receive the following Financial Report and Approve the Accounts for Payment: as at 18th March, 31st March and 6th May 2020 (Statement of accounts enclosed)

ACCOUNTS FOR PAYMENT

	DATE		PAYEE	DESCRIPTION	CHEQUE	AMOUNT	VAT	TOTAL
19	3	2020	Autela	Payroll	BACS	63.33	12.67	76.00
19	3	2020	Brigg Office Supplies	Newsletter	BACS	30.60	6.12	36.72
25	3	2020	Brigg Office Supplies	Corona virus leaflet/postage	BACS	66.27	7.20	73.47
27	3	2020	Brigg Office Supplies	Newsletter postage	BACS	34.02		34.02
31	3	2020	AJ Hannath	Wages - 4/4	BACS	557.55		557.55
31	3	2020	AJ Hannath	Homeworking allowance - 4/4	BACS	30.00		30.00
31	3	2020	AJ Hannath	Mileage 2019 - 20	BACS	29.35		29.35
31	3	2020	PettyCash Top Up- no.3 54.95	Wilko - batteries	BACS	3.33	0.67	4.00
31	3	2020	PettyCash Top Up- no.3 54.95	Tesco - Printer Ink	BACS	31.67	6.33	38.00
31	3	2020	PettyCash Top Up- no.3 54.95	Tesco - prizes	BACS	5.83	1.17	7.00
31	3	2020	PettyCash Top Up- no.3 54.95	Tesco - Stationery	BACS	4.96	0.99	5.95

	DATE		PAYEE	DESCRIPTION	CHEQUE	AMOUNT	VAT	TOTAL
1	4	2020	LALC	Membership fees	BACS	147.43		147.43
21	4	2020	JB Rural Services	1st Grass cut	BACS	65.00	13.00	78.00
10	4	2020	JB Rural Services	Gritting	BACS	30.00	6.00	36.00
21	4	2020	JB Rural Services	1st Grass cut	BACS	65.00	13.00	78.00
1	5	2020	Mrs. B. Orr/Midland Flags	VE Day Bunting	BACS	39.98	8.00	47.98
6	5	2020	Brigg Office Supplies	VE Day Letter	BACS	16.00	3.20	19.20
7	5	2020	Richard Dixon	Annual Audit	BACS	340.00		340.00
20	5	2020	Zurich	Insurance Renewal	BACS	215.73		215.73

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

Proposed: Cllr. C. Wilson Seconded: Cllr. P. Hannath

12. ANNUAL AUDIT – YEAR ENDING 31st MARCH 2020

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. C. Wilson

b) To receive the internal auditor's report for the Fiscal Year 2019/20 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 2020.

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 2020.

Proposed: Cllr. C. Wilson Seconded: Cllr. S. Large

f) To approve the Accounting Statements for the Fiscal Year 2019/2020 (Section 2)

Proposed: Cllr. D. Cowling Seconded: Cllr. 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: Cllr. P. Hannath Seconded: Cllr. D. Cowling

h) To approve the Council's Asset Register.

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

i) To authorise payment of the Auditor's invoice following completion of the internal audit for the Fiscal Year 2019/20.

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

Proposed: Cllr. P. Hannath Seconded: Cllr. D. Cowling

13.

a) TO RECEIVE CONFIRMATION FROM THE CLERK OF THE INSURER APPOINTED WITH EFFECT FROM 1st JUNE 2020, YEAR 3 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.

Reference: 140980 – Planning application for extension to annex accommodation – The Old Rectory, Main Street, Bigby

NO OBJECTIONS

15. TO REVIEW THE MODEL STANDING ORDERS INCLUDING 2 AMENDMENTS (Circulated in advance of the agenda)

It was resolved that the Parish Council's Model Standing Orders and the two amendments, as circulated, are fit for purpose for the forthcoming year.

Proposed: Cllr. C. Wilson Seconded: Cllr. S Large

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. P. Hannath

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. C. Wilson

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

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. P. Hannath

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)

the following members should be appointed to each committee.

PERSONNEL COMMITTEE – 3 MEMBERS

Councillor B. Orr, Councillor S. Large, Councillor C. Wilson

VILLAGE HALL COMMITTEE – minimum 5 MEMBERS

Councillor L. Bishop, Councillor D. Cowling, Councillor P. Hannath, Councillor S. Large, Councillor B. Orr, Councillor W. Pinney, Councillor C. Wilson

Proposed: Cllr. S. Large

Seconded: Cllr. D. Cowling

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

Cllr. Turner unable to attend due to the current lockdown restrictions

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

Cllr. Turner unable to attend due to the current lockdown restrictions

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. S. Large Seconded: Cllr. P. Hannath

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

It was resolved that the contract be renewed

Proposed: Cllr.D. Cowling Seconded: Cllr. P. Hannath

24. TO CONFIRM THE DONATION OF £1500.00 TOWARDS THE UPKEEP THE VILLAGE HALL FOR THE CURRENT FINANCIAL YEAR.

It was resolved that a donation of £1500.00 be made to the Village Hall

Proposed: Cllr. C. Wilson Seconded: Cllr. P. Hannath

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

Noted

26. TO REVIEW THE LATEST DATA COLLECTED FROM THE SID DEVICE FROM EARLY MARCH 2020

Unfortunately, the Clerk had difficulty transferring the data. She will circulate the results when the problem is resolved

The meeting closed at 7.34 pm