

# Waddingham Parish Council

Minutes of the Annual Parish Council Meeting held on **Wednesday 3 May 2017** at Jubilee Hall

**Present:** Cllrs LJ Williams RL Coman JA Hill CS Metcalfe GA Thacker PH Williams  
A Watson (acting Clerk) A White AR Yates

**Also present:** LCC Cllr Strange WLDC Cllr Summers  
1 Resident

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## **Election of Chairman**

*Cllr LJ Williams was appointed Chair and signed Declaration of Acceptance of Office and thanked Cllr A Watson for her work as Acting Clerk*

## **Apologies for Absence**

*None*

## **Election of Vice- Chair**

*Cllr C Metcalfe was appointed Vice-Chair and signed Declaration of Acceptance of Office*

## **Declaration of Interest**

- a. To record 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 type of interest being declared. *None Declared*
- b. To note dispensations given to any member of the council in respect of the agenda items listed *None requested*

## **Minutes of Previous meetings to be approved and signed**

*The minutes of the Parish Council Meeting held on Monday 13 January 2017 were approved and signed as true and correct.*

*The minutes of the Parish Council Meeting held on Friday 3 April 2017 were approved and signed as true and correct.*

## **To review and approve Standing Orders**

*Draft copy amended and resolved to adopt*

## **To confirm all councillors have reviewed their Register of Interests**

*All councillors confirmed there is no change to their Register of Interests*

## **To review and approve Financial Regulations**

*Resolved to adopt*

## **To review and approve Members Code of Conduct**

*Resolved to adopt*

## **Clerk's Report *Items clarified and noted:***

Notified relevant authorities of Acting Clerk contact details

Issued notice of vacancy for Parish Clerk

Confirmed NALC Clerk/Chairman course for Councillors L Williams & A Watson 9 May 2017 at Welton

Outstanding accounts from meeting 13 March 2017 paid

11 May 2017 agreed date with Viv Hallam for Internal Audit

## **Representative's Reports**

To receive reports. (Items requiring decisions not on this agenda to be placed on the next agenda).  
LCC Councillor – *Cllr Strange commented on unlikely to see any more wind farms due to cuts in subsidies. Dualling A15 – lobbying Highways North Lincs. Central Government moved dualling A15 to 2<sup>nd</sup> division but will cost £½ Billion. Requested an email from the Parish council re accident 27 April 2017 to enable a village initiative for widening the road Clerk to Action. Highways levelling Danger Bridge in July. Bronze Age discoveries have put a delay to the Lincoln bypass. 27-28 May 2017 Edward III, 800 year Victory over France celebrations planned. Funding - £25 million for Social Services, £5 million for road repairs. Tough year with cuts but balanced the books.*

WLDC Councillor – *Cllr Summers commented on finances for the district - over the past 10 years we have received £100 million with support from various organisations. £29.4 million funding had been received for Lincolnshire with WLDC receiving £5 million. Tenders for Leisure & Sporting facilities will hopefully reduce costs to nil and maybe a profit. Suggested we request funding from the Councillor Initiative Fund for a commemorative bench in recognition of James Cousins long service to the Parish Council LW to action.*

Lincolnshire Police - PCSO Law had emailed her apology and had nothing to report - *Noted*

## **To receive Reports for Discussion/Decision**

Weed Killing & Grass Cutting *Councillor L Williams informed the council that the Village Hall Committee would resolve the weed killing around Jubilee Hall. Resolved to instruct MKS Groundcare Ltd to weekly cut through May.*

To consider weed levels in Redbourne Road drain and decide appropriate remedy *Resolved to defer to July Agenda to invite Tenders for removal in October*

To receive a report from Neighbourhood Plan Team *Councillor C Metcalfe informed the council the team was growing; questionnaire in it's final stage (reduced to 20 questions), received quote for printing and now requires first tranche of funding. Meeting arranged with Daniel Evans from WLDC to access funding and agree use of Freepost system.*

To receive a report on Website performance

*Cllr's A Watson and C Metcalfe attending AGM Meeting for The Triangle on Monday 8 May 2017 to establish a community link with the website.*

*Following draft policies to be uploaded onto the website before the July meeting:*

*Risk Assessment Policy*

*Procedure for Handling Requests under the Freedom of Information Act 2000*

*Data Protection Act 1998 Policy*

*Equal Opportunity Policy*

*Health & Safety Policy*

*Financial Risk Assessment*

*Digital Channels Policy*

*Clerks Expenses Policy*

*Sickness & Absence Policy*

*Grievance & Disciplinary Policy*

*Complaints Procedure*

## **Parish Issues**

To consider Parish issues for the Clerk to take up with the appropriate authority *as per LCC Report, email Cllr Strange re accident on A15 and place advert on the website and in The Triangle asking for support in creating a Village Initiative Group Clerk to Action Contact Village Hall Committee and request provision for smoking bins and outside areas to be Cleared Clerk to Action*

*Councillor A White to make enquires as to ownership and possible removal of goal post on the Village Green*

### **North Ramper**

To consider a request to the Parish council for road repairs to 60 metres of North Ramper ***Cllr G Thacker made the request and was informed the Parish council had no responsibility for the road. The Enclosure Award of 1770 and documentation from Land Registry dating October 2011 clarified this point. Clerk to forward copies to Cllr G Thacker. A request for a Constable Ings meeting after the Parish Council meeting in July was requested by Cllr G Thacker, Resolved to attend***

### **Correspondence for Discussion/Decision**

Request from Village Hall Committee for use of Village Green for Tractor Rally ***Resolved to allow***

### **Finance**

To approve and sign the monthly accounts for payment ***Resolved to move to exclusion of the public and press***

To approve Annual Audit Return, Annual Governance, Accounting Statement and Asset Register at meeting 7.00pm on Wednesday 17 May 2017 in Jubilee Hall ***Resolved***

### **Agenda Items for the meeting 5 July 2017**

Beck cleaning tender

Flood Relief Channel report from Cllrs P Williams and A Yates

To review and adopt draft Policies and Procedures that have been upload onto website

***Resolved to exclude the public and press in accordance with the Public Bodies )Admissions to Meetings) Act 1960 S1(2) due to the confidential nature of the items to be discussed***

### **Finance**

***Resolved to use double entry system as used by PW in preparation for meeting 17 May 2017 at 7pm to approve and sign documentation for auditors Grant Thornton; to use Chair's address for all Parish council correspondence until clerk employed, obtain 3 tenders for Parish Council Insurance, Precept to be transferred into Community Account, HMRC to be paid by electronic transfer and pay the following:***

***123connect, hosting and domain name renewal £171.30***

***MKS Groundcare, grass cutting services for April £259.20***

***Triangle magazine request for donation £150.00***

***Waddingham Parochial Church Council request for grass cutting donation £300***

***LALC, Annual Subscription for NALC & LALC £193.59***

**To confirm the date and time of the next meeting 17 May 2017 at 7.00pm in Jubilee Hall.**

**Meeting closed at 8.58pm**