

# Waddingham Parish Council

Minutes of Parish Council Meeting held on **Wednesday 4<sup>th</sup> January 2017** in the Village Hall

**Present:** Cllrs DT Waite (Chair) RL Coman JE Cousins JA Hill CS Metcalfe  
JB Tutty A Watson LJ Williams

**Also present:** BK Brooks Clerk/RFO WLDC Cllr Summers 3 Resident co-optees

## **Public participation**

A resident of Snitterby informed the council of plans for a development of 100 Holiday Lodges at Holywell Grange Snitterby and further information would be available at public meeting to be arranged.

Cllr Waite opened the meeting

---

**1701/1 Apologies for absence - All present**

**1701/2 To consider co-option of Councillor  
*Resolved to co-opt Godfrey Thacker as Councillor***

**1701/3 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. ***Cllr Cousins declared a DPI in 1701/12 d***
- b. To note dispensations given to any member of the council in respect of the agenda items listed.  
***None requested***

**1701/4 Minutes of Previous meetings to be approved and signed**

***The minutes the Parish Council Meeting held on Monday 21<sup>st</sup> November was approved and signed as a true and correct record subject to :-  
1611/6d - Delete - "as per the September PCM minute"  
Add - "to be used with immediate effect"  
1611/7a - Delete - "Lane"***

**1701/5 Clerk's Report *Items clarified and noted :-***

Notified WLDC Precept Estimate  
Notified WLDC Cllr AW Register of Interest error  
Notified WLDC Cllr AO`C resignation  
Issued Notice of Vacancy  
Issued acknowledgement/appreciation letter to AO`Connor  
Site Visit/Meeting with Chairman  
Liaising with LCC re Highways issues  
Issued HSBC Mandate  
Paid outstanding Accounts  
Issued Co-option Notice

**1701/6 Representative's Reports**

To receive reports. (Items requiring decisions not on this agenda to be placed on the next agenda).  
LCC Councillor- ***No Report***  
WLDC Councillor ***Cllr Summers commented on the authority's financial situation and future arrangements - Proposed Leisure Services Contracts - Acquisition of an Holding Company / Job Agency***  
Lincolnshire Police - PCSO Law had emailed her apology and report – ***Noted***

**1701/7 To receive Reports for Discussion/Decision**

- a. ***Cllr Waite reported that he had delivered a card and gift to Pete Wainwright the retired clerk and of a parish tour with the new clerk.***
- b. Flood Relief Scheme ***Cllr Waite reported on the progress of the cleaning out of a section of the drain on Radbourne road.***
- c. Policies/Procedures/Regulations - ***Resolved to convene a meeting in February***
- d. Audio Record Meetings - ***Resolved to consider after 1701/16***
- e. PC Website - ***Resolved : -***
  - ***To renew domain name registration for waddingham.gov.uk (£69 for two years)***
  - ***To renew the website hosting and review whether 123Connect remain the best value for money £49 pa) for the website***
  - ***To extend the website to include a wider community engagement with contributions from anyone in the community***
  - ***To allow limited advertising for parish businesses to make the website self-funding***
  - ***To develop and implement a robust Information Management process (as suggested by the Transparency Code for Smaller Authorities 2015 Part 3 (31) ) to oversee the legislative and community content of the website. (see attached information management document for discussion)***
  - ***The Parish Clerk to ensure all land and building assets are properly described as per the Transparency Code for Smaller Authorities 2015 Section 2 (10) and in accordance with the relevant government accounting guidance. (In particular, paying attention to the requirements set out in Part 2 (24-27) wrt the Parish Councils status as outright owner. Managing Trustee or Custodian Trustee)***
  - ***The Parish Clerk to ensure that all members Register of Interests are made available to published on the Parish Council Website (Localism Act 2011 Section 29 (7)***
- f General Power of Competence - ***Resolved to adopt the provisions of section 1 -6 of the Localism Act.2012 - General Power of Competence***

**1701/8 Parish issues**

***Clerk to enquire of WLDC regarding the services of a Dog Warden***

**1701/9 Planning**

- a. Planaps between meetings - ***Resolved to delegate the Clerk to collate responses.***
- b. PA/135003 Listed building consent for conversion of outbuilding to residential dwelling-Ph 1 And to PA/134494 Cliff House Cliff Lane ***Granted - Noted***
- c. PA/135504 The Old Vicarage - Conversion of Coach House to annex for Games/Music /Studio incl roofing & PA/135505 - Listed Building Consent - ***Resolved No objections/comments***
- d. PA/135422 - The Villa Church Road - ***Granted time limit + conditions - Noted***

**1701/10 Correspondence for Discussion/Decision**

- a) HMRC - PAYE Payments to be paid electronically - ***Noted***
- b) WL - Citizens Advice request for funding - ***Resolved not to donate***
- c) BKV Competition 2017 - ***Resolved not to enter***
- d) LALC Annual Training Scheme 2017/18 @ £ 65.00 - ***Resolved to subscribe***
- e) WLDC Governance Arrangements - ***Noted***
- f) LALC Newsletter - ***Resolved Clrs Watson & Williams to attend `Councillors` Training Day` on 9<sup>th</sup> February***

**1701/11 Correspondence for Information**

***The following were Noted :-***

- a. LCC Temporary Road Closure Amendment: *Re-schedule - 6/3/2017 - 24/3/2017*
- b. LCC Highway Grass Cutting

- c. LCC Street Lighting Transformation Project
- d. The Good Councillor Guide

**1701/12 Finance**

- a. Monthly accounts for payment - **Resolved to approve and sign for payment** : -  
Clerk - Salary /Expenses Nov/Dec  
HMRC - PAYE Nov/DEC
- b. 2017/18 Budget & Precept - **Resolved to set the Budget and claim a Precept of £7,500.00**
- c. To appoint Internal Auditor 2016/17 - **Resolved to appoint Viv Hallam Bishop Norton PC Clerk**
- d. Village Green Maintenance Contract 2017 - **Resolved to request 3 Quotes**

***Cllr Cousins left the meeting***

**1701/13 Minor Items**

- a. Cllr Watson requested information on questions raised by residents regarding : -
  - i. **Monies held on behalf of Waddingham Adventure Playground**  
*This account is not under the auspices of Waddingham PC*
  - ii. **Assets**  
*The PC does not possess any documented evidence of any assets*  
Cllr Watson was advised to inform residents to contact the clerk
- b. Matters of correspondence for information which arrived after the agenda was posted. - **None**

**1701/14 Agenda Items for the next meeting**

Constable Ings Trust

**1701/15 To confirm the date and time of the next meeting as 7.00pm on Monday 13<sup>th</sup> March 2017 in the Village Hall**

**1701/16 Resolved to exclude the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the items to be discussed**

**1701/17 Audio Record Meetings**

***Cllr Watson suggested that Cllr Thacker and the Clerk should leave the meeting***  
***Cllr Thacker left the meeting***  
***The Clerk was subsequently requested to remain however duly left the meeting at 10.35 pm.***  
***Nothing was resolved***

**1701/18 Clerk`s Contract of Employment**

**Amd 2 : Due to the Clerk NOT being responsible for managing the website, was therefore NOT responsible for the Waddingham Parish Council complying with the requirements of the Transparency Code.**

**Meeting closed at 10.45 pm**