

**Minutes of the Annual General Meeting of the Horbling Parish Council held on Thursday, 24th May, 2017 at 7.30 pm in the Meeting Room, Horbling**

Present: Mrs. J. Wesley  
Miss P Covell  
Mr D Campsill,  
Mr A Daubney  
Miss L Brown  
Dr M Kierstan

Parish Clerk: Mrs. I Campsill

**1212.372.18 Appointment of Chairman**

Following the resignation of Mr J Congreve as Councillor and Chair, Mr David Campsill was nominated and this was agreed unanimously.

**1213.372.18 Co-option of new Councillor.** It was agreed, with one abstention, to ratify the decision to co-opt Mr M Jackson as Councillor. Unfortunately Mr Jackson was unable to attend the meeting but the Clerk would arrange to complete the necessary paperwork outside the meeting.

**1214.372.18 Appointment of Vice-Chairman**

It was agreed to appoint Mrs Jill Wesley as Vice-Chairman for this meeting only. An agenda item of appointment of Vice-Chairman would be put on the agenda for the next meeting.

**1215.372.18 Apologies for Absence.**

There were no apologies for absence.

**1216.372.18 Declarations**

Mrs J Wesley declared an interest in the agenda item – letter asking for sponsorship for expedition to Morocco. Mr A Daubney also declared an interest in the agenda item – estimates for decoration of the Meeting Room.

**1217.372.18 Minutes of last meeting held on Thursday, 15<sup>th</sup> February, 2018**

These were agreed with no amendment.

**MATTERS ARISING FROM THE MINUTES.**

**1218.372.18 Spring Wells.** Log bollards and signs requested no parking on the grass had now been erected, which had resulted in improvement to the area. Mr A Daubney agreed to follow up re spraying the area with weed killer.

**1218.372.18 Community Wildlife Grant.** Miss Brown reported that this was ongoing and she would liaise with Mr J Congreve re the footpath trails. It was noted that the next deadline for grant application was 1 September.

**1219.373.18 Land Rents.** The Clerk reported that she had consulted with the land agent regarding the land rents, and in his view, these were still current.

**1220.373.18 Community Speed Watch.** It was agreed that 150 speed signs, which could be attached to wheelie bins, should be purchased and then an item put into the local magazine to say that these were available to residents.

**1221.373.18 Refund of contribution from Wind Turbine campaign.** Dr. Kierstan reported that he was meeting with the Treasurer within the next week or two and would be able to report at the next meeting. A decision would then be made re how to spend the reimbursed funds.

**1222.373.18 Use of Meeting Room by Horbling PCC.** A letter was circulated with the agenda re the use of the Meeting Room for the coffee mornings. It was noted that it had not been used by the Horbling PCC, since the decision was made to charge.

## **CORRESPONDENCE**

**1223.373.18 A request for sponsorship for expedition to Morocco.** A letter, having previously been circulated, requesting a donation for sponsorship for an expedition to Morocco, was considered. It was agreed that a donation of £150 should be made.

**1224.373.18 Request from Pointon Juniors Football team for training equipment.** A request had been circulated with the agenda for a possible donation to help support the Pointon Juniors Football team, where approximately seven members came from Horbling. It was agreed to make a donation of £150.

**1225.373.18 Request for donation from Brown's C of E Primary School.** A letter was circulated at the meeting from the Headteacher of Brown's C of E Primary School asking for a donation towards new computing equipment. It was agreed to make a donation of £500 and this would be considered again in February 2019. Also it would be suggested that the School approach the Toller Education Trust to see if further funds could be available. Mr D Campsill also reported on the outcome of the latest meeting of the Toller Trust where he had suggested the Scouts Group as a beneficiary and he was pleased to report that they had received a grant of £2,000.00.

**1226.373.18 Paddocks Estate.** A letter from residents of the Paddocks Estate was before the Council regarding issues of potholes, unsightly properties, control of weeding and the possibility of double yellow lines directly over the fire hydrant. The potholes and weeding had already been reported to the Highways Department, the Council properties had also been reported and the question of the yellow lines would be discussed with the Highways Department on their annual visit.

**1227.373.18 NHS Presentation to Council.** A letter had been received from Head of Engagement and Inclusion offering to visit the Council to obtain views re their future services. It was agreed that the Clerk should make contact and arrange a mutually convenient date.

## **FINANCIAL REPORT**

**1227.374.18 Annual governance statement.** The annual governance statement, circulated with the agenda, was considered. Discussion was held on the potential financial risks and the internal audit and the Clerk agreed to furnish Dr Kierstan with the renewal insurance documents to ensure that all possible risks were being managed. It was then agreed to complete the Annual Governance Statement, which was signed by the Chair and Parish Clerk at the meeting.

**1228.374.18 Internal Auditor's report.** The Internal Auditor had completed her audit on the annual accounts with no comment and this was accepted.

**1229.374.18 Annual accounting statements for 2017-18.** The returns for the external auditor, having been previously circulated with the agenda, were discussed. The Clerk agreed to circulate to Dr Kierstan a copy of the asset register and also to ascertain from the auditor if this should be revalued. It was agreed unanimously that the returns for the external auditor including the Annual Governance statement and accounting statements 2017-18, be approved and were signed at the meeting by the Chairman and Parish Clerk as Responsible Financial Officer.

**1230.374.18 Payments since the last meeting.** It was agreed unanimously that the payments made since the last meeting and circulated with the agenda be approved.

**1231.374.18 Treasurer's report.** It was agreed unanimously to accept the Treasurer's report circulated with the agenda.

**1232.374.18 S.137.** The Parish Clerk reported that the S137 sum for 2018/19 would be £2,790.30.

**1233.374.18 Renewal of insurance with AON.** Following earlier discussion regarding risk management, It was agreed to renew the insurance with AON at a premium of £1,016.39.

**1234.374.18 Grant for provision of Community Cleaner.** The Parish Clerk reported that an amount of £407.16 had been received for the half year to 30<sup>th</sup> September 2018 from SKDC for the provision of the Community Cleaner.

## **HIGHWAYS – UPDATE**

**1235.374.18 Meeting with Highways Department.** The Chair reported that he had contacted Mr R Smith of the Highways Department regarding a walk around the

village. He understood that a Cllr Davies would be contacting all Parish Councils in this regard.

### **THE MEETING ROOM AND THE PLOUGH INN**

**1236.375.18 Updating of the disabled toilet facilities.** It was agreed to accept the quotation from Mr. Adam Craig for the refurbishment of the disabled toilet facilities at the Meeting Room.

**1237.375.18 Redecoration.** After discussion, it was agreed to accept the quotation from Mr Adam Craig for the painting of the interior of the Meeting Room, timber repairs as required to external windows and doors and repainting.

**1238.375.18 Insurance of the Plough Inn.** It was agreed to accept the quotation from Terry Osborne Insurance Services for the renewal of the building insurance of the Plough Inn at £1172.65. The policy would be forwarded to Dr Kierstan for consideration that all risk management had been covered.

### **PLANNING APPLICATIONS**

**1239.375.18** There were no planning applications.

### **1240.375.18 GPDR COMPLIANCE**

To comply with the new Data Protection Laws which came into effect from 25<sup>th</sup> May, 2018, the Clerk had compiled and circulated with the agenda, the following documents.

- Data Map
- Data Protection Policy
- Subject Access Request Procedure
- Data Breach Policy
- Records Retention Policy
- Privacy Notice

After discussion, it was agreed to adopt all the documents without amendment

The Security Compliance Checklists were also circulated which would need to be completed by all Councillors to show compliance.

It was also agreed that the Council should register with the ICO and pay the relevant Data Protection Fee which was approximately £40.00.

### **1241.375.18 POSSIBLE PURCHASE OF A DE-FIB UNIT**

A suggestion had been made that a de-fib unit should be purchased for the village. It was agreed that the Clerk should look into prices and put the item on the agenda for the next meeting.

### **1242.375.18 POSSIBLE SETTING UP OF CONSERVATION AREA**

Dr M Kierstan reported that Mr Ian Wright of SKDC, had enquired if the meeting room could be used for a public consultation meeting which would be the next stage of the possible setting up of a conservation area and that it seemed unlikely that he would be suggesting any changes to the boundaries proposed.

### **1243.376.18 SELECTION PROCESS FOR CO-OPTING OF NEW COUNCILLORS**

Dr Kierstan had asked that the Selection Process for co-opting new Councillors should be discussed as an agenda item and gave an address to the Council on his concerns and views on the current selection process which had necessitated him abstaining from the current selection process. He drew attention to other Lincolnshire Parish Councils who had a formal selection policy. An email had also been received from one of the last applicants sharing similar concerns. This was discussed fully and the Clerk was asked to put together a possible Selection Process Policy for a full discussion at the next meeting. It was noted that the current selection policy had been carried out correctly in accordance with the Council's Standing Orders.

### **ANY OTHER ITEMS FOR URGENT DISCUSSION**

**1244.376.18 Bourne and Billingborough Neighbourhood Policing Panel.** Mr Campsill reported on the meeting of the Policing Panel, where it had been noted that PCSO's operating speed cameras were now able to issue speeding tickets and also that it had been suggested that parishes group together to buy radar guns.

**1245.376.18 Milestone on Billingborough Road.** Miss Brown agreed to look at the possibility of re-painting the milestone on Billingborough Road.

**The Meeting then went into closed session.**

### **1249.376.18 DATE OF NEXT MEETING**

It was agreed that the next meeting would be held on Thursday, 23<sup>rd</sup> August, 2017, at 7.30 pm.