

Beckingham Parish Council

Draft Minutes of the Annual Meeting of the Parish Council - Wednesday 8th May 2019

Present: Cllrs L Tatton as Chair (LT), A Brewer (AB), P Wells (PW), S Toomer (ST)
Terry Brown/Parish Clerk
District Cllr Chris Spray
Parishioner: Angela Smith

Minute	Action
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19/043 Public Time

The Chair expressed the PC's sympathy and condolences to the friends and family of Sue Dunne who passed away recently.

A welcome was given to the newly licensed Vicar the Rev. Christine Goldsmith and congratulations were passed to the two newly elected District Councillors Mary Green and Chris Spray with the hope that the PC will continue to have a close and fruitful working relationship with them both.

He also thanked the outgoing District Councillors Sue Howe and Pat Woodman for their invaluable help in the past and wished them both a happy retirement.

19/044 Election of Chair

LT was proposed and seconded to be Chair and unanimously voted in.

19/045 To receive the Chair's declaration of acceptance of office

LT signed for the acceptance of office of Chair.

19/046 Election of Vice Chair

AB was proposed and seconded to be Vice Chair and unanimously voted in.

19/047 To receive the Vice Chair's declaration of acceptance of office

LT signed for the acceptance of office of Vice Chair.

PW and ST signed for acceptance of office of Councillor.

The meeting then approved to next consider agenda item 15

19/057 To consider a co-option for the Parish Councillor vacancy

LT welcomed Angela Smith to the meeting and gave a brief overview of the work of Councillors.

Angela Smith confirmed that she met all the requirements for office and was then proposed, seconded and unanimously voted into office

Cllr Smith (AS) signed for the acceptance office.

All Councillors then made their Declarations of Interest for office.

19/048 Apologies for absence

None.

19/049 To receive declarations of interest and consider any requests for dispensations

None.

19/050 To confirm appointment of representatives to Committees

Confirmed as:

- AB – Chair of Village Hall Management Committee
- LT – Treasurer VHMC
- PW – Chair of Village Hall Social Club
- AB – Trustee to Randolph Pattinson Charity (Poor Gardens)

19/051 Police Time

None.

19/052 District and County Councillor Time

At 20.05 District Cllr Chris Spray called in briefly to introduce himself as one of the two new District Councillors and he gave a short account of his reasons for standing for office and the ambitions he hoped to fulfil whilst in office.

19/053 Approval of the minutes of the meeting held 27th March 2019

These were approved and then signed by LT.

LT reminded the Clerk of the need to confirm impending road maintenance arrangements.

Action Clerk

19/054 To receive the Internal Auditor's report

The Clerk outlined the steps necessary for the Council to apply for a Certificate of Exemption since the Council was under both of the income and expenditure thresholds of £25000.

The meeting considered the year's accounts (see attached)

The Internal Auditor's report was noted. No discrepancies had been noted.

19/055 To approve the Annual Governance Statement 2018/19(Annual Return Section 1)

The individual statements were reviewed and then the Councillors unanimously approved the Statement. The Chairman and Clerk signed for its acceptance.

19/056 To approve the Accounting Statements 2018/19 (Annual Return Section 2)

The Council noted the Receipts and Payments to 31st March 2019 and the corresponding Section 2 agreements.

The Councillors unanimously approved the Statement. The Chairman and Clerk signed for its acceptance.

Smaller authorities must publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

These include:

- Certificate of Exemption
- Annual Internal Audit Report 2018/19
- Section 1 – Annual Governance Statement 2018/19
- Section 2 – Accounting Statements 2018/19
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

The Clerk to publish to the Council's website.

Action Clerk

19/058 Matters outstanding from previous meetings

/1 to discuss a late received Valuation Office invoice

The meeting noted the receipt of yet another invoice received by PW. Action Clerk
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/2 to review progress on funding sources

The meeting had found no further sources but noted the increased need caused by possible future improvements required to toilet arrangements at the Village Hall.

19/059 Correspondence

Noted.

19/060 Planning

**Application 19/0428/HOUS The Cottage Hillside Beckingham
Erection of two storey rear extension.**

Noted but the Clerk to write to ask that possible problems caused by on site underground drainage be reviewed.

**Application 19/0328/FUL 11 Poplar Meadow Sleaford Road Beckingham
Erection of amenity block. (Retrospective)**

**Application 19/0508/FUL 1 Rose Park Sleaford Road Beckingham Lincoln
Erection of amenity block (part retrospective)**

**Application 19/0289/FUL 4 Poplar Meadow Sleaford Road Beckingham
Erection of amenity block (part retrospective)**

Noted but the Clerk to write to ask that NKDC continue apply due process rigorously to all developments at this site.

Action Clerk

19/061 Committees

Village Hall:

AB reviewed the recent improvements made in the form of carpets and furniture. He drew the meeting's attention to the potential problem of providing adequate arrangements of disabled access to toilets.

LT discussed recent bookings and commented that the rent paid by the Social Club was to increase by £50 a month. Also, the fire extinguishers had been recently serviced.

Play Park:

LT had carried out maintenance work on the swings. He suggested a means to close the gaps that had opened between some of the tiles and the meeting approved the purchase of materials.

AB outlined a proposal to make better use of the whole area by developing a walking trail that could be used by dog walkers with suitable fencing and signage between that and the existing play facilities. The meeting responded positively to the idea and agreed it should be further promoted and discussed at the forthcoming Annual Parish Meeting.

Village fete:

ST reviewed progress and arrangements for the Open Gardens Summer Event June 8th

19/062 Matters for Discussion

/1 to review Asset Register

The Clerk distributed the revised Asset Register to tally with the Annual Return and noted the need to update further in view of recent additions.

- /2 to review arrangements for the Annual Parish Meeting**
The meeting arrangements were reviewed and confirmed.
- /3 to consider a Parish Emergency Plan**
After a review of the relative advantages and disadvantages for the parish the V Council decided to take no further action at the present time.
- /4 to review Drone flying regulations**
ST gave an extensive overview of the current regulations.
- /5 to review insurance provision for staff and volunteers**
Deferred to the July meeting (see 19/063)
- /6 to discuss the June 2019 Bugle**
Approved and to be distributed the weekend of 24th May to publicise the Annual Parish Meeting.

19/063 Finance

The schedule of payments was confirmed after an additional invoice of £595.48 for Village Hall insurance was approved.

The Clerk drew the attention of the meeting to a £50 administration charge imposed on the renewal notice for the Parish Council Public Liability insurance and agreed that he should seek better alternative quotes before the due date of 1/6/2019.

Action Clerk

The meeting confirmed the reported bank balances at 21/4/2019 as
Money Manager £6793.30
Current Account £14926.54

The meeting agreed that ST and AS to be added as signatories to the banking mandate.

19/064 Date of Next Meetings: Annual Parish Meeting Wednesday 29th May 2019
Parish Council Meeting Wednesday 24th July 2019

The meeting closed at 21.05

Beckingham Parish Council -Receipts and Payments yr ending 31st Marc

Income	<i>Yr ending 31.3.18</i>	Yr ending 31.3.19	Expenditure	<i>Yr ending 31.3.18</i>	Yr ending 31.3.19
Precept	9444	9501	Salaries	1878	2053
RSG	56	26	Admin	446	486
Grants	568	4237	IT	69	100
VAT	365	378	Training	15	28
NKDC	82	82	Bugle	140	325
LCC	151	178	Audit	145	290
V Hall	1025	2984	Subs	354	173
Wayleave	20	20	Grass	2210	2120
Village fete	0	1395	Roads	375	845
Interest	10	12	Ins	876	906
			Projects	1564	4168
			Play field	376	78
			Donations	300	300
			Litter	294	100
			Village Hall	1687	246
			Misc	153	289
Total	11721	18813		10729	12507

Bank reconciliation Year ended 31 March 2019

Balances at bank 31st March 2019

HSBC Community a/c		5645.01
HSBC Money Manager a/c		6793.3
		<u>12438.31</u>
less unrepresented cheques	140.47	
	78.00	
	18.00	
Net balances at 31st March 2019		<u><u>12201.84</u></u>

Cash book

Opening bal	5,895.67
add Receipts in year	18813.12
less Payments in year	12506.95
Closing bal Cash Book 31.3.19	<u><u>12,201.84</u></u>