

WILLOUGHTON PARISH COUNCIL

The Annual Meeting of the Parish Council was held in the Village Hall,
Thursday 25th May 2023 @ 6.40pm.

PRESENT

Cllr. Mrs. K. Phillips, (Chair), Cllr. Ms. H. Goring (Vice-Chair), Cllr. Mr. D. Cowell,
Cllr. Mr. G. Rowles Nicholson, Cllr. Mrs. S. Rovezzano, and Ms Hazel Fox (Clerk).
Also present, Mr P. Howitt-Cowan, District Councillor W.L.D.C.

2305/01 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs T. Given.

2305/02 ELECTION OF CHAIR

Cllr. Mr. D. Cowell proposed Cllr. Ms. H. Goring. Seconded by Cllr. Mrs. S. Rovezzano.
Agreed unanimously.

Resolution: Cllr. Ms. H. Goring duly appointed Chair for 2023/2024.

Cllr. Ms. H. Goring signed the Declaration of Acceptance of Office of Chair.

2305/03 ELECTION OF VICE-CHAIR

Cllr. Mrs. K. Phillips proposed Cllr. Mrs. S. Rovezzano. Seconded by
Cllr. Mr. G. Rowles Nicholson.

Resolution: Cllr. Mrs. S. Rovezzano duly appointed Vice-Chair for 2023/2024.

Cllr. Mrs. S. Rovezzano signed the Declaration of Acceptance of Office of Vice-Chair.

2305/04 DECLARATIONS OF INTEREST/DISPENSATIONS

Cllr. Mrs. K. Phillips and Cllr. Mr. G. Rowles Nicholson expressed an interest in
The Tillbridge Solar Project.

Cllr. Mr. D. Cowell expressed an interest as his Wife is Chair of the Board of Governors of
Willoughton School.

2305/05 MINUTES OF THE MEETING HELD 23RD MARCH 2023

Resolution: Minutes are approved and signed by the Chair.

2305/06 RISK ASSESSMENT/AUDIT PAPERS

- a) Review and approve the Annual Internal Audit Report 2022/2023.

Resolution: approved.

Councillors thanked Mr Brent Peart for his work and requested the Clerk to write to
Mr Peart expressing their gratitude.

Action: Clerk

- b) Review and approve Annual Governance Statement 2022/2023.

Resolution: approved and signed.

- c) Review and approve Accounts 2022/2023.

Resolution: approved.

- d) Review and approve Accounting Statements 2022/2023.

Resolution: approved and signed.

- e) Review and approve AGAR 2022/2023.

Resolution: approved and signed.

Signed.....

Dated.....

- f) Review and approve the Risk Assessment.

Resolution: approved and signed.

2305/07

POLICIES AND PROCEDURES

- a) Standing Orders.

Resolution: approved.

- b) Code of Conduct.

Resolution: approved.

- c) Financial Regulations.

Resolution: approved.

- d) Co-option Policy.

Councillors agreed this should be carried over to the next meeting, to allow more discussion to be held.

2305/08

COUNCIL INSURANCE AND ASSET REGISTERS

- a) Asset Register.

Resolution: approved.

- b) Insurance.

The Clerk advised no changes had been made to the policy and renewal had been set at £414.14 with BHIB Councils Insurance. It was further noted the requirement for weekly play area inspections.

Resolution: renewal is approved.

Resolution: The Clerk is to prepare an inventory of all equipment and undertake an inspection and report back to the next meeting.

The Clerk will prepare an inspection schedule via a mobile phone app and a rota will be prepared for Councillors to conduct weekly visual inspections.

Action: Clerk

2305/09

REPORT FROM DISTRICT COUNCILLOR

Mr Paul Howitt-Cowan updated Councillors on the outcomes of the elections on 4th May, the gains and losses of all political parties and the situation at West Lindsey District Council. The future of Scampton was discussed and artifacts had been transferred to Waddington. Information was shared on funding which could be applied for. Councillors congratulated Mr-Howitt-Cowan on his re-election for another four years and looked forward to seeing him at future meetings.

2305/10

MATTERS FOR DISCUSSION

- a) Defibrillator training.

The Clerk updated Councillors on the information received from Lives on costs for training sessions to be held in the Village Hall. Councillors agreed, an informal session was more appropriate, and interest should be gauged from the village.

Resolution: The Clerk will prepare an article to display on the website and noticeboard asking residents to register their interest. Cllr. Ms. H. Goring will display on the village Facebook page. The matter would be discussed again at the next meeting.

Action: Cllr. Ms. H. Goring / Clerk

- b) Neighbourhood Plan.

Councillors discussed, due to the considerable work required, this item would require a dedicated meeting at a later date.

Signed.....

Dated.....

- c) Councillor E-mail addresses.
The Clerk advised the domain name willoughtonparishcouncil.gov.uk was now registered and E-mail addresses for individual Councillors and the Clerk can now be set up. Councillors agreed, full name without full stops should be used.

Action: Clerk

- d) Lincolnshire County Councillor Clio Lyndon Perraton-Williams.
Councillors discussed the lack of contact from Mrs Perraton-Williams, the un-replied emails, and the non-attendance at any meetings in the previous twelve months.

Resolution: The Chair will write to other Parish Councils in the immediate area to gauge support for an official complaint. The Clerk will assist in the composition of the letter.

Action: Cllr. Ms. H. Goring / Clerk

2305/11

PLAYING FIELD

- a) Basketball post.
Cllr. Mr. G. Rowles Nicholson advised, the post and surrounding concrete slabs have now been removed, and the area levelled with topsoil. Councillors thanked Mr Rowles Nicholson for attending to the matter.
- b) Questionnaire.
Four completed forms have been received from those distributed to houses by the Clerk. The Primary School had been contacted, but no reply had been received. This could be due to a change of Head. The Clerk will attempt further contact and will advise Cllr. Mr. D. Cowell when this has been done, so he may offer his assistance. The matter will then be brought back to the next meeting.

Action: Clerk

2305/12

HIGHWAYS

- a) 30 mph signs.
The Clerk has installed the three new signs at the entrance to the village. It was mentioned, the signs do not appear as robust as previous and may require replacement sooner. Councillors thanked the Clerk for attending to this.
- b) Water Hollowgate Hill/Long Lane.
Cllr. Mr. G. Rowles Nicholson advised work is still awaited and will continue to chase this matter up.

Action: Cllr. Mr. G. Rowles Nicholson.

- c) Water corner of Gainsborough Road outside Caudle House.
Cllr. Mrs. K. Phillips advised this is still being awaited resolution and will continue to progress.

Action: Cllr. Mrs. K. Phillips

- d) Drain running alongside Templefield Road.
The Clerk has sent emails chasing this matter to Cllr. Perraton-Williams, however, has received no updates. Will continue to chase.

Action: Clerk

- e) Drains on Church Street.
These have now been swept, however may require further sweeping at a later date. Mr Howitt-Cowan advised he would assist further if this was necessary.

2305/13

ACCOUNTS

The following payments were approved:

J.M.Waller - Noticeboard repairs.	£195.00
Luana de Santis - Litter picking for May.	£104.20
Hazel Fox - Salary for 28 April - 26 May (4 weeks).	£196.48

Signed.....

Dated.....

Willoughton Village Hall - Rent for postal outreach services April & May. (31 Mar - 26 May) 8 weeks @ 2 hours of £6.	£96.00
Willoughton Village Hall - Rent for parish council meetings.	£675.00
Luana de Santis - Litter picking for June.	£104.20
Hazel Fox - Salary for 26 May - 30 June (5 weeks).	£245.60
BHIB insurance.	£414.14
Cloudnext Derby - Domain name.	£132.00
Cloudnext Derby - Email addresses.	£59.98

Once these cheques are cleared, this will leave £11,528.67 in the Savings Account and £8,920.15 in the Current Account. This gives a total of £20,448.82 in the Parish Council Accounts. Cheques were signed by Cllr. Mrs. S. Rovezzano and countersigned by the Clerk.

Resolution: Cllr. Mr. D. Cowell and Cllr. Mrs. K. Phillips are to be added as cheque signatories. Mr Brian Moore is to be removed once this is completed.

The resignation of Mr Brian Moore was discussed, and it was agreed, to mark the outstanding service, a small gift would be purchased, and a presentation would take place.

Action: Clerk

2305/14

CORRESPONDENCE RECEIVED

20-Mar	LALC	E-News
20-Mar	WLDC	Planning application 146407
28-Mar	LCC	Town and Parish News
29-Mar	Paul Howitt-Cowan	April report
03-Apr	LALC	E-News
14-Apr	LCC	Notice of temporary traffic restriction Yawthorpe/Willoughton
17-Apr	LALC	E-News
19-Apr	Central Lincolnshire Local Plans Team	Notice of adoption of 2023 Plan
19-Apr	YMCA	Newsletter
25-Apr	LCC	Town and Parish Council update
01-May	LALC	E-News
03-May	Parish Online	Newsletter

2305/15

REQUEST FOR AGENDA ITEMS FOR FUTURE MEETINGS

None currently.

2305/16

NEXT MEETING

The date and time of the next meeting will be (subject to any change in circumstances):
Thursday 27th July 2023 @ 6.30 pm

The meeting closed at 8.15 pm.

Signed.....

Dated.....