

WILLOUGHTON PARISH COUNCIL

The Annual meeting of the Parish Council was held in the Village Hall,
Thursday 23rd May 2024 @ 6.35 pm.

PRESENT

Cllr. Ms. H. Goring (Chair), Cllr. Mrs. S. Rovezzano (Vice-Chair,) Cllr. Miss. K. Clarke, Cllr. Mr. D. Cowell,
Cllr Mrs. T. Given, Cllr. Mrs. K. Phillips, Cllr. Mr. G. Rowles Nicholson, , and Ms. Hazel Fox (Clerk).

2405/01 ELECTION OF CHAIR.

a. The Council received nominations and elected a Chair for the Parish Council for 2024/2025.
Cllr. Ms. H. Goring nominated Cllr. Mrs. S. Rovezzano, seconded by Cllr. Mr. D. Cowell. No other
nominations were received.

RESOLUTION: Cllr. Mrs. S. Rovezzano is elected Chair of the Parish Council for 2024/2025.

b. Cllr. Mrs. S. Rovezzano signed the Chair's Declaration of Acceptance of Office. **Action: Clerk**

Cllr. Mrs. S. Rovezzano thanked Cllr. Ms. H. Goring for her work in the previous twelve months.

2405/02 ELECTION OF VICE-CHAIR.

a. The Council received nominations and elected a Vice-Chair for the Parish Council for 2024/2025.
Cllr. Mrs. S. Rovezzano nominated Cllr. Mr. D. Cowell, seconded by Cllr. Ms. H. Goring. No other
nominations were received.

RESOLUTION: Cllr. Mr. D. Cowell is elected Vice-Chair of the Parish Council for 2024/2025.

b. Cllr. Mr. D. Cowell signed the Vice-Chair's Declaration of Acceptance of Office. **Action: Clerk**

2405/03 APOLOGIES FOR ABSENCE.

Cllr. Mr. P. Howitt-Cowan (W.L.D.C.) had previously advised, may not be able to attend.

2405/04 DECLARATIONS OF INTEREST/DISPENSATIONS.

Cllr. Mr. D. Cowell expressed an interest as his Wife is Chair of the Board of Governors of Willoughton
School. Cllr. Mr. G. Rowles Nicholson expressed an interest as lessee of the Playing Field. Cllr. Mr. D. Cowell
and Cllr. Mr. G. Rowles Nicholson expressed an interest in Willoughton Church.

2405/05 PUBLIC PARTICIPATION.

No members of the public present.

2405/06 MINUTES OF THE MEETINGS HELD 28th MARCH 2024 AND 25th APRIL 2024.

a. The Council considered the minutes of the Parish Council meeting held 28th March 2024.
Cllr. Mrs. K. Phillips advised an error at 2403/08 b. The collapsed drain is not at the corner of Gainsborough
Road but is at the bottom of Hollowgate Hill. The Clerk will make this amendment and bring the minutes
back to the next meeting for approval. **Action: Clerk**

b. The Council considered the minutes of the Playing Field Committee meeting held 25th April 2024.

RESOLUTION: The minutes were duly approved and were signed by the chair.

2405/07. REPORT FROM CLLR. MRS. C. PERRATON-WILLIAMS.

Cllr. Mrs. C. Perraton-Williams did not attend and neither apology nor a report were received.

2405/08. REPORT FROM CLLR. MR. P. HOWITT-COWAN.

Mr Howitt-Cowan had previously distributed an Annual Report.

2405/09. RISK ASSESSMENT/AUDIT PAPERS.

The Council considered the following:

- a. Approve Annual Internal Audit Report 2023/2024.
- b. Approve Annual Governance Statement 2023/2024.

Signed.....

Dated.....

- c. Approve Accounts 2023/2024.
- d. Approve Accounting Statements 2023/2024.
- e. Approve AGAR 2023/2024.
- f. Approve Risk Assessment.

RESOLUTION: All approved and signed by the Chair and Clerk.

2405/10 POLICIES AND PROCEDURES.

The following policies were considered:

- a. Standing Orders.
- b. Financial Regulations.

RESOLUTION: Standing Orders are approved. The Clerk will work further on the new model Financial Regulations and bring back to the July meeting. Action: Clerk

c. The Clerk advised, West Lindsey District Council have scheduled Code of Conduct and Standards Training which is open to all Councillors to attend either in person or on Teams. Councillors requested to inform the Clerk they wish to participate.

2405/11 COUNCIL INSURANCE AND ASSET REGISTER.

The Clerk distributed the annual accounts and asset register prepared by Mr Brent Peurt. The Clerk will write to thank Mr Peurt for producing the accounts for the Parish Council and auditing the work of the Clerk.

The renewal has been received for the Parish Council insurance from Clear Councils at £540.14.

RESOLUTION: The renewal is accepted, including the three year undertaking.

2405/12 PLAYING FIELD.

a. Quotations for equipment refurbishment.

The Clerk informed the Council, five quotations have been received for the Play Area refurbishment. Each quotation should now be evaluated based on a set criteria. The Council considered the formation of a small working group to undertake this work and volunteers were requested. Cllr. Miss. K. Clarke and Cllr. Ms. H. Goring agreed to form this group. The Clerk also offered her time. The recommendations of the Working Group will be presented to Full Council. Upon completion and agreement by Council of two favoured schemes, the Primary School will be consulted, and their input requested.

RESOLUTION: The Clerk will prepare a schedule for use to evaluate the quotations and the members of the Working Group will undertake this work. Upon completion, an Extraordinary Meeting will be convened to consider the two recommended by the Working Group.

Cllr. Ms. H. Goring advised, the FCC Foundation provide a template for announcement of grant funding and suggested the Council should inform the residents of the sum awarded and the ongoing work to refurbish the play area.

RESOLUTION: Cllr. Ms. H. Goring will prepare an announcement. The Clerk will send this to the FCC Foundation for approval before distribution to the residents. Action: Cllr. Ms. H. Goring/Clerk

b. Grass cutting and bench conditions.

The Clerk had been in discussions with Garden Angels who maintain the play area grass on behalf of the school. Grass cutting begins first week of April and funding is available for 19 cuts. It was agreed, this was not sufficient and to maintain the grass in an acceptable condition would require 30 cuts commencing in the middle of March. Garden Angels are willing to perform the extra 11 cuts required at a cost of £60 plus vat.

RESOLUTION: The Parish Council will fund the extra cuts until the end of this season and re-evaluate for the following year.

The Clerk had received a complaint from a Resident regarding the maintenance of the Churchyard.

Cllr. Mr. G. Rowles Nicholson advised this is maintained by volunteers historically to prevent a burden on the precept, however, as volunteers fall away, no new assistance has come forward and it is clear a more formal paid cutting regime is required.

Signed.....

Dated.....

RESOLUTION: Cllr. Mr. G. Rowles Nicholson will perform grass cutting in the interim and will obtain quotations from two grounds maintenance companies for consideration by the Council at the next meeting.

There are two benches in the play area which have been donated and bear plaques which require maintenance. Cllr. Mrs. T. Given advised she would discuss with a resident if he can assist with maintenance when the new play equipment has been installed and offered her services as a volunteer. The Council thanked Cllr. Given.

c. Clerk and Councillor inspections.

Weekly inspections will continue until refurbishment begins. The Clerk will distribute a new rota to all Councillors. Cllr. Mrs. S. Rovezzano requested to be excused from undertaking inspections and will be removed from the rota. **Action: Clerk**

2405/13. HIGHWAYS.

a. Water corner of Gainsborough Road (outside Caudle House).

Mr Martin Snaith (LCC Highways) advised, the jetting for Templefield Road has been completed end of April and the report shows that the gullies/lines are running and are free. Manhole cover at this location will now be repaired.

b. Collapsed drain at Templefield Road (bottom of Hollowgate Hill).

Mr Martin Snaith (LCC Highways) advised, jetting works were scheduled, and this damage will also be included in these works.

c. Blocked grating between 3 and 7 Northfield Lane.

Mr Martin Snaith (LCC Highways) advised, there is a job in the system to jet and clean all the gullies at this point along with some on Templefield Road and Vicarage Road near the junction with Northfield Lane. The three gullies that had jammed lids near house numbers 3 and 7 are now free, so these will be able to be sorted by the jetting crews. It is with the contractors to schedule these works.

d. Water on Hollowgate Hill.

This matter has now been resolved following work by Lincolnshire County Council Highways.

e. Community Speed watch.

Cllr. Mrs. T. Given advised six volunteers have expressed an interest in forming a group and will stay connected with the residents and advise Council if any assistance is required. It was noted, the information regarding the scheme is available on the Parish Council website.

f. Speed indicator signs

Cllr. Mr. D. Cowell advised new batteries are required for the current sign on Hollowgate Hill and is researching costings. The Clerk will speak with WLDC to request advise on most cost effective source. The Clerk has received a request from a resident for a further speed indicator sign on Vicarage Road. Councillors discussed and decided one is also required on Gainsborough Road.

RESOLUTION: The Clerk is to research costings and grants. Action: Clerk

2405/14. FIRST AID/DEFIBRILLATOR TRAINING AND UNITS.

Cllr. Ms. H. Goring advised the sessions run on first aid and defibrillator usage were highly informative and several residents have expressed an interest in any future training. The sessions highlighted the need for further units in the village and the possible relocation of the one outside the village hall.

RESOLUTION: The Clerk is to discuss with WLDC cost of further units. Action: Clerk

2405/15. LINCOLNSHIRE POLICE PARISH COUNCIL ENGAGEMENT SESSION 4th JULY 2024.

Cllr. Mrs. S. Rovezzano has been invited to attend this session, however, is unable to be present due to other commitments. Cllr. Ms. H. Goring offered to attend in place of the Chair, however it was suggested these sessions may not take place, after the announcement of the General Election.

Signed.....

Dated.....

The Clerk is to keep Cllr. Ms. H. Goring informed. **Action: Clerk**

2405/16. ACCOUNTS

a. To approve payments.

RESOLUTION: The following payments were approved, and the Clerk is authorised to make BACS payments:

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| WILLOUGHTON VILLAGE HALL RENT FOR PARISH COUNCIL MEETINGS | £675.00 |
| WILLOUGHTON VILLAGE HALL RENT FOR POSTAL OUTREACH SERVICES MAY & JUNE (3 MAY-28 JUNE) 8 WEEKS @ 2 HOURS OF £6 | £96.00 |
| CLEAR COUNCILS INSURANCE | £540.14 |
| LUANA DE SANTIS LITTER PICKING FOR MAY | £114.40 |
| LUANA DE SANTIS LITTER PICKING FOR JUNE | £114.40 |
| LUANA DE SANTIS BACK PAY | £10.20 |
| HAZEL FOX SALARY FOR 3 MAY -31 MAY (4 WEEKS) | £212.48 |
| HAZEL FOX SALARY FOR 31 MAY - 28 JUNE (4 WEEKS) | £212.48 |
| STATIONERY (PRINTER INK AND PAPER) & STAMPS | £128.09 |

Once these cheques are cleared this will leave £22,403.64 in the current account and £11,648.10 in the savings account. A total of £34,051.74.

2405/17. CORRESPONDENCE RECEIVED.

- 22/03/2024, 05/04/2024, 19/04/2024, 03/05/2024 & 17/05/2024 - LALC E-news
- 26/03/2024 - WLDC Parish newsletter
- 26/03/2024 & 30/04/2024 - LCC Town and Parish Council update
- 26/03/2024, 16/04/2024, 23/04/2024, 30/04/2024, 08/05/2024 & 14/05/2024 - Rural Services Network Rural bulletin
- 05/04/2024 - WLDC Statement of persons nominated PCC Election
- 10/04/2024 - Michael Head Lincolnshire Police monthly report
- 10/04/2024 - Michael Head Lincolnshire Police West Lindsey Policing Plan
- 12/04/2024 - LALC Training bulletin
- 15/04/2024 - Clear Councils Insurance Renewal information
- 15/04/2024 - Parish Online Newsletter
- 16/04/2024 - LCC Notice of temporary traffic restriction
- 18/04/2024 - WLDC Agenda for Extraordinary Meeting
- 22/04/2024 - WLDC Notice of meetings
- 03/05/2024 - WLDC Results of Police & Crime Commissioner Election
- 07/05/2024 - WLDC Training session information
- 09/05/2024 - Resident Request for digital speed sign
- 10/05/2024 - LCC Notice of temporary traffic regulation order
- 13/05/2024 - Inspector Michael Head Crime statistics
- 14/05/2024 - Central Lincolnshire Plan Team Adopted local validation lists

2405/18. REQUEST FOR AGENDA ITEMS FOR FUTURE MEETINGS.

Defibrillator units. Grass cutting. Play Area refurbishment.
Cllr Mrs. T. Given advised apologies.

2405/19. NEXT MEETING.

The date and time of the next meeting will be (subject to any change in circumstances):
Thursday 25th July 2024 @ 6.30 pm.

The meeting closed @ 8.00 pm.

Signed.....

Dated.....