

COLSTERWORTH and DISTRICT PARISH COUNCIL
Notes of the meeting held on Tuesday 6th November 2018

Public Forum

- The Chairman opened the meeting for the Public forum at 19.30 hrs.
- There were no members of the public present.

Present

Councillors: C Hainsworth, C Russell, A Walden, J Walden, G Henton, L McShane, B Scorrer, F Selby, D Bellamy & Lucienne Bennett. Cllr J Weston joined the meeting at 19.35hrs. D Bellamy left at 21.35hrs.

In Attendance

Sue Grant Parish Clerk.

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- 18/83 APOLOGIES**
A Carsley. District Cllr B Adams. The Clerk confirmed a valid reason had been given.
- 18/84 CHAIRMAN'S REMARKS**
The Chairman announced that as there were no members of the public present, he declared the meeting open at 7.31pm. The Chairman stated that Cllr A Walden had offered to bring Christmas refreshments for the next meeting Tuesday 6th December.
- 18/85 TO RECEIVE DECLARATION OF INTEREST IN ACCORDANCE WITH LGA2000**
Cllr F Selby declared an interest in agenda item 88.
- 18/86 MINUTES OF THE PREVIOUS MEETING**
It was proposed, seconded and
Resolved
That the official minutes of the meeting of the Parish Council held on 2nd October 2018 be approved as a correct record and duly signed and dated by the Chairman.
- 18/87 CO-OPTION OF COUNCILLOR FOR COLSTERWORTH**
It was proposed, seconded and
Resolved
To defer the applicants to the next Parish Council meeting and the Clerk to write to each applicant inviting them to attend the public session of the next meeting, at 7.30pm on 6th December 2018.
- 18/88** To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matter – **The responsibilities of Colsterworth and District Parish Council as Custodian Trustees of Colsterworth and District Youth Centre.**
It was proposed, seconded and
Resolved
Cllr F Selby left the meeting having earlier made a declaration of interest.
The Parish Council will implement the recommendations agreed within the confidential report submitted by the Clerk.
- 18/89 UPDATE FROM THE MEETING WITH THE VILLAGE HALL & SOCIAL CLUB COMMITTEES.**
Proposed, seconded
Resolved
The Village Hall Committee and Social Club Committee discussed the renewal of the Village Hall Lease and agreed to each review the terms of the lease in respect of rights and responsibilities. Both Committees agreed to meet again at 7.30pm on Monday 3rd December with the intention of reaching a mutually acceptable agreement.
- 18/90 TO AGREE GRASS CUTTING & HEDGE CUTTING CONTRACTORS FOR 2019/2020 SEASON FROM QUOTES OBTAINED. 1YR AND 3YR QUOTATIONS.**
Proposed, seconded
Resolved
The quotations were considered, and it was agreed that the existing Grass Cutting contractors
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continue to provide a quality, reliable, value for money service for Colsterworth, Gunby, Stainby and North Witham. It was agreed by a unanimous vote to award the grass cutting contracts to:- Graham Brumpton for 3 years.

Rick Webster Grounds Maintenance for 3 years.

Hedge Cutting contract was awarded to MCS Ground Care for a one-year contract.

18/91

91.1 FP11:-

To resolve Councillor L Bennett's request on how to hold Lincs CC to implementing the diversion order through Witham Specialist Vehicles in good timescale and to remove other obstructions previously notified to them.

Proposed, Seconded

Resolved

The Clerk to write a letter to Linc CC together with Cllr Bennett's with concerns and suggestions.

91.2 FP15:-

To Resolve Councillor Bennett's request to ask Lincs CC to replace the stile at Old Post Lane with either a pedestrian gate or remove the padlock from the existing field gate (considered to be unlawful). To replace the unusable stile at Newton Way where the slip rails have been nailed in place. As it is, it is a dangerous structure even for able bodied people but completely inaccessible to less able people.

Proposed, Seconded

Resolved

The Clerk to write a letter to Linc CC together with Cllr Bennett's with concerns and suggestions.

Cllr Bennett was co-opted onto the Footpaths and Highways Sub-Committee by a unanimous vote.

18/92

TO AGREE DATE AND VOLUNTEERS TO PUT UP THE CHRISTMAS LIGHTS AT ST JOHN THE BAPTIST CHURCH.

Proposed, Seconded

Resolved

Either Saturday & Sunday 1st & 2nd of December, depending on volunteers' availability to put up the lights.

Christmas Lights Switch on will be 6.30pm on Friday 7th December. The Clerk to contact the Reverend Neil Griffiths to confirm his agreement and invite the Reverend to 'Switch on the Lights'.

The Clerk to arrange PAT testing of the lights with a qualified electrician prior to putting up the lights.

18/93

TO AGREE TO INVESTIGATE THE POSSIBILITY OF DISPLAYING A CHRISTMAS TREE ON WOOLSTHORPE PLAYING FIELD.

Proposed, Seconded

Resolved

It was agreed that this was a good idea but the practical issues of illuminating a tree needed to be investigated. The Clerk to write to the resident who made the request.

18/94

TO AGREE TO HAVE THE PARISH COUNCIL GRITTER/SPREADER REPAIRED.

Proposed, Seconded

Resolved

To allow £200 for the repair.

18/95

RISK EXCEPTION REPORT (PREVIOUSLY CIRCULATED)

Resolved

The Clerk to continue to monitor, control and manage the risks on the Exception Report towards the Target RAG status of Low Risk (Green).

18/96 CLERK'S REPORT

	Report	Actions
1	ICO Renewal (Data Protection).	This has been automatically renewed.
2	Glass panel shattered - Defib Kiosk Woolsthorpe Road.	The Clerk investigating repair options.
3	Vehicle obstructing grass verge on Woolsthorpe Road, Woolsthorpe by Colsterworth	101 Police Report (302) and Report made to SKDC (1405226). 29.10.18 Neil Smith from SKDC Neighbourhood Team called and explained that he had spoken to the owner of the vehicle who confirmed that the vehicle would be moved in November following completion of some work at their property.
4	SKDC have cut the trees in St John the Baptist Churchyard.	No action required by the Parish Council.
5	LCC Parish Grass Cutting Agreement 2019/2020.	Has yet to be set but CAD will receive a minimum contribution of £1558.61.
6	LCC Highways Grass Cutting have informed us that The Rope Walk is our responsibility to cut.	The Clerk to add this to the village maintenance schedule.
7	Lincs B S Winter Self Help Scheme.	The Clerk signed up to the scheme for 2 x 1 tonne bags of salt. The Clerk is the nominated 'Snow Warden.'
8	Emergency Text alert system. LCC is to start trialling a new government backed emergency text alerting system which is primary designed to alert strategic and tactical commanders that an incident has occurred and requires their attention.	The Clerk has agreed to be the Primary & Cllr Bill Scorrer has agreed to be the secondary contact.
9	LCC Grit Bin Filling / grit bin requests. LCC is in the process of undertaking one full-scale grit bin fill for this Winter season. Following this, grit bins will be filled over the winter as and when required dependent on availability of resources. Any member of the public can notify the Council of an empty grit bin using our online reporting system or by calling our Customer Service Centre.	A note has been placed in the November In Touch.
10	Remembrance Day Memorial Service Sunday 11 th November 2018 Temporary Traffic Order.	A Temporary Traffic Order (road closure) has been approved by Lincs Police from High Street junction B676 to Manor Court, Colsterworth and Back Lane junction Newton Court to Back Lane junction High Street. 10.00hrs to 11.30hrs on Sunday 11 November 2018. Diversion Route – Woodlands Drive, Chestnut Grove, Colster Way or Old Post Lane, Colsterworth.

18/96.1 Correspondence Received

	Correspondence to 04.11.18	Actions
1	Email received from Gunby Resident regarding overgrown footpaths.	The Clerk raised a report on LCC Highways Fix My Street. Investigated but no further action will be taken.
2	Letter received from SKDC – Review of Polling Districts & Polling places consultation.	Proposals will be on the SKDC website from 5 th October. Representation by 26 th October and final proposals to be considered at SKDC Council meeting 22 nd November.
3	10/10/18 – Letter received from Colsterworth & District Gardeners & Allotment Association requesting a donation of £200 towards the village troughs.	The Parish Council will make a grant of £100.
4	Report of a strange smell at the rear of Ingle Court.	Reported to the Environmental Health Department by resident. No further reports.
5	Email from Ingle Court resident complaining of the height of the trees along the footpath to the Nature Trail.	The Clerk to investigate responsibility of cutting the trees.
6	Email received regarding street light number 5 which has again stopped working.	The Clerk escalated this with SKDC and the resident has now confirmed that the light is working.
7	The Parish Council received an invitation for coffee and biscuits at Mr & Mrs De Voil's house from 10am on Remembrance Sunday.	The Clerk to obtain numbers attending.
8	Application received for £60 for the costs of facilitating a bugler to be present at the Remembrance Parade Day 11 th November 2018.	Agreed to be reimbursed up to £60 on receipt of train ticket.
9	War memorials Grant Scheme available through the War Memorials Trust.	The Closing date is 31/03/19 the Clerk to investigate the criteria for applying for funding and report back to the Parish Council.
10	Request received for a copy of the current Councillors' 'Declarations of Interest'.	This was prepared and provided to the person who requested the information.

SKDC Application

S18/1902 – Open Field Agriculture Ltd. Construction of seed processing line comprising a new portal frame, silos, bins, and an intake with troughed belt conveyers. Honey Pot Lane Colsterworth.

S18/1868 – Larkfleet Homes Non-material amendment to allow pedestrian crossing to be completed on occupation of first dwelling. Land at Bridge End Colsterworth.

SKDC CONSENT

S18/1622 – Mc Donald's Restaurants Ltd. Installation of various signage. Former Travel Lodge/Little Chef. Great North Road. Colsterworth.

S18/1623 – Installation of illuminated advertisement totem signage. McDonald's Restaurants Former Travel Lodge/Little Chef. Great North Road. Colsterworth.

S18/1597 – Installation of 6 fascia signs. McDonald's Restaurants Former Travel Lodge/Little Chef. Great North Road. Colsterworth.

SKDC Refusal

S18/1048 – Erection of 2 storey extension, front porch and detached garden room. 2 Colsterworth Rd, Stainby.

GROUP REPORTS**18/97**

97.1 Highways and footpaths working group Report. (CH, DB, JW) Appended to these minutes.

To agree to send the request to LCC for involvement in road safety issues in Colsterworth and District.

Proposed, Seconded,

Resolved:

No comments or objections, agreed to send the request. Appended to these minutes

97.2 Environment & Amenities Sub-Committee Report. (FS, CR, AW) Covered in main Agenda.

97.3 Finance and Administration Sub-Committee Report. (JW, CH, JonW & L McSh)
(Previously circulated) Appended to these minutes

97.4 District Councillor Bob Adams Report. None

18/98 FINANCE

98.1 To agree draft budget and draft Precept setting. (Previously Circulated)

Set Precept 2019/20

The SKDC Local Council Tax Support Scheme has ended this means that if we are to maintain standards this will need to be added to the Precept £245. An inflationary increase of 2.2% (RPI September) amounts to £723. An increase in the Parish precept Band "D" rate to compensate for these changes results an increase from £44.73 to £45.35 per household per year.

Proposed, Seconded:

Resolved

To set the Precept as above.

98.2 Approve Accounts for payment. Payments approved, and cheques signed by HSBC signatories Cllr C Hainsworth and Cllr C Russell.

CHEQUE NUMBER	SUPPLIER	DETAILS	VALUE £'s
103674	Harrison Print	In Touch Printing	£262.50
103675	Principal Hygiene	Document shredding	£78.00
103676	Sir Isaac Newton Memorial Hall	Room hire	£9.00
103678	Rick Webster	Grass Cutting	£420.00
103679	The Royal British Legion	Poppy Wreath for 11.11.18	£17.50
103680	Graham Brumpton	LCC & Village grass cut	£575.00
103681	MCS Ground Care	Village Hedge Cutting	£420.00
103682	Stuart Whitcombe	In Touch Editing	£50.00
103683/103684	Parish Council	Staff wages & expenses	£1,158.33
103685	Cliff Banks (Moleman)	Mole catching Old Post Lane Cemetery	£60.00
		Sub Total	£3,050.33
DD's			
DD	ICO	Data protection fee	£35.00
DD	BT	Office phone	£58.68
DD	Anglian Water	Allotment	£53.67
DD	Anglian Water	Allotment	£18.47
		Sub Total	£165.82
		Grand Total	£3,216.15

Approved by Parish Council

Income	£44,779.11
Expenditure	£33,610.42
Surplus	£11,168.69

Bank balances 31.10.18 Reconciled

Community Account	£31,687.33
Deposit Account	£29,178.64
Total	£60,865.97

Included in balances above

Community Fund	£181.81
War Memorial Maintenance	£2,000.00
Nature Trail	£1,000.00
Highways & Footpaths Min Ref 18/48.5	£5,000.00
Total	£8,181.81

18/99 MATTERS REQUIRING ATTENTION SUCH AS POTHOLE

Pot holes reported to LCC by the Clerk for Walnut Grove, Woodlands Drive & Colster Way.
 Pot holes to be reported by the Clerk at Bridge End, A151 Fly Over & B676 Stainby Road just after the crossroads at the old Post Office.

18/100 DATE OF NEXT PARISH COUNCIL MEETING: 4th December 2018

There being no other business Chairman J Walden closed the meeting at 21.45hrs.

SIGNED:

CHAIRMAN

DATE:

Attendance to date (May 2018 to April 2019) – annual maximum 10 (No meeting August & January)

Name	Constituency	Attended	Apologies	Absent
D Bellamy	North Witham & Lobthorpe	5	1	
A Carsley	Colsterworth	4	2	
Vacancy	Colsterworth	-	-	
C Hainsworth	Stainby (Co-opted)	6	-	
G Henton	Colsterworth	6	-	
L McShane	Colsterworth	5	1	
L Metcalfe *	Woolsthorpe	2	1	
C Russell	Woolsthorpe	6	-	
L Bennett	Colsterworth	2	-	
F Selby	Colsterworth	5	1	
B Scorrer	Colsterworth	2	4	
A Walden	Woolsthorpe	6	-	
J Walden	Woolsthorpe	6	-	
J Weston	Stainby	5	1	
Vacancy	North Witham & Lobthorpe	-	-	
M Cooper*	Colsterworth		1	
*	No longer Councillor			

**HIGHWAYS AND FOOTPATHS WORKING GROUP
 (Formerly Road Traffic Group)**

**Report to Colsterworth & District Parish Council meeting 06 November 2018
 Lead Cllrs: C Hainsworth (Co-ordinator), D Bellamy and J Walden**

1. RESOLUTION CARRIED FORWARD FROM JULY 2018

£5,000.00 ringfenced in Council Reserves to take this forward in accordance with identified Powers and Duties

	Proposal	Where	Update at 23 October 2018
1	Invitation be sent to County Cllr Bob Adams and LCC Officer Rowan Smith to meet with the Parish Council representatives to discuss	All areas	Cllr Adams has been on annual leave and is away from duties into October 2018. No further update received by Clerk. Action: Suggest follow up at the end of October 2018 for update regarding formal request made to Cllr Adams

	Proposal	Where	Update at 23 October 2018
	priorities.		
2	Request be submitted to LCC for a review of the Road Traffic Calming measures/ signage/verges and footpaths (as agreed at March 2018 Parish Council meeting)	High Street and Bridge End	Paper to be presented to full Council for approval to submit to General Enquiries at LCC as formal request for support to review suggestions put forward and hopefully a wider involvement with LCC in accordance with Council's risk register for greater engagement with partner agencies.
3	Sign up to the Community Speedwatch Programme	B676 Stainby	This is moving forward with good communication with LRSP. Full update for the record below at point 2.

2. LINCOLNSHIRE ROAD SAFETY PARTNERSHIP – COMMUNITY SPEEDWATCH

1. Passive signs have been received from LRSP to be located B676 Colsterworth, Stainby, Woolsthorpe and North Witham. They must be fixed to aluminium road sign posts. Once they are in place, volunteers can be co-ordinated with to carry out roadside speed checks as previously. To equip volunteers with jackets and calibrated speed camera this would incur up to £500 costs. This is not being pursued at this time but those volunteers who have expressed an interest will be contacted once the passive signs are up. Once in operation, enforcement officers can attend to work with volunteers. Liability insurance will rest with the Parish Council (Cllr Hainsworth)
2. Potential site identified on Stainby Village sign at the Skillington crossroads. There will need to be an aluminium post installed, but this will be determined by the site visit arranged with LRSP representative (TBC for 25th October 2018 with Cllr Hainsworth and the Clerk)
3. In the meantime, the VAS will be relocated back to North Witham to pilot the data collection capability of the unit and software to retrieve the data. (Cllrs Bellamy and J Walden)
4. The data collected from the VAS should allow LRSP to refer to local enforcement for action where up to three letters will be issued to offenders
5. If there are problems with our existing VAS there will be other options to consider which would incur costs

3. OTHER INCIDENTS/ISSUES

No other specific traffic incidents reported to Cllr Hainsworth

4. GRITTING FOR WINTER 2018/2019

This will be reported in the Clerk's report but for the record under Highways & Footpaths remit:

LCC WINTER SELF-HELP AND MUTUAL AID

As the County Council has now started to deliver Winter Maintenance Service this year, LCC wrote to all Parish Councils regarding the above. Gritting routes and Frequently Asked Questions are available on the County Council's website at: <https://www.lincolnshire.gov.uk/transport-and-roads/highways-maintenance/gritting-routes/27053.article>

In order to facilitate the self-help and mutual aid, the County Council is offering 1 tonne pre-packed salt bags (x 2), available for treating key local highway routes not covered by their Winter Maintenance Service. CAD Parish Council has signed up to this and delivery location point and priority gritting network updated by the Clerk. Thanks to Cllr Bill Scorrer for his assistance and support for this.

Cllr Hainsworth
23 October 2018

REQUEST FOR REVIEW OF ROAD SAFETY ISSUES IN COLSTERWORTH

This is a formal request to LCC Highways to assist Colsterworth and District Parish Council to understand and proceed with any actions that might improve the safety and environment arising from traffic related issues in the Parish and specifically on the High Street/Bridge End.

The Parish Council has a Highways and Footpaths Committee (formerly the Road Traffic Group) who has for the past three years continued to monitor issues arising from residents. As a result, suggestions have been received to implement traffic calming measures on the High Street (see appendix 1)

Between eight and ten years ago a scheme of options for traffic calming and junction improvements was drawn up and costed for the High Street/Bridge End at Colsterworth. In April 2010 two proposals were accepted by the Parish Council; these were extending the white lines on two junctions at Back Lane and School Lane. This has not been effective.

There continues to be issues with the High Street relating to speeding, congestion, parking issues and safe crossing points for children. Several factors have contributed (particularly reports of work vans being parked by residents often on pavements, removal of previously available parking space behind the properties opposite the old Co-op, perceived increase of children crossing to the Newton estate).

There could also be implications in the future with the Newton Project development which will hopefully attract visitors to the Church and other amenities in the village along with further housing developments.

As the first tier of local government the Parish Council has engaged with and listened to its residents' experiences and has agreed to seek a review by LCC of the potential for improvements to traffic issues on the High Street/Bridge End. The timing of this has considered the relocation of the Co-op from the High Street to Bridge End which has resulted in some improvement on the High Street but moved some of the problems (lack of footpath and parking on Bridge End adding to congestion and access issues).

NB: The Parish Council does not support any one particular suggestion put forward but would like to request the opportunity of meeting with officers from LCC (and SKDC if relevant). The aim is to improve road safety and the environment on an historic rural High Street that has a number of listed buildings and provides access to churches, school, GP, public house and only retail outlet. The Parish Council is also aware that any suggestions or proposals will be subject to a proper consultation with residents and will be restricted due to costs.

The following have been the Council's top priorities:

Priorities	
1	Invitation be sent to LCC Officers to meet with the Parish Council representatives to discuss priorities across the Parish including all the associated villages. The Council's Risk Register (exception report dated 22 August 2018) identifies our willingness to influence other council departments and Government organisations to fulfil the requirements of the Parish population and risks of lack of effective lines of communication.
2	Request be submitted to LCC for a review of the Road Traffic Calming measures/ signage/verges and footpaths (as agreed at March 2018 Parish Council meeting)
3	Install a Vehicle Activated Sign (VAS) at Stainby in collaboration with LRSP/CSW NB: Colsterworth and District Parish Council has signed up to the CSW scheme and progress is reported in the Parish Council minutes published on the website.

In addition, the Colsterworth and District Neighbourhood Plan confirms:

"7.87 In the initial community engagement for the neighbourhood plan residents were keen to see measures to promote safe roads and clear footpaths and to discourage through traffic. In the subsequent household survey increased 'traffic and parking problems' was decisively the main concern if more housing were to be built in Colsterworth. Traffic congestion and limited parking space are persistent issues on the narrow part of the High Street in Colsterworth. Speeding by through traffic is a concern for residents in North Witham and Stainby. Actions (such as a cycle path from the A1 flyover to Twyford Wood) that would make the Parish a more attractive and accessible place for pedestrians and cyclists were also favoured, especially on routes with heavy through traffic.

7.88 The neighbourhood plan thereby seeks to create a safe and attractive transport system that takes account of the mainly residential character of the area. This includes any measures to improve car parking and the need to maintain adequate access for public transport and emergency vehicles. "

Policy 15 – Traffic management

Where appropriate, proposals for development will be supported where they incorporate traffic management measures that:

- a) improve road safety;*
- b) reduce traffic speed;*
- c) enable or help traffic calming;*
- d) provide sufficient off road parking;*

- e) encourage better access to and increased use of public transport;
- f) improve links for walking and cycling within the built-up area and to the surrounding open countryside;
- g) ensure vehicular traffic keeps to appropriate routes; and
- h) encourage safer routes to school."

Further support for potential improvements were confirmed in a "walkabout" with a representative from DVSA in May 2017, particularly in relation to signage at the High Street/Bourne Road crossroads.

Further information can be found in the monthly reports to the Parish Council meetings on the Colsterworth and District Parish Council website.

-End-

COLSTERWORTH & DISTRICT PARISH COUNCIL NOTES OF THE FINANCE AND ADMINISTRATION COMMITTEE Held on Tuesday 09 October 2018 at the Village Hall, Colsterworth

Present: Cllrs Caroline Hainsworth, Lorna McShane, Jon Weston and Clerk Sue Grant

1. APOLOGIES

Cllr J Walden

2. NOTE OF PREVIOUS MEETING

The notes of the previous meeting on 16 July 2018 were approved and received at Parish Council meeting 04 September 2018.

3. RECONCILIATION OF Q2 Accounts

Q2 accounts were presented to the Committee by the Clerk

3.1. Income Q2

There is a variance of **-£1,361.92** for actual receipts against budget however, this is on target for balance at the end of the financial year.

Variances are partly due to the agreement to changes in the annual billing for advertisers for the In Touch being equalised to 01 April every year, so some income has had to be pro-rata for 2018/2019.

There has also been a reduction in allotment rents and cemetery income which are constant variables.

3.2. Expenditure Q2

There is a variance of **-£2,485.61** for actual payments against budget, however, this is on target for balance at the end of the financial year.

Variances are due in the main to grant allocation, play area maintenance, computer software (new accounting package) and temporary additional hours worked by the Clerk.

3.3. Summary Q2

Clerk presented comparison data for 2016/2017/2018 at the same period to offer assurances regarding actual cumulative spend to end of Q2 with spend around the same level at this time.

Committee agreed that there were no concerns and all anomalies were accounted for. Imminent receipt of second half precept payment will provide a healthy balance.

It was also noted that all bank statements (now available on line at any time) and accounts are already being signed by the Chairman to reconcile at monthly Parish Council meetings.

Clerk also reported that the new accounting package has been invaluable to provide much more detail on income and expenditure (e.g., splitting Clerk's pay and expenses and allocation to relevant cost codes) and will eventually save time. It also provides a robust audit trail of transactions with clearer opportunities for scrutiny. Committee noted the detailed reporting options provided to the meeting.

4. MONITORING RECOMMENDATIONS/ACTIONS FROM INTERNAL AND EXTERNAL AUDITS

Recommendations from first Internal Audit report implemented with formulation of a forward agenda. Second internal audit has now been completed and some recommendations made. Clerk to implement these including:

- Inclusion of agenda in minute book
- Accounts to show variances as a %
- Future budgets to show historic values
- Committee structure flowchart and agendas to be published on the website for openness and transparency
- Agendas for committee meetings to be posted on noticeboards

External audit recommendations reported to Council 04 September 2018 and incorporated in forward agenda by Clerk.

5. BUDGET SETTING FOR 2019/2020

Clerk provided draft budget; again, looking across 2015/2016/2017/2018 for comparison. It was noted that no budget had been set in 2017/2018.

Committee was satisfied that as everything was running in line with budget the draft presented for 2019/2020 be to full Council at November 2018 meeting.

Some adjustments were suggested and potential areas for cost savings were identified.

- Mainly this was in respect of grass cutting and ensuring that there was a clear schedule of works for contractors.
- Also, in line with Council Financial Regulations tenders are being sought.
- There are variables regarding some of the ad hoc work that is carried out that needs to be managed more closely and consider for example, seasonal changes in requirements for grass cutting and hedge trimming.
- Budget for salaries took account of minimum wage uplift and any pay awards from April 2018.

Clerk had prepared a detailed draft budget with notes to explain any increase or decrease on income and expenditure which was well received by those present.

Precept will be set at the end of the year from SKDC and will be signed off in December 2018.

6. ANNUAL REVIEW OF ASSET AND RISK REGISTER

6.1. Risk Register

Risk Register agreed by Parish Council September 2018 with exception reports to be placed as standing agenda item at full Council for any updates or amendments; review carried forward to 2019/2020

6.2. Asset Register

Clerk has drawn up an Asset Register although this was not presented to this Committee

7. PROJECTS AND GRANT APPLICATIONS

There are no current projects being taken forward for Grants

The Nature Trail Ranger had submitted an application for £500 in line with the Grant Allocation Policy. As the Nature Trail is the full responsibility of the Parish Council this has been included in the budget.

Assistance is being provided to support the Nature Trail in seeking additional funding. There continues to be £1,000.00 ringfenced money in reserves for emergency works if necessary.

8. CLERKS PAY AND PENSION

Hours returning to 15 hours per week Oct 2018

Auto enrolment of pension carried out by Clerk with DWP. Clerk's pension to be implemented (backdated to 01 June 2018). Agreed that Cllr Hainsworth would pursue options with NEST.

9. ANY OTHER BUSINESS

There was no other urgent business

10. DATE, TIME AND VENUE OF NEXT MEETING

Next routine meeting will be in January 2018 for Q3 reconciliation

Meeting closed at 8.45 p.m.

END

DRAFT