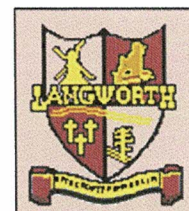


Langworth Group Parish Council


Serving the grouped parishes of Barlings, Newball, Stainton by Langworth and Reasby



Meeting Minutes 2 JULY 2019

NAME OF MEETING	Ordinary Meeting of the Council	
LOCATION	Langworth Memorial Hall	
TIME/DURATION	19:30 – 20:45	
Those Present		
Name	Organisation	
Councillor M Herbert (Chairman) (MH)	LGPC	
Councillor A Curtis (AC)	LGPC	
Councillor P Bowser (PB)	LGPC	
Councillor J Machin	LGPC	
Councillor H Walker (HW) (Part)	LGPC	
LCC Councillor Fleetwood	LCC	
Mr Stanley Hall	LGPC Clerk	
Item	Agenda Item	Action
35.0	OPEN FORUM	
35.1	<p>A member of the public asked if the draft minutes of meetings could be published on the Langworth website.</p> <p>The response from IF was: "the minutes are not an official record until they approved by councillors at the following meeting, if they were published, they would be meeting notes, not minutes".</p> <p>AW said it would probably be easier if members of the public asked the clerk to provide a draft copy.</p> <p>AC added, "Why not contact one of the councillors or, there are two councillor vacancies why not apply to join the council"?</p> <p>JM: Minutes are a record of the meeting, subject to clerical errors.</p>	
35.2	The member of the public was concerned that the Langworth website is not up to date. The clerk refuted this statement. MH said if there are problems with the website e-mail the clerk and point out the problem.	
35.3	Regarding the caravan site at Barlings Lane, a member of the public asked what is happening with the public consultation. MH replied: "the planning application was withdrawn by the applicant therefore there are no plans to consider.	
35.4	<p>MH reported a meeting held with LCC Highways at which concerns about the surface of the A158 level crossing were raised. IF suggested: "the best place to report highways defects is to log on to "Fix my Street"</p> <p>Clerk to report the level crossing un-even surface to LCC.</p>	Clerk
36.0	APOLOGIES FOR ABSENCE	
36.1	Apologies were received from councillors: Burnett, and Waite. Apologies were also received from WLDC councillor Darcel.	
37.0	DECLARATIONS OF INTERESTS	
37.1	None	

38.0	TO CONFIRM THE MINUTES OF THE MEETING HELD ON 4 JUNE 2019	
38.1	The minutes of the meeting dated 4 June 2019 were approved as a true record of the meeting. Proposed by: JM, Seconded by: HW, Vote: Unanimous. Clerk to publish on the website	Clerk
39.0	CLERKS REPORT	
39.1	a) Annual Governance and Accountability Return (AGAR) report. The clerk offered a report. The report is appended below. Members approved: 1) The Annual Governance Statement, proposed by PB, seconded by JM. Vote: all in favour. 2) The Accounting Statement, proposed by PB, seconded by JM. Vote: all in favour. Clerk to forward the annual return to the Government appointed auditor PFK Littlejohn.	Clerk
39.2	Payments were approved as indicated in the financial report. Proposed by SB, Seconded by JM, all in favour. Copy of the financial report is appended below. Clerk to make the payments.	Clerk
39.3	Action log, Clerk reported there are no outstanding actions.	
39.4	The clerk reported that WLDC has confirmed: LGPC may proceed to co-opt two Members to the council in order to fill the vacancies. Members were asked to make people aware. Clerk to publish on the website.	All
40.0	POLICIES REVIEW	
	a) Standing orders - LALC model for approval. Members resolved to adopt the LALC model for standing orders. Proposed by MH, Seconded by JM. Vote: unanimous. Clerk to re-word titles.	Clerk
	b) Register of assets, Members agreed to discuss in more detail: Emergency response to snow and flood. Clerk asked to write a letter to Clive Buttress thanking him for his valuable contribution to the parish during his long period of office.	Clerk
	c) Planning procedure for approval. After some discussion it was agreed that HW will prepare additional text for the document. Not approved, deferred until next meeting.	HW
	d) Financial Regulations – LALC model for approval. Proposed the LALC model is adopted: PB, seconded by: JM. Vote: unanimous. Clerk to re-word titles.	Clerk
	e) DCLG transparency code advice. Members voted to adopt. Proposed by PB, seconded by JM. Vote: unanimous. Clerk to re-word titles.	Clerk
	f) Strategy for grants and loans, Members require further information and would like to see how the proposal compares the LALC model policy. Deferred until next meeting. Clerk to procure LALC model policy.	Clerk
41.0	CHAIRMAN'S COMMENTS	
41.1	The chairman reported the outcome of two meetings with LCC highways. 1) Meeting with Highways. The meeting was attended by: County Councillor Cleo Herriton-Williams (deputy member for the highways portfolio) County Councillor Fleetwood Mike Herbert – Chairman LGPC Stan Hall – Parish Clerk Mike Reed – LCC Highways Officer Apologies were received from County Councillor Richard Davies (Highways Portfolio holder)	

	<p>Several highways issues of concern were brought to the attention of LCC councillors including:</p> <p>a) The poor horizontal alignment of the Langworth level crossing</p> <p>b) The possibility of installing double yellow lines on Barlings Lane near its junction with the A158.</p> <p>c) Flooding risk at Langworth</p> <p>d) Traffic calming and the possibility of vehicle activated signs (VAS).</p> <p>Clerk to contact LCC Councillor Herriton-Williams and request a summary of the issues discussed.</p> <p>At this point the chairman allowed a member of the public to speak. The member of the public said: a box Junction at the A158 Barlings Lane crossroads would help ease the traffic problems.</p> <p>2) The Chairman and the Parish Clerk met with G Butler of Lincolnshire Road Safety Partnership. The items discussed were concentrated on the provision of traffic calming measures on the A158 approaches to Barlings Lane. It was estimated that a permanently installed VA sign would cost between £5,000 and £6,000. Since new development is likely to increase the number of vehicle movements. It was suggested, the developer may wish to contribute toward funding for a VA sign.</p> <p>Clerk to put an item on the agenda of the next meeting for Members to discuss VA signs.</p>	Clerk
		Clerk
42.0	DATE OF NEXT MEETING	
42.1	Tuesday 3 September 2019	
	SIGNED AS A TRUE RECORD OF THE MEETING	
	 <p>..... Chairman 3 September 2019</p>	

DATES OF NEXT MEETINGS

Tuesday	3	September	2019	7:30pm	Ordinary meeting
Tuesday	1	October	2019	7:30pm	Ordinary meeting
Tuesday	5	November	2019	7:30pm	Ordinary meeting
Tuesday	3	December	2019	7:30pm	Ordinary meeting
Tuesday	7	January	2020	7:30pm	Ordinary meeting

Langworth Group Parish Council

Month Ending: 30 June 2019

Current Account

Date	Description	Money In	Money Out	Balance
01/06/2019	Opening Balance			£5,597.59
05/06/2019	Zurich Insurance		-374.00	£5,223.59
05/06/2019	Clerks expenses		-38.70	£5,184.89
05/06/2019	Glendale - grass cutting		-368.55	£4,816.34
12/06/2019	Lonsdale Print 234455		-106.93	£4,709.41
14/06/2019	Allen CW LL advert	35.00		£4,744.41
15/06/2019	Clerk Salary + PAYE		-583.44	£4,160.97
20/06/2019	LL Editor Mrs D Hall		-166.00	£3,994.97
21/06/2019	Bransby Horses LL Advert	20.00		£4,014.97
	Totals	£55.00	-1,637.62	

Deposit Account

Date	Description	Money In	Money Out	Balance
01/06/2019	Opening Balance			£36,000.05
10/06/2019	Interest	£1.34		£1.34
	Totals	£1.34	0.00	£36,001.39

Accounts to be passed for payment

Clerk Salary – July		-466.75
PAYE	July	-116.69
Expenses	June	-22.50
Clerk Salary – July	August	-466.75
PAYE	August	-116.69
Expenses	July	-22.50
10 June mileage highway meeting: 8 @ 45p/mile		-3.60
25 June mileage LRSP meeting: 8 @		-3.60
27 June Mileage Post Meeting Notices: 12 @ 45p/mile		-5.40
Editor LL	July	-166.00
Editor LL	August	-166.00
Lonsdale print July Invoice 235340		-112.40
Glendale - grass cutting	Invoice 01823	-368.55
WLDC Parish re-charge for 2 May elections		-249.28
Total to be paid		-£2,286.71

Bank balance after accounts paid	£37,729.65
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Annual Governance and Accountability Return (AGAR) report. 26/6/19

Introduction

This report is intended to provide information for Members ahead of the 2 July 2019 meeting to help understanding of the AGAR process.

Every year it is necessary to finalise the accounts and subject them to scrutiny by auditors.

In 2017/18 the expenditure was less than £25,000, the council met exemption criteria and submitted the necessary AGAR part two exemption certificate.

In 2018/19 the expenditure exceeded £25,000 This was due to the expense of installing a new bus shelter at Stainton by Langworth. Although it was part grant funded it still counts as expenditure and an AGAR part 3 Basic Level Review is required. This means additional documentation has to be prepared for the external auditor.

Therefore, the audit is in two stages:

1. An internal audit by the councils appointed auditor
2. An external audit by the Government appointed auditors PKF Littlejohn

The AGAR part 3 forms have six pages:

1. Instructions and publication requirements
2. Guidance notes and check list

3. Internal auditors report
4. Annual Governance statement – for approval at the meeting on 2/7/2019
5. Accounting statement - for approval at the meeting on 2/7/2019
6. The external auditors report left blank for the external auditor to return to LGPC

There is a time frame, the AGAR must be with the Government appointed auditor by 1st July. Unfortunately, this deadline has been missed by a few days and although the clerk applied for and is granted an extension of time, the external auditors report will highlight that it is late. But the extension will avoid penalties being applied for a late return.

C Rooke Ltd, a professional accountant, audited the accounts and completed the AGAR forms ready for approval by the parish council prior to sending to the Government appointed auditor, PFK Littlejohn.

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