



LANGWORTH GROUP PARISH COUNCIL

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

Minutes of the Langworth Group Parish Council Meeting held on Tuesday 6th of June 2017 in the Memorial Hall, Langworth

PRESENT: Chairlady Y Green, Vice–Chairman M Herbert, Councillors’ Mr C Buttress, Miss A Gould, Mrs C King, Mr P Bowser, Mrs H Walker, County Councillor Mr I Fleetwood, District Councillors’ Mr Chris Darcel, Mrs Maureen Palmer & Parish Clerk Mrs M Soroka.

30 17/18 PUBLIC FORUM

No members of the public in attendance

31 17/18 APOLOGIES

Cllr Burnett, Cllr Machin, D/Cllr Welburn – Absence explained and accepted by the PC.

32 17/18 DECLARATIONS OF INTEREST

No declarations of interest.

33 17/18 MINUTES

Minutes of the meeting of the Parish Council held on 2nd of May, agreed by PC, proposed by Cllr Buttress seconded by Cllr Gould.

34 17/18 PLANNING

Planning Application: **136128** - Planning application for demolition of 2no. semi detached cottages and the erection of 1no. family dwelling.

The chairlady advised Cllr’s of an email received by the clerk regarding a Cllr’s letter to WLDC. Although the content of the letter sent was not biased and offered information on the history of the dwellings it had been signed as a Councillor, therefore the chairlady reminded Cllrs that unless the PC as a body approves some such letter at a formal PC meeting then a letter must only be sent as a resident & not as a Cllr.

Resolved: The PC has no objections to the application, however, concerns raised regarding maintenance of area surrounding the monument & who would be responsible to be brought to WLDC’s attention.

7.35pm D/Cllr Palmer arrived

35 17/18 POLICE MATTERS - REPORT OF LOCAL INCIDENTS

PCSO Jackie Parker not in attendance & stats not received.

Cllr King updated the PC on her recent meeting with PCSO Parker stating that we have no neighbourhood watch co -ordinators in the village & only 20 households are in receipt of Lincs Alerts. **Action:** Clerk to continue to raise awareness through the Langworth Local

36 17/18 COUNTY COUNCILLOR'S REPORT

C/Cllr Fleetwood advised the Parish Council that he would be continuing as chairman of planning for County Council & also of the District Council.

C/Cllr Fleetwood went on to state that he would also continue to be a lead member for the County Council at the Environment agency.

There is a large list of outstanding jobs which C/Cllr Fleetwood is chasing up.

37 17/18 DISTRICT COUNCILLOR'S REPORT

Report by D/Cllrs' Welburn & Palmer (Appendix 1) had been sent to Cllrs prior to the meeting, No questions from the PC regarding the report.

D/Cllr Darcel advised of a father / son pair of opportunists who were working the area.

38 17/18 REPORTS & CORRESPONDANCE

a) **Empty properties:** Chairlady advised that she had taken photographs for the Clerk to forward to the officer dealing with the reported empty properties. The Chairlady went on to state that she had been unsuccessful in finding the owner's details. Further concerns were raised by Cllr Gould regarding the building plots adjacent to the George that have been left **Action:** Clerk to email New Station owner & contact the owners of Stone Cottage & the building plots once found. Proposed by Cllr Gould, seconded by Cllr Walker.

b) Parish Plan:

Items 76

26 comments relating to the location of properties were recorded, a variety of suggestions were made as to where local housing for local people could be built. The PC discussed the findings & decided that this was a matter that could only be dealt with as it arises.

Items 86 - 91

Do you know who your Parish Councillors are? 211 responses recorded. 33% said no, 67% said yes

Do you know what the Parish Council does? 208 responses. 50% said yes, 15.9% said no & 34.1% said a little.

Do you know when they meet and where they hold their meetings? 213 responses. 29% said no, 71% said yes

Do you go to Parish Council Meetings? 207 responses 4.8% said often, 33.8% said occasionally, 61.4% said never

Is there anything more you would like them to do? 151 responses. 26% said yes, 74% said no.

The PC discussed the findings and a variety of ways which it could improve. **Action:** It was decided that a group photograph of the Councillors be taken & placed in the Langworth Local so that parishioners could put a face to a name.

Pc meetings are advertised on the noticeboards, website and in the Langworth Local, therefore, the PC are already promoting this to its best ability, however, will continue to review.

Notes of the PC meetings are placed on noticeboards, on the website & highlights placed in the Langworth Local which shows what the PC does. A Facebook page is currently being set up to promote the PC & what it does.

c) **Best Kept Village Competition:** The Chairlady advised the PC that planters had been done apart from one at the end of Barlings Lane. Grass cutters were due to cut which would include strimming the dead daffodils, however, the area around the Memorial hall was in need of weeding & the benches needed a re-paint. **Action:** Clerk to email the chairlady of the Memorial Hall to request that the weeding is arranged, Clerk also to obtain quotes for bench re-painting & to ask if there were any volunteers in the next edition of the Langworth Local. Cllr King to check with WI to see if a member was tending the planter at the end of Barlings Lane. Proposed by Cllr Gould, seconded by Vice Chairman Herbert.

d) **Replacement dog litter bin on Barlings Lane:** Chairlady advised the PC that the Clerk had reported this online at WLDC. **Action:** D/Cllr Darcel to chase up.

e) **Memorial Hall Goal posts:** Chairlady reported that the goal post had now fallen over. **Action:** Cllrs' Buttress & Machin offered to re-set the posts subject to approval from the Memorial Hall committee.

39 17/18 Annual Return

a) Internal Auditor's letter read out to the PC by the chairlady (Appendix 2). Cllrs discussed issues raised. **Action:** Clerk to agenda all policies (including risk assessment) for approval in July's meeting, Chairlady requested that all Cllrs check the minutes thoroughly, Clerk to email Budget V Variance to Cllrs on a quarterly basis. Proposed by Cllr King, seconded by Cllr Gould

b) The PC considered the internal audit work during the year, the Annual Governance statement and the Accounting statements.

c) The approval of the Annual Governance statement was proposed by Cllr Buttress, seconded by Cllr King then duly signed & dated by Clerk & Chairlady.

d) The approval of the Accounting statements were proposed by Cllr Buttress, seconded by Cllr King & duly signed & dated by the Chairlady.

40 17/18 FINANCE

a) LALC Courses Requiring Approval:

- Councillor's training day – 25 July 2017

Course agreed, proposed by Vice Chairman Herbert &, seconded by Cllr Walker

b) Accounts For Payment

1. **Zurich Municipal** (Annual insurance) - £350.95
2. **Welton PC** (*play inspector check 27/04/17*) - £20.00
3. **WLDC** (contribution payment for defibrillator) - £300.00
4. **Glendale** (Grass Cutting, May) - £359.55
5. **B Solly** (Internal Audit) - £40.00
6. **LALC**, (Course x 2, 16/05/2017) - £16.00

7. **SLCC** (purchase of Arnold Baker book from grant received) - £96.80
8. **Lonsdale Direct Solutions** (*Langworth Local, June*) - £95.50
9. **M Soroka** (Re-imburement for printer toner) - £26.88
10. **M Soroka** - Incidental Expenses (including postage & stationary)- £16.70
11. **D Y Green** (Re-imburement for plants purchased) - £16.00
12. **Clerk's expenses May** (*Including phone, utilities & 59 miles at 0.45p per mile, including noticeboards, L/Local delivery & 3 journey's to internal Auditor*) - £71.55
13. **Clerk's June Salary/pension contributions** (*post-dated*)

Proposed by Cllr Buttress, seconded by Cllr King

41 17/18 ACTION LOG REVIEW

Action log reviewed and updated.

42 17/18 COMMENTS FROM CHAIRMAN

No comments

Date of next Parish Council meeting Tuesday 4th of July 2017 at 7.30pm

Appendix 1

Report for Parish Councils - June 2017

Cllrs M Palmer and A Welburn

West Lindsey District Council has made its first **Public Space Protection Order** to clamp down on dog fouling in the District. The order will come in to force on 5 June 2017 and will affect all land in the district of West Lindsey to which the public have a right or entitlement of access. It requires those in control of a dog to pick up faeces and dispose of them properly. Failure to do so can result in a £75 fixed penalty notice, prosecution, or other formal action. Reports can be made by using the [online reporting form](#). Please give as much information as possible so that action to be taken. Details of those making reports will not be disclosed without permission.

This order is the first step of many to target environmental offences and improve public areas as part of a new Envirocrime Strategy, WL need the public to assist in identifying hot spots, so that resources can be targeted.

The **West Lindsey Employment & Skills Partnership** is hosting a skills fair at The Blues Club, North Street, Gainsborough on Thursday, June 15. This is a free event to showcase employment, career guidance and training opportunities in West Lindsey.

Herbert Protocol

The Herbert protocol is a national scheme which encourages carers and families to compile useful information which could be used in the event of a vulnerable person going missing.

As a carer, family members or friend, you can complete the form in advance, recording all vital details, such as medication required, mobile numbers, places previously located, a photograph etc. The form is kept in the home/care setting in a safe but prominent enough so the information can be easily accessed by police and other agencies.

This form could make a real difference. It could help reduce the amount of time a vulnerable person is missing, meaning the person can be returned to safety more quickly, potentially saving police officers valuable time.

You can download the form from WL web site. You can also contact the Missing Persons Unit on 07768 164086 to request a copy of the form to be posted to you.

Appendix 2

**To The Chairperson
Langworth Group Parish Council**

I have carried out the interim internal Audit of the Council Accounts to the 31st March 2017.

I am pleased to note that the recommendations I made in my last audit have been taken on board. I would like to thank the Clerk for including the correspondence received from the External Auditors after last year's Audit was completed as previously requested.

I would like to raise the following matters with the Council from the interim audit I have carried out today:

1 – I was pleased to note that there have been no “closed sessions” since my last Internal Audit was carried out. This means that the Council is being transparent and meeting its requirements under the Transparency Act. I was also pleased to note that my letter regarding the internal audit had been read out and brought into the public forum.

2 – I am also pleased to see that the budget column on the Clerk's ‘Budget v Variance’ spreadsheet has been completed since my last audit.

However I would like to draw to the Council's attention to two items related to this:

a) an overspend on Superannuation – the budget was for £1,606 and the actual spend was £2,113 an overspend of 32% - I would like to hope that this was picked up at the precept meeting in December and a suitable budget was set for Superannuation in the current financial year, as a Council these are issues you should be questioning and reviewing on a regular basis.

b) Currently the income side of the sheet is missing the following details: Precept which came through in April £16,617, the Grasscutting Grant of £1,627.43, £250 grant from I Fleetwood and £50 donation to the Christmas Fund. It is imperative that these amounts are shown on the spreadsheet to enable budgeting to be completed correctly throughout the year and when the Precept is set. Part of the Council's remit is to check progress against budget on a regular basis – if the spreadsheet is not fully completed this cannot be the case.

3 – I note your response regarding the Clerk's expenses and I will continue to monitor the amount spent on both this and “Incidental Expenses”.

4 – Both Alan Robinson and myself suggested that Councillors and the Clerk attend training courses when they can. I note that the Clerk has attended training recently as have Councillors – I would ask that both the Clerk and Councillors keep an eye on the training schedule and attend any other courses they deem reasonable to help them fulfil their duties as Councillors.

5 – According to the minutes of the meetings held over the course of the year the Risk Assessment document has not been reviewed. I note that it was on the agenda for the July meeting but was not referred to in the minutes at all. Having spoken to the Clerk she tells me that it was reviewed at that meeting and adopted, but was missed out of the minutes. Due to this error I have not been able to agree box C on the Annual Return. Even if the Clerk mistakenly misses an item off the minutes, Councillors have ample opportunity to review the minutes themselves and amend them before they are adopted. It is imperative that the Risk Assessment document is reviewed annually and that this review is recorded in the minutes of the meeting.

I have completed the Annual Internal Audit Report for the financial year.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'B. Solly', written in a cursive style.

Bridget Solly
Internal Auditor