

DODDINGTON AND WHISBY PARISH COUNCIL

Notes of the **Annual Meeting of Parish Council** held remotely at 7:30pm on Wednesday 5th May 2021

	<i>In attendance</i>	<i>Not attending</i>
Doddington and Whisby Parish Council	CLLrs Beale, Cunniffe (arrived 19:43), Mathers, Patrick, Clerk to Council J Kilcoyne	CLLr Whiles
NKDC	CLLr P Overton	CLLr S Appleby
No members of the public		

Public forum	
Reports from representatives	
NKDC	CLLr Overton sent a written report and commented on NKDC business; tree strategy; refuse collection; Stepping out walks
Council session	
21.48	To elect a chairman of the council It was <u>Resolved</u> : That CLLr Patrick be elected Chairman of the council for the civic year 2021-2022
21.49	To decide when the chairman's declaration of acceptance of office shall be received <i>The declaration of acceptance of office will be signed away from the meeting within 28 days</i>
21.50	To elect a vice-chairman of the Council It was <u>Resolved</u> : That CLLr Beale be elected Vice-Chairman of the council for the civic year 2021-2022
21.51	To note apologies and accept valid reasons for absence <i>None received</i>
21.52	To receive declarations of interest <i>The Clerk to Council declared an interest in all matters relating to Lincolnshire Association of Local Councils</i>
21.53	Minutes of previous meetings It was <u>Resolved</u> : That the minutes of the Meeting of Parish Council held on 12 th April 2021 be approved.
21.54	To make arrangements for review of: <ul style="list-style-type: none"> • standing orders and financial regulations; • inventory of land and other assets; • insurance; • subscriptions to other bodies; • complaints policy; • policies, procedures and practices relating to freedom of information and data protection legislation; • policy for dealing with the press and media; • employment policies and procedures; and • expenditure incurred under s137 of the Local Government Act 1972. <i>Council noted a report from the clerk outlining a timetable covering each item.</i>
21.55	To consider policies for review or introduction: <ul style="list-style-type: none"> • It was <u>Resolved</u>: That Financial Regulations be updated with a change to thresholds under Public Procurement Regulations • It was <u>Resolved</u>: That the Data Breach policy review be approved with no changes • It was <u>Resolved</u>: That the Data Protection policy review be approved with no changes • It was <u>Resolved</u>: That the Document Retention policy review be approved with no changes • It was <u>Resolved</u>: That the General privacy notice be updated • It was <u>Resolved</u>: That the Subject Access Request procedure review be approved with no changes • It was <u>Resolved</u>: That the Emergency Scheme of Delegation accepted in March 2021 be implemented • It was <u>Resolved</u>: That a new Email and use of the internet policy be approved
21.56	Annual Governance and Accountability Return <ul style="list-style-type: none"> • It was <u>Resolved</u>: To accept the report of the internal auditor for the financial year ended 31st March 2021 • It was <u>Resolved</u>: To accept the parish council accounts for the financial year ended 31st March 2021 • It was <u>Resolved</u>: To approve the parish council Certificate of Exemption for the financial year ended 31st March 2021 • It was <u>Resolved</u>: To approve the 2020/2021 Annual Return – Annual Governance Statement • It was <u>Resolved</u>: To approve the 2020/2021 Annual Return – Accounting Statements

John Kilcoyne, CiLCA PSLCC

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21.57	To consider arrangements for meetings for 2021-2022 and a schedule of meetings <i>The date of the next meeting was provisionally set for Tuesday 22nd June at The Cabin</i>																																																												
21.58	To make arrangements to transfer all email correspondence for councillors to @doddington-whisby-pc.gov.uk <i>The clerk would contact members individually to arrange this</i>																																																												
21.59	To consider community development <i>A meeting has been arranged with the Rector for St Peter's Church</i>																																																												
21.60	<p>Planning</p> <p>To consider planning applications validated since the last meeting of council</p> <ul style="list-style-type: none"> • 21/0484 VARCON, Paradise Row Main Street Doddington Lincoln Application to vary condition 16 (amendment to surface water drainage scheme) attached to application 17/1865/FUL. Council acknowledges that the work has been done but notes that it will not stop water leaving the development onto the B1190. Council doubts that it will solve the overriding problem of flooding in Doddington. • 21 0558 HOUS Fields End Main Street Doddington Lincoln Part demolition of existing property and outbuilding and erection of 2 storey side and rear extension Council's view is that this application is in keeping with the conservation area and welcomes the opportunity to bring a property back into use. Council wishes to have confirmation that trees will not be affected because of this proposed development, drawing particular attention to the mature ash and walnut trees on the site among others. Council echoes the comment from the trees officer with a request for an arboricultural assessment. <p>To note planning decisions received since the last meeting of council <i>None received</i></p>																																																												
21.61	<p>Finance</p> <p>To review and consider payment of accounts It was Resolved: That Council approve the payment of accounts</p> <table border="1"> <thead> <tr> <th></th> <th>Payee</th> <th>Payment by</th> <th>Amount</th> <th>Purpose</th> </tr> </thead> <tbody> <tr> <td>218</td> <td>EON</td> <td>BACS</td> <td>£33.18</td> <td>Lighting energy</td> </tr> <tr> <td>219</td> <td>TJ Bookkeeping and Accounts Ltd</td> <td>BACS</td> <td>£25.00</td> <td>Payroll November- March</td> </tr> <tr> <td>220</td> <td>ESPO</td> <td>BACS</td> <td>£74.52</td> <td>Litter picking equipment</td> </tr> <tr> <td>221</td> <td><i>Redacted</i></td> <td>BACS</td> <td>£60</td> <td>Internal audit</td> </tr> <tr> <td>222</td> <td><i>Redacted</i></td> <td>BACS</td> <td>£213.64</td> <td>Salary</td> </tr> <tr> <td>223</td> <td><i>Redacted</i></td> <td>BACS</td> <td>£54.35</td> <td>Expenses</td> </tr> <tr> <td>224</td> <td>LALC</td> <td>BACS</td> <td>£59.95</td> <td>Zoom license</td> </tr> </tbody> </table> <p>Payments to be authorised by Cllrs Mathers and Patrick</p> <p>To review budget, income and expenditure to 5th May 2021 Bank statement not received Online balance £27,820.30 at 1st May 2020 Expenditure since last meeting: £520.64 Expenditure year to date: £1,003.75 Income since last meeting <i>Nil</i> The budget was reviewed: <i>no concerns</i>.</p> <p>It was Resolved: To adjust the level of reserves as follows:</p> <table border="1"> <tbody> <tr> <td>Footway lighting</td> <td>£1,500</td> </tr> <tr> <td>Defibrillator</td> <td>£551.99</td> </tr> <tr> <td>Election</td> <td>£500</td> </tr> <tr> <td>Road safety</td> <td>£4,000</td> </tr> <tr> <td>General Reserve</td> <td>£5,000</td> </tr> <tr> <td>Parish event</td> <td>£300</td> </tr> <tr> <td>Bus shelter</td> <td>£250</td> </tr> <tr> <td>Community development</td> <td>£3,695.28</td> </tr> <tr> <td>CIL contribution</td> <td>£3978.75</td> </tr> <tr> <td>Total</td> <td>£19,776.42</td> </tr> </tbody> </table>		Payee	Payment by	Amount	Purpose	218	EON	BACS	£33.18	Lighting energy	219	TJ Bookkeeping and Accounts Ltd	BACS	£25.00	Payroll November- March	220	ESPO	BACS	£74.52	Litter picking equipment	221	<i>Redacted</i>	BACS	£60	Internal audit	222	<i>Redacted</i>	BACS	£213.64	Salary	223	<i>Redacted</i>	BACS	£54.35	Expenses	224	LALC	BACS	£59.95	Zoom license	Footway lighting	£1,500	Defibrillator	£551.99	Election	£500	Road safety	£4,000	General Reserve	£5,000	Parish event	£300	Bus shelter	£250	Community development	£3,695.28	CIL contribution	£3978.75	Total	£19,776.42
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21.62	<p>To note correspondence received since the last meeting of council and consider any recommendations</p> <p>Eagle and Swinethorpe Parish Council</p> <p>Funding Keep Britain Tidy LALC</p> <p>Lincolnshire County Council</p> <p>Lincolnshire Police NALC NKDC Notts CC Rural Services Network</p> <p>SLCC YMCA Community Lincs</p> <ul style="list-style-type: none"> • <i>A litter pick was scheduled for 6th June</i> • <i>The clerk drew attention to training options. Cllr Patrick requested a place on the course Strategies to identify new councillors</i>
21.63	<p>To consider items for inclusion on the agenda for the next meeting of the Parish Council.</p> <ul style="list-style-type: none"> • <i>Gates at village entrances</i> • <i>Community development</i> • <i>Schedule of meetings</i>

Meeting closed 21:35

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