

MINUTES OF THE BUTTERWICK PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON TUESDAY, 8th MAY 2018 AT 7.13 pm

PRESENT:

Parish Councillors: A Gosling (Chairman), K Forman, M Knowles, N Donnelly (arrived 7.25 pm) C Smith and A Quickfall

Boston Borough Councillor P Bedford

3 members of the Public (a further 2 members of the Public arrived during the meeting)

Mrs J Barnes (Clerk)

- 1 APOLOGIES** were received from Parish Councillor L Pearson and the Police.

Councillor Pearson had completed all the necessary paperwork which had been forwarded to Boston Borough Council. She had also indicated that she would like to go on the Councillor Training Course. Councillor Quickfall also showed willingness to attend, and it was agreed that the clerk make the necessary arrangements, and the Parish Council would pay the cost.

2 POLICE MATTERS

PSCO Devenish had reported on two incidents, Anti-social Behaviour in Pinchbeck Road and a Vehicle Nuisance on Sea Lane

- 3 MINUTES OF THE MEETING HELD ON 10th APRIL 2018** having been previously circulated were agreed and signed by the Chairman.

4 MATTERS ARISING

- 4.1 Boston Marathon – Councillor Forman reported on the Marathon including the Drinks Station at the Village Hall. He had also attended the meeting following the Marathon and had collected medals for a number that had helped, including some children. Thanks to all those who had helped, and the clerk was requested to convey the parish councils' thanks in the next magazine.

5 NO DECLARATIONS OF INTEREST

6 PLANNING

- 6.1 B/17/0315 – No final decision had yet been made on the outline application for 7no affordable dwellings with matters relating to layout, scale, appearance, landscaping and access reserved for later consideration at land off Girls School Lane, for Mr R Pearson had been discussed at a Planning Meeting of Boston Borough Council. The committee have resolved to grant approval, subject to the signing of the legal S106 agreement.
- 6.2 B/17/0316 – No final decision had yet been made on the outline application for 7no affordable dwellings and 2no market dwellings with matters relating to layout, scale, appearance, landscaping and access reserved for later consideration at land off Girls School Lane, for Mr & Mrs P Pearson had been discussed at a Planning Meeting of Boston Borough Council. The committee have resolved to grant approval, subject to the signing of the legal S106 agreement.

Councillor Bedford reported that both 6.1 and 6.2 were progressing albeit slowly.

- 6.3 B/18/0090 – No decision had yet been made on the application for change of use from agricultural to Class B1 and Class B8 for the parking and storage of RVs and caravans at The Old Mill Site, Mill Lane for Mr A J Evans. It was noted that the parish comments were now in full.

7 PARISH MATTERS

- 7.1 **Highways** – Councillor Quickfall stated that she had reported the pot holes on Spital Hill Road.

- 7.2 **Parish Liaison Meeting** – Councillors Gosling and Forman hoped to attend on the 24th May.

- 7.3 **New Data Protection Laws** – This would be discussed further at the Parish Liaison Meeting.

8 CORRESPONDENCE

- 8.1 Clerks & Councils Direct – The May edition was handed to Councillor Gosling.

9 FINANCE

- 9.1¹ The clerk reported that in consultation with the chairman the AGAR Part 2 form had been completed ready for approval. Councillors certified that with the income/expenditure not exceeding £25,000 that the Parish Council was exempt from a limited assurance review. Councillor Gosling and the Clerk duly signed the certificate which along with the contact details form would be forwarded to the external auditor.

- 9.1² Annual Governance Statement – the councillors unanimously approved the statement by confirming that they have reviewed the effectiveness of the system of internal control.

1 - The council have prepared and approved the budget for the precept, monitoring during the year. All financial transactions are recorded and maintained throughout the year.

2 - The effectiveness of the system of internal control covers Standing Orders and Financial Regulations being in place and up-dated accordingly. The remuneration payable to all employees is approved in advance. VAT is recorded and claimed accordingly.

3 - All the council's actions are controlled by stature.

4 - The council published the annual return both on the website and on the noticeboards.

5 - The council have assessed financial and other risks and have a Risk Assessment Document in place and the appropriate insurance cover.

6 - The council maintains control each meeting of financial and risk management. Following completion of the yearly accounts the internal auditor has all relevant documents required.

7 - The only matter raised was Petty Cash which was responded to accordingly, (Wrong box ticked – No Petty Cash System in place)

8 - The council have considered that no events have potential consequences on the finances.

The Annual Governance Statement was duly signed by Councillor Gosling and the Clerk.

9.1³ The statement of accounts had been completed against the previously agreed receipts and payments accounts and was duly signed by Councillor Gosling and the Clerk.

9.1⁴ The documents would now be forwarded to the Internal Auditor, along with all necessary files prior to being published on the website and noticeboard in accordance with the transparency code.

9.2 The Clerk presented the up-to-date accounts, together with an update of the precept spending to date and evidence of the bank balance

9.3 The following payments and donations were agreed.

Details	Amount	VAT	Payment
J Barnes (cash for K Stones and J Dickson, for litter picking)	£160		BACS
Community Lincs Insurance Services (parish insurance, noting that this is still within a five-year long-term undertaking which is due to expire on 31 st May 2022.)	£185.29		BACS

10 NEXT MEETING

10.1 The next meeting will be held on Tuesday, 12th June 2018 at Butterwick Village Hall at 7.30 pm.

11 ANY OTHER BUSINESS

11.1 Councillor Knowles mentioned that a community conference for the Emergency Planning Group was being held in July and he would be informing the other parishes to see if they wished to accept the invitation.

11.2 Councillor Knowles reported that preparations were in hand for the Remembrance Services in November, both on the Saturday evening (10th) and on the Sunday morning. It was noted that the folders produced on the memorial names and those that served would be on display.

- 11.3 It was unanimously agreed to send a letter of thanks to the other candidate in the vote for co-option of a further councillor.
- 11.4 No response had yet been received from Darren Dower who had stated he would check the defibrillator. This would be followed up.

There being no further business the Chairman thanked those in attendance and closed the meeting at 19.40.

Signed Councillor A Gosling

(Chairman)

12th June 2018