

**MINUTES OF OLD SOMERBY PARISH COUNCIL MEETING
HELD TUESDAY 8 NOVEMBER, 2022 7.15 PM AT THE FOX AND HOUNDS OLD SOMERBY
DRAFT**

PRESENT: Cllrs: Vicky Lowndes (Chairman) Nigel Percy (Vice-Chairman), Veronica Stephens, Peter Burrows, Betty North and Parish Clerk David Holmes.

Also present 5 members of the public including the Internal Auditor.

Prior to the meeting at 7pm a Public Forum was held. Issues raised included: a) A resident had recently climbed to the Base Camp of Mount Everest. He thanked everyone who had supported his charities. He had raised so far almost £2,000. He was congratulated for his amazing feat by the Chairman on behalf of the parish council. b) The same resident also raised the state of the pathway from the village to the Roundabout which was now overgrown with grass which narrowed the walking area and could be a safety issue. (The Clerk to pursue the issue with LCC Highways); c) a resident raised the dangerous turning into Cold Harbour from the A52. The entrance road was damaged and had potholes. There was no warning sign for the turning and no nearby lighting. (The Clerk to raise with Highways).

1. APOLOGIES: There were no apologies.

2. DECLARATIONS OF PECUNIARY INTERESTS OR APPLICATIONS FOR DISPENSATIONS.

None were declared. The Clerk produce copies for each Councillor of the Code of Conduct adopted by the SKDC. The advice was that parish councils should consider adopting it for themselves. Proposed The Chairman that the Code be adopted; seconded Cllr North: **CARRIED. ACTION the Clerk- to be posted on the council's website.**

3. APPROVAL OF MINUTES: Cllr North proposed the draft minutes of the meeting held 9 August, 2022 be accepted as a correct record ; Seconded Cllr Percy –**CARRIED. ACTION clerk.**

4. CLERK AND COUNCILLORS' ACTIONS AND UPDATES/LATEST:

a) Speed Indicators: The clerk reported that the new post would be erected this week enabling the new Solar powered speed indicator to be erected. A resident volunteered to assist the clerk. **ACTION: The clerk.**

b) Tree Planting – the clerk was pleased to announce that the application for trees from the LCC had been approved and permission given by Ropsley Farms who had agreed to plant and maintain the 100 trees for 25 years on a site near to Ropsley Rise. **AGREED:** that any necessary funding there might be for posts etc could come from the remaining funds for the donation from the Fox and Hounds. It was likely the trees would be planted early in 2023;

c) Village signs: the village signs had been erected on the entrance from Ropsley and on The Pastures. The 2 signs on the Pastures could cause a safety issue as it appeared they tended to narrow the road at that point. **ACTION: Cllr Stephens.**

d) Cold Harbour – 40 mph speed limit. The clerk reported that the LCC consultation had gone through without objection and a works package would be issued.

e) Broadband: Information had now been received that Openreach had indicated that work on bringing fibre to the village will start April 2023. There is no specific date for completion;

f) Parking near the Spinney: The LCC had indicated that if the parish council can suggest a solution to the parking and thereby the litter issue at this site then it would likely be

licensed by them. Various options were discussed and it was considered that some boulders strategically placed could prevent parking and hopefully thereby reduced the litter issue.

ACTION: the clerk.

g) Roundabout:

The clerk reported that he had been into touch with the Assistant Engineer who had promised a copy of the planting schedule. It was hoped the planting would not overwhelm the boulders now in place. The area on the Cold Harbour side of the Roundabout would be grassed and would include wild flowers. It was noted with pleasure that the Sponsor Plaque with Miss E M Bean's name had been replaced.

5. LCC COUNCILLOR UPDATE: In her absence the Clerk read the written report from Cllr Charlotte Vernon and a copy is attached to these minutes. In it Cllr Vernon mentioned i) The LCC Cost of Living Action with useful links on the LCC website and also the SKDC website; (nb. Posters will also be posted on the parish notice-boards); ii) Fixmystreet: Residents can very easily report potholes etc. There is a link on the parish council's website: iii) Avian Flu: A number of positive cases are now reported in Lincolnshire.

6. SKDC LOCAL COUNCILLOR UPDATE: In her absence Cllr Sarah Trotter had raised by email the following topics i) Similar issues relating to Cost of Living as above: ii) that a new intake of Apprentices will soon be joining SKDC iii) SKDC continues to conduct home inspections as part of the involvement in the Homes for Ukraine programme iv) Sarah had been into touch with the new police Chief Inspector based at Grantham and as a consequence a meeting will be held for parish clerks to attend in the New Year to raise issues that affect parish councils.

7. FINANCE: A) The clerk produced copies of the latest Finance Statement signed off by Lead Councillor Peter Burrows on the 4 November, 2022. A copy is attached and shows all income and expenditure since 1 April 2022 to date and the Bank Reconciliation; the clerk also produced copies of the report of the annual inspection of the parish council's assets with some necessary actions. A copy is attached. At this point it was noted that the local church had agreed to host a **second Defibrillator** for the parish and provide the electricity needed to run it. The parish council was told it was likely that should an application be made to a local charity by the parish council funding could be made available. **ACTION the clerk.** The clerk also reported on 2022-2023 Parish Agreement with the LCC to undertake grass cutting around the parish. In future the Agreement would be on a rolling basis. It was agreed the clerk should sign the Agreement. LCC funding would be received as a result.

B) The current objection to the 2021/2022 Audit was ongoing as the resident had requested that the work of the Engagement Lead for the external auditors should be checked by a Partner of the firm.

C) The clerk produced a copy of the report by the Internal Auditor who had favourably reported. A copy is attached. The clerk also produced copy of a suggested report confirming current financial practices of the parish council. It was approved and signed by the Chairman. Copy attached. Cllr Burrows proposed that action should be taken to transfer the bank account from HSBC to Lloyds Bank who unlike HSBC made no charges for very small accounts like ours and also to enquire regarding interest rates for savings accounts.

ACTION the Clerk and Cllr Burrows.

D) The budget for 2023/2024 will be decided at the next parish council meeting after an informal workshop.

E) The clerk referred to the current Financial Regulations and Standing Orders. The changes to both were minor and in the main related to contracts, They were approved and adopted. Copies to be posted on the website.

8. CORRESPONDENCE: a) details of a current consultation by Anglian Water regarding a proposed new Reservoir was noted b) Also noted was a letter regarding a recent road closure c) the clerk reported that a resident had brought to his attention yet another attempted theft of cables towards the Roundabout. It was duly noted.

9. PLANNING APPLICATIONS: S18/2247 The clerk reported that there had been little work carried out on the the site on School Lane this year. He had tried in vain to get a reply from Invicta has had a resident. Enquiries at the SKDC Planners revealed that they had no powers to make the developer proceed.

10. It was intended that the next News Letter should be published early in the New Year.

11. REPORT FROM THE POLICE REGARDING LOCAL ISSUES: There was no Police presence or a current report of incidents. An email had been received with details of new appointments.

12: To review a Determination made concerning a Resident on 5 August 2019 pursuant to the Council's Policy relating to Abusive, Persistent, or Vexatious etc Complaints. The Chairman commented the same issues to which the Determination relates continue to be raised by the resident. Accordingly they had not been replied to. A Proposal by Cllr Percy for continuance of the Determination was carried. **CARRIED: ACTION THE CLERK.**

13. Date and time of next Meeting. The next meeting was fixed for Tuesday 31 January 2023 at 7.15pm with a Public Forum at 7pm. The meeting closed at 8.35pm

	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2023	2023	2023	Total	
Expenditure	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	est. Expenses	BUDGET	NOTES
Clerks Wages	141.18	141.18	141.18	141.18	141.18	141.18	141.18	141.18	141.18	141.18	141.18	141.18	1,694.16	1,694.16	ESTIMATED PAID CLERK (156hrs @£10.86 equiv 3hrs/week and 20% Tax & NI)
Payroll (Autella)			30.00			30.00			30.00				120.00	120.00	
PAYE													338.83	338.83	
Clerks Milage& Expenses	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180.00	180.00	
Stationary/Printing	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00	300.00	
Sub Total	181.18	181.18	211.18	181.18	181.18	211.18	181.18	211.18	181.18	211.18	181.18	211.18	2,632.99	2,632.99	£55 Old Somerby & £35 Cold Harbour LALC Annual Subscription Zurich 2021/22 £372.35 includes Speed sign repair includes installation (inc VAT) Printing only KRYSTAL Hosting estimated at £7.49 per elector (185) (includes Church at £200)
Grass Cutting	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00			80.00	90.00	810.00	810.00	
LALC													80.00	80.00	
Insurance			249.04										249.04	249.04	
Asset Maintenance & repairs	600.00												600.00	600.00	
NEW Solar Speed Sign			3,000.00										3,000.00	3,000.00	
Additional Dog Bin & Supplies	10.00		200.00		10.00		10.00		10.00		10.00		250.00	250.00	
Old Somerby Parish Newsletter				65.00				65.00				65.00	195.00	195.00	
Email Hosting										60.00			60.00	60.00	
Website Maintenance	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	12.50	150.00	150.00	
Contingency & Grant Budget													1,385.65	1,385.65	
Sub Total	712.50	102.50	3,551.54	167.50	112.50	102.50	112.50	167.50	22.50	152.50	22.50	167.50	6,779.69	6,779.69	
TOTAL EXPENDITURE	893.68	283.68	3,762.72	348.68	293.68	313.68	293.68	348.68	233.68	333.68	203.68	378.68	9,412.68	9,412.68	

	2022	2022	2022	2022	2022	2022	2022	2022	2022	2023	2023	2023	Total	
Income	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	est. Income	BUDGET
Precept	3,500.00												3,500.00	3,500.00
Grant - Grass Cutting	305.67												305.67	305.67
Grant - Community Cleaning	236.00							236.00					472.00	472.00
VAT						600.00							600.00	600.00
TOTAL INCOME	4,041.67	-	-	-	-	600.00	-	236.00	-	-	-	-	4,877.67	4,877.67

Expenditure - Income	- 4,535.01	2022 Expenditure - Income
Balance as of 23rd March 2022	11,669.43	Balance as of 23rd March 2022
March 2023 est. closing balance	7,134.42	March 2023 est. closing balance

ANNUAL INSPECTION OF OLD SOMERBY PARISH COUNCIL ASSETS

Report to the Parish Council Meeting 8 November 2022.

On 10 October, 2022 Cllr Stephens and the Clerk David Holmes undertook an inspection of the Parish Councils Assets:

Bus Shelter – refurbished 2021 and appeared in good order. ACTION: Volunteer required to keep the inside area clean.

Road Side Seats – Millennium Seat and bench on School Lane – both in good order

Defibrillator – Inspected and in good order

3 Dog Bins – 2 on Well Field Path and one new one on School Lane. All inspected and in good order and regularly used. The services of the volunteers are appreciated.

3 Notice Boards – 1) The Notice Board on the Main Road is now in need of being refurbished ACTION: in hand from a volunteer which is appreciated. 2) The one on School Lane was refurbished in 2021 and is in good order. 3). There is a new Notice Board in the Bus Shelter which is in good order.

30 mph Speed Indication Signs – There are some 16 in total. ACTION: One on the Main Road near the pub requires replacing ; as does the one opposite Church Cottage; some others require cleaning so as to be more visible and some require extra ties.

Two Troughs - the one on Main Road towards the Roundabout is regularly visited by the clerk and is in good order. The other one located on Main Road near exit to Bourne has been visited by the clerk recently and is also in good order. Both looked after by volunteers.

Active Speed Indicator: The indicator is in regular use and on inspection appeared to be safely located and in good order. The charging unit is held by the volunteer operator who indicated it is now in good order after repair last year. His services are appreciated.

Solar Speed Indicator: Currently in storage awaiting fixing on the pole once it is erected.

Original Signed

David J Holmes
Parish Clerk and Responsible Financial Officer.
10 October 2022

OLD SOMERBY PARISH COUNCIL

Parish Council Meeting 8 November, 2022- Financial Practices

1. The current Financial Regulations as adopted by the Parish Council together with the current Standing Orders shall be the basis for the Council's accounting practices and control systems.
2. An Internal Auditor shall be appointed by the Council .The Internal Auditor shall be at liberty at any time during the financial year to inspect the accounts and financial practices on behalf of the Council and report thereon to the Council and shall do so at least twice during the financial year.
3. The current practice shall continue whereby the Clerk shall prepare a Financial Statement for each meeting of the Council. The Statement shall include a bank reconciliation, balances held, and details of all receipts and payments to date for the current financial year.
4. It is the practice of the Council to appoint a Councillors as the Lead Councillor Finance. The practice is for the Councillor to attend the clerk before every Parish Council Meeting and have access to all books of account to enable him to be satisfied as to the accuracy of the above Financial Statement and to sign it off. He shall report thereon to the Council at its next meeting. He has the authority to inspect the accounts on behalf of the Council at any time during the financial year. Should that Councillor not be available on any occasion the Chairman or another Councillor appointed by the Chairman, may fulfil the above duties.
5. The Council's current Bank Mandate provides for 3 Councillors to act as signatories – two of whom are required to sign cheques. The Clerk is not a signatory. The Mandate was reviewed this day at the Parish Council and found to be satisfactory for safety and efficiency and is to continue.

Original signed 8 November 2022 at the parish council meeting

Councillor V. Lowndes
Chairman of the Old Somerby Parish Council
8 November 2022.

OLD SOMERBY PARISH COUNCIL**Financial Statement for Parish Council Meeting 8 November 2022****1. BANK RECONCILIATION:**

Temporary Bank Statement 3 November 2022	11,100.81
The above balance includes £250 ring fenced donation	
From Mitchells and Butlers to be used for a village project.	
Used so far: £73.53 for Bus Shelter refurbishment –Balance £176.47	

2. INCOME SINCE 1 April 2022:

Precept	3500.00
HMRC VAT Refund	84.56
SKDC Community Grant	231.66
LCC (grass cutting)	305.67
	4121.89

PAYMENTS since 1 April 2022:

Grass cutting	45.00
LALC Annual subscription	180.00
Unipart Rail repair of Speed Indicator	361.87
Grass cutting	90.00
DJ Holmes refund Jubilee Party	11.97
Bank charges To 4 Apr 2022	6.20
Bank charges “	10.00
Elan City Speed Indicator	2 700.00
Jubilee Expenditure	48.90
Jubilee Expenditure	39.90
Zurich Annual Insurance	249.04
Grass Cutting	90.00
Jubilee Expenditure	221.72
Dog Bin	196.44
*Dog Bin fittings	40.00
Dog Bin secure fittings	20.79
Grass Cutting	90.00
Bank Charges to 4 May 2022	6.60
Bank Charges to 4 June 2022	6.60
Bank Charges to 4 July 2022	7.80
Land Registry	10.00
Printing	19.68
Grass cutting	90.00
Bank Charges to 4 August 2022	5.80
Daffodils	3 6.00
Grass cutting	90.00
Bank Charges to 4 Sept 2022	5.40
Bank Charges to 5 Oct 2022	5.80
	4685.51

Original signed

Original signed

David J Holmes
 Parish Clerk and Responsible Financial Officer
4 November 2022

Cllr Peter Burrows
 Lead Parish Councillor
 4 November, 2022

**OLD SOMERBY PARISH COUNCIL
INTERMEDIATE INTERNAL AUDIT INSPECTION
BY NICK CRAFT INTERNAL AUDITOR.**

On the 31 October, 2022 I undertook a review of the accounting systems, controls, risk management, governance processes and financial practices of Old Somerby Parish Council. I had access to all books of account as required to complete the Annual Governance and Accountability Return (AGAR). I had access to the Standing Orders and the Financial Regulations due for adoption at the forthcoming Parish Council Meeting on 8 November, 2022.

I found the systems, controls, and financial practices in place to be sound and reliable. I noted that a previous recommendation of mine had been implemented. It related to ensuring invoices were also signed as having been seen and inspected by the councillors when signing cheques that related thereto. It had been followed on every occasion since.

I noted that it was the practice of the Lead Councillor – Finance, Councillor Peter Burrows, to visit the clerk before every Parish Council Meeting to also undertake a check of the accounts and associated files before counter-signing the Financial Statement presented at each Parish Council Meeting. I noted that the Financial Statements contained a Bank Reconciliation to date, a full list of all income and payments made since the start of the current financial year. I noted that the next agenda carried an item relating to the consideration of the Budget for 2023/2024. That will be available for me to inspect when I undertake my main Inspection later in the financial year.

I propose to be present at the forthcoming Parish Council Meeting on 8 November, 2022 and will be available to answer any questions from the Parish Councillors.

Signed.....Original signed 31/10/22.....Nick Craft Internal Auditor

Signed.....Original signed 31/10/22.....David J Holmes Parish Clerk and RFO.

Dated.....