

# Minutes of the meeting of Utterby Parish Council held Wednesday, 3rd April 2019 at 7.00pm



## Public Forum

There was no public forum, ELDC or LCC reports due to the forthcoming elections and purdah restrictions.

### 1 Record of Members Present and Apologies:

**Present** - Cllr Graham Dalton (Chair), Cllr Jackie Woodward, Cllr Ann Van Spall, Cllr Terry Buckley, Cllr Brian Frobisher, Cllr Jason Garrett-Pughe and Cllr Glenda Thorndycroft.

**In Attendance** - Clerk Maria Vincent and Cllr Tony Bridges.

**Apologies Received** - Cllr David Buckley (ELDC).

### 2 To receive any Declarations of Interest under the Localism Act 2011

Cllr Dalton and Cllr Frobisher declared any item relating to the Village Hall.

### 3 Minutes from March 6th 2019

It was **RESOLVED** that the draft minutes of the March 6th 2019 meeting was an accurate record. Duly signed by the Chair. **CTA**

### 4 Council Matters, Actions and Communications

- a) **The Chairman** - No report due to the forthcoming elections and purdah restrictions.
- b) **Clerk's Report** – The Clerk reported the time scale regarding the elections and that the next meeting would be the Annual General Meeting of the Parish Council is on the 2nd Wednesday of the month to allow for the elections. The Clerk covered some of the items that would be covered at the AGM.
- c) **Annual Review of policies:** None.
- d) **Annual Village Meeting 2019** - The meeting was discussed and Councillors were pleased with the positive attendance.
- e) **Letter regarding Utterby Pond.** Following the letter the Parish Council had sent regarding the fishing pond, a reply had now been received which the Council noted and discussed.
- f) The Clerk read out the Clustering Survey and it was noted that there were not special long-term ground they required at this time.

### 5 Finance and Budgets

It was **RESOLVED** that payments were received and accepted as follows: Clerk, salary + expenses Feb/March £298.82; Gibbs, April bus shelter clean £20.00; LALC subs and training - £161.73

- a) 2018/9 Financial Report - The Clerk read of the figures for the report with notifications of any variances - see appendix 1
- b) Item was **RESOLVED** to complete and accept the AGAR documents was deferred to the next meeting.

### 6 Planning

- a) No items to discuss.

### 7 Parish Council Amenities (bus shelters, village green, etc)

- a) **Welcome Pack** – It was reported that there were new residents in Grange Lane, Church Lane and on the Main Road.
- b) **Village Green Verges** - It was reported that the green had been cut in late March. It was noted that the Estate Agent's sign was still in place and for the Clerk to follow up with LCC. Cllr Garrett-Pugh reported that on using the app for Fix My Street (to report an overgrown hedge) he was told

Initials



that it was not an LCC one, but a private owner, but not told who and so could not follow the issue up. Cllr Bridges said he would look into the situation via Cllr Richard Davies at LCC. It was also reported that one of the farmers hedges was so thick now that the daffodils planted by the Parish Council could no longer be seen. CTA

**c) Village Tidy Up and Floral Campaign**

Discussions took place and it was **RESOLVED** that we considered the first two weeks of June to hold the campaign and we should look placing 18" planters under each street name sign and to hold a competition for the best planter (asking residents to take on planting up and caring for planters). Also to look into the procedure for renewing the street signs. CTA

**d) Village Hall**

Following lengthy discussions it was clarified that there were two trustees for the Village Hall (although three on the Charity Commission website) and no committee at all. Cllr Frobisher, being one of the trustees, said he would meet with the second trustee then call a Public Meeting. Cllr Garrett-Pugh who had been the Chairman of the Village Hall Committee until December 2018 when he stood down, was still a signatory and so could sign cheques for outstanding payments as there were overdue bills. One of the main issues, Cllr Frobisher reported, was that they had no deeds to the Hall as these had gone missing following a buy-out of one solicitor company by another some years before. Cllr Frobisher gave a vote of thanks to Cllr Dalton who had carried on taking bookings/payments, opening up the hall and issuing invoices throughout this time. Cllr Thorndycroft said she would be happy to open up the hall for hirers when Graham couldn't make it. It was acknowledged that the Hall needed a complete Committee in place with Chairman, Secretary, Treasurer and people to help to keep the Hall operational. PC to find out if LALC have any advice on situation with regards to Parish Council intervention. CTA

**e) Utterby Voice June**

It was agreed that there should be a list of the new Councillors in the June edition and also an advert for the Tidy Up.

**8 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc**

- a) A drainage report sent by a resident by email was noted.
- b) An email from resident regarding speed limits was noted and also emails from Ian Swallow of the Lincolnshire Road Partnership. It was noted that the speed limits (as had been minuted at a previous meeting) was governed by national policy, but that we could write to Cllr Davies at LCC regarding our concerns that the road had been declassified as a trunk road.
- c) The Countryside Access Volunteer's report was noted and it was clarified that the reports would be posted on the website as soon as received from the CAV without the need for a resolution.

**9 Notifications**

The consultation of the future of heritage services was noted. The Street Lighting Policy from LCC was noted, Cllr Garret-Pugh pointing out that nearly all the street lighting in the village were ELDC lamp posts.

**10 Date and time of Next Meeting**

Parish Council AGM on Wednesday 8th May 2019.

**Meeting finished at 8:30pm.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Initials

# Appendix 1

## End of Financial Year 2018 -19 - UTTERBY PARISH COUNCIL

Item	Budget for 2018/19	Reserves in bank as of 31st March 2018
<b>SPECIFIC RESERVES HELD IN BANK</b>		
TPOs and Green Structures	0.00	900.00
Reserve for Asset Replacement	0.00	1,000.00
Reserve for Elections	0.00	900.00
Contingency reserves in bank as of 1st April 2018		3489.90
VAT Return as of May 2018		102.57
<b>Total Reserves in Bank</b>	<b>0.00</b>	<b>6392.47</b>

Item	Budget for 2018/19	Total Year End forecast
<b>INCOME</b>		
Precept 16th April 2018	7657.00	
Budget from 17/18 carried forward for 18/19 budget	398.27	
Grants		
<b>TOTAL budget</b>	<b>8055.27</b>	

Item	Budget for 2018/19	Total Spent to date	Balance
<b>MEMBERSHIP &amp; INSURANCE EXPENDITURE</b>			
Insurance	300.00	254.39	45.61
Audit Fees	40.00	0.00	40.00
LALC Membership -261 parishioners	160.27	160.27	0.00
LALC Training scheme	70.00	86.00	-16.00
Data Controller Reg / DPO	155.00	40.00	115.00
Room Rental	240.00	225.00	15.00
<b>Membership /Insurance TOTAL</b>	<b>965.27</b>	<b>765.66</b>	<b>199.61</b>

<b>RUNNING COSTS &amp; EXPENDITURE</b>			
Salary Clerk	2,280.00	2,167.20	112.80
Other expenses including home/office use /course refreshments	450.00	216.00	234.00
Mileage	300.00	117.90	182.10
Stationery & postage	250.00	83.65	166.35
Office Equipment	150.00	265.74	-115.74
<b>Admin Expenses TOTAL</b>	<b>3,430.00</b>	<b>2,850.49</b>	<b>579.51</b>

Utterby Voice	300.00	224.16	75.84
Grants including S137	200.00	210.80	-10.80
Grass Cutting - Village Green	600.00	571.20	28.80
Verge Cutting	720.00	604.80	115.20
Bus Shelter Cleaning	240.00	240.00	0.00
Asset Repair & Maintenance (wooden structures)	200.00	243.00	-43.00
Other Green Structures Maintenance	900.00	860.00	40.00
General Contingency	500.00	40.00	460.00
Specific Reserve Additions	0.00	0.00	0.00
<b>General Expenses TOTAL</b>	<b>3,660.00</b>	<b>2,993.96</b>	<b>666.04</b>

Total Budget allocation for 2018/19	8,055.27	
Spend to date		6,610.11
Balance end March 2019		1,445.16
<b>Reserves from above</b>		
		6392.47
<b>TOTAL IN BANK to date</b>		<b>7,837.63</b>

# Payments and Receipts - End of Financial Year 2018-19

Date issued	To/From	Ref	Item description	Cheque no	Receipts £	Payments inc vat	Section 137 expenditure	VAT £	Balance	S'ment
<b>01/04/2018</b>	<b>Bank c/f after payments for 17/18 - April 18</b>								£ 6,688.17	
04/04/2018	LALC	346	LALC Membership	100180		£ 160.27		£ 26.71	£ 6,527.90	46
04/04/2018	LALC	347	LALC training subs	100181		£ 70.00			£ 6,457.90	46
04/04/2018	David Gibbs	348	Bus Shelter Cleaning April	100182		£ 20.00			£ 6,437.90	46
16/04/2018	ELDC		Precept		7657.00				£ 14,094.90	46
02/05/2018	G Dalton	349	Reimburse Best Village	100183		£ 18.00			£ 6,689.17	48
02/05/2018	David Gibbs	350	Bus Shelter Cleaning May	100184		£ 20.00			£ 6,669.17	47
02/05/2018	Utterby Village Hall	351	Hall Hire - ISSUED IN ERROR	100185					£ 6,669.17	N/A
02/05/2018	CP Pest Control	352	Mole Hills April	100186		£ 40.00			£ 6,629.17	48
02/05/2018	Tudor Grounds	353	Verges Village Gn April	100187		£ 159.00		£ 26.50	£ 6,470.17	47
02/05/2018	David Blakey	354	Cutting Hedge	100188		£ 200.00			£ 6,690.17	48
02/05/2018	LALC	355	Book 0 VAT	100189		£ 53.25			£ 6,636.92	48
02/05/2018	Maria Vincent	356	Salary expenses for April	100190		£ 155.42			£ 6,481.50	47
02/05/2018	HMRC	357	Tax for April	100191		£ 28.80			£ 6,452.70	47
02/05/2018	Maria Vincent	358	Cabinet and reimbursement	100192		£ 148.80		£ 24.80	£ 6,303.90	47
03/05/2018	HMRC		vat return		102.57				£ 4,064.47	N/A
06/06/2018	Norris & Fisher Insurance Brokers	359	PC Insurance	100193		£ 254.39			£ 1,152.08	48
06/06/2018	Utterby Village Hall	360	April 4th & May 2nd	100194		£ 45.00			£ 6,107.08	49
06/06/2018	Tudor Grounds	361	May 1 x verge 1 x VG	100195		£ 120.00	£ 20.00		£ 5,987.08	49
06/06/2018	DW Gibbs	362	June cleaning of Bus Shelters	100196		£ 20.00			£ 5,967.08	49
06/06/2018	Maria Vincent	363	Salary expenses for May	100197		£ 211.63			£ 5,755.45	48
06/06/2018	HMRC	364	Tax MAY	100198		£ 43.00			£ 5,712.45	48
04/07/2018	Tudor Maintenance (2 invoices)	365	Verges /VG June & July	100199		£ 318.00		£ 53.00	£ 5,394.45	49
04/07/2018	DW Gibbs (2 invoices)	366	Bus Shelters July & August	100200		£ 40.00			£ 5,354.45	49
04/07/2018	David Buckley	367	Village Green Hedge May	100301		£ 80.00			£ 5,274.45	49
04/07/2018	Utterby Village Hall	368	Village hall June 2018	100302		£ 20.00			£ 5,254.45	49
04/07/2018	Paul Wilkinson	369	tree survey 2017	100303		£ 120.00			£ 5,134.45	50
04/07/2018	Maria Vincent -	370	salary + April overtime	100304		£ 245.95			£ 4,888.50	49
04/07/2018	HMRC	371	Tax June	100305		£ 55.40			£ 4,833.10	49
08/08/2018	Louth Glass Centre	372	new locks for noticeboard	100306		£ 123.00		£ 20.50	£ 4,710.10	51
08/08/2018	Utterby Village Hall	373	Rent July	100307		£ 20.00			£ 4,690.10	50
08/08/2018	Maria Vincent	374	salary + June overtime	100308		£ 172.82			£ 4,517.28	51
08/08/2018	HMRC	375	Tax July	100309		£ 29.40			£ 4,487.88	51
05/09/2018	Tudor Grounds	376	Verges & green August	100310		£ 159.00		£ 26.50	£ 4,328.88	51
05/09/2018	DW Gibbs	377	Bus Shelters Sept	100311		£ 20.00			£ 4,308.88	52
05/09/2018	David Buckley	378	Village Green Hedge July	100312		£ 70.00			£ 4,238.88	51
05/09/2018	Maria Vincent	379	Salary and July overtime	100313		£ 318.52			£ 3,920.36	51
05/09/2018	HMRC	380	Tax August	100314		£ 47.20			£ 3,873.16	51
03/10/2018	Utterby Village Hall	381	Hall Hire september	100315		£ 20.00			£ 3,853.16	52
03/10/2018	DW Gibbs	382	DW Gibbs	100316		£ 20.00			£ 3,833.16	53
03/10/2018	Tudor Maintenance	383	Verges & green September	100317		£ 120.00	£ 20.00		£ 3,713.16	52
03/10/2018	Maria Vincent	384	Salary & Expenses	100318		£ 168.01			£ 3,545.15	52
07/11/2018	Utterby Village Hall	385	October 2018	100319		£ 20.00			£ 3,525.15	53
07/11/2018	DW Gibbs	386	bus shelter cleaning November	100320		£ 20.00			£ 3,505.15	54
07/11/2018	Tudor Maintenance	387	VG and verges in October	100321		£ 198.00		£ 33.00	£ 3,307.15	53
07/11/2018	Maria Vincent	388	salary + expenses for October	100322		£ 194.02			£ 3,113.13	53
05/12/2018	Utterby Village Hall	389	Hall Hire November 2018	100323		£ 20.00			£ 3,093.13	54
05/12/2018	Foxhall Construction	390	Removing and disposing of see	100324		£ 120.00	£ 20.00		£ 2,973.13	54
05/12/2018	David Buckley	391	Cutting hedge 22nd Oct 18	100325		£ 70.00			£ 2,903.13	54
05/12/2018	Maria Vincent -	392	salary + expenses for Novembe	100326		£ 238.34			£ 2,664.79	54
05/12/2018	LALC	393	refreshments from sept 2017	100327		£ 16.00			£ 2,648.79	55
05/12/2018	ICO	394	Registration	100328		£ 40.00			£ 2,608.79	54
05/12/2018	DW Gibbs	395	Bus Shelter Cleaning - Decemb	100329		£ 20.00			£ 2,588.79	55
03/01/2019	DW Gibbs	396	Bus Shelter Cleaning - Jan 19	100330		£ 20.00			£ 2,568.79	55
03/01/2019	Utterby Village Hall	397	December 2018 hire	100331		£ 20.00			£ 2,548.79	55
03/01/2019	Maria Vincent	398	salary + expenses December	100332		£ 252.75			£ 2,296.04	55
04/02/2019	Maria Vincent	399	salary and expenses January	100333		£ 139.61			£ 2,156.43	56
04/02/2019	DW Gibbs	400	Bus shelter cleaning Feb19	100334		£ 20.00			£ 2,136.43	57
06/02/2019	DW Gibbs	401	Bus shelter cleaning March	100335		£ 20.00			£ 2,116.43	
06/02/2019	Utterby Village Hall x 3	402	Hall hire Feb and March	100336		£ 60.00			£ 2,056.43	
06/02/2019	Maria Vincent	403	Salary and expenses	100337		£ 174.92			£ 1,881.51	
06/02/2019	SLCC	404	11th Arnold Baker book	100338		£ 108.79		£ 0.80	£ 1,772.72	
06/02/2019	George Coletti	405	Tree work in Utterby 2018/9	100339		£ 320.00			£ 1,452.72	
06/02/2019	Tudor	406	Village Green cut March 19	100340		£ 102.00		£ 17.00	£ 1,350.72	
06/02/2019	St Andrews Church	407	Grant	100341		£ 182.00			£ 1,168.72	
29/03/2019	Maria Vincent	408	Salary and expenses March	100342		£ 298.82			£ 869.90	

In bank carried over April 1st 2018

6688.17

Equals credit in bank

14447.74

less payments

6610.11

Balance

7837.63

## Bank Reconciliation - 31st March 2019

Balance statement 57	£	9,104.16
DW Gibbs	£	20.00
Utterby Village Hall x 3	£	60.00
Maria Vincent	£	174.92
SLCC	£	108.79
George Coletti	£	320.00
Tudor	£	102.00
St Andrews Church	£	182.00
Total of payments still to go through the bank from March Meeting	£	967.71
Balance statement 57 less outstanding payments from March Meeting	£	<b>8,136.45</b>
Less payments to be made end March 2019 to M Vincent**	£	298.82
<b>End of 2018/19 financial year balance</b>	<b>£</b>	<b>7,837.63</b>

**Explanation of variances  
Utterby Parish Council**

**Lincolnshire**

	2017/18 £	2018/19 £	Variance £	Variance %	
1 Balances Brought Forward	4,143	6,688			
2 Precept or Rates and Levies	6,221	7,657	1,436	23.08%	Precept increased to build up Election budget and also allow for extra cuts on verges
3 Total Other Receipts	0	103	103		
4 Staff Costs	1,399	2,501	1,102	78.77%	No staff member (Parish Clerk) for 6 months of this financial year
5 Loan Interest/Capital Repayment	0	0	0	0.00%	
6 All Other Payments	2,277	4,109	1,832	80.46%	Previous year no Clerk was in place for 6 months therefor many Council Services not undertaken
7 Balances Carried Forward	6,688	7,838			
8 Total Cash and Short Term Investments	6,688	7,838			
9 Total Fixed Assets plus Other Long Term Investments and	10,065	9,970	-95	0.94%	
10 Total Borrowings	0	0	0	0.00%	