



## 1 Elections

- a. It was **RESOLVED** to elect Cllr Alan Woodward as the Chairman of Utterby Parish Council.
- b. It was **RESOLVED** to defer the election of the Vice Chairman of Utterby Parish Council to a later date.

## PUBLIC FORUM

- A resident congratulated the Council on all their hard work over the previous year.
- Cllr Edward Mossop reported that he felt the Annual Parish Meeting held was a very good representation of what went on in the village. Further he reported that a new Lincolnshire County Councillor for our area would be elected the next day.
- A second resident commented that he was pleased to see the new daffodils and plant troughs. Further he asked whether we would be able to leave the grass longer along the straight parts of the road to encourage wild flowers? The Chairman reported he would ask to have the subject added to a future agenda.

### Record of Members Present:

**Present** - Cllr Alan Woodward (AW) (Chair), Cllr Terry Buckley (TB), Cllr Nicola Gallant (NG), Cllr Nicola Mackin (NM), Cllr Jackie Woodward (JW) and Cllr Matthew Wright (MW).

**NB:** Cllr Gallant arrived at 7:05pm and Cllr Buckley arrived at 7:45pm.

**Not Present** - Cllr John Mackin (JM).

**In Attendance** - Clerk Maria Vincent, Cllr Edward Mossop and two members of the public.

## 2. Apologies Received

Apologies were received from Cllr John Mackin (JM) and Cllr Terry Buckley advised he would be late to the meeting.

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

None.

## 4. Minutes

It was **RESOLVED** to approve the minutes of the Parish Council Meeting 7<sup>th</sup> April 2021 as correct and for the Chairman to sign a copy forthwith.

## 5. Council Matters, Actions and Communications

- a. It was **RESOLVED** to confirm the revised list of Meeting Dates of Utterby Parish Council 2021-22 (now starting in May 21 – April 22).
- b. Following a review it was **RESOLVED** to accept the Asset Register as circulated to Councillors as of end March 2021.
- c. **Chairman's Remarks.** Nothing to report.
- d. **Clerk's Report.** The Clerk reported that the appeal for the continuation of remote meetings sadly failed, so after the end of this week, all Council meetings must be face to face - general discussion etc can still take part on zoom, but no meetings where resolutions are made. Further she reported



that the Council should be able to have a meeting at the Village Hall on June 2<sup>nd</sup>, with 2 metre distancing and controls in place. The Clerk reported that she had passed the ILCA qualification that the Council had paid for. Lastly the dog fouling posters would be delivered at the weekend.

- e. The Clerk reminded Councillors to complete new DPI forms for 2021/22 if required.
- f. It was **RESOLVED** to approve the review of Standing Orders – no changes.
- g. It was **RESOLVED** to approve the changes to the Financial Regulations – ref costs of contracts now we had left the EU.
- h. It was **RESOLVED** to approve the review of Code of Conduct.
- i. It was **RESOLVED** to approve the review of the Complaints Procedure with a couple of spelling mistakes amended.
- j. It was **RESOLVED** to approve the change of £100 to £250 in the Risk Management Document (correction made from April 21).
- k. It was **RESOLVED** to adopt the new Grievance and Discipline Procedure policy.
- l. There were no consultations to review.
- m. Communications were received and noted regarding a donation request by LincsLSAR, grants available from the Lincolnshire Wolds Countryside Service and ELDC civility in public life. Donations to organisations to be added to a future agenda.

## 6 Finance and Budgets

- a) It was **RESOLVED** to accept the end of year 2020/21 Finance information (the including quarterly monitoring from Dec-end March 21).
- b) It was **RESOLVED** to approve the budget sheet with the following change – due to the increased cost of insurance, £120 would be moved from Elections to Insurance (now £470 and £180) keeping the budget total the same. NB: This item was discussed after item 6c.
- c) Following discussions as to the best value of the three quotations, it was **RESOLVED** to choose Came and Company for the Parish Council's Insurance policy (£444.46) for the 3 year term as there were concerns regarding the cheapest company's exclusions list creating a problem if a claim was ever filed.
- d) It was **RESOLVED** to approve the payments: DW Gibbs £20.00, Staff (expenses and mileage £203.94, stationery £2.14 Printing signage £24.00) Total £230.08, LALC - zoom licence £119.90, Came & Company £444.46, Glendale Countryside Ltd £118.80. TOTAL £933.24. It was also **RESOLVED** that if the Parish Council were unable to meet due to restrictions in place for meetings, that any regular cheque payments should be made on email approval of all Councillors and payments to be ratified at the next meeting.
- e) It was **RESOLVED** to accept the Internal Auditor's report and pass on the Council's thanks to him for completing it.
- f) Annual Governance and Accountability Return
  - i. It was **RESOLVED** to agree that the Council was eligible to apply for the Certificate of Exemption and it was approved, to be signed by the Chairman and for the Clerk to send it to the auditors, PKF Littlejohn LLP.
  - ii. It was **RESOLVED** to review and approve The Annual Governance Statement and for the Chairman to sign it.
  - iii. It was **RESOLVED** to approve the Accounting Statements and for the Chairman to sign it.
- g) It was **RESOLVED** to approve the Bank Reconciliation and Explanation of Variances.
- h) It was **RESOLVED** to approve the Notice of Public Rights and Publication of Annual Governance and Accountability Return.



## 7 Planning

- a) No urgent plans to consider.
- b) Planning Updates - Cllr Mossop reported that he had spoken with the estate agents who sold the land on Grange Lane/Chapel Lane to ask them to pass on the information regarding the use of Grange Lane to access the land. The estate agents had reported that the original owner of the land had retained ownership of the plot 6 so that access via Grange Lane could be maintained, and that he would sell this after the other developments were completed. Cllr AW reported that there were three signs now up to notify development traffic using Chapel Lane. He had spoken with the owner of the land to see if there was a way to ease the possible situation with traffic using Chapel Lane. Councillors reported there had been no incidents over the previous few weeks.

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

- a) **Welcome Pack.** One new resident.
- b) **Utterby Up Campaign** – Nothing to report.
- c) **Trees** – following a report from Cllr JW regarding the visit from the Tree Officer at ELDC in April, that his opinion was that the best plan of action would be to fell the tree and plant a replacement, it was **RESOLVED** that the Council would write to all those who lived around the Village Green to notify them of the situation (also include in the Utterby Voice), that the Clerk would apply for a TPO to fell the tree and then obtain quotations for the felling of the willow, to trim the Millennium Oak and minor work to other trees. Further that the Council would buy a large weeping willow tree and obtain quotations for the purchase and planting of this separately, along with the white beam trees previously resolved on.
- d) **Verges and Village Green** – All agreed that the verges and Village Green were looking wonderful and it was **RESOLVED** that the Clerk should write to Glendale to thank them.
- e) **Bus Shelters** – Looking fine.
- f) **Utterby Voice** – Due to be printed in June/July 2021.

## 9 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc

- a) It was reported that the black bin on private land by the Public Footpath near the Kissing Gates had finally been removed, but no-one knew who by.

## 10 Notifications

- a) Nothing to report.

## 11 Date and time of Next Meeting

- a) Parish Council Annual Meeting on Wednesday June 2<sup>nd</sup> 2021 at 7pm at the Village Hall (TBC).

The meeting finished at 8:42.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Initials

Date issued	To/From	Ref	Item description	Cheque no	Receipts £	Payments inc vat	Section 137 expenditure	VAT £	Balance	S'ment
01/04/2020	Bank c/f after payments for 18/19 - April 18								10902.15	
15/04/2020	ELDC		Precept		8843.84				£ 19,745.99	70
06/05/2020	Staff	463	salary/expenses April 2020	100392		£ 180.56			£ 19,565.43	71
06/05/2020	DW Gibbs	464	May bus shelter cleaning	100393		£ 20.00			£ 19,545.43	71
06/05/2020	LALC	465	Membership	100394		£ 85.50			£ 19,459.93	72
06/05/2020	Norris & Fisher Insurance Brokers Ltd	466	Insurance	100395		£ 259.29			£ 19,200.64	71
24/04/2020	HMRC		VAT refund		215.70				£ 19,416.34	70
03/06/2020	Staff	467	salary/expenses May 2020	100396		£ 202.57		£ 1.71	£ 19,213.77	72
03/06/2020	DW Gibbs	468	June Bus Shelter clearing	100397		£ 20.00			£ 19,193.77	72
03/06/2020	LALC	469	Zoom subscription 20/21	100398		£ 78.40		£ 13.07	£ 19,115.37	73
03/06/2020	Society of Local Council Clerks	470	Membership for Clerk	100399		£ 78.00			£ 19,037.37	73
03/06/2020	Glendale Countryside Ltd	471	Cutting of verges and Village Green May x 2	100500		£ 230.40		£ 38.40	£ 18,806.97	72
01/07/2020	VOID SPOILT CHEQUE	472- void		100501					£ 18,806.97	void
01/07/2020	DW Gibbs	473	July bus shelter cleaning	100502		£ 20.00			£ 18,786.97	73
01/07/2020	David Buckley	474	green and kissing gates May 20	100503		£ 180.00			£ 18,606.97	73
01/07/2020	Glendale Countryside Ltd	475	June (5th and 19th)	100504		£ 230.40		£ 38.40	£ 18,376.57	73
01/07/2020	Staff	476	salary/expenses June 2020	100505		£ 187.76			£ 18,188.81	73
02/09/2020	Staff	477 & 478	salary/expenses July 2020 and August 2020	100506		£368.32			£ 17,820.49	75
02/09/2020	Glendale Countryside Ltd	479 & 480	Verge and grass we 24/7 and 14/8	100507		£230.40		£ 38.40	£ 17,590.09	75
02/09/2020	DW Gibbs	481 & 482	shelter cleaning	100508		£ 40.00			£ 17,550.09	75
07/09/2020	Lincolnshire County Council		Grass cutting contribution		783.62				£ 18,333.71	75
07/10/2020	J Woodward	483	cost of peat and flowers	100509		£ 42.48		£ 7.08	£ 18,291.23	77
07/10/2020	David Buckley	484	Hedge/kissing gate, branch removal	100510		£ 150.00			£ 18,141.23	77
07/10/2020	Staff	485	salary/expenses September 2020	100511		£ 240.76			£ 17,900.47	76
07/10/2020	Glendale Countryside Ltd	486	Verge and grass we	100512		£ 230.40		£ 38.40	£ 17,670.07	77
07/10/2020	DW Gibbs	487	October bus shelter cleaning	100513		£ 20.00			£ 17,650.07	76
04/11/2020	J Woodward	488	daffodils	100514		£ 50.00		£ 8.33	£ 17,600.07	77
04/11/2020	Geoff Fitch	489	Planting daffs	100515		£ 130.00			£ 17,470.07	79
04/11/2020	Staff	490	salary/expenses October 2020	100516		£ 192.24			£ 17,277.83	77
04/11/2020	DW Gibbs	491	Nov bus shelter cleaning	100517		£ 20.00			£ 17,257.83	77
04/11/2020	David Buckley	492	October hedges cutting and kissing	100518		£ 100.00			£ 17,157.83	77
04/11/2020	Utterby Village Hall	493	April – December 2020 £3 x 9 =	100519		£ 27.00			£ 17,130.83	78
02/12/2020	Information Commissioner	494	Registration	100520		£ 40.00			£ 17,090.83	79
02/12/2020	Staff	495	salary/expenses November 2020	100521		£ 196.73			£ 16,894.10	78
02/12/2020	DW Gibbs	496	Dec bus shelter cleaning	100522		£ 20.00			£ 16,874.10	78
02/12/2020	Glendale Countryside Ltd	497	November grass cutting	100523		£ 115.20		£ 19.20	£ 16,758.90	79
02/12/2020	Jati Ltd	498	Cyan - 2 bramar benches and insta	100524		£ 897.49		£ 149.59	£ 15,861.41	80
03/02/2021	DW Gibbs	499+500	Bus shelters Jan and Feb 20	100525		£ 40.00			£ 15,821.41	80
03/02/2021	Staff	501+2+3	Salary Dec 2- +Jan 21 +utterby	100526		£ 492.33			£ 15,329.08	80
03/02/2021	Geoffrey E Fitch	504	Installing benches x2	100527		£ 100.00			£ 15,229.08	81
03/03/2021	DW Gibbs	505	bus shelters March	100528		£ 20.00			£ 15,209.08	81
03/03/2021	Staff	506	salary and expenses Feb 21	100529		£ 203.16			£ 15,005.92	81
03/03/2021	Alvingham Village Hall	507	Storage rent Jan - march 21	100530		£ 15.00			£ 14,990.92	82
07/04/2021	Staff	508	Salary and expenses March 21	100531		£203.94			£ 14,786.98	82
07/04/2021	Geoffrey E Fitch	509+510	Wood refurb projects	100532		£1,050.00			£ 13,736.98	
07/04/2021	Jackie Woodward	511 + 512	envelopes, peat and plants	100533		£ 79.90			£ 13,657.08	
30/3/21	HMRC		VAT refund		352.58				£ 14,009.66	82
									£ 14,009.66	
					10195.74	£ 7,088.23		£ 352.58		

in bank carried April 1st 2020

10902.15

Equals credit in bank

21097.89

less payments

7088.23

Balance

14009.66

Financial Year 2020/21 - UTTERBY PARISH COUNCIL

Item	Budget for 2020/21	Reserves in bank as of 1st April 2020
<b>SPECIFIC RESERVES HELD IN BANK</b>		
TPOs and Green Structures	0.00	0.00
Reserve for Asset Replacement	0.00	1,000.00
Reserve for Elections	0.00	900.00
Contingency reserves in bank as of 1st April 2020		6,139.99
<b>Total Reserves in Bank</b>	<b>0.00</b>	<b>8039.99</b>

Item	Budget for 2020/21	Total Year End forecast
<b>INCOME</b>		
Precept 15th April 2020	8843.84	
<b>TOTAL INCOME</b>	<b>8843.84</b>	

Item	Budget for 2020/21	Total Spent to date	Balance
<b>MEMBERSHIP &amp; INSURANCE EXPENDITURE</b>			
Insurance	273.00	259.29	13.71
Audit Fees	40.00	0.00	40.00
LALC Membership -261 parishioners	172.00	163.90	8.10
LALC Training scheme	85.00	78.00	7.00
Data Controller Reg / DPO	40.00	40.00	0.00
<b>Election costs (new for 19/20) from remaining budget</b>	<b>630.00</b>	<b>0.00</b>	<b>630.00</b>
Room Rental	360.00	42.00	318.00
<b>Membership /Insurance TOTAL</b>	<b>1,600.00</b>	<b>583.19</b>	<b>1,016.81</b>

<b>RUNNING COSTS &amp; EXPENDITURE</b>			
Salary Clerk	2,451.00	2,004.48	446.52
Other expenses including home/office use /course refreshme	335.00	216.00	119.00
Mileage	200.00	90.90	109.10
Stationery & postage	150.00	59.34	90.66
Office Equipment	210.00	8.65	201.35
<b>Admin Expenses TOTAL</b>	<b>3,346.00</b>	<b>2,379.37</b>	<b>966.63</b>

New Signs Project	0.00	0.00	0.00
Utterby Voice	350.00	86.00	264.00
Grants including S137	315.00	0.00	315.00
Grass Cutting - Village Green	1,000.00	368.64	631.36
Verge Cutting	1,000.00	668.16	331.84
Bus Shelter Cleaning	250.00	220.00	30.00
Asset Repair & Maintenance (wooden structures)	915.00	915.00	0.00
Other Green Structures Maintenance	1,530.00	729.38	800.62
General Contingency	1,400.00	1,138.49	261.51
Specific Reserve Additions	0.00	0.00	0.00
<b>General Expenses TOTAL</b>	<b>6,760.00</b>	<b>4,125.67</b>	<b>2,634.33</b>

Budget	11,706.00	
Spend to date		7,088.23
Current balance of Budget		4,617.77

<b>Reserves from above</b>	<b>8039.99</b>
Balance of budget to date	<b>4,617.77</b>

<b>Income</b>		
VAT Refund (April 24th 2020)		£ 215.70
LCC contribution to verge cutting (7th Sept 2020)		783.62
VAT refund 30th March 2021		<b>352.58</b>
<b>TOTAL Balance available</b>		<b>14009.66</b>