

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF
FALDINGWORTH PARISH COUNCIL
HELD ON WEDNESDAY 16 MAY 2018
IN THE MEMORIAL HALL, FALDINGWORTH**

Present Cllrs T Howard (Chairman), D Waine (Vice-Chair), D Dickinson, K Pears and W Green.

Clerk S Aikman.

Also present 4 members of the public

- 18/05/01 ELECTION OF CHAIR AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE**
Following a vote it was unanimously **RESOLVED** that Cllr T Howard be elected Chair of the Council. Cllr Howard signed the Declaration of Acceptance of Office.
- 18/05/02 TO RESOLVE TO ACCEPT APOLOGIES AND REASONS FOR ABSENCE**
Cllr Sutton had sent his apologies, reasons accepted.
- 18/05/03 ELECTION OF VICE-CHAIR**
Following a vote it was unanimously **RESOLVED** that Cllr D Waine be elected Vice-Chair of the Council. Cllr Waine signed the Declaration of Acceptance of Office.
- 18/05/04 TO APPOINT A REPRESENTATIVE TO THE MEMORIAL HALL COMMITTEE**
Following a vote it was unanimously **RESOLVED** that Cllr W Green would be the Council representative on the Memorial Hall Committee.
- 18/05/05 DECLARATIONS OF INTEREST**
None
- 18/05/06 TO RECEIVE REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**
The Police had reported that there had been no crimes in the parish between 21 March and 16 May 2018. Cllr England had sent his apologies.
- 18/05/07 PUBLIC FORUM**
Following a vote it was unanimously **RESOLVED** to suspend the meeting to allow for public time.
No matters raised.
- 18/05/08 NOTES OF PREVIOUS MEETINGS**
Following a vote it was unanimously **RESOLVED** that the notes of the meeting held on 21 March 2018 be approved and signed as minutes.
- 18/05/09 FINANCIAL MATTERS**
- i. To approve the Statement of accounts and bank reconciliations to date
Following a vote it was unanimously **RESOLVED** to approve the statement of accounts and bank reconciliations.
 - ii. To consider the quote for insurance renewal
Following a vote it was unanimously **RESOLVED** to accept a quote of £387.61 for the Parish Council insurance.
 - iii. To approve accounts for payment
Following a vote it was unanimously **RESOLVED** to approve the following accounts for payment:

Chq no.	Ref	To	Details	Amount
DD	18/01	Nest	Pension	£ 16.23
101019	18/02	Glendale Countryside	Grass cutting	£ 134.45
101020	18/03	S Aikman	April Salary	£ 360.03
101021	18/04	Came & Company	Insurance	£ 387.61
101022	18/05	S Aikman	May salary	£ 360.03
DD	18/06	Nest	Pension	£ 16.23
101023	18/07	S Aikman	Expenses	£ 99.16
101024	18/08	B Solly	Internal Audit	£ 30.00
			Total	£ 1,403.74

- iv. To receive the Internal Auditor's report
All items on the annual return had been approved by the internal auditor.
- v. To review the effectiveness of the system of internal control and consider the findings prior to completing the Annual Governance Statement on the Annual Return for 2017/18.
All items were reviewed and the Annual Governance Statement was completed.
- vi. To approve the Annual governance statement on the Annual Return for 2017/18.
Following a vote it was unanimously **RESOLVED** to approve the Annual Governance Statement.
- vii. To consider the Accounting Statements by the members meeting as a whole
The Accounting statements were considered.
- viii. To approve the Accounting Statements for 2017/18 on the Annual Return.
Following a vote it was unanimously **RESOLVED** to approve the end of year bank reconciliation for 2017/18.
Following a vote it was unanimously **RESOLVED** to approve the Accounting Statement in the Annual Return.
- ix. Accounting Statements to be signed and dated by the Chair
The Accounting Statements were signed and dated by the Chair
- x. To confirm that the Parish Council meets the exemption criteria for external audit and to complete the exemption certificate
Following a vote it was unanimously **RESOLVED** that the Parish Council met the exemption criteria for external audit. The exemption certificate was completed and would be sent to the External Auditor. The Annual Governance and Accountability Forms for 2017/18 would be published on the website. **ACTION: Clerk**

18/05/10 CHAIR'S REPORT
The Chair had nothing to report.

18/05/11 CLERK'S REPORT
The Clerk reported that the new NJC pay scales for 2018 had been received and would be applied from April 2018.

18/05/12 TO CONSIDER ADOPTION OF REVISED STANDING ORDERS
Following a vote it was unanimously **RESOLVED** to adopt the revised Standing Orders.

18/05/13 GDPR COMPLIANCE

- i. To adopt the Data Map
Following a vote it was unanimously **RESOLVED** to adopt the Data Map
- ii. To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy
Following a vote it was unanimously **RESOLVED** to adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy.
- iii. To adopt the Privacy Notices
Following a vote it was unanimously **RESOLVED** to adopt the Privacy Notices
- iv. To receive completed Security Compliance Checklists from all councillors
Completed Security Compliance Checklists were received from all councillors.
- v. To note that the council is already registered as a Data Controller with the ICO
Noted.

18/05/14 TO RECEIVE AND CONSIDER APPLICATIONS FOR CO-OPTION TO THE VACANT SEAT ON THE COUNCIL

Cllr Green declared an interest in this matter and took not part in voting. Following a vote it was unanimously **RESOLVED** to co-opt Steven Boryszczuk to the Council. The Declaration of Acceptance of Office was signed and returned to the Clerk. The Register of Interests would be completed and returned to the Clerk. **ACTION: Clerk and Cllr Boryszczuk**

18/05/15 TO RECEIVE ANY UPDATES ON THE SITING OF A REPLACEMENT BENCH

It was reported that works were in progress.

18/05/16 TO REPORT ON ANY UPDATES REGARDING THE PROPOSED UNDERGROUND ELECTRICITY INSTALLATION ON THE PLAYING FIELD.

It had been reported that work had taken place. The Parish Council was disappointed that the contractors had closed the playing field over a weekend despite agreeing not to. The Playing Field had not been left in a suitable state following the work. The Clerk would request a site visit to agree the necessary repairs. **ACTION: Clerk**

18/05/17 TO CONSIDER ANY ARRANGEMENTS FOR THE BEST KEPT VILLAGE COMPETITION

Cllrs Green, Pears and Boryszczuk volunteered to oversee plans for the Best Kept Village Competition. Following a vote it was unanimously **RESOLVED** that Cllrs Green, Pears and Boryszczuk would form a BKV Committee. **ACTION: Cllrs Boryszczuk, Green and Pears**

18/05/18 CORRESPONDENCE

The following correspondence received was noted:

Date	Sender	Details
03.04.2018	LCC	Lincolnshire Waste Strategy Consultation
04.04.2018	LCC	Grass Cutting Programme 2018/19
09.04.2018	LCC	Road Closures - Lincolnshire Various (Level Crossings)
25.04.2018	WLDC	Active Communities Manager
26.04.2018	Came & Company	Local Council Insurance - Renewal Invitation
09.05.2018	LALC	Request To Promote Barrowden Parish Council (Leics.) Building Control SCA Proposal Survey To Member Councils In Your Areas For Completion By 11/6
11.05.2018	WLDC	Wickenby Aerodrome training camp dates

The Clerk would respond to the Barrowden Parish Council survey with information relating to PC experience of difficulties in communication between the Planning Authority and Building

Control.

ACTION: Clerk

18/05/19 PLANNING MATTERS

Planning Applications, Consents and Refusals received by the Parish.
None received.

18/05/20 URGENT ITEMS

The bench outside the Memorial Hall was in need of replacement. The Clerk would contact Cllr England to enquire about the possibility of CIF funding for this purpose. **ACTION: Clerk**

The meeting closed at 8.12pm.