

# Wragby Parish Council

VIRTUAL MEETING HELD ON MONDAY 15<sup>TH</sup> JUNE 2020 AT 7.15pm

Under the Local Authorities (Coronavirus) (Flexibility of Local Authority Meeting) (England) Regulations 2020, this meeting was held by video conference.

## MINUTES

Present: Cllrs Mrs J. Cripps (Chairman), S. Calderbank, Mrs Z. Dalby, D. Moorby and R. Watts

Also present: Clerk - L Blankley. LCC Cllr Mrs Bradwell was also present for the public forum.

### Public Forum

There being no members of the public present Cllr Mrs Bradwell spoke to inform Councillors on the following subjects

- Bottlebank - the Clerk had enquired regarding the siting of a bottle bank on land at the Fire station. Cllr Mrs Bradwell confirmed that she would explore this option but opined that residents might prefer a location nearer to the centre of the village such as next to the existing clothing bank or in the Market Place. She confirmed she would liaise with the Clerk.
- Cycle route - Cllr Mrs Bradwell confirmed that she had placed the suggestion of a cycle path between Wragby and Rand on the list and it would await feasibility studies in due course. She reiterated that this may involve a waiting period as other locations in the County were also being explored with a limited funding pot.
- Cllr Mrs Bradwell commended the Community groups in the village for their sterling efforts in supporting vulnerable residents during the Covid-19 period which was still ongoing. The Clerk informed her that the Parish Council would welcome advice on how an exit strategy might be explored and on information that could be included in a future publication of a support leaflet for those vulnerable residents. The Chairman provided statistics of the levels of support that had been provided.

Cllr Mrs Bradwell left the meeting.

1. Welcome from the Chairman.  
The Chairman welcomed everyone to the meeting

2. Apologies for absence

The Clerk confirmed that apologies had been received from Cllr Mrs Martin and on a proposal by Cllr Mrs Dalby, seconded by Cllr Watts it was RESOLVED that they be accepted by the council.

It was also noted that PCSO Wass had offered his apologies as he was not on duty.

3. Councillor Co-option  
The Clerk confirmed that she had received three enquiries regarding the vacancies which had culminated in one application form which was awaiting validation before being progressed. It was proposed by Cllr Mrs Cripps, seconded by Cllr Moorby and RESOLVED by vote of the Council that, if required, a meeting should be called on 6th July 2020 to progress the matter.

4. Minutes  
On a proposal by Cllr Mrs Cripps, seconded by Cllr Calderbank and on a unanimous vote of the Council the notes of the Extraordinary Meeting held on 23rd March 2020

were approved as the Minutes.

5. Matters Outstanding

Councillors received the Clerk's report on any matters outstanding from last Meeting -

- a. Minute 43 - Bus stop post replacement awaiting LCC response.
- b. Minute 118 - English Heritage Site improvements - pending.
- c. Minute 154 - Amp / Microphone / Mixer - in safe storage
- d. Minute 167 - Henry Mawer Charity - to be future agenda item.
- e. Minute 195a - Christmas Lights to be checked by Cllr Moorby
- f. Minute 195b - Emergency Planning - rescheduled date awaited - Clerk to enquire progress with Langworth Group Parish Council.
- g. Minute 197 - one quote received to benchmark against for Cemetery drainage. Covid-19 postponed. Site currently very dry.
- h. Minute 198 - Tree - response received from ELDC. Future Agenda.
- i. Minute 202 - response received from Lincolnshire Co-op circulated.
- j. Minute 212a - National Events - enquiries postponed

6. Correspondence

Councillors received the Clerk's update on correspondence received since the last Meeting -

- a. LALC Newsletters - distributed
- b. Countyside Voices - CPRE
- c. Clerks and Councils Direct - April, May
- d. Institute of Cemeteries and Cremation Management - various updates
- e. Routine Invoices
- f. Remittance advices - Precept
- g. Ecotricity - notification of price increase (Christmas Lights)
- h. Cemetery Burial Notices and correspondence - took place 28/05/20
- i. Planning Applications correspondence - residents and ELDC
- j. Lincolnshire Resilience Forum - weekly information bulletins for volunteer groups.
- k. Wellbeing Team - thank you for assistance.
- l. ELDC small grants funds - passed to Community groups
- m. Annual Governance and Accountability Return 2019/20
- n. County Councillor / LCC - Puffin Crossing / Covid-19 Grants
- o. District Councillor - Covid-19 Grants
- p. Highway / Signs repair requests - Routland Close - now complete

7. Planning Matters since the last Meeting

- a. S/216/00335/19 Land to south of Horncastle Road considered at ELDC Planning Committee meeting 11<sup>th</sup> June 2020, Councillors noted that this had now been approved with conditions by ELDC. Wragby Parish Council strongly objected to this application.
- b. S/216/00915/20 Forest Lodge Guns Extension / alterations to shop to provide storage space - it was proposed by Cllr Watts, seconded by Cllr Moorby and RESOLVED by vote of the Council that there were no objections from the Council.
- c. Proposed work to trees at the Old Forge - no objections received by the Clerk from Councillors.
- d. S/216/00649/20 - Adam and Eve Inn - erection of a bin store etc has been approved by ELDC.

8. Annual Return

Councillors noted / approved as necessary

- a. Councillors noted that they had received the completed Annual Internal Audit Report 2019/20 (Page 3) of the Annual Governance and Accountability Statement (AGAR) without query.

- b. On a proposal by Cllr Mrs Cripps, seconded by Cllr Calderbank it was unanimously RESOLVED by vote of the Council to approve Section 1 Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) for 2019-20 and noted that it would be signed by the Chairman and Clerk of the meeting as soon as practical.
- c. On a proposal by Cllr Mrs Cripps, seconded by Cllr Calderbank it was unanimously RESOLVED by vote of the council to approve Section 2 Accounting Statements of the Annual Governance and Accountability Return (AGAR) for 2019-20 to be signed by the Chairman of the meeting as soon as is practical. These having already been signed by the RFO.
- d. To note the issue of the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return following the approval of the AGAR from 22<sup>nd</sup> June to 31<sup>st</sup> July in the Parish Notice Board and on the website.
- e. Councillors noted that following completion with minute numbers as required and 'wet' signatures obtained, the Clerk would despatch the Annual Return electronically to the External Auditors.

## 9. Governance

- a. On a proposal by Cllr Mrs Dalby, seconded by Cllr Moorby it was RESOLVED by unanimous vote of the council to extend the powers delegated to the Clerk and Chairman, and cancellation of meetings as per minute number 245 (2019/20) for the continuation of Council functionality until such time as directed by Government that physical meetings can be resumed. (attached)
- b. On a proposal by Cllr Calderbank, seconded by Cllr Moorby it was unanimously RESOLVED to receive and approve actions taken under delegated powers since 23<sup>rd</sup> March 2020 - comprising
  - Record of Delegated Decisions taken by Chairman and Clerk 20th March 2020 - 8th May 2020
  - i. Payment Schedules
    - 1. 20th April 2020 £1,789.00
    - 2. 8th May 2020 £680.00
    - 3. 20th May 2020 £2288.39
    - 4. 29th May 2020 £871.16
  - ii. PC registered Wragby Community Aid Covid-19 with the Lincolnshire Resilience Forum as no other Community bodies with capacity to function came forward. (Wragby Surgery and Wragby ChEF recognised a need outside of their scope and asked for assistance). The PC registered for the Indemnity Insurance offered by LCC to cover volunteers involved and the process will now roll out to those who have volunteered when they are required). Assistance or self-help options are being offered as appropriate and passed to 3rd party if required. Referrals are being received either directly as a result of awareness of the group or by the Wellbeing teams at the District and County Councils for residents who may register themselves centrally as requiring help. Councillor Mrs Cripps and Mr Cripps have been operating the phonenumber and carrying out collections / deliveries / errands / small jobs.
  - iii. Community Aid leaflets x 850 printed (via Welton Parish Council) see payment schedules.
  - iv. Community Aid Sim purchased for 0.99p and loaded with £15 credit per month to allow flexibility and monitor activity with no future commitment. Phone is personal property of the Clerk. Payments reclaimed for March / April and May to date (to 23/06/20)
  - v. Clerk has engaged current grass contractor to pick up some small areas of grass to combine with larger cut (previously covered by the handyman).

- vi. Clerk has agreed that handyman can do some extra hours to be invoiced directly (previously covered under SLA reduced at Bardney GPC request).
- vii. Cemetery Closed signage put up following instructions of Government. Replaced by Cemetery open with distancing and exclusion when maintenance is being carried out signage (following clarification by government and advice from ICCM.) Signage has consistently been removed by persons unknown.
- viii. Response of Full support to the Puffin Crossing consultation from LCC.
- ix. Use of bunting erected by Councillor Watts (made by Mrs Watts) to celebrate VE Day / Weekend.

10. **Budgetary Control**  
Councillors received and noted financial reports and variance to budgets to 31/05/2020 without query.
11. **Staff Recruitment**  
The Council received an update from the Staff Recruitment Panel regarding the vacancy for Clerk - The post has been advertised in Notice Boards / Facebook and at LALC with a closing date of Sunday 28<sup>th</sup> June. Panel to review and make decision upon short listing / interviews when the Clerk has collated the response and held a virtual meeting. Progress will be fed back to Council at next meeting.
12. Councillors received an update on the Community Aid scheme created / hosted by the Parish Council and agreed that any further action required such as additional leaflets could be arranged through the use of delegated powers. The combined statistics of the Community Aid group and Wragby ChEF to 12/06/20.  
Shopping = 68  
Prescriptions = 216  
Handyman / Errands = 13  
Enquiries / Well Being requests = 30  
Meals On Wheels = 646  
Children's Collect and Go = 2,564  
Food bank = 99 food boxes supporting 68 people in 24 households  
It was agreed that the Chairman and Clerk should combine data to establish the number of residents requiring ongoing support and work with the authorities to ensure that this was provided into the future.
13. There were no items raised by Councillors for the next Council Meeting

The meeting closed at 20:21 Hrs

Chairman.....

Date.....