

**Minutes of the Parish Council meeting held on Tuesday 2<sup>nd</sup> June 2020**

**Due to the ongoing medical emergency CAD Parish Council will be making provision first and foremost to protect the health and wellbeing of Parishioners along with their staff and Councillors. The situation is changing on a regular basis and measures have been implemented with updates provided to Councillors (last Update: Version 3/24<sup>th</sup> May 2020). This has been done with the full guidance from central government, NALC and LALC including changes in legislation to hold remote meetings to ensure business continuity and maintain services at this time.**

**Public Forum**

There were no members of the public present.

**Present**

Councillors: C Hainsworth, C Russell, G Henton, A Bouvie, R Brocklebank, M Ramage, J Clark, D Cox & L McShane.

**In Attendance**

Sue Grant Parish Clerk. District Councillor Dave Bellamy and County Councillor Bob Adams.

<b>Agenda Item No</b>	<b>Item</b>	<b>Action By</b>
2020.15	<b>Apologies for absence:</b> Councillor Bennett and Skelton.	
2020.16	<b>Chairman's Remarks:</b> Chair of the Council Caroline Hainsworth thanked everyone for joining the meeting. She explained that at this time much Parish Council work had been going on in the background and was ongoing.	<b>Clerk</b>
2020.17	<b>Declarations of Interest in accordance with the LGA 2000.</b> Councillor Hainsworth declared an interest in agenda item 2020.24.	<b>N/A</b>
2020.18	<b>Approval of the Minutes of the previous meeting:</b> <b><u>It was proposed, seconded and Resolved</u></b> That the official minutes of the meeting of the Parish Council held on 5 <sup>th</sup> May 2020 be approved as a correct record and duly signed and dated by the Chairperson.	<b>Clerk</b>
2020.19	<b>County/District Councillor Report</b> <u>District Councillor Dave Bellamy reported :-</u> <ul style="list-style-type: none"> <li>• Planning Meetings had increased from 1 a week to 2 a week from this month.</li> </ul> <u>County Councillor Bob Adams reported :-</u> <ul style="list-style-type: none"> <li>• Things District wise were getting off the ground with virtual meetings.</li> <li>• Regarding the Plan, this was is ongoing process.</li> <li>• The change of contract for road repairs was business as usual.</li> <li>• The S20/0129 Concrete Block planning application was still in open for comments. Councillor Hainsworth confirmed that the Parish Council had already submitted their comments.</li> <li>• Reminded the Council that funding was available for groups helping with the current COVID-19 pandemic.</li> </ul>	<b>Clerk</b>
2020.20	<b>To agree the Gardeners and Allotment holders request for £100 grant for the church troughs for the winter season (September) and an application for £200 to be included in the Councils budget for 2021/2022 to cover summer planting in 2021 and winter planting for 2021/2022.</b> <b><u>It was proposed, seconded and Resolved</u></b> Unanimously agreed the £100 grant for the Church Troughs for the winter 2020 season and set a budget of £200 to be reviewed annually by the Council on request by the Council grant application process.	<b>Clerk</b>
2020.21	<b>Request to have three flag poles sited at the War Memorial Garden.</b> <b><u>It was proposed, seconded and Resolved</u></b>	

Agenda Item No	Item	Action By
	Unanimously agreed to defer this until the War Memorial Project was finished.	
2020.22	<p><b>To agree the Code of Conduct, Communications and Social Media policy review.</b></p> <ol style="list-style-type: none"> <li>1. Draft Code of Conduct</li> <li>2. Communications Policy</li> <li>3. Social Media Policy</li> </ol> <p><b><u>It was proposed, seconded and Resolved</u></b></p> <p>After a short discussion Councillor Ramage agreed to review the policies for the next Parish Council meeting.</p>	
2020.23	<p><b>To agree the contractor to cut back the overgrown vegetation and removal of Sycamore tree along the disused footpath from the Bowls Club to Rope Walk to allow the homeowner access to replace the fence panels on their property. Vegetation to be pulverized as it is cut back. Quotation 1 £450 excl vat Quotation 2 TBC Quotation 3 TBC</b></p> <p><b><u>It was proposed, seconded and Resolved</u></b></p> <p>Unanimously agreed for the Clerk to inform the homeowner that the work would take place in September and for the Clerk to seek a fixed price quotation from the second contractor who had quoted. A third quotation has been sought but not yet received.</p>	
2020.24	<p><b>To agree the amount of £100 Chairman's' allowance to be paid to the Chair of the Council, Councillor Hainsworth.</b></p> <p><b><u>It was proposed, seconded and Resolved</u></b></p> <p>The Chair of the Council Councillor Hainsworth left the meeting and was placed in the virtual meeting room. A discussion took place and it was unanimously agreed to award £125 Chairman's Allowance to the Chair of the Council. The Chair of the Council Cllr Hainsworth then rejoined the meeting.</p>	
2020.25	<p><b>Risk Exception Report</b></p> <p><b><u>It was proposed, seconded and Resolved</u></b></p> <p>The Report had been reinstated as a precaution due to the COVID-19 Pandemic. It was unanimously agreed that there was no cause for concern</p>	Clerk
2020.26	<b>Clerks Report to</b>	
1	Replacement foot bridge planned for North Witham foot bridge. Diversion route planned. From 7 <sup>th</sup> July 2020 for approximately 3 weeks.	
2	The Clerk has made arrangements for the June edition of the In Touch magazine to be delivered by new and existing volunteers.	Clerk
3	The War Memorial Bench made and donated by Chris Kennedy of Roll and Scroll has been fitted at North Witham. Many thanks to Chris's generosity. He has kindly made another offer of a donation of an NHS/Key-worker (Blue) bench to replace the one between the doctors surgery and the pub. He is mindful that the one currently there is in very good condition and so proposes moving that one to Bourne Road to replace the one there that is in poor condition.	
4	The Parish Council has been awarded £500 from the Councillor Fund to cover associated costs incurred by COVID-19 pandemic. Thank you to Councillor Bob Adams.	
5	The poppy wreaths from the War Memorial have been removed and placed in the St John the Baptist Church.	
6	The Community Cleaners have reported that the dog waste bin which was replaced on the Nature Trail close to the Woolsthorpe play area cannot cope with the amount of dog waste bags being deposited. When the bin is full dog waste bags are left on the ground for the Community Cleaners to pick up. The Clerk will arrange for the old dog waste bin to be sited in the locality to take the excess bags. The bin will be adapted so that the weight of the dog waste does not break the extra strong black bags which happened previously. The Parish Council acknowledged the difficulties that the Community Cleaners had when removing the black bags from the large bins which regularly split due to the volume/weight of the contents. The Cleaners then manually picked up the waste bags and placed them into two separate black bags for removal. The smaller bins are more manageable and hygienic.	Clerk

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	<i>Clerk to arrange to move the bin at the west end of the Nature Trail and site next to the play area bin. Re-site the old metal bin at the west end of the Nature Trail.</i>	
	<b>Correspondence</b>	
1	Request to rent the vacant half allotment on Woolsthorpe Road. Allotment Agreement completed.	Clerk
2	Request from a Woolsthorpe Road allotment holder to erect a wooden fence the same height as the existing fence.	No objection
3	Complaint of fly tipping at Stamford Road allotments. The Clerk to investigate and arrange removal. <i>Council agreed to hire a small skip for a day due to Grantham recycling center not allowing trailers.</i>	Clerk
4	Request from Stamford Road allotment holder to erect a small timber shed on the existing paving slabs.	No objection.
	<b>Planning Applications:</b>	
	<b>SKDC Applications</b>	
S20/0586	Proposed rear extension to dwelling. 9 Woodlands Drive, Colsterworth, Lincolnshire, NG33 5NH,	
S20/0748	Two Storey Extension & Alterations to Rear Entrance and Utility Room. Tower Hill Farm, Water Lane, Stainby, NG33 5QY,	
S20/0681	To remove window and replace with door, insertion of ground floor window to rear elevation. 14 Stamford Road, Colsterworth, NG33 5JD	
	<b>SKDC Permission</b>	
S20/0463	T1 Horse chestnut rot pocket above main fork, reduce by 10m to give finish height of 11.5m to relieve stress/tree management, T2 Sycamore suppressed by neighbouring trees - remove to ground level, T3 Horse chestnut suppressed by neighbouring mature trees remove to ground level. The Rectory 13A Back Lane Colsterworth Lincolnshire NG33 5NJ	
S20/0467	T4 Sycamore remove tree to just above ground level and plant replacement tree - Silver Birch (35l container 3-4m tall), T7 Cedar remove hanging branch and inspect damaged limb; reduce north and south side of crown and thin remaining growth in those areas by 20%, T21 Apple remove tree to just above ground level; plant replacement Apple tree - 10l pot, -150-175cm tall, T27 Rowan remove to just above ground level, T32 Rowan remove to just above ground level, T34 Sycamore reduce northerly stem by 3m, T35 Ash remove tree to just above ground level. 13 Back Lane Colsterworth, NG33 5NJ,	
S20/0456	Rear single storey extension & bay window. 15 Hawking Close Colsterworth Lincolnshire NG33 5GG	
S20/0642	T1 (Silver Birch)- propose to reduce the crown by up to 4M and reduce lateral growth back to viable growth points. 43 Newton Way Woolsthorpe By Colsterworth Lincolnshire NG33 5NP	
S20/0583	Porch with wc to front of dwelling. 15 Pasture Close, Colsterworth.	
	<b>SKDC Appeal</b>	
	None	
	<b>SKDC Withdrawal</b>	
	None	
	<b>LCC Planning</b>	
	None	
	<b>Group Reports:</b>	
	<b>2020.26.1 Highways &amp; Footpaths Working Group (Cllrs Bennett, Clark and Hainsworth,)</b>	

	<b>White Gates Project</b> – Investigations continuing. Councillor Brocklebank has submitted some suggestions to take forward.		
	<p><b>2020.26.2 Environment &amp; Amenities Working Group Report</b></p> <p>1. War Memorial Grant Application Update (Cllr Ramage) Council must consider with some urgency to move into phase 1b and 1c of the Project and incur a maximum of the PPIY quotation costs of £4,765.00 (excluding VAT) subject to a monitoring and support of process and project costs as recommended by the Clerk.</p> <p><b><u>It was proposed, seconded and Resolved</u></b> Unanimously agreed.</p> <p>1. 2. New Play Equipment for North Witham Play Area Working Party Update (Cllrs, JC, CH, SM &amp; AB).</p> <p><b><u>It was proposed, seconded and Resolved</u></b> To arrange a site meeting to draw out a parcel of land for the lease, observing social distancing. Councillor Hainsworth to re-connect with F.C.C (formerly WREN) for next application phase.</p>		
	<b>20.26.3</b> Finance and Administration Committee Report (Cllrs Clark, Hainsworth, McShane and Skelton) No report this month, next meeting July 2020.		
<b>20.27</b>	Finance: Approve Accounts for Payment for <b>May 2020</b> <u>Online Payments</u>		<b>Clerk</b>
	<b>Date of payment</b>	<b>Payee Name</b>	<b>Amount</b>
	03/06/2020	Stuart Whitcombe	£60.00
	03/06/2020	Caroline Hainsworth	£125.00
	03/06/2020	Lincs Assn Local Councils (LALC)	£35.00
		<b>Sub Total</b>	<b>£220.00</b>
	<b><u>Cheques</u></b>		
	<b>CHQ NUMBER</b>	<b>SUPPLIER</b>	<b>VALUE</b>
	103814/103815	Parish Council	£1,448.78
	103816	Streetwise Environmental	£674.40
	103817	Furniss & Sons Ltd	£504.00
	103818	Graham Brumpton	£915.00
	103819	Starboard Systems Limited	£339.60
	103820	CAD Gardeners & Allotment Holders Ass	£100.00
		<b>Sub Total</b>	<b>£3,981.78</b>
		<b>Grand Total</b>	<b>£4,201.78</b>
	<b>Direct Debits</b>		
	DD	Focus	£18.91
	DD	WAVE	£4.54

	DD	WAVE	Woolsthorpe Rd Allotments Water Bill	£3.12																																																																																															
			<b>Total</b>	<b>26.57</b>																																																																																															
<p>Cheques signed by Cllr Hainsworth &amp; Cllr Cox</p> <p>Balances @ 29/05/2020</p> <table> <tr> <td>Income</td> <td>£20,745.92</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Expenditure</td> <td>£2,607.35</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Less Unpresented cheques</td> <td>£4,201.78</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Surplus/Deficit</td> <td>£13,936.79</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Community Account</td> <td>£23,979.06</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Deposit Account</td> <td>£54,305.70</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>£78,284.76</b></td> <td></td> <td></td> <td></td> </tr> </table> <p>Included in balances above</p> <table> <tr> <td>Community Fund</td> <td>£193.11</td> <td></td> <td></td> <td></td> </tr> <tr> <td>War Memorial Maintenance 2019/2020</td> <td>£2,000.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td><b>-£1,954.00</b></td> <td>less PPIY first phase</td> <td></td> <td></td> </tr> <tr> <td>War Memorial Maintenance 2020/2021</td> <td>£2,000.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Invest SK Grant War Memorial</td> <td>£2,000.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>North Witham Play Area</td> <td>£4,000.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Nature Trail</td> <td>£2,000.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Highways &amp; Footpaths Min Ref 18/48.5</td> <td>£4,977.16</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Election Costs reserves from 2019</td> <td>£1,788.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Neighbourhood Plan</td> <td>£2,000.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Isaac Newton Project</td> <td>£1,000.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>£20,004.27</b></td> <td></td> <td></td> <td></td> </tr> </table>					Income	£20,745.92				Expenditure	£2,607.35				Less Unpresented cheques	£4,201.78				Surplus/Deficit	£13,936.79				Community Account	£23,979.06				Deposit Account	£54,305.70				<b>Total</b>	<b>£78,284.76</b>				Community Fund	£193.11				War Memorial Maintenance 2019/2020	£2,000.00					<b>-£1,954.00</b>	less PPIY first phase			War Memorial Maintenance 2020/2021	£2,000.00				Invest SK Grant War Memorial	£2,000.00				North Witham Play Area	£4,000.00				Nature Trail	£2,000.00				Highways & Footpaths Min Ref 18/48.5	£4,977.16				Election Costs reserves from 2019	£1,788.00				Neighbourhood Plan	£2,000.00				Isaac Newton Project	£1,000.00				<b>Total</b>	<b>£20,004.27</b>			
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<b>20.28</b>	<p><b>Matters requiring attention such as potholes and faulty streetlights.</b></p> <ul style="list-style-type: none"> <li>Overgrown hedge Post Lane junction Stainby Road. Clerk to contact the farmer.</li> <li>Weeds on Path between Water Lane and Newton Lane. Clerk to ask village handyman to clear.</li> <li>Footpath 1 some weeds still growing and cuttings under hedge. Clerk to write to homeowner.</li> <li>Several broken street signs have been reported to SKDC. Repairs delayed due to the COVID-19 Pandemic.</li> <li>Suggestion to review the use of hose pipes on Stamford Road allotments. Forward agenda to July 2020.</li> </ul>																																																																																																		
<b>20.29</b>	<p>Date of next Parish Council remote meeting is Tuesday 7<sup>th</sup> July 2020.</p> <p><b>There being no other business Chairperson C Hainsworth closed the meeting at 21.27pm.</b></p> <p><b>SIGNED:</b></p> <p><b>CHAIRPERSON</b> <span style="float: right;"><b>DATE: 7<sup>th</sup> July 2020</b></span></p>																																																																																																		
<p><b>Attendance to date (May 2020 to April 2021) – annual maximum 10 (No meeting August &amp; January)</b></p> <table border="1"> <thead> <tr> <th>Cllr Name</th> <th>Constituency</th> <th>Attended</th> <th>Apologies</th> <th>Absent</th> </tr> </thead> <tbody> <tr> <td>J Clark</td> <td>North Witham &amp; Lobthorpe</td> <td>1</td> <td>1</td> <td></td> </tr> <tr> <td>A Bouvie</td> <td>Colsterworth</td> <td>2</td> <td></td> <td></td> </tr> </tbody> </table>					Cllr Name	Constituency	Attended	Apologies	Absent	J Clark	North Witham & Lobthorpe	1	1		A Bouvie	Colsterworth	2																																																																																		
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	D Cox	Colsterworth	1	1			
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