

Minutes of the Parish Council meeting held on Tuesday 5th May 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 2/22 April 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.

Councillors: C Hainsworth, C Russell, G Henton, A Bouvie, R Brocklebank, M Ramage and L McShane.

In Attendance

Sue Grant Parish Clerk. District Councillor Dave Bellamy who left the meeting at 20.09hrs.

Agenda Item No	Item	Action By
2020.1	Apologies for absence: Councillor's D Cox, J Skelton, J Clark and L Bennett. Valid reasons given.	
2020.2	Chairman's Remarks: Chair of the Council Caroline Hainsworth opened the meeting at 7.35pm and started by acknowledging that these were strange times. She thanked the Clerk for putting together the remote Annual General Parish Council meeting and all Councillors who were able to join the meeting. Chairperson Hainsworth confirmed that the change in legislation allowing Parish Councils to meet remotely did not extend to the Annual Parish Meeting and closed her remarks by hoping that everyone was keeping well.	
2020.3	Elections: 3.1 Election of Chairman <u>It was proposed, seconded and Resolved</u> Unanimously agreed that the current Chair of the Council Councillor C Hainsworth remain as Chair of the Council. 3.2 Election of Vice Chairman <u>It was proposed, seconded and Resolved</u> Unanimously agreed that the current Vice Chair of the Council Councillor M Ramage remain as Vice Chair of the Council.	
2020.4	Declarations of Interest in accordance with the LGA 2000. None	
2020.5	Approval of the Minutes of the previous meeting: <u>It was proposed, seconded and Resolved</u> That the official minutes of the meeting of the Parish Council held on 3 rd March 2020 be approved as a correct record and duly signed and dated by the Chairperson.	
2020.6	Election of Lead Councillors for: 6.1 Finance and Administration Committee <u>It was proposed, seconded and Resolved</u> Councillors A Bouvie, L McShane, M Ramage and C Hainsworth were duly elected. 6.2 Environment and Amenities Working Party <u>It was proposed, seconded and Resolved</u> Councillor D. Cox and to keep the current members Councillor's C Russell and M Ramage.	

Agenda Item No	Item	Action By
	<p>6.3 Highways and Footpaths Working Party <u>It was proposed, seconded and Resolved</u> To keep the current members Councillors C Hainsworth, L Bennett and J Clark.</p>	
2020.7	<p>County/District Councillor Report District Councillor Bellamy made the following reports:-</p> <ul style="list-style-type: none"> • South Kesteven District Council (SKDC) had set up a portal for people that needed help. Three thousand letters have been sent out to people identified as vulnerable and a database of volunteers who would provide help had also been set up. • SKDC had had been successful in getting out its Small Business Grants (not COVID-19 related). • The first Planning Committee meetings since the start of the Pandemic were scheduled for the following week but he was not aware that these included any local planning to Colsterworth and District. <p>A short discussion took place regarding the access for vehicles entering and exiting the site of planning application S20/0345 – Erection of one earth sheltered dwelling house and three commercial buildings. No action for the Council.</p>	
2020.8	<p>For Council to review and agree the following policies:-</p> <ol style="list-style-type: none"> 1. Draft CAD Delegation Flow Chart May 2020. <u>It was proposed, seconded and Resolved</u> Unanimously agreed with the amendment. 2. Draft Standing Orders May 2020. <u>It was proposed, seconded and Resolved</u> Unanimously agreed with the amendments. 3. Draft Financial Regulations May 2020. <u>It was proposed, seconded and Resolved</u> Unanimously agreed with amendments. 4. Draft Code of Conduct May 2020. <u>It was proposed, seconded and Resolved</u> Unanimously agreed to defer to a later meeting to be consulted along with the Social Media and Communications policy. 	<p>Clerk</p> <p>Publish on Website</p> <p>Publish on Website</p> <p>Publish on Website</p>
2020.9	<p>To review and agree the Parish Council Insurance renewal from the three quotations received. BHIB Current Insurers £600.91 PEN Underwriting Limited £988.64 (+ £50 administration) HISCOX £1,249.79 (+ £50 administration)</p> <p><u>It was proposed, seconded and Resolved</u> Unanimously agreed to renew with the existing insurers BHIB who continue to offer good cover and service levels at a competitive premium.</p>	Clerk to confirm renewal to BHIB.
2020.10	Clerks Report	
1	Colsterworth Public Footpath No 3 The steps next to the old railway line have now been repaired	
2	Due to the Government guidelines on COVID-19 the In Touch was not delivered by the volunteers for their own safety. The Manager of the Co-op agreed to having the In Touch placed in the store in an accessible place for people to pick up.	Clerk

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3	Due to Government Guidelines on Friday 13 th March the Clerk locked and closed the play areas on Colster Way, Old Post Lane, Woolsthorpe Road and North Witham.	
4	Mobile telephone purchased by Parish Council handed to Helen Bill Central Co-Ordinator for Colsterworth Volunteer Emergency Group to assist with communications with vulnerable people during the COVID-19 Pandemic.	
5	<p>The publication date for final, audited, accounts for local councils will move from 30 September to 30 November 2020</p> <ul style="list-style-type: none"> To give local councils more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, local councils must commence the public inspection period on or before the first working day of September 2020 <p>This means that draft accounts must be approved by 31 August 2020 at the latest or maybe approved earlier where possible.</p> <p>Authorities must publish the dates of their public inspection period this year, and the government recommends that they provide public notice on their websites (where available) when the public inspection period would usually commence, explaining why they are departing from normal practise for 2020.</p>	
6	<p>Legislation has been passed extending the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 <u>working</u> days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020. This SI was issued on 7 April and is effective from 30 April 2020.</p>	
7	The crossroads graphic warning sign is missing from the junction Post Lane Old Post Lane. Fix my street Ref 370526 ; Repairs are scheduled. Due to the COVID-19 pandemic, repairs may take longer than usual.	
8	Unlit sign reported Stainby Road, Colsterworth. Fix my street Ref 370525; Repairs are scheduled. Due to the COVID-19 pandemic, repairs may take longer than usual.	
9	Email received from Colsterworth and District Gardeners and allotment holders Association requesting to withdraw the original application for a £200 grant for this year's planting and make a new application for a grant of £100 to be paid for plants to be purchased in late summer.	To be included on the June Agenda
10	Allotment Inspection completed by the Clerk in April unaccompanied due to Government Social Distancing guidelines.	
Correspondence		
11	Email from Hereward homes asking to attend a Parish Council meeting to provide information and answer questions of the proposal to build 5 x dwellings Stamford Road. Clerk advised Hereward homes that Parish Council meetings were currently cancelled and would contact them again when the meetings had resumed.	
12	Several allotment availability enquiries received. Vacant allotments allocated and Allotment Agreement paperwork completed.	Clerk
13	Email from War Memorials Trust writing to advise that they are extending the Contract period in relation to the existing Grant Offer for works to Colsterworth war memorial. The Grant Offer will now expire on 22nd May 2021.	
14	Report of a tree from footpath 9 overhanging a garden on West Grove, Colsterworth.	Reported to Countryside Access.
15	Overgrown vegetation possibly owned by Bowls Club/Little Legs or PC. Clerk visited - Land maintained by the Parish Council.	Work to be arranged.
16	Several allotment vacancy enquiries. Clerk allocated allotments and completed paperwork.	Actioned by Clerk.

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17	Allotment inspection enquiry. Advised that this had been postponed due to the Government Guidelines on the COVID-19 pandemic.	Completed by the Clerk.
18	Telephone call received reporting hundreds of blue plastic bags on disused railway at Easton.	Reported to Easton Parish Council.
19	Email received reporting a re-occurring foul smell in the village of Colsterworth. To be monitored and reported to the Environment Agency if it persists.	Clerk.
20	Gov COVID-19 guidance on Cemeteries and crematoriums received from SKDC. Circulated to all Councillors, Colsterworth PCC and uploaded to the P.C. website.	Clerk.
21	Two emails with photos received reporting broken street name plate on Stamford Road and on B676 Stainby Road.	Reported to SKDC by the Clerk.
22	Email received regarding the speed limit on the B676 coming in to Colsterworth from Stainby. The speed limit does not drop from 60mph to 30mph until within the village boundary when there are properties (and no footpath) some distance prior to this speed reduction with heavy, and regular, HGV traffic to and from the A1.	
23	Email received reporting dog being taken to Stamford Road allotments, the chain and padlock not being secured properly and grass cutting.	Clerk Letter written to all allotment holders.
24	Report of two dogs off the lead School Lane. Advised the caller that SKDC has powers to deal with dogs.	Clerk
25	Request from Stamford Road Allotment holder for permission to clear the area adjacent to the gate, with a plan to rotovate, level and put some grass seed down.	Authorised by the Clerk.06.05.2020
	Planning Applications:	
	SKDC Applications	
	Pre Application Statement Pre-Application submission for Development of Land at Woolsthorpe Road, Woolsthorpe by Colsterworth Erection of a one and a half storey dwelling	
S20/0319	2 Water Lane, Woolsthorpe By Colsterworth, NG33 5PD, Demolish of lean-to and erection of porch and WC.	
S20/0345	Erection of 4 dwelling houses with associated works Land West Of Bridge End, , Colsterworth,	
S20/2128	Approval of details required by conditions 5 (details of fire hydrant) of planning permission S18/1335	
S20/0331	Erection of first floor side extension 16 Pasture Close, Colsterworth, Lincolnshire, NG33 5NA,	
S20/0345	Erection of an earth sheltered dwelling house with associated soft/hard landscaping and the erection of three commercial buildings. Land West Of Bridge End, , Colsterworth	
S20/0319	Demolish of lean-to and erection of porch, render side and partial front wall, removal of apple tree 2 Water Lane, Woolsthorpe by Colsterworth.	
S20/0456	Rear single storey extension & bay window 15 Hawking Close, Colsterworth, Lincolnshire, NG33 5GG,	
	SKDC Permission	
S20/0336	Reduction of crown by removal of upright branches for the upper crown and longer horizontal lateral branches whilst retaining the more pendulous	

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	branching to maintain the current dome shape. Woolsthorpe Manor, Newton Way, Woolsthorpe-by-Colsterworth.	
S20/0114	Installation of a freestanding 4.5m totem sign, McDonald's Restaurant Great North Road, Colsterworth	
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.	
S19/2036	Change of use from existing (detached) stable block into residential dwelling. Fallow Hill, Bourne Rd, Colsterworth, NG33 5JP	
S20/0583	Porch with wc to front of dwelling. 15 Pasture Close, Colsterworth, NG33 5NA,	
S20/0366	Reduction of crown by removal of upright branches for the upper crown and longer horizontal lateral branches whilst retaining the more pendulous branching to maintain the current dome shape. Woolsthorpe Manor, Newton Way, Woolsthorpe-by-Colsterworth, NG33 5NR	
S20/0319	Demolish of lean-to and erection of porch, render side and partial front wall, removal of apple tree. 2 Water Lane Woolsthorpe By Colsterworth, NG33 5PD	
S20/0642	T1 (Silver Birch)- propose to reduce the crown by up to 4M and reduce lateral growth back to viable growth back to viable growth points. 43 Newton Way, Woolsthorpe By Colsterworth, Lincolnshire, NG33 5NP.	
S20/0331	Erection of first floor side extension. 16 Pasture Close Colsterworth, Lincolnshire NG33 5NA	
	SKDC Appeal	
	None	
	SKDC Withdrawal	
	None	
	LCC Planning	
PL/0009/20	Development: for the proposed alterations and extension of windrow composting facility including formation of hard standing, landscaped bunding and drainage system to allow processing of 45,000 tonnes of organic material per annum location: New Earth Solutions (west) ltd, land off Honey Pot Lane, North Witham grid reference: 494169 321677	
PL/0009/20	Development: for the proposed alterations and extension of windrow composting facility including formation of hard standing, landscaped bunding and drainage system to allow processing of 45,000 tonnes of organic material per annum location: new earth solutions (west) ltd, land off Honey Pot Lane, North Witham The further information consists of: - Flood Risk Assessment	
2020.11	Finance: The Annual Governance Statement 2019/2020 1. Approval of Annual Governance Statement section 1. <u>It was proposed, seconded and Resolved</u> The Annual Governance Statement section 1 was approved. 2. Sign Annual Governance statement section 1 <u>It was proposed, seconded and</u>	

Resolved

The Annual Governance Statement Section 1 was signed by the Chair of the Council C Hainsworth and the Clerk.

3. Approval of Annual Governance Acc Statement section 2.

It was proposed, seconded and**Resolved**

The Annual Governance Statement Acc section 2 was approved

4. Sign Annual Governance Acc Statement section 2

It was proposed, seconded and**Resolved**

The Annual Governance Statement section 2 was signed by the Chair of the Council C Hainsworth and the Clerk.

5. Approval of Accounting Statement 2019/2020

It was proposed, seconded and**Resolved**

The Accounting Statement was approved.

6. Agree amount to transfer from Community Bank Account to Community Savings Bank Account

It was proposed, seconded and**Resolved**

Unanimously agreed to transfer £10,000 from the Community Bank Account to the Community Savings Account.

2020.12

Finance: Approve Accounts for Payment paid for **March 2020**

Online Payments

Clerk

Date of payment	Payee Name	Details	Amount
07/04/2020	Stuart Whitcombe	In Touch Editing April Issue	£60.00
07/04/2020	Colsterworth Trust Estate	Rent Woolsthorpe Road Allotments	£10.00
		Sub Total	£70.00

Cheques

CHQ NUMBER	SUPPLIER	DETAILS	VALUE
103802	LDTBF	Rent Stamford Road Allotments	135.00
103804	HMRC	PAYE 4th Qtr	644.72
103805	W.G. Harrison	In Touch (Feb & Mar Invoices)	£543.00
103806/10 3807	Parish Council	Employee wages and expenses	£1,313.15
103808	PPIY Architects	Phase 1 War Memorial Investigation Report inc VAT from ear marked reserves below *	£1,840.80
		Sub Total	£4,476.67
		Grand Total	£4,496.67

Cheques signed by Cllr Hainsworth & S Grant (Clerk)

Finance: Approve Accounts for Payment for **April 2020**

Online Payments

Date of payment	Payee Name	Details	Amount
06/05/2020	Stuart Whitcombe	In Touch Editing October Issue	£60.00
06/05/2020	Glasdon	Dog waste bags for community cleaners	£49.32
06/05/2020	Terry Brown	Internal end of year audit.	£100.00
		Sub Total	£209.32

Cheques

CHQ NUMBER	SUPPLIER	DETAILS	VALUE
103810/103 811	Parish Council	Staff Wages and expenses	1389.00
103812	W.G Harrison	In Touch Printing	£185.00
103813	Mr G Brumpton	LCC Grass cut & village maintenance.	£771.00
		Sub Total	£2,345.00
		Grand Total	£2,554.32

Cheques signed by Cllr Hainsworth & Sue Grant (Clerk). * **Ordinarily the Clerk would not countersign the cheques but to keep social distancing and handling of the paperwork to a minimum it was agreed for the Clerk to countersign the cheques.**

Balances @ 30/04/2020

Income	£19,629.03
Expenditure	£26.46
Less Unpresented cheques	£2,554.32
Surplus/Deficit	£17,048.25
Community Account	£35,457.86
Deposit Account	£44,290.90
Total	£79,748.76

Community Fund	£193.11
War Memorial Maintenance (2019/2020 Was	£2,000.00 – PPIY First Phase £1534.00
	= £466.00 (Remaining)
War Memorial Maintenance (2020/2021)	£2,000.00
Invest SK Intervention Fund Grant	£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
Neighbourhood Plan	£2,000.00
Isaac Newton Project	£1,000.00
Election Cost Reserves from 2019	£1,788.00
Total	£20,424.27

12.01 Agree to transfer £10,000.00 from the Colsterworth and District Parish Council Community Account to the Colsterworth and District Parish Council Community Savings Account.

	<p><u>It was proposed, seconded and Resolved</u> Unanimously agreed to transfer £10,000 from the Community Bank Account to the Community Savings Account.</p>																																																																																	
2020.13	<p>Matters requiring attention such as potholes and faulty streetlights. None</p>																																																																																	
2020.14	<p>Date of next Parish Council meeting is Tuesday 2nd June 2020 location to be confirmed</p> <p>There being no other business Chairperson C Hainsworth closed the meeting at 20.55pm.</p> <p>SIGNED:</p> <p>CHAIRPERSON DATE: 2nd June 2020</p>																																																																																	
	<p>Attendance to date (May 2020 to April 2021) – annual maximum 10 (No meeting August & January)</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 & Lobthorpe</td> <td></td> <td>1</td> <td></td> </tr> <tr> <td>A Bouvie</td> <td>Colsterworth</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>Vacancy</td> <td>Colsterworth</td> <td></td> <td></td> <td></td> </tr> <tr> <td>C Hainsworth</td> <td>Gunby & Stainby</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>G Henton</td> <td>Colsterworth</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>L McShane</td> <td>Colsterworth</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>C Russell</td> <td>Colsterworth</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>L Bennett</td> <td>Colsterworth</td> <td></td> <td>1</td> <td></td> </tr> <tr> <td>Vacancy</td> <td>Colsterworth</td> <td></td> <td></td> <td></td> </tr> <tr> <td>D Cox</td> <td>Colsterworth</td> <td></td> <td>1</td> <td></td> </tr> <tr> <td>J Skelton</td> <td>Colsterworth</td> <td></td> <td>1</td> <td></td> </tr> <tr> <td>Vacancy</td> <td>Colsterworth</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Vacancy</td> <td>Gunby & Stainby</td> <td></td> <td></td> <td></td> </tr> <tr> <td>M Ramage</td> <td>Colsterworth</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>R Brocklebank</td> <td>North Witham & Lobthorpe</td> <td>1</td> <td></td> <td></td> </tr> </tbody> </table>	Cllr Name	Constituency	Attended	Apologies	Absent	J Clark	North Witham & Lobthorpe		1		A Bouvie	Colsterworth	1			Vacancy	Colsterworth				C Hainsworth	Gunby & Stainby	1			G Henton	Colsterworth	1			L McShane	Colsterworth	1			C Russell	Colsterworth	1			L Bennett	Colsterworth		1		Vacancy	Colsterworth				D Cox	Colsterworth		1		J Skelton	Colsterworth		1		Vacancy	Colsterworth				Vacancy	Gunby & Stainby				M Ramage	Colsterworth	1			R Brocklebank	North Witham & Lobthorpe	1			
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