

## Minutes of the Parish Council meeting held on Tuesday 5<sup>th</sup> November 2024.

### Public Forum

There were no members of the public present.

**Councillors:** C Hainsworth, E O'Neill, C Rowland, G Henton, D Bellamy, C Russell, A Bouvie and R Chatterton.

### In Attendance

Sue Grant, Clerk to the Parish Council.

SKDC Cllrs D Bellamy and B Green. Cllr B Green left the meeting at 8.15pm.

<b>Agenda Item No</b>	
<b>2024.95</b>	Apologies for absence. Cllrs M Childs, K Vickers and L McShane. Valid reasons given.
<b>2024.96</b>	<p><b>Chairman's remarks.</b></p> <p>Cllr C Hainsworth (Chair) had no remarks apart from acknowledging Cllr Jon Clark's resignation from the Parish Council and all the hard work they had done for the community at North Witham and the wider Parish Council.</p>
<b>2024.97</b>	<p><b>Declarations of interest in accordance with the LGA 2000</b></p> <p>Cllr E O'Neill declared an interest in agenda item 2024.105 planning application S24/1505 and Cllr C Hainsworth declared an interest agenda item 2024.109 being a member of Colsterworth Festival of Remembrance (CFoR).</p>
<b>2024.98</b>	<p><b>Approval of the Minutes of the previous meeting.</b></p> <p>Cllr G Henton abstained as they were not present at the previous meeting, all others present agreed that the official minutes of the meeting of the Parish Council held on 1<sup>st</sup> October 2024 be approved as a correct record and duly signed and dated by the chairperson.</p>
<b>2024.99</b>	<p><b>County/District Councillor Report.</b></p> <p><b>LCC Cllr C Vernon sent their apologies and sent their report to the Clerk who read out the highlights: -</b></p> <ol style="list-style-type: none"> <li><b>A1 Meeting secured with Alicia Kearns MP</b> – Cllr C Vernon had secured a public meeting with Alicia Kearns MP to discuss the safety concerns about the A1. The meeting will take place at South Witham Village Hall on Friday 15<sup>th</sup> November 2024 between 6pm – 7.30pm. Anyone wishing to attend the event needs to register on Alicia Kearns' MP website on the following link <a href="https://www.aliciakearns.com/">https://www.aliciakearns.com/</a> Cllr C Hainsworth advised they would send through the Parish Council data already gathered to Cllr C Vernon. It was acknowledge that the meeting was short notice to advertise to everyone. The event is open to everyone not just Parish Councillors and Cllrs would look how to share this information on the Colsterworth Community Facebook Group page. Cllr C Hainsworth suggested the Clerk advises the Colsterworth Collective Action Group (CCAG) aware of the public meeting. <b>*Post meeting note</b> CCAG informed 6/11/2024 .</li> <li><b>Winter Fuel Allowance:</b> - Family members and friends can apply on an individual's behalf by going to this link: <a href="http://www.gov.uk/pension-credit/how-to-claim">www.gov.uk/pension-credit/how-to-claim</a> or by phone on 0800 731 0160.</li> <li><b>FixMyStreet (FMS):</b> - Continue to report concerns regarding potholes or damage to the roads via this website or by using the App. <a href="https://fixmystreet.lincolnshire.gov.uk/">https://fixmystreet.lincolnshire.gov.uk/</a></li> </ol>

Agenda Item No	
	<p>4. <b>Part-Night Street Lighting Adjustments:-</b> With the clocks going back this will temporarily affect the timings of the country's part-night streetlights as they adapt to Greenwich Mean Time.</p> <p>5. <b>Free Smart Wristbands for people living with Dementia –</b> Lincolnshire Police have an initiative whereby any person living with Dementia in Lincolnshire is eligible to request an NFC (Near Field Communication) Dementia Safeguarding Wristband Band which stores the name s and contact details of the wearer's next of kin and can be read by any smartphone.</p> <p><b>SKDC Cllr B Green Reported.</b></p> <p>1. <b>St Mary's Church Roof North Witham:</b> - They gave a brief background regarding the small group from North Witham that had come together to investigate temporary repairs to the church roof. After much communication with the Diocese entry to the church had been permitted and sunlight could be seen coming from holes in the plastic on the roof and water ingress was present in the Grade I listed building. They advised that the Diocese had given permission for temporary repairs to be carried out on the roof and urged the Parish Council to take forward a UKSPF Grant application to fund these repairs. It was agreed that this would be an agenda item for the next Parish Council meeting 3<sup>rd</sup> December 2024 and Cllr B Green would source the required three quotations and permissions required.</p> <p>2. <b>Devolution White Paper:</b> - The recent Autumn Budget referenced the upcoming English Devolution White Paper which may set out changes to the current tiers of Local Government.</p> <p><b>SKDC Cllr D Bellamy Reported: -</b></p> <p>1. They urged the Parish Cllrs to register and attend the Public Meeting above about the safety concerns of the A1.</p> <p>2. The potential Anaerobic Digester Planning Application number S24/0568 at Gunby is expected to go to Committee in December. They urged a Parish Cllr to attend and speak to represent the Parish Council. A short discussion took place and Cllr D Bellamy will seek clarification from the SKDC Planning Department on some elements of the submitted application.</p>
2024.100	<p><b>Resolve to accept the Annual Village Hedge Trimming quotation.</b></p> <p><b><u>It was proposed, seconded and Resolved</u></b></p> <p>Unanimously agreed with the exception of the Stamford Road allotment hedge which has been trimmed by an allotment holder at a reduced cost to the Parish Council.</p>
2024.101	<p><b>Resolve to accept the quotation to cut back the low branches on various trees on Colster Way Green to give approximately 2 metres of clearance and remove the cut branches.</b></p> <p><b><u>It was proposed, seconded and Resolved</u></b></p> <p>Unanimously agreed subject to any Tree Preservation Orders (TPO). The Clerk will clarify with SKDC Planning Department.</p> <ul style="list-style-type: none"> <li>• <b>*Post meeting note</b> On 6<sup>th</sup> November 2024 SKDC Planning Department confirmed that the site is not within a Conservation Area and there are no trees on the site that are subject to TPO.</li> </ul>
2024.102	<p>Risk Exception Report.</p> <p>Received with no comment.</p>

2024.103	Clerks Report	Action
1.	Parish Council approved as Licensee by LCC Highways for Lectern to be sited on the War Memorial gardens. Agenda item September 2024.91.2	Clerk
2.	Community Orchard Grant application approved by SKDC. Awaiting funds to be transferred to the PC Bank Account.	Clerk
3.	Community Car Park on Colster Way. The Parish Council's solicitor will update the Parish Council soon.	Clerk
4.	A large tree at the Bridge End entrance of the Nature Trail has dropped a large limb and the area cordoned off awaiting guidance from a tree surgeon.	Clerk
5.	Cllr Lorna McShane attended the Rutland and Stamford Flood Forum meeting on behalf of the Parish Council on 4 <sup>th</sup> October 2024. An update from the meeting is being prepared for the December Parish Council meeting when this will be an agenda item.	Clerk/ Cllr L McShane
2024.104	Correspondence	
1.	Notification from the Environment Agency that scheduled maintenance work for the Environment Agency will be completed over the winter months in Colsterworth and District over the winter months.	Clerk
2.	Request from a resident for the Parish Council to remove the hawthorn hedge and replace with a fence along the track on Stamford Road allotments which runs adjacent to their property. <b>Action: The Clerk will advise the resident that the lease agreement states that the Parish Council as Tenant of the Allotment gardens must 'keep all permanent hedges in tenantable repair.' The Parish Council will continue to monitor the hedge.</b>	Clerk/Cllrs
3.	Reference: TTRO/TTR009420. Temporary traffic restriction: Colsterworth Please note it will be necessary to impose a temporary restriction as detailed below. Organisation responsible for restriction: Hereward Homes Reason for restriction: Residential development Nature and location of restriction: Public right of way closure Order - Colsterworth PROW 10 (Between B676 Bourne Road & a point 150m Southeast) Period of restriction: 10/12/2024 - 09/06/2025	Clerk to seek further clarification.
2024.105	SKDC Planning Applications	
S24/1635	Section 211 notice for the following tree work, T2 - ash - Large wound approximately 4.5m above ground level, clear stems to approximately 8m, sparse crown - reduce by approximately 2m in height and proportionately in spread Location: 2 Woodlands Drive, Colsterworth, Lincolnshire, NG33 5NH,	None
S24/1672	Section 73 to vary conditions 2 (approved plans) in relation to planning permission reference S22/1805. Beech House , 7A Woodlands Drive, Colsterworth, Lincolnshire, NG33 5NH.	None
S24/1505	Conversion of an existing outbuilding to form one separate dwelling. Witham Cottage , 46 High Street, Colsterworth, Lincolnshire, NG33 5NF.	None
S24/1695	Extension of ground floor living room, addition of a fifth bedroom, porch replacement, relocation of front door and creation of new hallway, facade improvement, roof modifications and new windows will be installed in UPVC specification, featuring an anthracite colour on the exterior. Location: Brook Place , Water Lane, Woolsthorpe By Colsterworth, Lincolnshire, NG33 5PD	None
S24/1858	Provision of Replacement Roof Including Velux Rooflight to the Single Storey Part of the Dwelling and Removal of the Internal Division Wall Between the Kitchen and Dining Rooms. Porters Lodge Farmhouse , Morkery Lane, Castle Bytham, Lincolnshire, NG33 4SR, App Type: Listed Building.	None
S24/1824	Proposed 2 storey side extension and single storey rear extension, including internal alterations and replacement of porch roof	None

	Location: 8 Pasture Close, Colsterworth, Lincolnshire, NG33 5NA.	
<b>S24/1863</b>	Provision of replacement roof including velux rooflight to the single storey part of the dwelling and removal of the internal division wall between the kitchen and dining rooms. Location: Porters Lodge Farmhouse , Morkery Lane, Castle Bytham, Lincolnshire, NG33 4SR	None
	<b>SKDC Planning Permission</b>	
<b>S24/1498</b>	Section 73 application for removal/variation of condition 2 (approved plans) of planning permission S24/1000 (Proposed single storey rear extension, partial garage conversion and porch) 37 Woolsthorpe Road Woolsthorpe By Colsterworth, Lincolnshire NG33 5NT	
<b>S24/1635</b>	Section 211 notice for the following tree work, T2 - ash – Large wound approximately 4.5m above ground level, clear stems to approximately 8m, sparse crown - reduce by approximately 2m in height and proportionately in spread Location: 2 Woodlands Drive Colsterworth, Lincolnshire NG33 5NH	
<b>S24/1713</b>	Section 211 Notice for removal of ash tree (T1),yew tree (T2), box tree (T3), reduction of coppice hazel tree (T4) to approx 2ft in height and removal and stump grinding of smoke bushes and cotoneaster trees (T5, T6, T7) Location: 47 Newton Way Woolsthorpe By Colsterworth, Lincolnshire NG33 5NP	
<b>2024.106</b>	<p><b>Finance and Administration (F &amp; A) Committee Report (Cllrs C Hainsworth, E O'Neill &amp; A Bouvie) No Report this month.</b></p> <p>The Clerk gave a verbal update on how the recent changes to Employers National Insurance Contribution from the Autumn Budget will affect the Parish Council Budget for 2025/2026. There will be a minimum of an additional £650 in Employer National Insurance Contributions for the 2025/2026 not included in the draft budget.</p> <p>It was agreed to review the draft Budget again in the December 2024 meeting subject to receipt of the Precept calculator from SKDC.</p> <p><b>Resolve to adopt the following policies for their annual review.</b></p> <ol style="list-style-type: none"> <li>1. CAD Complaints Policy Review</li> <li>2. CAD Planning Committee Protocol</li> <li>3. CAD Scheme of Delegation</li> <li>4. CAD Risk Management Policy</li> <li>5. CAD Data Protection Policy</li> <li>6. CAD Data Breach Policy</li> <li>7. CAD Records Retention Policy</li> <li>8. CAD Subject Access Request Procedure</li> </ol> <p><b><u>It was proposed, seconded and Resolved</u></b></p> <p>All Policies were unanimously approved.</p> <p>9. Net Position by Cost Centre and Code – 30/10/2024</p> <p>Received with no comment.</p>	
<b>2024.107</b>	<p><b>Planning Committee Report</b></p> <ol style="list-style-type: none"> <li>1. Neighbourhood Plan Review. On Hold</li> </ol> <p>Invitation received from Colsterworth Community Action Group (CCAG) for a member of the Parish Council to attend the start of their next meeting to discuss the Neighbourhood plan and the 20% uplift to fulfill the new Governments amended housing requirements on Tuesday 12th November at 7pm.</p>	

	<ul style="list-style-type: none"> <li>• <b>*Post meeting note</b> Cllr Colin Russell and Margaret Winn who is a member of the Neighbourhood Plan working group and has been a main contributor to the plan volunteered to attend.</li> </ul>
<b>Group Reports</b>	
<b>2024.108</b>	<p><b>1 Highways &amp; Footpaths Working Group Report (The Clerk) Ad-hoc report.</b></p> <ol style="list-style-type: none"> <li>1. Gunby &amp; Stainby PF2- This path has now been cut by Lincolnshire County Council Rights of Way.</li> <li>2. Overgrown Trees outside number 1 &amp; 3 Chestnut Grove reported to Fix My Street Ref 2819967 &amp; 2819966. Work completed.</li> <li>3. A151 Flyover footpath will be swept. Two Fix my Street (FMS) Reports made ref 2819558 &amp; 2819562 respectively. Work completed.</li> <li>4. 30mph sign on Old Post Lane, near to the cemetery removed from post, reported FMS 2820661. Now fixed.</li> <li>5. Drain on Steels Lane /High Street was blocked. FMS Report ref 2819560. Fixed Several other drains in that locality have already been reported.</li> <li>6. Flood water A1 north slip road from Woolsthorpe by Colsterworth. FMS Report made ref 2819563. No action due to receded flood water when highways visited.</li> </ol>
<b>2024.109</b>	<p><b>Environment &amp; Amenities Working Group Report.</b> <b><u>War Memorial Restoration Project</u></b></p> <ol style="list-style-type: none"> <li>1. War Memorial Project update. Report circulated (S Grant – Clerk) The Clerk gave a brief update on the completion of the War Memorial Restoration:- <ul style="list-style-type: none"> <li>• FCC Communities Grant reclaim of £29,026.48 completed and received in the Parish Bank Account on 30/10/2024.</li> <li>• Architect fee Invoice received and processed for payment on Appendix A.</li> <li>• VAT Reclaim in process.</li> </ul> </li> <li>1. As agreed at the October meeting agenda item 2024.91.2 &amp; 3 to use the SK 2200 Grant received of up to £1,700 to purchase a Lectern Frame interpretation panel from the 2 options below: - <p>Option 1 (Company 1) at a cost of £975 excl VAT to the Parish Council at the request from CFoR to be installed on the War Memorial gardens. <b><u>It was proposed, seconded and Resolved</u></b> Unanimously agreed to include Lectern Frame £890 + Artwork £380 + Delivery of £85 circa. The Clerk to confirm costings.</p> <p>Option 2 (Company 2) - at a cost of £1,430 excl VAT to the Parish Council at the request from CFoR to be installed on the War Memorial gardens. <b>Agenda item fell.</b></p> <p><b>War Memorial Official Opening Event 1<sup>st</sup> November 2024</b> Cllr C Hainsworth (Chair) and Cllr E O'Neill (Vice Chair) acknowledged a special thank you to Captain David Heath French, Chair of Colsterworth Festival of Remembrance for leading the official opening of the War Memorial. With thanks also going to Jackie Taylor, Caroline Hainsworth members of CFoR and Peter Wheatly on behalf of the St Johns Church PCC for arranging refreshments.</p> </li> </ol>
<b>2024.110</b>	<p><b>ACCOUNTS FOR PAYMENT OCTOBER 2024</b> Unanimously approved see Appendix A</p>
<b>2024.111</b>	<p><b>Matters requiring attention such as potholes and faulty streetlights.</b></p>

	Cllr G Henton reported the dog waste bin at the west end of the Nature Trail near the kissing gate is full. The Clerk to contact the Community Cleaners.
	<b>Training courses attended - None</b>
<b>2024.112</b>	<b>The date of the next Parish Council meeting is Tuesday 3rd December 2024. There being no other business, Chairperson C Hainsworth closed the meeting at 9pm.</b>
	<b>SIGNED:</b>
	<b>CHAIRPERSON</b> <span style="float: right;"><b>DATE:</b></span>

<b>Attendance to date (May 2024 to April 2025) – annual maximum 10 (No meeting August &amp; January)</b>				
<b>Cllr Name</b>	<b>Constituency</b>	<b>Attended</b>	<b>Apologies</b>	<b>Absent</b>
J Clark* Resigned 03/10/2024	North Witham & Lobthorpe	2	3	
D Bellamy	North Witham & Lobthorpe	5	1	
A Bouvie	Colsterworth	5	1	
E O'Neill	Colsterworth	5	1	
C Hainsworth	Colsterworth	6		
G Henton	Colsterworth	4	2	
L McShane	Colsterworth	2	4	
S Banwait* Resigned 07/05/2024	Colsterworth			
C Russell	Colsterworth	6		
K Vickers	Colsterworth	5	1	
M Childs	Colsterworth	5	1	
C Rowland	Colsterworth	6		
R Chatterton	Gunby & Stainby	5	1	
Vacancy	Gunby & Stainby			

**Appendix A:**

<b>ONLINE PAYMENTS</b>			
<b>Date of pmnt</b>	<b>Payee Name</b>	<b>Details</b>	<b>Amount</b>
06/11/2024	Stuart Whitcombe	In Touch Editing November edition	£85.00
06/11/2024	Staff 2 & 3	Community Cleaner	£657.28
07/11/2024	Life In Pictures	In Touch Printing (November Edition)	£417.60
08/11/2024	Cllr Caroline Hainsworth	Chairmans allowance	£125.00
08/11/2024	Lites PC	Office equipment set up (Lap top software)	£112.50
16/11/2024	Wicksteed Leisure Ltd	Annual play area inspections x 4	£485.64

09/11/2024	Wicksteed Leisure Ltd	Replacement part and fixings for cradle seat North Witham play area.	£86.84
10/11/2024	Dave Warden MCS Ground Services	LCC & Village Grass Cut	£442.00
11/11/2024	Dave Warden MCS Ground Services	LCC & Village Grass Cut	£712.00
		<b>Sub Total</b>	£3,123.86
<b>Chq no</b>			
103951	Sue Grant	Clerk Salary & Exp	£1,136.64
103953	PPIY Ltd	Architect Fees & Mileage (War Memorial project)	£3,081.36
		<b>Sub Total</b>	£4,218.00
		<b>Grand Total</b>	<b>£7,341.86</b>
<b>Date</b>			
26/10/2024	HSBC	Bank charges	£7.44
25/10/2024	Focus	Office phone	£34.97
03/10/2024	Asda	Paper & Envelopes	£6.15
03/10/2024	Olyrid's Garden Centre	2 x hanging baskets & plants	£47.46
09/10/2024	Asda	16 x 2nd class stamps	£13.60
03/10/2024	Printerinks	Printer Ink	£37.30
01/10/2024	Galaxy wholesalers	Elastic bands	£7.83
03/10/2024	The Poppy Shop	Poppy Wreath	£24.49
14/10/2024	Amazon	Hook and loop fixings	£2.99
		<b>Total</b>	<b>£182.23</b>
<b>TRANSFER FROM CURRENT ACCOUNT TO SAVINGS ACCOUNT</b>			
02/10/2024	CAD Current Account	FCC Grant for War Memorial Project	£29,026.48
<b>Balances</b>			
<b>Reconciled</b>			
<b>31/10/2024</b>	<b>Income from 01/04/2024</b>		<b>£87,257.51</b>
<b>31/10/2024</b>	<b>Expenditure from 01/04/2024</b>		<b>£72,341.74</b>

	<b>Surplus/Deficit=</b>	<b>£14,915.77</b>
	<b>Less Unpresented payments excl DD's</b>	<b>£7,341.86</b>
	<b>Income/Expenditure</b>	<b>£7,573.91</b>
	<b>Balances</b>	
<b>30/10/2024</b>	<b>Deposit Account</b>	£31,652.06
<b>31/10/2024</b>	<b>Community Account</b>	£39,556.56
	<b>Total</b>	<b>£71,208.62</b>
	<b>Less unpresented payments</b>	<b>£63,866.76</b>