

Draft Notes of the Parish Council meeting held on Tuesday 1st October 2019

Public Forum

One member of the public was present who stated that they were there to raise concerns about SKDC Planning Application S19/1474 They stated that they believed the access road would effectively make a crossroads with the Co-op at Bridge End. Lorries frequently reverse into the Co-op car park and often when vehicles are exiting the car park no illuminated indication is used making it difficult to assess which way the vehicle will turn. They believed the access road would be particularly difficult and had noticed on the plans there is an alternative access road on Woolsthorpe Road. This leads to the rear of the proposed property and that seemed a much more sensible access road. Councillor Hainsworth thanked the member of public for attending the public session and raising their concerns and confirmed this which would be discussed later in the Parish Council meeting under the planning applications section. The member of the public then left the meeting.

Present

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

In Attendance

Sue Grant Parish Clerk. District Councillors Bob Adams.

Agenda Item No	Item	Action By
19.112	Apologies for absence: Cllr's D Cox, L Bennett & J Clark. Valid reasons given.	
19.113	Chairman's Remarks: Chairperson C Hainsworth opened the meeting at 7.40pm by saying that all Councillors had already been made aware of Councillor Fran Selby's resignation and that Fran had been a very valued member of the Council for many years. Chairperson Hainsworth said the Clerk would arrange for a letter extending the Parish Council's thanks to be sent to Fran.	Clerk
19.114	Declarations of Interest in accordance with the LGA 2000. None	
19.115	Approval of the Minutes of the previous meeting: <u>It was proposed, seconded and Resolved</u> Councillor Russell abstained from this agenda item stating that he had not read the minutes. Subsequently the official minutes of the meeting of the Parish Council held on 3 rd September 2019 were approved as a correct record and duly signed and dated by the Chairperson.	Clerk
19.116	Co-Option for Councillor for Gunby and Stainby: No applications receive, the vacancy will be re-advertised.	Clerk
19.117	Co-Option for Councillor for Colsterworth: No applications receive, the vacancy will be re-advertised.	Clerk
19.118	County/District Councillor Report District Councillor Adams reported that planning application S18/2379 had been deferred due to air quality. The Environment Agency state that it complies with the 2017 DEFRA Report. Flooding at the A1 slip road at Woolsthorpe by Colsterworth causing major issues and asked the Parish Council to keep a log of incidents and photos to keep District Councillor Adams updated.	Clerk
19.119	Review BT Business telephone line renewal against competitor suppliers for best value for money service. BT Contract ends 29/11/19. <u>It was proposed, seconded and Resolved</u> Unanimously resolved to set up a 24-month contract with 'Telecoms 24' at £14.95 per month line rental, 1p per minute to local calls and 7p per minute to mobile calls, excluding VAT.	Clerk
19.120	To review and select a contractor from the quotations received for the work to the hedge on Footpath 1, Ingle Court. From 3rd September Minute Ref 19.103. <u>It was proposed, seconded and Resolved</u> It was unanimously resolved to use the quotation from MCS Services for £240 to reduce the height of both sides of the hedge to the height of the fence and clear all cuttings.	Clerk

Agenda Item No	Item	Action By
19.121	<p>To resolve Parish Council Wreath Laying responsibility for Remembrance Day 10th November 2019. <u>It was proposed, seconded and Resolved</u> Vice Chairman M Ramage agreed to lay the Parish Council Wreath in the absence of Chairperson C Hainsworth. A short discussion took place around the Parish Council 'Road Closed' sign which is in need of repair. It was agreed that the Clerk investigate repairing the sign and the cost of obtaining a further sign. It was agreed to invite the organisers of the Colsterworth Festival of Remembrance to the public session of the next Parish Council meeting to share practical details of the event.</p>	Clerk
19.122	<p>To review the request from Gunby PCC for £250 for maintenance of the Church yard. <u>It was proposed, seconded and Resolved</u> It was unanimously agreed to ask the Gunby PCC to itemise what the £250 is to be used for and forward the agenda item to the next Parish Council meeting on 30th October 2019.</p>	Clerk
19.123	<p>To review the Communications Policy. Draft CAD Communications Policy 2019 (Cllr Clark) <u>It was proposed, seconded and Resolved</u> Due to Councillor Clark sending his apologies for the meeting the agenda item will be forward agenda to the next Parish Council meeting on 30th October 2019.</p>	Clerk
19.124	<p>Risk Management to be agreed 19.124.1 Review CAD Risk Management Policy Review CAD-Risk Management Policy <u>It was proposed, seconded and Resolved</u> It was unanimously agreed to adopt the existing Risk Management Policy to be reviewed again in October 2020. 19.124.2 Risk Exception Report Review. CAD Risk Exception Report Sept 2019 <u>It was proposed, seconded and Resolved</u> The Clerk explained that the Risk Exception Report had been introduced in September 2018 to assist implementing audit recommendations which have now been implemented. All items on the Risk Exception Report are now green and it was resolved that the Exception Report is no longer required. The Clerk will save and file the report which can be re-introduced at any time in the future if required.</p>	Clerk Clerk
19.125	Clerks Report	
1	Councillor Skelton, Russell and The Clerk met with Martin Fagan from the Volunteer Emergency Telephone System (VETS) on 12 th September for an overview of how the VETS system works and the next steps for the Parish Council once volunteers have been recruited.	Cllr's Ramage, Russell and Skelton
2	Councillor Ramage placed a detailed overview of the VETS in the In Touch to encourage volunteers to come forward.	Cllr Ramage
3	Request received from the Nature Trail for funds to purchase wild blue bells and grass seed for the Nature Trail. Nature Trail existing plan be updated to support their funding.	Deferred to the Finance and Administration meeting 15/10/19.
4	A request received asking the Parish Council to purchase flowers for the War Memorial. Cllr Bouvie suggested the Council make an approach the member of the Gardeners Club who provided a flower donation in 2018.	Clerk
5	PCC would like to know the date of the Parish Council Xmas lights switch on? Switch on agreed for Friday 6 th December 2019. The lights will be put up Saturday morning 30/11/19.	Colsterworth PCC and the White Lion to be advised of the dates.

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6	Phone call requesting that Planning Application S19/1474 is discussed.	See Planning Section.
7	Letters sent to Ingle Court residents whose property backs onto footpath 1 advising them that the Parish Council are arranging for quotations for work on the Hawthorne hedge along each side of the footpath.	Clerk
8	Flooding A1 slip road Woolsthorpe by Colsterworth reported to the drainage board, LCC Highways and Highways England.	Clerk
9	Blocked drains School Lane and Bridge End reported to Fix my Street.	Clerk
10	Mid-year Internal Audit arranged.	Clerk
11	Road closure, Back Lane Road Closure Order in place on: Back Lane (Between The Ropewalk & a point 80 metres South) PERIOD OF RESTRICTION: 11/11/2019 to 15/11/2019	
19.125.1 Correspondence Received:-		
1	Colsterworth and District Youth Centre draft constitution received and circulated to all Councillors for comments to be sent to the Clerk.	
2	Colsterworth and District Youth Centre updated insurance documents received and filed.	
3	Complaint of weed spraying at School Lane Cemetery. Advised that this Cemetery is the responsibility of the PCC.	
4	Email thanking the Parish Council for initiating the work on school Lane of cutting back the trees and vegetation.	
5	Email from GOV.UK requiring information to revalue Old Post Lane Cemetery, Woolsthorpe by Colsterworth, NG33 5PD to calculate the ratable value.	
6	Copies of Public Liability Certificates received from Parish Council grass cutting contractors.	
7	LCC Parish Grass cutting remittance received for £2,454.81.	
8	SKDC purchase order received of £673.41 and processed or grass cutting closed cemetery St John the Baptist Church.	
9	LCC Community Wildlife Grant purchase order of £428.50 received and processed.	
10	ICO Data Protection Renewal received 03/10/19. To be uploaded onto the Website.	
11	Telephone call from the Village Hall Chairman providing an update on the lease. Still in the hands of Solicitors after a change of staff.	
12	The village hall would like the storage cupboard used by the Parish Council to be emptied so it can be used by the toddler group. This storage cupboard was given on a temporary basis.	Clerk to arrange removal and storage of Council property.
13	Two enquiries received regarding vacant allotment availability. Details of vacant allotments emailed to the interested parties.	
14	Request from District Councillor Adams to collate and send photos and background information regarding the flooding on the A1 slip road.	
15	Invitation received from Lincolnshire County Council (LRSP) for the A1 Road Safety Work-shop, 2 places available for Councillors.	The Parish Council intend for two Councillors to attend.
19.125.2 Planning Applications:		
SKDC Applications		
S19/1531	46 Bourne Road, Colsterworth. Single storey rear flat roof extension.	
S19/1474	Bridge End, erection of single bungalow.	Clerk

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	A discussion took place and a majority agreed that the new application did not change the fundamental findings of the previous decision therefore the Parish Councils position has not changed and a comment will be submitted to the SKDC Planning Department.																																		
S19/1572	4, Post Lane, North Witham. Conversion of existing garage to living accommodation & first floor dormer windows.																																		
	SKDC Approval																																		
	None																																		
	SKDC Refusal																																		
	None																																		
	SKDC Withdrawal																																		
S19/0625	Brook House, Main Street, Gunby. 2 storey extension.																																		
	LCC Planning																																		
	None																																		
	Group Reports:																																		
19.126	<p>19.126.1 Highways and Footpaths Working Group Report. (Cllrs CH, LB & JC) Click Here New CSW sites have been established. As previously agreed in Parish Council meeting 3rd March 2019 page 473 a second set of equipment will be purchased.</p> <p>19.126.2 Environment & Amenities Working Group Report. (Cllrs CR & MR) i) War Memorial Trust Grant application progress update. (Cllr Ramage) The English Heritage Trust have stipulated that a further quotation is sought from an "Registered/Accredited" architect company. Cllr Ramage has arranged this and hopes to submit the quotation by 4th October 2019 to the War Memorial Trust who have potentially agreed a Grant of £1,500 subject to receiving the accredited quotation.</p> <p>ii) InvestSK grant application update. InvestSK looking at applications in late October.</p> <p>ii) Allotment inspection date to be agreed. Cllr Skelton agreed to accompany the Clerk for the Woolsthorpe Road inspection, date tbc. Councillor Hainsworth agreed to accompany the Clerk for the Stamford Road inspection, date tbc.</p> <p>19.126.3 Finance and Administration Committee Report. (Cllrs CH, JC, LMCS & JS) No report this month, next F&A Meeting 15th October 2019.</p>	Cllr Hainsworth/Clerk H&F Working Group																																	
19.127	<p>Finance: Approve Accounts for Payment for September. <u>Online Payments</u></p> <table border="1" data-bbox="336 1525 1385 2040"> <thead> <tr> <th>Payee Name</th> <th>Details</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Stuart Whitcombe</td> <td>In Touch Editing October Issue</td> <td>£60.00</td> </tr> <tr> <td>Diocese of Lincoln</td> <td>Stamford Road Allotment Rent</td> <td>£135.00</td> </tr> <tr> <td>Printer Inks</td> <td>Printer ink</td> <td>£12.89</td> </tr> <tr> <td>Glasdon</td> <td>Dog waste bags for Community Cleaners</td> <td>£40.18</td> </tr> <tr> <td>Roy Brocklebank</td> <td>Travelling exp - mileage</td> <td>£27.90</td> </tr> <tr> <td>Colsterworth Trust Estate</td> <td>Embankment Wood Rent (NT)</td> <td>£10.00</td> </tr> <tr> <td>Colsterworth Trust Estate</td> <td>Embankment Wood Rent (NT)</td> <td>£10.00</td> </tr> <tr> <td>Terry Brown</td> <td>Mid Year internal audit</td> <td>£105.00</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">Total</td> <td>£400.97</td> </tr> </tbody> </table>	Payee Name	Details	Value	Stuart Whitcombe	In Touch Editing October Issue	£60.00	Diocese of Lincoln	Stamford Road Allotment Rent	£135.00	Printer Inks	Printer ink	£12.89	Glasdon	Dog waste bags for Community Cleaners	£40.18	Roy Brocklebank	Travelling exp - mileage	£27.90	Colsterworth Trust Estate	Embankment Wood Rent (NT)	£10.00	Colsterworth Trust Estate	Embankment Wood Rent (NT)	£10.00	Terry Brown	Mid Year internal audit	£105.00					Total	£400.97	Clerk
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	103763	Harrison Print	In Touch Printing	271.50																								
	103764	Rick Webster Grounds Maint	LCC Grass Cutting & Village Maint	951.00																								
	103765	Graham Brumpton	LCC & Village Grass Cut	705.00																								
	103766	HMRC	PAYE 2nd Qtr.	619.23																								
	103767/103768	Parish Council	Staff Wages & Expenses	1244.31																								
			Sub Total	£3,791.04																								
			Grand Total	£4,192.01																								
	<p><u>Cheques</u></p> <p>Cheques signed by Cllr Hainsworth & Cllr Russell.</p> <p>Balances @ 30/09/2019</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Income</td> <td style="text-align: right;">£26,140.56</td> </tr> <tr> <td>Expenditure</td> <td style="text-align: right;">£21,980.69</td> </tr> <tr> <td>Less Unpresented cheques</td> <td style="text-align: right;">£4,207.01</td> </tr> <tr> <td>Surplus/Deficit</td> <td style="text-align: right;">-£62.14</td> </tr> <tr> <td> Community Account</td> <td style="text-align: right;">£11,704.39</td> </tr> <tr> <td> Deposit Account</td> <td style="text-align: right;">£44,239.24</td> </tr> <tr> <td> Total</td> <td style="text-align: right;"><u>£51,736.62</u></td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Community Fund</td> <td style="text-align: right;">£193.11</td> </tr> <tr> <td>War Memorial Maintenance</td> <td style="text-align: right;">£2,000.00</td> </tr> <tr> <td>Nature Trail</td> <td style="text-align: right;">£983.33</td> </tr> <tr> <td>Highways & Footpaths Min Ref 18/48.5</td> <td style="text-align: right;">£4,977.16</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;"><u>£8,153.60</u></td> </tr> </table>				Income	£26,140.56	Expenditure	£21,980.69	Less Unpresented cheques	£4,207.01	Surplus/Deficit	-£62.14	Community Account	£11,704.39	Deposit Account	£44,239.24	Total	<u>£51,736.62</u>	Community Fund	£193.11	War Memorial Maintenance	£2,000.00	Nature Trail	£983.33	Highways & Footpaths Min Ref 18/48.5	£4,977.16	Total	<u>£8,153.60</u>
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19.128	<p>Matters requiring attention such as potholes and faulty streetlights. The Clerk has reported issues with footpaths 1, 3, 15, 16 to Lincolnshire Countrywide Access Several blocked drains/gully's have been reported to LCC Fix My Street.</p>																											
19.129	<p>Date of next Parish Council meeting is Wednesday 30th October 2019 at North Witham Village Hall.</p> <p>There being no other business Chairperson C Hainsworth closed the meeting at 9.45pm.</p> <p style="text-align: center;">SIGNED:</p> <p>CHAIRPERSON DATE:</p>																											

Agenda Item No	Item					Action By
	Attendance to date (May 2019 to April 2020) – annual maximum 10 (No meeting August & January)					
	Cllr Name	Constituency	Attended	Apologies	Absent	
	J Clark	North Witham & Lobthorpe	3	2		
	A Bouvie	Colsterworth	5	0		
	Vacancy	Colsterworth	-	-		
	C Hainsworth	Gunby & Stainby	5	0		
	G Henton	Colsterworth	5	0		
	L McShane	Colsterworth	4	1		
	C Russell	Colsterworth	5	0		
	L Bennett	Colsterworth	4	1		
	Vacancy	Colsterworth				
	D Cox	Colsterworth	3	2		
	J Skelton	Colsterworth	2	-		
	Vacancy	Colsterworth				
	Vacancy	Gunby & Stainby	-	-		
	M Ramage	Colsterworth	5	0		
	R Brocklebank* Co-opted June 19	North Witham & Lobthorpe	3	-		
	A Walden* Resigned August 2019	Colsterworth	3	0		
	F Selby* Resigned September 2019	Colsterworth	3	1		