

COLSTERWORTH and DISTRICT PARISH COUNCIL
Minutes of the meeting held on Tuesday 4th September 2018

Public Forum

- The Chairman opened the meeting for the Public forum at 7.30 p.m.
- There were no members of the public present.

Present

Councillors: C Hainsworth, C Russell, A Walden, J Walden, G Henton, L McShane, and A Carsley.

In Attendance

Sue Grant Parish Clerk. At 20.20hrs District Councillor Bob Adams joined the meeting.

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- 18/52 **APOLOGIES**
Cllr Scorrer, Cllr Selby, Cllr Bellamy & Cllr Weston.
- 18/53 **CHAIRMAN'S REMARKS**
The Chairman announced that Cllr Metcalfe had resigned, and that Mr B Gillingham had informed the Clerk that he was unable to take up the position of Councillor for Colsterworth minute ref 18/41.
- 18/54 **TO RECEIVE DECLARATION OF INTEREST IN ACCORDANCE WITH LGA2000**
None.
- 18/55 **MINUTES OF THE PREVIOUS MEETING**
It was proposed, seconded and
Resolved
That the official minutes of the meeting of the Parish Council held on 3rd July 2018 be approved as a correct record and duly signed and dated by the Chairman.
- 18/56 **CO-OPTION OF COUNCILLOR FOR COLSTERWORTH**
It was proposed, seconded and
Resolved
Mrs Lucienne Bennett was voted as Co-Opted Councillor for Colsterworth with a majority vote.
- 18/57 **CO-OPTION OF COUNCILLOR FOR NORTH WITHAM & LOBTHORPE**
It was proposed, seconded and
Resolved
No applications had been received. The vacancy will be re advertised.
- 18/58 **COLSTERWORTH VILLAGE HALL LEASE**
It was proposed, seconded and
Resolved
For the Clerk to arrange a meeting with the Village Hall Committee, the Social Club Committee and the Parish Council to ensure the continuation of the Village Hall lease from the Social Club Committee. The Parish Council are Custodian Trustees for the Village Hall and are keen to show their support.
- 18/59 **WOOLSTHORPE ROAD VEHICLE ACCESS.**
Proposed, seconded
Resolved
The Clerk to write to Colsterworth Trust Estate to enquire to the possibility of the Trust allowing a section of the grazing field adjacent to the access track to be used as a vehicle turning point now that the Parish Council area has been reverted back to an allotment.
- 18/60 **POLICIES AND PROCEDURES FOR COUNCILLORS TO RECEIVE.**
Proposed, seconded
Resolved
The policies and procedures below were adopted at this meeting for Councillors to add to their portfolio and displayed on the Parish Council Website.
- Communications (V3)
 - Complaints (V3)
 - Equal Ops (V2)
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- Grants Allocations S137 (V2)
- Publications Scheme (V1)
- Social Media (V2)
- Volunteer (V2)

18/61 RISK MANAGEMENT TO BE AGREED

61.1 Risk Management Policy & Plan

Proposed, seconded

Resolved

Adopted at this meeting. This is a requirement of the internal and external audit.

61.2 Risk Register

Proposed, seconded

Resolved

Adopted at this meeting to manage risk as an exception report to be presented to council monthly.

18/62 NORTH WITHAM VILLAGE HALL

Proposed, seconded

Resolved

Awaiting a response from the representatives of North Witham Village Hall following their meeting with Cllr's Hainsworth, J Walden and A Walden to share the investigations of Cllr Hainsworth with regards to the criteria for funding streams.

COUNCILLOR TRAINING COURSES

18/63 Proposed, Seconded

Resolved

Sign up to the pro rata LALC Annual Training scheme at £60. The Clerk to contact local Parish's and investigate the possibility of holding a New Councillor/Councillor Training Course locally if there is sufficient demand and LALC can accommodate our request.

18/64 CLERK'S REPORT

	Report	Actions
1	SKDC Little Clean teams will be visited Colsterworth & Woolsthorpe on 31 st July, 1 st & 2 nd August. Stainby on 30 th July. They will visit North Witham on 14 th November.	Main roads were cleaned within the 30pmh limits and other roads, time permitting. They were equipped with pressure washers to clean road signs, bins, pavements etc. They also removed weeds.
2	Documents held at U Hold The Key.	The Clerk has arranged for a document shredding company to dispose of the documents.
3	Stamford Road and Woolsthorpe Road allotments.	Chains and padlocks have been fitted to both allotment areas and keys issued to each allotment holder.
4	New Website update. The transfer of the existing information from the old website to the new website is not yet complete and is taking longer than first thought due to the amount of information and photos to transfer. The Home Page, Your Parish Council, In Touch, Neighbourhood Plan, Minutes, Agendas & Archive pages are complete. The Clerk has received training on uploading information to the website and is seeking approval of £200 to complete the transfer of the remaining information.	Approved to complete the new website. A mapping exercise to be agreed for the additional content of the new website.
5	Remembrance day 2018 -	The Clerk has applied for Temporary Traffic Order (road closure) from High Street junction B676 to Manor Court, Colsterworth and Back Lane junction Newton Court to

		Back Lane junction High Street. 10.00 to 11.30hrs on Sunday 11 November 2018. Diversion Route – Woodlands Drive, Chestnut Grove, Colster Way or Old Post Lane, Colsterworth.
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64.1. Correspondence Received

CORRESPONDENCE TO 03 September 2018		Actions
1	Request received for a Christmas Tree and lights to be placed at Woolsthorpe playing field.	The Clerk to complete a risk assessment of the area and investigate possible power source.
2	Complaint received that the mound at Old Post Lane Cemetery had been set alight and that Ragwort was spreading.	A 101 Report was made to the Police by the Clerk and a village resident kindly removed the Ragwort from the mound.
3	Complaint received that rubbish was being placed under hedges at Stamford Road allotments.	Polite notice placed in the In Touch.
4	Email received regarding no parking cones being placed on the High Street.	These were placed on the recommendation of the PCSO as a traffic calming measure on the High Street. The Clerk reported this to the Police and is waiting for an update. This is also covered under the Highways and Footpaths Committee report agenda item 65.1.
5	Letter received advising that there were weeds spreading on Stamford Road allotments.	The tenants of the offending allotments have been alerted and asked to attend to their allotments.
6	Phone call received informing that a street light on Water Lane, North Witham was permanently illuminated.	The Clerk reported this to SKDC who have repaired the light.
7	Email received reporting fly tipping on Stamford Road allotments and a street light not working on the High Street, Colsterworth.	Rubbish on Stamford Road allotments kindly removed by an allotment holder. The street light on the High Street, Colsterworth is the responsibility of SKDC and the Clerk reported this to them.
8	Email received advising that fencing material had been dumped on Woolsthorpe Road allotments.	This has been removed by the person making the report.
9	Email received raising two points:- 1, Advising that Water Lane, outside Woolsthorpe Manor is unusable due to overgrown nettles and hedges. 2. Querying responsibility for pruning trees entrance Ingle Court 1-7	1. The Clerk has written to Woolsthorpe Manor asking for them to arrange for the hedges and weeds to be cut back to make the footpath accessible. 2. Enquiries are being made to establish who is responsible for pruning the trees.
10	Report of overhanging branches North Witham crossroads, to bus shelter towards Colsterworth limiting line of sight of traffic when coming from Gunby.	Report made to Lincolnshire Highways.
11	Foot path diversion – Public Footpath 11 Honey Pot Lane, Colsterworth	Notices placed on the Parish notice boards and a note in the In Touch.
12	Email received giving information regarding funding opportunities from The Community Bid. Supporting information also received from the Neighbourhood Plan survey.	The Clerk to investigate the Community Bid for future projects.
13	Email received regarding a fallen tree obstructing the footpath North Witham to Stainby.	A report had already been made to Lincs CC and given a rating of Priority 3 - Works subject to finance and availability of workforce. A request to escalate this to a higher priority by the Clerk has been made.

14	Email received regarding the continued maintenance of the War Memorial flowers.	The Clerk has contacted a local resident who expressed interest in volunteering to look after this area on behalf of the Parish Council
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64.2. Planning Applications

SKDC Planning App

S18/1416 – Re painting of external doors & windows. 47 Newton Way, Listed Building Consent.

S18/1335 – Hybrid planning app. 3 x buildings for commercial development. Land off Honey Pot Lane, Colsterworth.

SKDC Approval

S18/1293 – Two Maple Trees to be felled, Woolsthorpe Manor, 23, Newton Way.

SKDC Refusal

S18/1147 – Group of Hawthorns to be felled to ground level. 5 Ash Close, Colsterworth. Loss of trees would result in loss of public visual amenity and insufficiently justified for reasons put forward.

18/65

GROUP REPORTS

65.1 Highways and footpaths working group (CH, DB & JW)

Report submitted with the agenda and is appended to these minutes with ongoing priorities and actions agreed. Cllr Bob Adams agreed to make enquiries regarding installation criteria for speed cameras.

65.2 Environment & Amenities sub-Committee Report (FS, CR, AW)

Report submitted by Cllr Walden with the agenda and is appended to these minutes. All issues addressed under previous agenda items in relation to allotment and Village Halls.

65.3 Finance & Administration Sub-Committee Report (JW, CH, JonW)

Minutes of the meeting held 16 July 2018 submitted with the agenda and is appended to these minutes. Next routine meeting to be arranged for October 2018 for reconciliation of Q2 accounts and first stage of setting 2019/2020 budget. Proposed agenda submitted to Council by Cllr Hainsworth.

Proposed, Seconded

Resolved

Cllr McShane Co-Opted to Finance & Administration Sub Committee

65.4 District and County Councillor Bob Adams Report

Lincolnshire County Council fair funding deal has been taken forward. Majority of pot holes have now been repaired by Lincs Highways.

18/66

FINANCE

66.1 External Auditor report

PKF Littlejohn LLP Accountants Annual Governance & Accountability Return (AGAR) - Conclusion for year ended 31st March 2018: The External Auditors PKF Littlejohn have completed their Audit and provided the Conclusion of the 2017/2018 Audit.

It was reported that the council had failed to carry out a full assessment of the risks facing the authority and did not take appropriate steps to manage those risks, including the introduction of internal controls.

Other matters not affecting the opinion of the auditor but drawn to the attention of the authority

The internal auditor drew attention to significant weaknesses in relation to budgetary control. Budgetary control is now within the Finance and Administration Sub-Committee report. The council has already addressed risks facing the authority minute ref 18/61. The following is an extract from an email received from the external auditors,

'Please be assured that these qualifications are not a problem and are raised in order to assist the authority with improvements for the next year. Having read the notes from the 16th July meeting, I am convinced that the council is already acting on the findings of the Internal Auditor's report and will continue to do so throughout the rest of the financial year.'

66.2 **Financial Review**

The budgetary process is in process and a mid-year internal audit is planned October 2018

66.3 **Accounts for Payment**

Proposed, seconded

Resolved – Payments approved, and cheques signed by HSBC signatories Cllr C Hainsworth and Cllr C Russell

103652	Harrison Print	In Touch Printing	£262.50
103653	Buildbase	Allotment Padlocks	£195.96
103654	Graham Brumpton	Lcc Grass cutting & Village Maint	£680
103655/103656	Parish Council	Staff waged & expenses	£1,646.59
103657	PKF Littlejohn	External Audit	£360.00
103658	Wicksteed Leisure	Play area parts	£64.06
103659	Shaw & Sons Ltd	Grant of exclusive right of burial book	£123.60
103660	LALC	Annual Training scheme	£60.00
103661	Paul Parris	Domain Reg & Website	£155.95
103662	Stuart Whitcombe	In Touch Editing	£50.00
103663	Holland Funeral Directors	Return of duplicate payment	£245.00
		Sub Total	£3,843.66
DD's			
DD	BT	Office phone	£44.62
		Sub Total	£44.62
		Grand Total	£3,888.28

Approved by Parish Council to Date

Income	£23,539.99
Expenditure	£21,661.42
SURPLUS	£1,878.57

Bank Balances at 31st July 2018

Community Account	£21,645.07
Deposit Account	£ 29,174.66
TOTAL	£50,819.73

Included in Balances above allocation for:

Community Fund	£181.81
War memorial maintenance	£2,000.00
Nature Trail	£1,000.00
Highways & Footpaths Min Ref 18/48	£5,000.00
TOTAL	£8,181.81

66.4. **HSBC Mandate**

Proposed, seconded

Resolved:-

Updated signatories as required by HSBC Cllr Carsley and Clerk Sue Grant.

66.5. HSBC Debit Card application to be approved for the Clerk. £250 single payment limit

Proposed, seconded

Resolved:- Debit card application approved**18/67 MATTERS REQUIRING ATTENTION SUCH AS POTHOLES**

Surface dressing of the Roads at North Witham and Stainby is inadequate. The roads have not been fully repaired. Reported by telephone from Cllr Weston.

18/68 16. DATE OF NEXT PARISH COUNCIL MEETING: 02 October 2018

There being no other business the meeting was closed at 20.58 hrs

SIGNED:**CHAIRMAN**

DATE:

Attendance to date (May 2018 to April 2019) – annual maximum 10 (No meeting August & January)

Name	Constituency	Attended	Apologies	Absent
D Bellamy	North Witham & Lobthorpe	3	1	
A Carsley	Colsterworth	3	1	
Vacancy	Colsterworth	-	-	
C Hainsworth	Stainby (Co-opted)	4		
G Henton	Colsterworth	4		
L McShane	Colsterworth	3	1	
L Metcalfe *	Woolsthorpe	2	1	
C Russell	Woolsthorpe	4		
F Selby	Colsterworth	3	1	
B Scorrer	Colsterworth	1	3	
A Waldon	Woolsthorpe	4		
J Waldon	Woolsthorpe	4		
J Weston	Stainby	3	1	
Vacancy	North Witham & Lobthorpe	-	-	
M Cooper*	Colsterworth		1	
*	No longer Councillor			

HIGHWAYS AND FOOTPATHS WORKING GROUP**(Formerly Road Traffic Group)****Report to Colsterworth & District Parish Council meeting 04 September 2018**

Lead Councillors: C Hainsworth (co-ordinator)
D Bellamy
J Walden

1. RESOLUTION CARRIED FORWARD FROM JULY 2018

£5,000.00 ringfenced in Council Reserves to take this forward in accordance with identified Powers and Duties.

	Proposal	Where	Update
1	Invitation be sent to County Cllr Bob Adams and LCC Officer Rowan Smith to meet with the Parish Council representatives to discuss priorities.	All areas	09/07/18 The Clerk sent some background information to Cllr Bob Adams requesting a meeting with LCC Officer Rowan Smith. Awaiting response and date some time after middle of September 2018
2	Request be submitted to LCC for a review of the Road Traffic Calming measures/ signage/verges and footpaths (as agreed at March 2018 Parish Council meeting)	High Street and Bridge End	Information is being updated by Cllr Hainsworth to provide the Clerk with the historical information required to formulate a specific request. Process has been confirmed to Cllr Hainsworth by LRSP. The "hotspots" identified and requests by residents include:- <ul style="list-style-type: none"> • Back Lane/High Street junction (yellow lines) • Narrow road on high Street between Houghton Lane and old Co-op (request for priority passing) • Footpath from Houghton Lane across High Street (parents have asked for a crossing due to children using this from school) • Speeding restrictions (long road "cushions" have been suggested – not speed bumps); also suggested for Stainby • Survey all signage (e.g., type, positioning, suitability) • Monitoring of any issues around the new Co-op (still to be collated in respect of parking, blocked access and any additional planning applications)
3	Prioritise with some urgency the cleaning of debris in the gutters and pavements including the cut back of overgrown grass bank/verge and overhanging branches to improve safety and appearance of the village. Also clean and review signage	On the B676 at Stainby	Clerk arranged for "Big Clean" to clear paths on 31 July 2018. They attended and cleared a lot of debris. The verges still need to be cut back further to the kerb and hedgerows need cutting back by landowners. Currently there is a lot of debris back on the pavement from a couple of farm access points.
4	Install a Vehicle Activated Sign (VAS) at Stainby in collaboration with LRSP/CSW	B676 Stainby	<ul style="list-style-type: none"> • A lot of work has been done by Chairman to restore the VAS from North Witham with the company responsible. • Investigations have been made into software and hardware requirements including data collection/retrieval, solar power, fixing requirements. • LRSP need to be contacted regarding compatibility. • Need to ensure the most cost-effective outcome. • Council wish to locate this VAS to Stainby as previously agreed. • Council already resolved to sign up to Community Speed Watch. See item 2 below for update

2. COMMUNITY SPEEDWATCH – LINCOLNSHIRE ROAD SAFETY PARTNERSHIP (LRSP)

- 2.1. Parish has already expressed an interest in joining the scheme and have received details.
- 2.2. There is an application form to be completed and the Parish can choose what level they want ranging from passive notices to a reactive sign and finally volunteer road checks (once passive sign stage has been passed).
- 2.3. There are currently four volunteers identified who would get involved and more would be welcome. Training will be provided for roadside checks

- 2.4. Details of equipment and costs have been provided but currently we are looking at the possibility of updating the sign from North Witham. The preferred placement is Stainby and it is hoped that the can be rotated around the Parish over a period of time.
- 2.5. We have been advised by CSW at LCC (Richard Davies) that unfortunately, when this phase of the initiative was considered they had hoped for several area volunteers to coordinate several Parishes in their area. This has currently not happened, with volunteers happy to be involved in their own Village/Parish but unable to commit the time for coordinating a larger area. LRSP is asking the question of all those interested in this phase if they themselves would be interested in this role or know someone who would be. This volunteer could either be involved in the roadside checks or just be involved in the CSW behind the scenes, whatever they felt they wanted to do.
- 2.6. CSW are currently preparing the 'back office' system that will produce the letter send them to the drivers of vehicles exceeding the limit. When that's done they can concentrate on training volunteers and looking at the sites

3. OTHER INCIDENTS/ISSUES

- 3.1. Incident of lorry on High Street damaging stationery vehicle in parking bay opposite High Street without stopping
- 3.1. Fatalities on A1 at the beginning of July 2018 – no further information or communications received regarding survey by Highways England
- 3.2. Complaint received about the traffic cones opposite Back Lane/High Street junction; resident involved in original accident (2016) is still attempting to invoke Traffic Order with LCC. It was agreed by the Parish Council in May 2017 that this was supported and would be explored as a priority.
- 3.3. Resident living on Bourne Road has offered assistance as a volunteer regarding traffic concerns on B676 which have been consistently and repeatedly documented in Council meetings.
- 3.4. Planning application received for extension to commercial business on Honey Pot Lane – there needs to be traffic management plans put in place due to concerns on the A1 and increased noise and air pollution through the Parish

4. FURTHER ACTIONS

- 4.1. Cllr Hainsworth to collate all the information/evidence regarding traffic calming measures as suggested above for Bridge End/High Street to crossroads on B676 over the past two years (1.2 above)
- 4.2. Clerk to advise Richard Davies at LRSP that Cllr Hainsworth is interested to learn more about volunteering as "back room" functions of CSW to assist the Parish further.
- 4.3. Clerk to submit application form to CSW (costs £40.00) to
 - Ensure that enquiries are made regarding specification of VAS being located in Stainby.
 - Options regarding three phases available (passive, reactive and roadside monitoring)
- 4.4. Review footpaths and access at Stainby with landowners to seek any solution to the problems being experienced.

**Cllr Hainsworth
22 August 2018
End**

COLSTERWORTH AND DISTRICT PARISH COUNCIL

ENVIRONMENT AND AMENITIES SUB COMMITTEE REPORT

4TH September, 2018

ALLOTMENTS

1. Keys have been handed to all tenants and the chains put on the gates. There have been reports from Stamford Road that the chains are being replaced too loosely and can be lifted from the gates without needing to unlock the padlock. This is something that the Parish Council cannot police and must be the responsibility of the tenants.
2. As a possible result of this the bonfire heap appears to be been re-started at Stamford Road. This is very disappointing considering the lengths to which the Parish Council has gone to clear the ground. It has been suggested that the bonfire area be made into a car parking area but there are concerns that this might be the thin end of the wedge and we might get cars back onto the pathways which is where the problem began in the first place.
3. There has been quite a lot of interest expressed in an Allotment Holders' Group with an Annual Meeting where tenants can express views and suggestions for the running of the Allotments. This is something that we want to encourage and we will be contacting tenants regarding this.

4.

NORTH WITHAM VILLAGE HALL

Representatives of the E & A committee joined the Chairman and Clerk and the Chair of the F & A Committee at a meeting with North Witham Village Hall Committee to offer what help we can to obtain new play equipment and improvements to their Village Hall. This Parish Council cannot do anything directly as North Witham Village Hall is not a Council amenity but North Witham is one of the Parishes under this Council's umbrella. The Chair of the F & A Committee is helping to complete application forms for grants and we will pass on any funding opportunities that we think might help

-End-

<p>Notes of the Finance & Administration Committee (F&A) 16 July 2018</p>
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Membership: Cllrs C Hainsworth, L McShane, J Walden, J Weston, Clerk/RFO S Grant

Present: Cllrs C Hainsworth (CH), J Walden (JW) and Clerk S Grant (SG)

1. Apologies

No apologies were received

2. Notes of Previous Meeting (11 May 2018)

Submitted and approved at Parish Council meeting 05 June 2018

3. Reconciliation of Q1 accounts (01 April to 30 June 2018)

1. Clerk/RFO confirmed that new accounting package has been trialled and set up is complete. CH and JW was able to review the reports that are produced. It was agreed that this system has the potential for more budgetary control, scrutiny and financial reporting to assist the Council.
2. Additional hours worked by the Clerk has facilitated the implementation of the system (approved by full Council) which longer term will be labour saving, less prone to error and provide a full audit trail and back up,
3. In line with recommendation from internal auditor, reports are able to show variances on budget and actual spend.
4. The documentation (bank statement and reconciliation statement from the system) was reviewed and JW and CH confirmed that this was in order.

5. It was agreed that the current format of reporting payments due for approval by full Council was adequate.

4. Feasibility of proposal for Old C0-op Building (37 High Street) delegated from Parish Council 05.06.2018)

At the PC meeting 03 July 2018, it was agreed that following the investigations made by the Clerk, that the costs were not viable at this time.

Post Meeting Note: Correspondence received by Clerk 17 July 2018 referencing Neighbourhood Plan consultation supporting this opportunity:

ACTION: Clerk to bring to September 2018 meeting of full Council.

5. Monitoring recommendations/actions from internal and external audit.

1. Clerk confirmed that there had been no feedback from external audit at the time of the meeting
2. The action plan circulated with the F&A agenda was reviewed and updated. This is attached and will be reported to Full Council in September 2018 under Group reports. Specifically: -
 - Ongoing programme of policy and procedure review and implementation being carried out
 - Lower limit for three quotes: Principle being applied however, amendments to Financial Regulations will need to be put to Full Council by Clerk (Regulation 1.112 of Financial Regulations adopted April 2019)
 - Budget setting: Agreed timeframes (F&A Committee 11 May 2018) and improved budgetary control with implementation of the SCRIBE system.

6. Projects and Grants Applications

1. Derelict Garage: This is in process with further enquiries by Clerk following conveyancing advice
2. North Witham Village Hall: Offer of a meeting with the village Hall Committee has been made; awaiting their response. Will investigate SKDC Community Fund and WREN pending their response.

7. Any Other Business

1. Clerks pension arrangements: Clerk confirmed she would like to proceed. Investigations to be made of NALC recommended provider NEST
ACTION: CH and SG
2. Handover to cover Clerk's annual leave: August 2018 payments reconciled for distribution by CH
3. Review Clerk's hours: This has been agreed to 30 September 2018 with specific tasks for completion. Currently this is on track for implementation of agreed work and hours will revert back to original contracted hours 01 October 2018.

8. DATE AND TIME OF NEXT MEETING

TBC – Next scheduled meeting October 2018

-End-