

**[COLSTERWORTH and DISTRICT PARISH COUNCIL ]**  
**Minutes of the meeting held on Tuesday 5<sup>th</sup> June 2018**

**Public Forum**

- The Vice Chairman opened the meeting for the Public forum at 7.30 p.m.
- There were two members of the public present from the Newton Grange Estate. They explained that due to a change of management from David Wilson Homes (DWH) to Premier Estates on 1<sup>st</sup> April 18 each resident of Newton Grange had received a letter demanding a monthly payment to Premier Estates who have stated that they are not liable for the grass cutting on the estate, play area or maintenance of Brunel Avenue. The play equipment on the play area is owned by the Parish Council. It was agreed that for the time being that the Parish Council would cut the grass on the play area. The Newton Grange resident's association will liaise with the Clerk.

**Present**

Councillors: D Bellamy, C Hainsworth, L McShane, F Selby, C Russell, A Walden, J Walden, J Weston, G Henton, B Scorrer, L Metcalf, and A Carsley.

**In Attendance**

At 20.00hrs District Councillor Bob Adams and PCSO Stuart Bowden joined the meeting leaving at 9.20pm

Cllr Bellamy left the meeting at 9pm

Cllrs Selby and Carsley left the meeting at 9.21pm.

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- 18/21    **APOLOGIES**  
None.
- 18/22    **CHAIRMAN'S REMARKS**  
Chairman J Walden explained that Cllr M Cooper had resigned through a message from her daughter to the Clerk. Chairman J Walden gave thanks to Mrs Cooper for the long and valuable service she had given to the Parish Council over many years. It was resolved to send a card and flowers to Mrs Cooper as a thank you.
- 18/23    **TO RECEIVE DECLARATION OF INTEREST IN ACCORDANCE WITH LGA2000**  
Cllr Hainsworth declared an interest in Agenda item 18/31(2)  
Cllr Henton declared an interest in Agenda item 18/31(2)  
Cllr McShane declared an interest in Agenda item 18/27
- 18/24    **MINUTES OF THE PREVIOUS MEETING**  
It was proposed, seconded and  
**Resolved**  
That the official minutes of the meeting of the Parish Council held on 1<sup>st</sup> May 2018 be approved as a correct record and duly signed and dated by the Chairman
- 18/25    **TO REVIEW THE THREE QUOTATIONS OBTAINED FOLLOWING THE WICKSTEED PLAY AREA INSPECTIONS (PREVIOUSLY CIRCULATED)**  
1 Wicksteed quotation  
2 Let's Play Everywhere  
3 Sovereign  
It was proposed, seconded and  
**Resolved**  
It was voted eight for and three against to go with the most cost-effective quotation Let's Play Everywhere. The Clerk to check for testimonials as to the quality of work.
- 18/26    **TO REVIEW AND AGREE PARISH COUNCIL INSURANCE RENEWAL FROM THE THREE QUOTES OBTAINED.**  
1 BHIB Local Councils Insurance  
2 Inspire (AXA)  
3 Zurich  
It was proposed, seconded and  
**Resolved**  
Unanimously to renew with the BHIB Local Councils Insurance.
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18/27 **TO DISCUSS THE POSSIBILITY OF BUYING/LEASING THE OLD CO-OP BUILDING AS A COMMUNITY CENTRE.**

It was proposed, seconded and

**Resolved**

The Clerk to investigate the buy/lease options with the CO-OP. The Finance and Administration Sub-Committee to investigate the appetite in the Parish for this venture

18/28 **TO DISCUSS TRANSFERRING THE CURRENT WEBSITE INFORMATION ONTO THE NEW DOMAIN AT A COST OF APPROXIMATELY £90. WEBSITE TO BE MAINTAINED BY THE CLERK.**

Proposed, seconded

**Resolved** Agreed

18/29 **NORTH WITHAM VILLAGE HALL REQUEST FOR NEW LAWN MOWER APPROXIMATELY £1,500**

Proposed, seconded

**Resolved**

To apply for SKDC Community Fund Grant. Agreed that the Parish Council will arrange for the grass to be cut as a contingency if the lawn mower breaks down. If the application for SKDC Grant is unsuccessful the Parish Council will grant £1500 towards the cost of a new lawn mower for North Witham Village Hall.

18/30 **CLERK'S REPORT AND ITEMS ARISING FROM MINUTES**

	<b>Report</b>	<b>Actions</b>
1	Derelict Garage High Street. The Clerk has checked with SKDC and the Parish Council has not previously registered an interest of this property with the Land Registry.	The Clerk to register an interest on behalf of the Parish Council.
2	The Clerk and Cllr A Walden completed the allotment inspections on both Stamford Road and Woolsthorpe Road on Friday 11th May 2018.	Environment and Amenities Sub-Committee are reviewing the Allotment Tenancy Agreement.
3	The Clerk is trialling a software package specifically designed for Parish Council accounts. SCRIBE.	The Clerk to report findings to the Parish Council
4	External Audit completed and sent to PKF Littlejohn auditors who confirmed receipt.	Awaiting update from PKF.
5	Casual Councillor Vacancy for Colsterworth advertised 05/05/18. Closing date for election 25/05/18. No election has been called.	The vacancy will be advertised as a Co-Option.
6	Dog Waste Bin purchased as per meeting 03 April (minute ref 11)	Installed corner of Spring Lane/School Lane.
7	Loose gate at the side of the CO-OP.	The Clerk reported to Gelders Contractors who repaired the gate the same day.
8	GDPR 25/05/18.	Documents updated on the Parish Website.
9	LCC Highways declined a request for a grit bin close to Apple Tree Close. Reason given that the request did not score high enough to meet the criteria. Request made 27/12/17 LCC apologised for the delay in replying.	

18/31 **GROUP REPORTS**

1 **RTG Report (Highways and Footpaths Working Group) - Safety Crossing Petition – High Street**  
Cllr Hainsworth apologised for there being no written report and gave a verbal report which is appended to these minutes

2 **Environment & Amenities Sub-Committee Report**

Proposed, seconded

**Resolved** New Tenancy Agreement approved. Bonfire heaps will be removed at a cost of approximately £350. Padlocks to be fitted to the gates and each Tennant issued with a key. A notice board to be piloted at Stamford Road allotments with a 'No Fly Tipping' sign.

3 **Finance and Administration Sub-Committee Report**

The report is appended to these minutes.

1. The Committee recommended that the 2018/2019 budget be approved by full Council.

This was seconded and

**Resolved:** Agreed

2. The Committee recommended that the benefits of purchasing the Parish Council Accounting Software Package Scribe following the Clerk's free one-month trial (Cost £283 p.a.) be approved by full Council

Proposed, seconded

Resolved Agreed

3. Approve application for HSBC Online Banking and approve Primary and Secondary user

Proposed, seconded

Resolved Clerk to be Primary user and Cllr Hainsworth Secondary user.

4 **District Councillor Bob Adams Report.**

Following the extreme winter weather Lincolnshire County Council (LCC) have reviewed their criteria for reporting pot holes. The 40mm depth criteria will be categorised as A, B, C. Then categorised when/how quickly these will be dealt with. LCC aim is that by September 2018 most pot holes should have been repaired and maintained

18/32

<b>CORRESPONDENCE TO 05 JUNE 2018</b>		<b>Actions</b>
1	Email received complaining of pot holes, litter, uncut verges and dog waste in Gunby.	Pot holes reported to LCC Highways by the Clerk and Community Litter pickers made aware.
2	Email received regarding allotments suggesting the Parish Council hold an annual meeting with allotment holders to address bonfires, water usage, waste removal and trapped birds in netting.	Environment and Amenities Sub-Committee are reviewing the Allotment Tenancy Agreement.
3	Request for dog waste bin on the High Street.	The Clerk arranged for un-used SKDC bin to be move to the High Street which can be used for litter and dog waste.
4	Email from LCC on the new Highways Fault Reporting system.	Noted
5	Letter received from Stoke Rochford Estates confirming the spreading Ragwort at Woolsthorpe Road allotments will be dealt with.	To be monitored by the Clerk.
6	Email received sent on behalf of the residents of Newton Grange regarding the adoption of the roads on the development and the access to the estate from Brunel Avenue.	The Clerk will keep in contact with the Residents Association and investigate with SKDC.
7	Phone call & email received giving information on National Citizenship volunteer support to Grantham.	Noted
8	Email received regarding speeding through Stainby.	The Clerk contacted PCSO Stuart Bowden to arrange for speed monitoring by the Special Constables. Cllr Hainsworth to arrange a meeting with Stainby Residents.
9	Email received regarding speeding vehicles and the increased traffic through Stainby,	Ditto
10	Email regarding speeding and heavy vehicles going through Stainby, B676.	Ditto
11	Email received regarding speeding vehicles and motorbikes going through Stainby asking what are the Parish Council doing about this?	Ditto
12	Phone call received from Gunby resident reporting that the grass verges and the grass front Gunby Church has been cut too short 'scalped' was the term used.	The Clerk will contact the Contractor to investigate.

18/33

### **13. PLANNING APPLICATIONS**

#### **SKDC Planning Applications**

S18/0798 Removal of 2 trees, cut down 2 trees to just above ground level & remove leaning branch of Hawthorn Tree, 13 Back Lane, Colsterworth.

S18/0928 Removal of conditions 5 of p/p S04/0004 to allow permanent independent living occupation of holiday accommodation.

**SKDC Planning Permission Approval**

S17/2200 Listed Building consent for erection of single story orangery extension and creation of openings. The Rectory Hall Lane, Stainby.

S17/2199 Erection of single story orangery extension and creation of openings. The Rectory Hall Lane, Stainby.

S17/1729 Proposed removal of existing staircase to second floor and construction of new stair case to allow safe clear access to second floor bedrooms. The Rectory, Hall Lane Stainby

S18/0651 Replacement rainwater goods with 'alutec' aluminium system, 57 High Street, Colsterworth.

**SKDC Planning Refusal**

None

**SKDC Planning Withdrawal**

None

**SKDC Planning Appeal**

None

18/34 **FINANCE****1 Update signatories for HSBC Mandate**

Proposed, seconded

**Resolved** Agreed to add Cllr McShane to the Mandate and remove D Cox who resigned as Chairman in May 2018

**2 Accounts for Payment**

Proposed, seconded

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

103619	Harrison Print	In Touch Printing	£262.50
103620	Glasdon U.K. Limited	Dog waste bin	£152.02
103621	Cllr A. Walden	Travel Exp LALC Allotment Course	£42.30
103622	Rick Webster	Grass cutting	£1,200.00
103623/103627	Parish Council	Staff Wages & expenses	£1,654.83
103625	John Thorpe	Stainby Bus Shelter re-instated	£1,416.00
103626	LALC	Allotment Course for Cllr Walden	£12.00
103628	Graham Brumpton	Grass cutting/village maint	£720.00
103629	Stuart Whitcombe	In Touch Editing	£50.00
103630	BHIB Limited	Parish Council Insurance	£628.94
		<b>Sub Total</b>	<b>£6,138.59</b>
<b>DD's</b>			
DD	BT	Office phone	£51.77
		<b>Sub Total</b>	<b>£51.77</b>
		<b>Grand Total</b>	<b>£6,190.36</b>

**Approved by Parish Council to Date**

Income	<b>£21,241.96</b>
Expenditure	<b>£7,425.39</b>
<b>SURPLUS</b>	<b>£13,816.57</b>

**Bank Balances at 31<sup>ST</sup> May 2018**

Community Account	<b>£ 35,537.37</b>
Deposit Account	<b>£ 29,171.25</b>
<b>TOTAL</b>	<b>£64,708.62</b>

**Included in Balances above allocation for:**

Community Fund	£181.81
War memorial maintenance	£2,000.00
Nature Trail	£1,000.00
<b>TOTAL</b>	<b>£3,181.81</b>

1. Poor repair to bridge over River Witham reported to LCC Highways who are arranging to correct the repair and apologised for the poor workmanship.
2. Pot holes in Gunby, Stanby and Colsterworth reported to LCC Highways.

18/36 **16. DATE OF NEXT PARISH COUNCIL MEETING:** 3rd July 2018

There being no other business the meeting was closed at 21.30 hrs

**SIGNED:**

**CHAIRMAN**

**DATE:**

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

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

**Road Traffic Group Report June 2018**

**ISSUES ARISING FROM PARISIONERS SINCE LAST MEETING**

- Speeding on B676 between Buckminster and Colsterworth and noise of motorcycles (representations from Stainby)
- Request for joint working with Buckminster regarding traffic management and 50 mph limits (representations from Stainby)
- Representations from Stainby residents regarding speeding and request for more action including vehicle activated signs and “sleeping” policemen
- Monitoring speeding using speed gun by volunteers to be recommenced – hopefully with support of PCSO to ensure we take on the role of “education” and not just enforcement
- Continued and increasing number of HGVs and quarry lorries, particularly in relation to speeding, ability to stop when travelling at 60mph and danger of walking on pavements
- Noise and air pollution
- Potholes and state of the pavements/verges (representations from Gunby)
- Dangers to cyclists, walkers and children (representations from Stainby)
- Most recent accident involving a child (reports indicate that this was not speeding related and is under police investigation)

The Parish Council has no jurisdiction regarding enforcement but are keen to work closely with all agencies and take representations from parishioners.

PCSO View:

Speeding is an issue across the entire rural area.

The challenge is that everyone complains about it, but people continue to speed (this has been demonstrated by our own speed watch monitoring;

it is not the case that every speeding driver is just passing through.

The reality is that if people living in the rural community treated each village as they wished their own were, speeding would be considerably rarer.

The Local Government legislation does allow Parish Councils to spend money on road safety if they choose and this may need to be considered as part of the ongoing monitoring.

THIS IS WHY IT IS VITAL WE ARE ABLE TO DISCUSS WITH LCC (in the same way Skillington was able to address their concerns directly to Officers of LCC)

Cllr Hainsworth  
05 June 2018

**NOTES OF THE COLSTERWORTH & DISTRICT PARISH COUNCIL  
FINANCE & ADMINISTRATION COMMITTEE (F&A)  
11 May 2018  
To be submitted to Parish Council on 05 June 2018**

Lead Councillors: C Hainsworth, L McShane, J Walden, J Weston  
Clerk/RFO: S Grant

Present: C Hainsworth, J Walden, S Grant (meeting was quorate with two Cllrs and Clerk present)

1. Apologies:  
L McShane, J Weston
2. Chairman:  
Cllr Hainsworth was asked to Chair the meeting by Cllr Walden
3. Terms of Reference of the Committee  
Cllr Hainsworth asked for agreement around the terms of reference. Two minor amendments under "Responsibilities"
  - 3.1. Delete: Submit budget for final approval in January; Parish Council do not meet in January; final approval to be in December.
  - 3.2. Clerk/RFO advised that rental agreements are to be reviewed in February
  - 3.3. Include monitoring of implementation of recommendations made by internal and external audits.
4. Schedule of quarterly reconciliation F&A Meetings (April, July, October and January)

Month	Meetings/Purpose	Clerks Actions
April	<ul style="list-style-type: none"> <li>• F&amp;A quarterly reconciliation meeting: Q4 (Jan-Feb-Mar)</li> <li>• End of Year sign off</li> <li>• Report to go May Parish Council Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Internal Audit due</li> </ul>
May	<ul style="list-style-type: none"> <li>• F&amp;A to review Financial Regulations</li> <li>Propose any amendments to June Parish Council meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Review Financial Regulations</li> <li>• Q4 Report</li> </ul>
June	-	-
July	<ul style="list-style-type: none"> <li>• F&amp;A quarterly reconciliation meeting: Q1 (Apr-May-Jun)</li> <li>• Report to September Parish Council Meeting</li> </ul>	-
August	<ul style="list-style-type: none"> <li>• No Parish Council Meeting</li> </ul>	-
September	<ul style="list-style-type: none"> <li>• Review contractors contracts</li> </ul>	<ul style="list-style-type: none"> <li>• To include in draft budget to be presented to Parish Council October meeting</li> <li>• Q1 Report</li> </ul>

Month	Meetings/Purpose	Clerks Actions
October	<ul style="list-style-type: none"> <li>F&amp;A quarterly reconciliation meeting: Q2 (Jul-Aug-Sept)</li> <li>Report to November Parish Council</li> </ul>	<ul style="list-style-type: none"> <li>Internal Audit due</li> <li>Draft budget to be presented to Council for next financial year</li> <li>Review risk and asset registers</li> </ul>
November	-	<ul style="list-style-type: none"> <li>Review draft budget</li> <li>Q2 Report</li> </ul>
December	<ul style="list-style-type: none"> <li>Parish Council to agree draft budget</li> </ul>	<ul style="list-style-type: none"> <li>Agree budget</li> <li>Precept form to be completed by Clerk for SKDC</li> </ul>
January	<ul style="list-style-type: none"> <li>F&amp;A quarterly reconciliation meeting: Q3 (Oct-Nov-Dec)</li> <li>Report to February Parish Council Meeting</li> <li>No Parish Council meeting</li> </ul>	<ul style="list-style-type: none"> <li>To include review of rental agreements</li> </ul>
February	-	<ul style="list-style-type: none"> <li>Include recommendations to Council regarding rental agreements</li> </ul>
March	-	

## 5. Budget

Draft budget presented by Clerk and was reviewed and agreed:

5.1. More detail required in future which will be addressed by implementation of accounting package.

Agreed: Clerk to have one-month free trial of Scribe (recommended for Parish Councils and includes cemetery management). Future costs approx. £22.00 per month. Benefits would provide diary system, detailed reports, budget setting, VAT and reconciliation.

5.2. Small anomalies in income and expenditure details inherited from previous budgets to be amended.

5.3. Maintenance of the play areas and equipment (particularly the on costs of the new equipment on Colster Way) are quite significant and needs to be monitored to ensure best value for inspections and subsequent work to maintain. Also consider any other income streams that can be used to benefit the young people using the facilities and ensure that they are kept safe.

5.4. There needs to be much more clarity on "ring fenced" funding which is excluded from the budget statement. These include commitments to such things as projects, war memorial maintenance and nature trail. It has been determined that under the Local Government Act no financial support can be provided by the Parish Council to the Church (Newton Project).

5.5. There needs to be a review of income and expenditure to ensure best value for Parishioners and improve opportunities for additional income.

## 6. Projects and seeking Grants

The Parish Council need to identify projects and start to seek additional funding. There are particular opportunities and priorities have been set out in the Neighbourhood plan:-

- Nature Trail – seek ideas from Co-ordinator regarding specific work/projects involving volunteers to work on with Parish Council support (Environment and Amenities Committee)
- Derelict Garage – still potential to secure a community asset if liabilities and costs are acceptable
- Community Office/Coffee Shop – suggestions have been put forward to move ahead with some sort of amenity and Clerk will make some enquiries. This can attract grants and support
- Road traffic safety issues and improved signage (in conjunction with request to LCC for review by Road Safety Partnership) (Footpaths and Highways Committee)

## 7. Next meeting

The next formal meeting of the F&A Committee will be in July 2018 for reconciliation of Q1 bank reconciliations (April to June 2018). Ad hoc meetings will be called as required and as set out in the terms of reference.

-End-