

COLSTERWORTH and DISTRICT PARISH COUNCIL
Minutes of the meeting held on Tuesday 03 April 2018

Public Forum

- The Chairman opened the meeting for the Public forum at 7.30 p.m.
- There was one member of the public present who raised concerns about parking on pavements at Back Lane, Colsterworth, causing obstruction. Helen Bill, in attendance from Neighbourhood Watch, was asked to advise and confirmed that all incidents can be reported in the first instance to the Police on Tel: 101 and reported to Neighbourhood Watch and PCSO Bowden.

Present

Councillors: D Bellamy, A Carsley, D Cox (Chairman), C Hainsworth, L McShane, L Metcalf, F Selby, C Russell, B Scorrer, A Walden, J Walden, J Weston

In Attendance

Helen and Steve Bill, Neighbourhood Watch. At 20:10 District Councillor Bob Adams attended
 In the approved absence of the Parish Clerk, Cllr Hainsworth provided administrative support to the meeting

1. **APOLOGIES**
 The Chairman reported apologies for absence with valid reasons had been received from Cllrs Cooper and Henton.
2. **CHAIRMAN'S REMARKS**
 No comments
3. **TO RECEIVE DECLARATION OF INTEREST IN ACCORDANCE WITH LGA2000**
 The Chairman declared a personal interest in Agenda Item 7
4. **MINUTES OF THE PREVIOUS MEETING**
 It was proposed, seconded and
Resolved That the official minutes of the meeting of the Parish Council held on 6th March 2018 be approved as a correct record and duly signed and dated by the Chairman
5. **LALC TRAINING**
 - 5.1. It was not clear how cost effective a subscription of £110.00 to LALC for reduced training fees (understood to be 50%) would be to the Council. It was proposed and
Resolved All Councillors to contact the Clerk to confirm their training requirements/intentions to identify the demand for this and decision to be deferred to next meeting
 - 5.2. To consider Cllr A Walden's request to attend the LALC Training Course 24 April 2018 and approve payment of the course at £12.00. It was proposed and
Resolved Cllr A Walden to attend training as requested
 - 5.3. To consider Cllr Hainsworth's request to attend LALC Councillor's Training Day 17 May 2018 and approve payment of the course at £27.50. Cllr Hainsworth advised that due to personal reasons she would not be able to attend on that day but would like approval in principle for later in the year. It was proposed and
Resolved Cost of LALC Councillor training approved for later date (subject to 5.1. above)
 - 5.4. To approve retrospectively the payment of the Finances/Audit and New Clerk training course attended by the Clerk 7th and 14th March 2018, at £35.00. It was proposed and
Resolved Approved payment of £35.00
6. **GENERAL DATA PROTECTION REGULATIONS: "12 STEPS TO TAKE NOW" DOCUMENT**
 - 6.1. To appoint an external Data Protection Officer
 Cllr Walden reported that NALC are trying to arrange countywide policy for this to assist small Councils. It was proposed, seconded and
Resolved The Council will continue to work towards fulfilling their obligations and the Clerk will keep as an agenda item to report back on further guidance received.
 - 6.2. Personal email addresses should not be used for Council Business and consideration be made for setting up a domain name for specific Parish Council email use. It was discussed (with anticipated costs at £150 per annum and potential to use existing web site provider), proposed and
Resolved That the Clerk implement this on behalf of the Council



- 6.3. To consider the use of a PO Box for Parish Council correspondence at a cost of £265.00 pa (delivered). Discussions took place regarding the protection of personal information relating to the Clerk. It was proposed, seconded and
Resolved That the Clerk implement this on behalf of the Council

7. **STAINBY BUS SHELTER**

- 7.1. To review two estimates received and decide which contractor to use.
The quotes provided comparable specifications with slight variations at similar costs; it was unclear whether the Insurers would determine the contractor based on the two quotes submitted.
- 7.2. To agree to progress the third-party insurance claim with the Contractor.
On points 7.1. and 7.2 it was proposed, seconded and
Resolved Clerk to progress claim with Contractors and submit quotes to Insurers to identify any preferences by them in determining which quote to accept.

8. **INTERNAL AUDITOR REQUIREMENT**

- 8.1. To appoint internal auditor.
It was understood that this could not be anyone in the Council or anyone who has a relationship with Council members or Officers. Cllr A Walden understood that neighbouring Parishes would work together to triangulate the audit requirements as set out in the job description provided by the Clerk
Resolved Clerk to liaise with neighbouring Parishes (Corby Glen and Skillington) to investigate this option
- 8.2. Determine frequency of internal audit. It was proposed, seconded and
Resolved Consider annual audit to be carried out halfway through the financial year (August/September)
- 8.3. To agree initial appointment to audit for Financial Year ended 31 March 2018.
In the absence of any agreement with neighbouring Parish Councils, a suggestion was put forward in respect of an individual who may be willing to undertake this role and likely to satisfy the job description circulated. It was proposed, seconded and
Resolved Cllr Hainsworth to pass on details to Clerk of individual to be approached
- 8.4. To agree fixed fee for each completed Audit.
Members were not clear how much had been paid previously but understood this to be in the region of £75.00. It was proposed, seconded and
Resolved Clerk to implement internal audit arrangements based on previous costs

9. **REVIEW OF STANDING ORDERS**

- 9.1. Draft documents had been circulated previously in March 2018 and an updated amendment paper
9.2. was circulated at this meeting,
9.3. Cllr Hainsworth took these as taken as read as there had been no additional comments, additions or
9.4. alterations from Council members.
9.5. Cllr A Walden and the Clerk had provided feedback which had been included in the amendments.
9.6. It was proposed, seconded and
Resolved
- 9.1. Standing Orders – agreed
 - 9.2. Committee Structure - agreed
 - 9.3. Scheme of delegation – agreed
 - 9.4. Relevant documents agreed to be published on the Council's website and all Councillors to receive their own individual copies
 - 9.5. Clerk to ensure that the standing orders, scheme of delegation, policies, procedures and protocols are reviewed annually (via the Finance and Administration Committee)
 - 9.6. Financial Regulations - agreed

10. **HIGH STREET DERELICT GARAGE**

Members shared the safety concerns regarding the state of the garage on the High Street but there was no identified liability on the Council for this building other than an expression of interest made some years ago. Investigations of the Land Registry documentation in the Clerk's possession did not clarify ownership and there was no clear indication of the status of this. Cllr McShane suggested that



the Building Control Department at SKDC could be contacted for further advice. It was proposed, seconded and

Resolved Clerk to make urgent enquiries of Building Control at SKDC regarding the safety of the building and potential future disposal.

11. **DOG WASTE BIN REQUEST**

The problem reported appeared to be the siting of the current bin to the bench. It was proposed, seconded and

Resolved Clerk to purchase a new bin with a view to placing this on the corner of Spring Lane and School Lane providing ease of access for dog walkers and away from the bench

12. **CLERKS REPORT AND ITEMS ARISING FROM THE MINUTES**

1. The Councillor Vacancy North Witham & Lobthorpe has been advertised as a Casual Vacancy for the required fourteen-day period and the Clerk has contacted SKDC who have confirmed that no election has been called. The vacancy has now been advertised as co-option with a closing date of 20th April 2018.
2. The dangerous disabled ramp at the new COOP building has been altered and made safe to use.
3. The standing water at the public footpath adjacent to the new COOP car park has been reported to LCC Highways and action has been taken to improve the drainage. The Clerk will monitor this.
Update provided by Cllr Cox: Recent heavy rain has exacerbated the standing water on the road north side of the Co-op; there are also difficulties on the opposite side of the road where the council carried out work; the verge and pavement are now submerged.
4. The Clerk has reported the fallen B676 sign post on the A1 exit/entrance of the Bourne Road roundabout to Lincs County Council Highways & Highways England. Both agencies deny responsibility. The Clerk has again contacted Lincs CC Highways.
5. An update has been received from SKDC regarding the Woolsthorpe Conservation Area Review advising that once SKDC have made a site visit they will inform the Parish Council of any amendments.
6. The Defibrillator pads were replaced on 9th March 2018 at the Woolsthorpe Road, Little Legs Nursery, North Witham & White Lion Defibrillator sites due to their expiry date of 17th March 2018.
7. The Clerk has sent out the Annual Allotment Renewal Invoices for April 2018 – March 2019.
8. The Neighbourhood Watch team have requested that the Junior Eye's Booklets handed out in the December 17 meeting be handed back to them at the April meeting.
9. The new COOP due to open on Thursday 22nd March was delayed due to IT problems.
Update provided by Cllr Cox: Opening now anticipated 05 April 2018

13. **GROUP REPORTS**

13.1. **Woolsthorpe Playground Sub-Committee**

Cllr Walden reported back from the Sub-Committee who met with Simon Allam of Stoke Rochford Estates on 28 March 2018. The purpose of the meeting was to discuss the Woolsthorpe Playing Field. Mr Allam advised that the Estate had changed their plans and were looking at other options. As a result, Mr Allam confirmed that a peppercorn rent of £5.00 per annum, renewable annually for the play area and field would be put in place and asked that the Clerk contact him to initiate the agreement.

Mr Allam gave assurances that Stoke Rochford Estates would continue to work closely with the Parish Council on all matters affecting the Parish and these positive relationships were confirmed by those representing the Council at the meeting. It was proposed, seconded and

Resolved Clerk to contact Stoke Rochford Estates to formally initiate the agreement reached

13.2. **Road Traffic Group**

Monthly report was circulated with the agenda and is appended to these minutes.

Cllr Bellamy confirmed that he was liaising with District/County Councillor Adams regarding the data to be used for the survey proposed by Highways England to include as much information as possible from other sources in addition to casualty data; specifically, attendance by Fire Services.

Cllr Scorrer reported a Police speed check at Stainby which was very welcome

Cllr Hainsworth asked for all members to report back any individual issues on the A1 and around the Parish as she will be able to collate these for the monthly reports and to cross reference with other data (including near misses and minor issues such as parking).

13.3.

Amenities**Playgrounds**

Cllr Selby tabled a report from Cllr Russell on the inspection they had carried out on the playground equipment at Woolsthorpe and Colster Way Playground. All equipment was visually checked and serviceable. Specific remarks will be passed to the Clerk for further consideration.

Cllr Selby also requested that the checklist template be provided for future inspections.

Action: Clerk to action

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CORRESPONDENCE (TO 02 APRIL 2018)

07/03/18

Notification received by LLC of **Temporary Footpath Closure**

Reason for closure: Essential maintenance works by Sustainable Energy Ltd

Location: Link footway between Back Lane & Beech Close, **Period of Closure:** 09/04/18 – 13/04/18 (Closure to be implemented as & when required during this period, signage detailing accurate dates & times will be displayed on site in advance)

Alternative Route: Local diversion routes & access arrangements will be signposted

For any queries or further information, please contact LCC Customer Service Centre on 01522 782070

08/03/18

Email received advising that the gate to the entrance of Old Post Lane Cemetery is difficult to open, there are mole hills making the Cemetery look unsightly and queried why there was no tap to obtain water from. The Clerk arranged for the village handyman to repair the gate and a local mole catcher has visited the area and caught several moles. The mole hills have been flattened and the Clerk will monitor the area to see if any further mole hills appear.

12/03/18

A resident contacted the Clerk to ask if there were any garages for rent on the High Street. The Clerk passed on the link to SKDC website for Application for a garage.

06/03/18

The Ingle Charity annual statement was received, and the Clerk replied with a letter acknowledging receipt of the statement.

16/03/18

Notification received from Leicestershire CC advising that the carriageway resurfacing on the B676 will now be planned for after Easter due to severe weather being forecast. Once scheduled further notification will be sent.

15/03/18

Email received from Buckminster Parish Clerk advising that there was likely to be a potential increase in traffic through Stainby and Colsterworth at the weekends with members of the British Model Flying Association (B.M.F.A.) travelling from the A1 to the previous Equestrian Centre between Sewstern and Wymondham which now belongs to the B.M.F.A.

19/03/18

Email received advising of a large amount of bottle, cans etc on the stream side of the play area adjacent to the Village Hall. The village cleaners have collected the litter and will monitor this. Also, a request for gravel to be spread on the public footpath along the river Witham north & east of where it meets the footpath from Old Post Lane. This public footpath is the responsibility of Lincolnshire County Council and the Clerk has reported this request to them.

South Kesteven Best Kept Village competition entry at a cost of £24.

15.

PLANNING APPLICATIONS**SKDC Planning Permission Approval**

08/03/2018	S18/0262	26 Newton Way	Ash tree reduction 33% height and width
15/03/2018	S18/0250	New Co-op, Bridge End	Delivery management plan

SKDC Planning Refusal

S18/0062	Demolition of at least part of equestrian manage and hay store and construction of 3 x residential dwelling
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SKDC Planning Withdrawal

15/03/2018	S17/1423	Land at Bridge End	Approval surface water drainage of S16/0024
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16. **FINANCE**

16.1. To approve payments

CHQ NO	Supplier	Details	Value
103599	H P Print (In Touch)	In Touch printing	£262.50
103600	Community Heartbeat Trust	4 x adult electrode pads	£147.60
103601	Diocese of Lincoln LDTBF	Allotment rent – Stamford Road	£135.00
103602	C Banks	Mole catcher	£150.00
103603	Staff Wages and expenses	Community Cleaners and Clerk	£1,306.96
103604			
103605	HMRC	HMRC PAYE Jan/Feb/Mar 2018	£219.13
103606	LALC	Finance and new Clerk Course	£35.00
103607	Stuart Whitcombe	In Touch Editing	£50.00
103608	Colsterworth Trust Estates	Allotment Rent – Woolsthorpe Road	£10.00
		GRAND TOTAL	£2,316.19

Resolved: All payments approved

Approved by Parish Council to Date

Income	£63,706.71
Expenditure	£51,631.00
SURPLUS	£12,075.71

Bank Balances at 29 March 2018

Community Account	£19,694.37
Deposit Account	£29,166.41
TOTAL	£48,860.40

Included in Balances above allocation for:

Community Fund	£181.81
Newton project	£1,000.00
War memorial maintenance	£2,000.00
Nature Trail	£1,000.00
TOTAL	£4,181.81

16.2 For Council to agree purchase of Corel Draw Home & Student Suite V8 to update The Old Post Lane Cemetery Plan. Cost in region of £60.00. Proposed, seconded and
Resolved: For the Clerk to purchase Corel Draw as proposed.

16.3. Minimum wage increases effective from 01 April 2018 to £7.83ph
Noted: Council to comply

17. **MATTERS REQUIRING ATTENTION SUCH AS POTHOLES**

1. Stainby Crossroads – repaired two but third large/pothole remains
2. Back Lane – 16 pot holes, very deep, exposing raised ironwork (manholes)
3. Stamford Road – telegraph pole with street light has been removed as part of Western Power's work to remove the overhead power cables. The Clerk has reported this to SKDC requesting that the street light is replaced

18. **ANY OTHER BUSINESS**

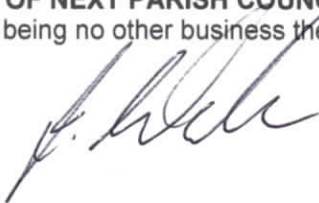
1. Cllr Walden has requested a review of the schedule for the In Touch suggesting delivery third week of the month (making copy deadline end of first week of the month)
2. Cllr Hainsworth requested that the Chairman and Vice-Chairman need to formally review the Clerk's probationary period for ratification at the June 2018 Parish Council meeting. Subject to the outcome of the review, pension rights under the terms and conditions of employment need to be implemented.

19. **DATE OF ANNUAL PARISH MEETING:-** 20 April 2018 at 7.00 p.m. in the Village Hall

20. **DATE OF NEXT PARISH COUNCIL MEETING:** 01 May 2018
There being no other business the meeting was closed at 20:50 hr

SIGNED:

CHAIRMAN



DATE: 1-5-2018.



Attendance to date (May 2017 to April 2018) – annual maximum 10 (July 2017 meeting was void = 9)

Name	Constituency	Attended	Apologies	Absent
D Bellamy	North Witham & Lobthorpe	5	4	
A Carsley	Colsterworth	7	2	
M Cooper	Colsterworth	4	5	
D Cox	Colsterworth	9	0	
C Hainsworth	Stainby (Co-opted)	9	0	
G Henton	Colsterworth	8	1	
L McShane	Colsterworth	3	0	
L Metcalfe	Woolsthorpe	3	0	
C Russell	Woolsthorpe	9	0	
F Selby	Colsterworth	8	1	
B Scorrer	Colsterworth	7	2	
A Waldon	Woolsthorpe	6	0	
J Waldon	Woolsthorpe	9	0	
J Weston	Stainby	8	1	
Vacancy	North Witham & Lobthorpe	-	-	
C Atter*		3	1	
D Colyer*		1	2	
A Wood*		0	1	

*No longer members

**ROAD TRAFFIC GROUP REPORT
To Parish Council Meeting 03 April 2018**

1. There has been no road traffic monitoring in the Parish since last meeting. Cllr Hainsworth is to contact LRSP regarding any further information regarding the Community SpeedWatch Scheme. This is dependent on volunteers getting involved.
2. Consultation has been received on expanding the Truck Stop on the A151. This has been welcomed for providing rest stops for drivers and potential employment opportunities in the area. Concerns regarding access, damage to the environment (debris on the road, noise and air pollution) remain along with safety on the A1.
3. No specific traffic incidents have been reported but there are continued issues regarding potholes and damaged signage which has been reported to the LCC.
4. Cllr Bellamy has received information relating to the survey to be carried out by Highways England on the A1 and the increasing concerns regarding the stretch between Stamford and Grantham. It has been noted that the dataset proposed is not sufficient to provide a fair and proper assessment; using only injury data (not damage only incidents) collated by the Police. Representations have been made regarding widening this remit. There are potentially other sources of information available (including Fire & Rescue attendance to collisions). This situation will be monitored, and representations have been made to District/County Cllr Bob Adams. Other information could include: -
 - Rate and flow of traffic
 - Type of vehicles
 - Accidents and incidents (injury/non-injury/near misses)
 - Speeding offences

Cllr Hainsworth
26 March 2013