

Minutes of the remote Parish Council meeting held on Tuesday 1st September 2020

Public Forum

There were no members of the public present.

Councillors: C Hainsworth, C Russell, G Henton, A Bouvie, R Brocklebank, L Bennett, J Clark, D Cox, C Poole & L McShane.

In Attendance

Sue Grant Parish Clerk. District Councillor D Bellamy and County Councillor Bob Adams who both left the meeting at 8pm.

Agenda Item No	Item	Action By				
2020.50	Apologies for absence: J Skelton					
2020.51	<p>Chairman's Remarks: The Chair of the Council C Hainsworth welcomed everyone to the meeting and stated that due to the full agenda and to keep the meeting tight, the Group Reports at Agenda item 2020.61 would be brought forward after the closed session Agenda item 2020.55.</p>	N/A				
2020.52	<p>Declarations of Interest in accordance with the LGA 2000. Councillor J Clark declared an interest in agenda item 2020.61.2.</p>	N/A				
2020.53	<p>Approval of the Minutes of the previous meeting: <u>It was proposed, seconded and Resolved</u> That the official minutes of the meeting of the Parish Council held on 7th July 2020 be approved as a correct record and would be duly signed and dated by the Chairperson.</p> <p><i>Post meeting note: Cllr Cox requested the Clerk follow up item 2020.60 with the Bowls Club to arrange for the footpath boundary to be formalised.</i></p>	Chair				
2020.54	<p>County/District Councillor Report County Councillor B Adams reported the following:</p> <ul style="list-style-type: none"> • There was nothing of significance to report. Things are beginning to get back to normal. • Lincolnshire Road Safety Partnership had resumed activities. • There has been no face to face Council meetings making personal contact difficult and slow to take things forward. • The operating hours need more consideration for the planning application S20/0129 Consultation - Land south of A151, Colsterworth. Proposed concrete block manufacturing facility. <p>District Councillor D Bellamy Reported:</p> <ul style="list-style-type: none"> • S20/0129 Consultation - Land south of A151, Colsterworth. Proposed concrete block manufacturing facility is up for the Planning Committee on 30/09/2020. He would thoroughly go through the application but was unable to comment until he had seen all the reports. 	N/A				
2020.55	<p>Resolve to move into closed session in accordance with the Public Bodies (Admission the Public Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matter: -</p> <p>Resolve to agree the Complaints Procedure Stage 2 resolution to the complaint received by the Parish Council. (Cllr's DC, JS & JC)</p> <p><u>It was proposed, seconded and Resolved</u> Unanimously resolved to accept the recommendations of the Stage 2 Complaints Panel.</p>					
2020.61	<p>Group Reports</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">2020.61.1</td> <td>Highways & Footpaths Working Group (Cllrs Bennett, Clark and Hainsworth,)</td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> • No report this month. </td> </tr> </table>	2020.61.1	Highways & Footpaths Working Group (Cllrs Bennett, Clark and Hainsworth,)		<ul style="list-style-type: none"> • No report this month. 	
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2020.61	2020.61.2	<p>Environment & Amenities Working Group Report</p> <ol style="list-style-type: none"> 1. War Memorial Grant Application Update <ul style="list-style-type: none"> • Remains COVID-19 affected. Awaiting a response from the PPIY Architect who has been on furlough. 2. New Play Equipment for North Witham Play Area Working Party Update (Cllrs, JC, CH & AB). <ol style="list-style-type: none"> 1. Resolve for the Parish Council to agree the North Witham Village Hall Committee lease agreement. <u>It was proposed, seconded and Resolved</u> Unanimously agreed. 2. Resolve to agree and sign the Third-Party Contributor contribution of £3,351.53 subject to the FCC Project Ref: 3841 application being successful. <u>It was proposed, seconded and Resolved</u> Unanimously agreed. 	
	2020.61.3	<p>Finance and Administration Committee Report (Cllrs Bouvie, Hainsworth & McShane) No report this month, next meeting 20.10.2020.</p> <p>PKF Littlejohn LLP Accountants Annual Governance & Accountability Return (A.G.A.R.) Conclusion for year ended 31st March 2020.</p> <ul style="list-style-type: none"> • No findings. Notice of conclusion of Audit and AGAR Sections 1, 2 & 3 uploaded to the website and displayed on the notice boards. <p>Net Position by Cost Centre and Code 13.08.2020.</p> <ul style="list-style-type: none"> • Uploaded to the website. <p>Resolve to adopt the following policies for their annual review.</p> <ol style="list-style-type: none"> 1. Data Breach Policy Colsterworth & District PC 2. Data Protection Policy Colsterworth and District PC 3. Records Retention Policy Colsterworth and District PC 4. Subject Access Request Procedure Colsterworth and District Parish Council 5. CAD Publications Scheme 6. CAD Equal Ops 7. CAD Complaints 8. CAD Grants Allocation 9. CAD Grants Application 10. CAD Parish Council Volunteer 11. CAD Parish Council Employment 12. CAD Parish Council Nature Trail Constitution 13. CAD Risk Management Policy 2019 <p><u>It was proposed, seconded and Resolved</u> Unanimously agreed to adopt the above policies.</p>	
2020.56	<p>1.Resolve to launch the new LCC free website live to meet the Governments accessibility standards and adopt the following: -</p> <ul style="list-style-type: none"> • Privacy Policy • Accessibility statement • Cookies policy <p><u>It was proposed, seconded and Resolved</u> Unanimously agreed to adopt the new website and policies.</p>		Clerk

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2020.57	<p>Resolve to repair the following at Woolsthorpe Play Area. (Cllr RB)</p> <ol style="list-style-type: none"> 1. Seek quotations replace the bench 2. Rub down and repaint the metal work 3. Replace the swing seats. 4. Repair the gaps in the rubber safety tiles highlighted in the Wicksteed annual inspection. <p><u>It was proposed, seconded and Resolved</u></p> <ul style="list-style-type: none"> • For the Clerk to contact the Colsterworth Trust Estate Manager Simon Allam and arrange a meeting to discuss the expired Woolsthorpe play area lease. Minute Ref 19.26 Parish Council meeting 5th March 2019. When it was Resolved <i>“Not to sign the lease because of the information received from LALC but to write to Colsterworth Trust Estate asking them to remove clause 6.1.11 and 5.1 tenancy clause asking the Trustees to consider this being replaced with a defined period.”</i> • The Clerk report back to Council the outcome of the meeting with Simon Allam at the October 2020 meeting. • Councillor Cox volunteered to attend the meeting with the Clerk. 	Clerk/Cllr DC
2020.58	<p>Resolve to agree for Mark Ramage to assist the PC with the War Memorial Project in line with the CAD Volunteer Policy and scope of the project.</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>Agreed with a majority vote and a written agreement in line with the CAD Volunteers Policy.</p>	Clerk
2020.59	<p>Risk Exception Report</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>The Clerk to continue to control and manage the risks towards the target RAG status of low risk (Green).</p>	Clerk
2020.60	<p>Clerks Report to</p>	
	<p>CADYC Accessible Roundabout. The overall cost was considered prohibitive. The Parish Council may in the future refurbish the ageing play equipment (c.1985) at Woolsthorpe Road the Youth Club would be pleased to provide a grant towards the provision of an Accessible Roundabout.</p>	Clerk
	<p>Broken fence on footpath 17 close to the tunnel reported to LCC ROW. Priority 2 response received.</p>	Clerk
	<p>Dog fouling signs to be displayed around the village.</p>	Clerk
	<p>The Bowls Club have confirmed that they own and are responsible for the footpath from the Bowls Club to Rope Walk and have cut back the vegetation in agreement with the homeowner. The Clerk to follow up regarding the cuttings left on the ground.</p>	Clerk
	<p>The footpath from Newton Way to Water Lane has been reported to LCC Highways due to the poor state of repair. Ref: 374962. This report has been assessed and a job for repair has been raised.</p>	Clerk
	<p>Correspondence</p>	
	<p>Email from LALC - Lincolnshire Trading Standards have been made aware of the above company approaching local/parish councils to carry out work, such as tarmacking or repair potholes, purporting to be from LCC Highways</p>	Clerk
	<p>Email reporting the potholes that were repaired on Back Lane/Woodlands Drive have deteriorated again to the state that they were in before the repair. Reported to fix my street. Investigations by LCC Highways identified that the repairs were not done by their contractor and could possibly be a scam. Should an invoice be received by the Parish Council it should be reported to Action Fraud.</p>	Clerk
	<p>Notice of Licensing hearing Premier Stores, High Street, Colsterworth.</p>	Clerk
	<p>Report of Fly Tipping, Woolsthorpe Road. Reported to SKDC Ref: 1852326</p>	Clerk
	<p>Allotment holder reporting that the grass on Stamford Road allotment was too high. The Clerk attended and arranged for the grass verge inside the allotment to be cut.</p>	Clerk
	<p>Report of overhanging trees and vegetation on FP9 from Bourne Road to Colster Way and on Bourne Road. Reported to LCC ROW Ref:199498 and LCC Highways ref: 373971.</p>	Clerk

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	Tel call from resident reporting a suspicious vehicle parked at Bridge End. Reported to 101.	Clerk
	ICO Data Protection Fee reminder received. This will be paid by Direct Debit.	Clerk
	Public Space Protection Orders 2020 Consultation received from SKDC circulated in the In-Touch Magazine.	Clerk
	Email from a Member Pioneer for Co-op whose role is to support the local community on various areas of the community that the Co-op support. To be followed up.	Clerk
	Reports of fallen branches from a tree in St John The Baptist graveyard reported to SKDC who attended and completed a small amount of work to make the area safe. Also, similar reports on the Nature Trail behind the Close, and Woolsthorpe Road, Woolsthorpe by Colsterworth. The Nature Trail Ranger Mo Taylor attended with a volunteer and cleared the branches.	Clerk
	Overflowing litter bin on Newton Grange Play Park reported to SKDC. Also, the broken Water Lane street nameplate reported to SKDC.	Clerk
	Email received inviting the Parish Council and neighbouring Parish Councils to support a campaign to highlight the nuisance caused by some motorcycles using a route known as the Rutland TT to the appropriate authorities. To be followed up in the October Council Meeting.	Clerk
	Email received regarding grass cutting at the entrance to Stainby corner of Water Lane and Gunby Road and the Church yard. Also a request for a dog waste bin in the same locality. The Clerk contacted the grass cutting contractor. The Clerk will request SKDC place a litter bin capable of accepting dog waste at the requested site.	Clerk
	Telephone call reporting dog waste being left on the front lawn of a resident in North Witham. The Clerk will arrange a leaflet drop in the area and a note in the In Touch magazine.	Clerk
	Planning Applications:	
	SKDC Applications	
S20/1067	Double storey rear extension. 15 Bridge End, Colsterworth, NG33 5NZ	
S20/1100	Single storey extension to dwelling. 9 Woolsthorpe Road, Woolsthorpe By Colsterworth, NG33 5NT	
S20/1097	Two storey extension, conversion to form garage, replacement windows. 2 Witham View, Colsterworth, Lincolnshire, NG33 5SU,	
S20/1195	Erection of portal frame industrial unit. Witham Specialist Vehicles, Honey Pot Lane, Colsterworth, Lincolnshire, NG33 5LY	
S20/1285	Erection of detached garage. 5 Manor Farm Mews, High Street, Colsterworth, NG33 5JA,	
S20/1306	First floor extension to existing dwelling, 33A Newton Way, Woolsthorpe By Colsterworth, Lincolnshire, NG33 5NR.	
S20/1097	Two storey extension, conversion to form garage, replacement windows. 2 Witham View, Colsterworth, Lincolnshire, NG33 5SU,	
	SKDC Permission	
S20/0959	Proposed single and two storey extension to rear. 12 Stamford Road Colsterworth NG33 5JD.	
S20/0129	Consultation - Land south of A151, Colsterworth. Proposed concrete block manufacturing facility. The Parish Council noted the amendments made to the application in response to the Parish Council's comments and would not be making any further comments to SKDC Planning. The Parish Council welcomed the positive communications with the applicant.	
S20/0944	Erection of garage/workshop. 12 Stamford Road Colsterworth, NG33 5JD	
	SKDC Appeal	
	None	
	SKDC Withdrawal	
	None	
	LCC Planning Approval	
	None	
2020.62	Finance: Approve Accounts for Payment for July 2020 It was proposed, seconded and	Clerk

Agenda Item No	Item			Action By
	Resolved Unanimously approved. <u>Online Payments</u>			
	Date of payment	Payee Name	Details	Amount
	03/08/2020	Stuart Whitcombe	In Touch Editing October Issue	£60.00
	03/08/2020	Buildbase	Nature Trail equipment	£96.66
			Sub Total	£156.66
CHEQUES				
	CHEQUE NUMBER	SUPPLIER	DETAILS	VALUE
	103828/103832	Parish Council	Staff Wages and expenses	1341.56
	103829	BHIB	Parish Council Insurance	600.91
	103830	Wicksteed	Play ground annual inspections	£288.00
	103831	Streetwise Environmental	LCC & Village grass cut	£261.60
	103833	Graham Brumpton	LCC & Village grass cut	£855.00
			Sub Total	£3,347.07
			Grand Total	£3,503.73
DD's				
	DD	Focus	Office Telephone	£18.77
	DD	Wave	Stamford Rd allotment bill	£20.06
			Sub Total	£38.83
ACCOUNTS FOR PAYMENT August 2020				
ONLINE PAYMENTS				
	Date of payment	Payee Name	Details	Amount
	02/09/2020	Stuart Whitcombe	In Touch Editing October Issue	£60.00
	02/09/2020	Printer Inks	Printer Ink	£17.90
	04/09/2020	War Memorials Trust	Return of £200 payment received in error	£200.00

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			Sub Total	£277.90
CHEQUES				
CHEQUE NUMBER	SUPPLIER	DETAILS	VALUE	
103834/103835	Parish Council	Staff Wages and expenses	£1,418.49	
103836	W G Harrison Ltd	In Touch Printing	£271.50	
103837	PKF Littlejohn	External Audit	£360.00	
103838	Streetwise Environmental	LCC & Village grass cut	£504.00	
103840	Graham Brumpton	LCC & Maintenance	£1,065.00	
			Sub Total	£3,618.99
			Grand Total	£3,896.89
DD's				
DD	Focus	Office Telephone	£16.34	
			Sub Total	£16.34
<u>Cheques</u>				
Cheques signed by Cllr C Hainsworth & Cllr D Cox.				
Balances @ 28/08/2020				
Income		£24,674.75		
Expenditure		£14,741.66		
Surplus/Deficit		£9,933.09		
Less Unpresented cheques		£3,896.89		
Surplus/Deficit		£6,036.20		
Community Account		£15,862.32		
Deposit Account		£54,313.62		
		Total	£70,175.94	
Less unpresented online payment		£96.66		
		Total	£70,079.28	
Included in balances above				
Community Fund		£193.11		
War Memorial Maintenance 2019/2020		£2,000.00		
Less PPIY first phase		-£1,954.00		
War Memorial Maintenance 2020/2021		£2,000.00		
Invest SK Grant War Memorial		£2,000.00		
North Witham Play Area		£4,000.00		
Nature Trail		£2,000.00		
Highways & Footpaths Min Ref 18/48.5		£4,977.16		

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2020.63	<p>Matters requiring attention such as potholes and faulty streetlights.</p> <ul style="list-style-type: none"> • Broken road surface Old Post Lane junction B676. • Broken kissing gate at the Nature Trail. 	Clerk																																																																																
2020.64	<p>Date of next Parish Council meeting is Tuesday 6th October 2020 at 7.30pm, venue to be confirmed.</p> <p>There being no other business Chairperson C Hainsworth closed the meeting at 21.12hrs.</p> <p style="text-align: center;">SIGNED:</p> <p>CHAIRPERSON DATE: 6th October 2020</p>																																																																																	
	<p>Attendance to date (May 2020 to April 2021) – annual maximum 10 (No meeting August & January)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Cllr Name</th> <th style="width: 20%;">Constituency</th> <th style="width: 10%;">Attended</th> <th style="width: 10%;">Apologies</th> <th style="width: 10%;">Absent</th> </tr> </thead> <tbody> <tr> <td>J Clark</td> <td>North Witham & Lobthorpe</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>A Bouvie</td> <td>Colsterworth</td> <td style="text-align: center;">4</td> <td></td> <td></td> </tr> <tr> <td>Vacancy</td> <td>Colsterworth</td> <td></td> <td></td> <td></td> </tr> <tr> <td>C Hainsworth</td> <td>Gunby & Stainby</td> <td style="text-align: center;">4</td> <td></td> <td></td> </tr> <tr> <td>G Henton</td> <td>Colsterworth</td> <td style="text-align: center;">4</td> <td></td> <td></td> </tr> <tr> <td>L McShane</td> <td>Colsterworth</td> <td style="text-align: center;">4</td> <td></td> <td></td> </tr> <tr> <td>C Russell</td> <td>Colsterworth</td> <td style="text-align: center;">4</td> <td></td> <td></td> </tr> <tr> <td>L Bennett</td> <td>Colsterworth</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>Vacancy</td> <td>Colsterworth</td> <td></td> <td></td> <td></td> </tr> <tr> <td>D Cox</td> <td>Colsterworth</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>J Skelton</td> <td>Colsterworth</td> <td></td> <td style="text-align: center;">4</td> <td></td> </tr> <tr> <td>Vacancy</td> <td>Colsterworth</td> <td></td> <td></td> <td></td> </tr> <tr> <td>C Poole * joined August 2020</td> <td>Gunby & Stainby</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>R Brocklebank</td> <td>North Witham & Lobthorpe</td> <td style="text-align: center;">3</td> <td></td> <td></td> </tr> <tr> <td>M Ramage* Resigned July 2020</td> <td>Colsterworth</td> <td style="text-align: center;">3</td> <td></td> <td></td> </tr> </tbody> </table>	Cllr Name	Constituency	Attended	Apologies	Absent	J Clark	North Witham & Lobthorpe	3	1		A Bouvie	Colsterworth	4			Vacancy	Colsterworth				C Hainsworth	Gunby & Stainby	4			G Henton	Colsterworth	4			L McShane	Colsterworth	4			C Russell	Colsterworth	4			L Bennett	Colsterworth	3	1		Vacancy	Colsterworth				D Cox	Colsterworth	3	1		J Skelton	Colsterworth		4		Vacancy	Colsterworth				C Poole * joined August 2020	Gunby & Stainby	1	0		R Brocklebank	North Witham & Lobthorpe	3			M Ramage* Resigned July 2020	Colsterworth	3			
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