

Minutes of the remote Parish Council meeting held on Tuesday 4th May 2021

Public Forum

Chair to the Council Councillor Caroline Hainsworth welcomed the one member of the public present who spoke in support of their request to take on the tenancy of the Paddock at Stamford Road and change the tenancy to keep 4-6 rare breed sheep and some rare breed chickens. With the intention of making the grazing area aesthetically pleasing. Questions raised by Councillors were answered and the member of the public confirmed that this venture would be purely a hobby. Councillor Hainsworth explained that this was an agenda item and would be discussed by Councillors later on in the meeting. The member of the public then left the meeting.

Councillors: C Hainsworth, C Russell, D Cox, A Bouvie, R Brocklebank, G Henton, E O'Neill & L McShane. L Bennett joined the meeting at 19.47hrs.

In Attendance

Sue Grant Parish Clerk.

District Councillor D Bellamy who joined the meeting at 20.04hrs and left at 20.10hrs.

County Councillor B Adams who joined the meeting at 19.40hrs and left at 20.10hrs.

2021.1	<p>Apologies for absence.</p> <p>Cllr Clark valid reasons given.</p>
2021.2	<p>Chairman's remarks.</p> <p>Chair to the Council Councillor Caroline Hainsworth welcomed everyone to the meeting and said that there would be a lot of logistics to sort out for the next meetings due to the changing COVID-19 regulations.</p>
2021.3	<p>Elections:</p> <p>3.1 Election of Chairman <u>It was proposed, seconded and Resolved</u> Cllr D Cox proposed Cllr C Hainsworth, seconded by Cllr L McShane. Unanimously agreed.</p> <p>3.2 Election of Vice Chairman <u>It was proposed, seconded and Resolved</u> Cllr D Cox proposed Cllr E O'Neill, seconded by Cllr C Hainsworth. Unanimously agreed.</p>
2021.4	<p>Declarations of interest in accordance with the LGA 2000</p> <p>None.</p>
2021.5	<p>Approval of the Minutes of the previous meeting. <u>It was proposed, seconded and Resolved</u></p> <p>Councillor D Cox abstained because he was not present at the previous meeting, all other members agreed that the official minutes of the meeting of the Parish Council held on 6th April 2021 be approved as a correct record and would be duly signed and dated by the Chairperson.</p>
2021.6	<p>To review and agree the Parish Council Insurance renewal from the three quotations requested:-</p> <p>1yr – BHIB Current Insurers £533.69 1 yr - Hiscox £1,218.47 1 yr – Parish Protect £420.91</p> <p>3 yrs -BHIB Current Insurers £533.69 each year making a commitment to maintain this insurance policy for the 3 year period includes a free Parish Online license (helping Local</p>

	<p>Councils use digital maps to store and manage assets, produce neighbourhood plans and engage with the public) 3 yrs - Hiscox £1,160.50 each year. 3 yrs – Parish Protect - Did not quote for 3 yrs.</p> <p><u>It was proposed, seconded and Resolved</u> Proposed by Cllr C Hainsworth and seconded by Cllr L McShane to take the Clerk's recommendation and renew with BHIB Long Term Undertaking 3 year fixed renewal of £533.69 per year.</p>												
2021.7	<p>Finance and Administration (F & A) Committee Report (Cllrs Bouvie, Hainsworth, J Clark & McShane) F & A meeting minutes 20/04/2021 submitted to council for full assurance 04/05/2021.</p> <p><u>It was proposed, seconded and Resolved</u> Unanimously agreed.</p> <p>Finance: The Annual Governance Statement 2020/2021</p> <p>1. Approval of Annual Governance Statement section 1. <u>It was proposed, seconded and Resolved</u> The Annual Governance Statement section 1 was unanimously approved.</p> <p>2. Sign Annual Governance statement section 1 <u>It was proposed, seconded and Resolved</u> The Annual Governance Statement Section 1 would be duly signed by the Chair of the Council C Hainsworth and the Clerk.</p> <p>3. Approval of Annual Accounting Statement section 2. <u>It was proposed, seconded and Resolved</u> The Annual Governance Statement Accounting Section 2 was unanimously approved.</p> <p>4. Sign Annual Governance statement section 2 <u>It was proposed, seconded and Resolved</u> The Annual Governance Statement section 2 would be duly signed by the Chair of the Council C Hainsworth and the Clerk.</p> <p>5. Approval of Accounting Statements 2020/2021 <u>It was proposed, seconded and Resolved</u> The Accounting Statement was unanimously approved.</p> <p>6. Approve the Notice of the period of Public Rights and Publication of Unaudited Annual Governance and Accountability Return. <u>It was proposed, seconded and Resolved</u> Unanimously Approved.</p> <p>Net Position by Cost Centre and Code 31.03.2021 uploaded to the website.</p>												
2021.8	<p>Approve Accounts for payment. <u>It was proposed, seconded and Resolved</u> Unanimously approved.</p> <table border="1" data-bbox="316 2011 1522 2157"> <thead> <tr> <th colspan="4" style="background-color: #cccccc;">ONLINE PAYMENTS</th> </tr> <tr> <th>Date of payment</th> <th>Payee Name</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>05/05/2021</td> <td>Stuart Whitcombe</td> <td>In Touch Editing April Issue</td> <td>£60.00</td> </tr> </tbody> </table>	ONLINE PAYMENTS				Date of payment	Payee Name	Details	Amount	05/05/2021	Stuart Whitcombe	In Touch Editing April Issue	£60.00
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05/05/2021	Parish Council	Wages & Expenses Staff 1 & 2	£517.20
06/05/2021	T Brown	Internal Audit	£100.00
07/05/2021	Starboard Systems	SCRIBE PC Accounting software	£345.60
08/05/2021	Streetwise Environmental	Village Grass Cut March	£336.00
09/05/2021	LexisNexis	Arnold Baker Local Councils Administration Manual 12th edition.	£119.99
09/05/2021	Cathedral Stationery	Hazzard Tape Village maint	£22.79
12/05/2021	Cathedral Stationery	Protection Mats for Old Post Lane play area	£371.92
13/05/2021	BHIB Insurers	CADPC Insurance	£533.69
		Sub Total	£2,407.19

CHEQUES

CHEQUE NUMBER	SUPPLIER	DETAILS	VALUE
103877	Parish Council	Staff Wages & Expenses 3	994.20
103878	Graham Brumpton	LCC & Village grass cut	655.00
		Sub Total	£1,649.20
		Grand Total	£4,056.39
DD's			
DD	Focus	Office Telephone	£15.65

Balances		
Reconciled		
30/04/2021	Income from 01/04/2021	£20,094.80
	Expenditure from 01/04/2021	£3,166.43
	Surplus/Deficit =	£16,928.37
	Less Unpresented payments	£4,056.39
	Surplus/Deficit =	£12,871.98
30/04/2021	Balances	
	Deposit Account	£54,317.24
	Community Account	£34,868.65
	Total	£89,185.89
	Less unpresented Payments	£85,129.50

Included in balances above	
Community Fund	£193.11
War Memorial Maintenance 2019/2020	£2,000.00

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2021.9	<p>Election of lead Councillors for :-</p> <p>9.1 - Finance and Administration Committee x 4 Councillors <u>It was proposed, seconded and Resolved</u></p> <p>Councillors A Bouvie, L McShane, C Hainsworth and E O'Neill were duly elected.</p> <p>9.2 - Environment and Amenities Working Group x 3 Councillors <u>It was proposed, seconded and Resolved</u></p> <p>Councillors would volunteer on an ad hoc basis as and when required.</p> <p>9.3 - Footpaths and Highways Working Group x 3 Councillors <u>It was proposed, seconded and Resolved</u></p> <p>Councillors C Hainsworth, R Brocklebank, L Bennett with Cllr J Clark remaining as a member of the Working Group.</p> <p>9.4 – Planning Committee x 4 Councillors <u>It was proposed, seconded and Resolved</u></p> <p>Councillors C Russell, A Bouvie, L McShane and D Cox were duly elected.</p>																										
2021.10	<p>County/District Councillor Report.</p> <ul style="list-style-type: none"> County Councillor B Adams said that he had nothing new to mention and would be back in full business the following week. District Councillor D Bellamy confirmed that South Kesteven District Council (SKDC) would be back to face-to-face meetings going forward. He also suggested that the CAD Planning Committee liaise closely with SKDC Planning Department. 																										
2021.11	<p>Request from a resident to take on the tenancy of the Paddock including the outbuilding and change the use from Horses and Goats to a number of hens/chickens to be agreed and 4-6 sheep. The resident guarantees the land would be well cared for and not look unsightly, all fencing repaired or replaced.</p> <p>A full discussion took place around the terms of the tenancy and the uncertainty about how these could be resolved therefore no proposal was put forward.</p>																										
2021.12	<p>Resolve to agree that the Clerk maintains a page on the Parish Council website as a memorial list to remember those Parish Councillors who have given their time freely and contributed to Colsterworth and District Parish Council.</p> <p><u>It was proposed, seconded and Resolved</u></p>																										

	Agreed by a majority for the Clerk to implement such a page on the Parish Council website.	
2021.13	<p>Resolve to consider a lasting tribute to the late former Parish Councillor Arthur Carsley and agree a budget for such. (Cllr D Cox) (Agenda item deferred from April 2021 meeting Minute 2020.161)</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>A full discussion took place with Cllr D Cox requesting to drop the agenda item, seconded by Cllr A Bouvie. Unanimously agreed.</p>	
2021.14	<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>	
2021.15 .a	Clerks Report	
1	Large swing at old Post Lane Play Area out of use due to the matting causing a trip hazard. Replacement matting being arranged.	Clerk
2	Six litter pickers ordered see April Minutes minute 2020.163 for volunteer litter picking.	Clerk
3	Clerk wrote to the Administer/Secretary of the Frederick Ingle Charity confirming Parish Council approval of appointments see minute 2020.165 April 2021 meeting.	Clerk
4	Clerk wrote to North Witham Village Hall Committee confirming the Parish Council's approval for their volunteers to remove the existing play equipment at agreed.	Clerk
5	Annual Routine follow up report submitted on 29/04/2021 to FCC/Wren re the Colster Way Recreation Park Project. Response received 30/04/2021 confirming, no issues	Clerk
6	Broken Old Post Lane nameplate junction with Woolsthorpe Rd reported to SKDC Ref 2060387.	Clerk
2021.15.5	Correspondence	
1	<p>Temporary Traffic Restriction: North Witham (Notification only received by Parish Council after the April In Touch submission deadline)</p> <p>Please note it will be necessary to impose a temporary restriction as detailed below.</p> <p>ORGANISATION RESPONSIBLE FOR RESTRICTION: MLP Traffic Ltd</p> <p>REASON FOR RESTRICTION: Gas Connection</p> <p>LOCATION & NATURE OF RESTRICTION:</p> <p>Road Closure Order in place on:</p> <p>Water Lane (Between Rectory Lane & a point 75m South)</p> <p>PERIOD OF RESTRICTION: 27/4/2021 to 30/4/2021</p> <p>(Restrictions to be implemented as & when required during this period, signage detailing accurate dates & times will be displayed on site in advance)</p> <p>ALTERNATIVE ROUTE/ACCESS ARRANGEMENTS:</p> <p>Diversion routes & vehicular/pedestrian access arrangements will be signposted</p>	Clerk
2	Request from the Valuation Agency (VO6005) dated 31/03/2021 on details of Old Post Lane Cemetery completed and posted 14/04/2021 within the 56 days time limit.	Clerk
3	Request from the Freshwater Habitats Trust to take a water sample pond next to the Nature Trail to detect the presence of Great crested newt from randomly selected ponds across the a wide landscape corridor to inform Network Rail's conservation work for their East Coast Region. We will be carrying out the survey work this May and June 2021, and will be fully following all Government Advice regarding COVID 19.	
4	Email from a resident regarding parking issues on Back Lane associated with the primary school and the yellow lines.	Clerk
5	Several enquiries regarding the possibility of applying for tenancy of the paddock/field at Stamford Road allotments.	Clerk
6	Email from local resident donation display boards to the Parish Council for community use.	Clerk
17	<p>Email received from a resident regarding the following:-</p> <ul style="list-style-type: none"> The damaged 'High Street' name plate opposite Brunel Avenue. – Previously reported to SKDC in 2020 who declared that it did not meet their criteria for repair. Another report submitted 04/05/2021 by the Clerk. 	Clerk

	<ul style="list-style-type: none"> White Gates – Project had been on hold due to COVID-19. Highways and Footpaths Working Group are picking this up again. More information can be found on the Parish Council website Highways and Footpaths page. Larkfleet sign for the proposed new build houses. The Clerk awaiting a return telephone call from Larkfleet for an update on the proposed housing development. 	
2021.15	Planning Applications:	
S21/0659	2 no. common beech. T1 reduce canopy by 30%, this will remove approx. 2.5-3m of outer canopy. T2 reduce canopy by 30%, this will remove 2.5-3m of outer canopy and reduce back over extending limb over footpath. T3 reduce canopy by 30%, this will reduce 2.5-3m of outer canopy, reduce back over extending limb over the neighbours property Location: Beech House , 7A Woodlands Drive, Colsterworth, NG33 5NH,	
S20/2108	PUBLIC SPEAKING – PLANNING COMMITTEE Details of the reserved matters for i. Layout; ii. Scale; iii. Appearance following outline consent (ref:S18/1335) for 2 x buildings for B1, B2 and B8 uses and associated hard standing and landscaping (Phase 2). Jubilee Park , Honey Pot Lane, Colsterworth, NG33 5LZ,	
	SKDC Planning Approval	
S21/0352	Erection of a two storey side and rear extension, single storey rear extensions 10 School Lane Colsterworth, NG33 5NW.	
	SKDC Appeal	
	None	
	SKDC Withdrawal	
	None	
	LCC Planning Application	
	None	
	Group Reports	
2021.16	2021.16.1	Highways & Footpaths Working Group Report (Cllrs Bennett, Clark, Brocklebank and Hainsworth) 1. White Gates Project Update. – no report this month.
	2021.16.2	Environment & Amenities Working Group Report 1. War Memorial Project (Phase 2) Update. – 16/04/2021 PPIY Architect made a site visit, also attended by the Clerk, Cllr J Skelton and volunteer M Ramage. Update submitted to Council 24/05/2021 and uploaded to the website. Awaiting final drawings and reports from PPIY Architects. 2. New Play Equipment for North Witham Play Area Working Party Update (Cllrs, J Clark, C Hainsworth & A Bouvie). In production for late May 2021. Colsterworth and District Youth Committee (CADYC) update Cllr D Cox informed Council that the kitchen area of the Little Legs (CADYC) building was to be fully upgraded.
	2021.16.3	Planning Committee Report – No Report this month.
2021.17	Matters requiring attention such as potholes and faulty streetlights. None.	
2021.18	Date of next Parish Council remote meeting is Tuesday 1 st June 2021 at 7.30pm at the Village Hall Colsterworth subject to availability and being COVID-19 safe.	

	<p>There being no other business Chairperson C Hainsworth closed the meeting at 21.10 hrs.</p> <p>SIGNED:</p> <p>CHAIRPERSON DATE: 1st June 2021</p>																																																																																				
	<p>Attendance to date (May 2021 to April 2022) – annual maximum 10 (No meeting August & January)</p> <table border="1" data-bbox="320 445 1145 1095"> <thead> <tr> <th>Cllr Name</th> <th>Constituency</th> <th>Attended</th> <th>Apologies</th> <th>Absent</th> </tr> </thead> <tbody> <tr> <td>J Clark</td> <td>North Witham & Lobthorpe</td> <td></td> <td>1</td> <td></td> </tr> <tr> <td>A Bouvie</td> <td>Colsterworth</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>E O'Neill</td> <td>Colsterworth</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>C Hainsworth</td> <td>Gunby & Stainby</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>G Henton</td> <td>Colsterworth</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>L McShane</td> <td>Colsterworth</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>C Russell</td> <td>Colsterworth</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>L Bennett</td> <td>Colsterworth</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>D Cox</td> <td>Colsterworth</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>J Skelton</td> <td>Colsterworth</td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>R Brocklebank</td> <td>North Witham & Lobthorpe</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>Vacancy</td> <td>Colsterworth</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Vacancy</td> <td>Colsterworth</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Vacancy</td> <td>Colsterworth</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Vacancy</td> <td>Gunby & Stainby</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Cllr Name	Constituency	Attended	Apologies	Absent	J Clark	North Witham & Lobthorpe		1		A Bouvie	Colsterworth	1			E O'Neill	Colsterworth	1			C Hainsworth	Gunby & Stainby	1			G Henton	Colsterworth	1			L McShane	Colsterworth	1			C Russell	Colsterworth	1			L Bennett	Colsterworth	1			D Cox	Colsterworth	1			J Skelton	Colsterworth			1	R Brocklebank	North Witham & Lobthorpe	1			Vacancy	Colsterworth				Vacancy	Colsterworth				Vacancy	Colsterworth				Vacancy	Gunby & Stainby				
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