

Minutes of the Parish Council meeting held on Tuesday 1st November 2022.

Public Forum

There were no members of the public present.

Councillors: C Hainsworth, E O'Neill, C Russell, R Brocklebank, L Bennett, G Henton, T Neale, L McShane, A Bouvie, J Clark, S Walker & I Johnson & K Vickers.

In Attendance

South Kesteven District Council (SKDC) Councillors David Bellamy and Ben Green.
Lincolnshire County Councillor (LCC) Charlotte Vernon.

Agenda Item No	
2022.92	Apologies for absence. Sue Grant Parish Clerk, valid reasons given.
2022.93	Chairman's remarks. Chair to the Parish Council Cllr Caroline Hainsworth welcomed everyone to the meeting and thanked Cllrs Lucienne Bennett and Colin Russell for joining representatives of the Colsterworth Women's Institute, for the official photograph of opening the Commemorative bench donated by Colsterworth Women's Institute and Colsterworth and District Parish Council to celebrate the Platinum Jubilee of Queen Elizabeth 11 in 2022. Thank you also to Neil Bennett who stepped in to take the photograph. The bench is situated on Old Post Lane, Colsterworth. Chair to the Parish Council informed everyone that just before the meeting she had received an email from Helen Scorrer giving information on the 'Warm Space Initiative' the Methodist Church will be having. As Helen was able to make the public meeting Caroline put this to PC on her behalf. The 'Warm Space Initiative' is supported by the Frederick Ingle Charity at the Methodist Church Hall for the villagers. The hall will be open from 3-5pm on 8 th , 22 nd and 29 th November 2022 and the 6 th and 20 th December 2022. Thanks were given to Cllr L McShane for stepping in to take the notes of the meeting in the absence of the Clerk.
2022.94	Declarations of interest in accordance with the LGA 2000 None
2022.95	Approval of the Minutes of the previous meeting. Cllrs A Bouvie, J Clark, I Johnson & S Walker abstained because they were not present at the previous meeting. All other members resolved that the official minutes of the meeting of the Parish Council held on 2 nd October 2022 be approved as a correct record and duly signed and dated by the chairperson.
2022.96	County/District Councillor Report; - LCC Cllr Charlotte Vernon Reported; - 1. Cost of Living Crisis – LCC have information on their website. https://www.lincolnshire.gov.uk/council-councillors/cost-of-living The Clerk to include in the next edition of the InTouch and Parish Council website.

Agenda Item No	
	<p>2. Fixmystreet (FMS) – Continue to report concerns regarding potholes or damage to roads via the FMS website. New app coming very soon. More information on this at the next meeting.</p> <p>3. Fireworks Awareness – LCC are raising awareness of buying unlicensed fireworks which could be extremely dangerous. Only licensed traders are allowed to sell fireworks. Unlicensed traders can be reported to Trading Standards https://www.nationaltradingstandards.uk/</p> <p>4. Avian Flu – Unfortunately there are positive cases in Lincolnshire (Ancaster). Anyone keeping birds at home or commercially is advised to take measures to reduce the risk of the disease spreading. Do not touch dead wild birds, report them to the Animal and Plant Health Agency (APHA) on 03459 335577.</p> <p>5. Launch of The Home Learning Environment Campaign – Encouraging parents and carers to chat, play and read more with their child to develop their communication language and literary skills before they start school. Ideas for these activities can be found on the following website www.nhs.uk/start4life/chatplayread .</p> <p>6. Biker Down – A national training course designed to reduce motorcycle fatalities on the roads is available in Lincolnshire for the first time. The 3-hour course is free. To register an interest, please email biker.down@lincoln.fire-uk.org</p> <p>7. Part-Night Streetlights Adjustments – 30th October 2022 marked the end of British Summertime with the clocks going back one hour. This will temporarily affect the county's part-night streetlights. The sensors in the streetlights enter a period of adjustment, when their timings may vary as they adapt to Greenwich Mean Time.</p> <p>8. National Highways have announced a £196 million investment to improve roads across the Midlands. The A1 southbound near South Witham to benefit from £4.3 million resurfacing scheme.</p> <p>9. Financial – LCC are facing financial constraints with the cost-of-living crisis and finance.</p> <p>SKDC Cllr David Bellamy Reported: -</p> <ol style="list-style-type: none"> 1. Devolution is back on the agenda due to the potential savings. This would be more likely to be a combined authority not unitary. 2. The review of the SKDC Local Plan has not identified any shortage of land for housing supply at this time. 3. SKDC moving offices to above the Savoy Cinema in Grantham. The old offices are to be sold, no offer has yet been made for these. 4. There is multi agency action against fly tipping involving the Environment Agency, SKDC, Police, HMRC and LCC. <p>SKDC Cllr Ben Green Reported: -</p> <ol style="list-style-type: none"> 1. Ben is still trying to get a local PCSO to attend a meeting as the current PCSO for Colsterworth and District is still on sick leave. New PCSO's (between 3 – 10) are being recruited and once trained will attend Parish Council meetings. Commitment is to attend one meeting a year on a rota through the Isaac Newton Ward. It is hoped that there will be a better line of communication and presence in the New Year. The Public Safety Officer is to attend Parish Council meeting in the future. 2. SKDC will remove old benches (not concreted in) if contacted. 3. SKDC are experiencing similar problems with cost of living and finance as LCC.
2022.97	<p>Resolve how to move forward to improve the appearance and safety of the Derelict Garage on the High Street, Colsterworth. <u>It was proposed, seconded and Resolved</u></p> <p>A discussion took place, and it was agreed to defer the item to the next meeting for further investigation with the relevant authority.</p>

Agenda Item No		
2022.98	<p>Resolve to agree the wording of a letter to consult with the Environment Agency to mitigate any future pollution incidents.</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>Unanimously agreed the letter will be sent in the name of the Parish Council.</p>	
2022.99	<p>Resolve to accept the contractor MCS annual hedge trimming quotation.</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>Agreed by a majority</p>	
2022.100	<p>Resolve to investigate the Nature Trail boundary to eliminate any encroachment.</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>It was unanimously agreed that as tenants of the Nature Trail the Parish Council will inform FCC the landowners of the concerns regarding encroachment for them to investigate further. The Parish Council will be advising FCC that the Parish Council are not accountable or responsible for any encroachment onto their land.</p> <p>It was also agreed that communications be sent to all residents to refrain from depositing anything on the Nature Trail or moving boundaries. The Nature Trail is a valued community asset and we can work together to protect and enhance the Trail for the future.</p>	
2022.101	<p>Resolve to submit a response to the developers regarding a potential new development in Colsterworth.</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>Unanimously agreed to acknowledge the request from the developers but not to send a response at this stage. A Working Group to be set up linked to the Neighbourhood Plan</p>	
2022.102	<p>Risk Exception Report</p> <p>1. Resolve to circulate the Clerk's Business Continuity Procedure (BCP) checklist to all Cllrs as recommended by the internal auditor.</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>The BCP and checklist was circulated to all Cllrs. The Clerk is making arrangements to stress test this with another Parish Council.</p> <p>Cllrs accepted the status of the report with no amendments.</p>	
2022.103	Clerks Report	Action
1	<p>On Tuesday 11th October 2022 an underground fire was discovered on the Nature Trail at the rear of 54 Woolsthorpe Road. It was necessary to call out the Fire Service who put out the fire using 1,400 litres of water. The cause of the fire was identified as hot ashes being dumped in an area close to large tree roots. The fire destroyed the roots of three large trees causing them to become dangerously unstable. A tree surgeon attended and felled the trees at a cost of £680 to the Parish Council.</p> <p>Thanks to the Nature Trail Ranger and volunteer who initially investigated the report of fire any further fire damage was minimized.</p>	Clerk
2	<p>Small dam built on the River Witham Colsterworth, School Lane bridge area. Lincs River Trust and the Environment Agency informed who believe it may have been created by children, but it is not thought to be a problem.</p>	Clerk

3	What looks like a temporary repair using chicken wire to the Bridge at the west end of the Nature Trail has been done. The Clerk has contacted FCC requesting a permanent repair is arranged.	None
4	Footpath 3 has been inspected by LCC ROW and they noted that the crossfield section of public footpath is obstructed by a crop. They have written to the landowner in question and asked for the crop to be cleared from the path within the next 14 days.	Clerk
5	Very large overhanging branch on Woodlands Drive reported to Fix My Street Ref 434388.	Clerk
6	Back Lane, street nameplate at junction Back Lane/Bridge End is in need of repair/replacement reported to SKDC.	Clerk
2022.104	Correspondence received	
1	Request from Stamford Road allotment holder put a 6ft x 4ft shed on plot 13a.	Clerk
2	Report of a non-roadworthy vehicle. Not a responsibility of the Parish Council, advised to report this to SKDC.	SKDC
3	Youth Club Committee Agenda including financial statement to 5th October 2022; minutes from the previous meeting received from the Youth Club Secretary.	Clerk
4	Two reports of flooding on the entrance road to the Social Club. Reported to Fix My Street and the Clerk contacted CESL to request their street cleaning vehicle could clean the area as they did previously.	Clerk
5	Confirmation received from the former acting Chair of the charity Sir Isaac Newton Memorial Hall that the charity has now been formally closed. The Charities Commission removed the charity from the register at the end of August. All Trustees were automatically removed as Trustees. All left over funds have been transferred to North Witham Village Hall and the Charities Commission have been advised of the transfer. The Parish Council thanks the former acting chair for their patience and resilience in seeing this process through to the end.	Clerk
2022.105	Planning Applications - SKDC	Comments
S22/2037	Removal of concrete yard surface and resurface with MOT Type 1 sub-base, tarmac and resin bonded gravel. Woolsthorpe Manor, Water Lane, Woolsthorpe By Colsterworth, Lincolnshire, NG33 5NR	None
	SKDC Planning Permission	
S22/1800	Amendments to the side roof and front roof to be flat with one shallow glass lantern and render the front of the house to match the side elevation. Location: 20 Newton Way Woolsthorpe By Colsterworth Lincolnshire.	None
Group Reports		
2022.106.1	Highways & Footpaths Working Group Report	
	Speed Signs Project update. (Cllr C Hainsworth)	
	Cllr C Hainsworth provided a verbal update. VAS speed signs received awaiting LCC to install the posts to which the VAS signs will be attached. Thanks were given to Cllrs Russell and Bellamy taking delivery of the units pending installation. Cllr Hainsworth also confirmed that overhanging branches will be removed to ensure the signs are not obscured as part of the repair works on the bus shelter at North Witham which is expected within the next few weeks.	
2022.106.2	Finance & Administration Committee Report	
	<ol style="list-style-type: none"> 1. F & A meeting minutes 18/10/2022 submitted to council for full assurance. 2. Resolve to accept the Finance and Administration (F & A) Committee Report and recommendations from 18/10/2022 (Cllrs Bouvie, Hainsworth, L McShane & E O'Neill). 	
	It was proposed, seconded and	

	<p><u>Resolved</u> Unanimously agreed</p> <p>3. Resolve to agree with the draft budget to be finalised and agreed at the December 2022 meeting following receipt of the 2023-2024 Precept Calculator from SKDC.</p> <p><u>It was proposed, seconded and Resolved</u> Unanimously agreed.</p> <p>4. Resolve to agree the recommendation from the Finance & Administration Committee meeting that council accepts the Clerk's salary uplift, home office increase and extended hours at F&A agenda item 8.4 (18/10/2022) From 1st December 2022.</p> <p><u>It was proposed, seconded and Resolved</u> Unanimously agreed.</p> <p>5. Resolve to agree the Clerk's annual leave request and bring forward the February 2023 meeting to Tuesday 24th January 2023.</p> <p><u>It was proposed, seconded and Resolved</u> Unanimously agreed. It was noted that the Clerk's leave entitlement has increased to 25 days (pro rata) due to 5 years' service with effect from 01 December 2022.</p> <p>6. Resolve to sign the HSBC Business Deposit Card Application Form for the Clerk to hold a Deposit only Card.</p> <p><u>It was proposed, seconded and Resolved</u> Unanimously agreed.</p> <p>7. Resolve to adopt the following policy for their annual review.</p> <ol style="list-style-type: none"> a. CAD Risk Management b. CAD Scheme of Delegation c. CAD Complaints Policy d. CAD Planning Committee Protocol e. CAD Data Protection Policy f. CAD Data Breach Policy g. CAD Data Retention Policy h. CAD Subject Access Request Policy <p><u>It was proposed, seconded and Resolved</u> Unanimously agreed.</p> <p>8. Net Position by Cost Centre and Code uploaded to website. Received by Councillors with no comment</p>
2022.106.3	<p>Environment & Amenities Working Group Report. No report this month.</p>
2022.106.4	<p>Planning Committee Report No Report this month.</p>
2022.107	<p>Approve accounts for payment. <u>It was proposed, seconded and Resolved</u> Unanimously agreed.</p>

ACCOUNTS FOR PAYMENT OCTOBER 2022**ONLINE PAYMENTS**

	Payee Name	Details	Amount
02/11/2022	Stuart Whitcombe	In Touch Editing Nov edition	£80.00
02/11/2022	Staff 2 & 3	Wages & Expenses Staff 2 & 3	£563.64
03/11/2022	Staff 1	Clerk Salary & Expenses	£849.32
04/11/2022	Elderwood Tree Care	Nature Trail Tree Felling	£680.00
05/11/2022	Terry Brown	Internal Mid Yr audit fee	£100.00
07/11/2022	Life In Pictures	InTouch Printing Nov edition	£276.00
08/11/2022	David Warden MCS Ground Care	LCC NW, S&G & Village grass cut	£384.00
08/11/2022	David Warden MCS Ground Care	LCC C/W & village grass cut	£557.00
			£3,489.96

CHEQUES

01/11/2022	ElanCity-UK		£5,160.00
		2 x Evolis Radar speed signs	£8,649.96

Transfers from savings account to current account

04/11/2022	CAD Savings account	Queen's Platinum Jubilee Bench Minute ref March 2021.136.1	£611.59
04/11/2022	CAD Savings account	CADPC contribution to commemorative bench on Old Post Lane. Minute ref May 2022.23	£330.76
04/11/2022	CAD Savings account	* From NatureTrail ear marked reserves	£680.00
04/11/2022	CAD Savings Account	* From Highways & Footpaths ear marked reserves. Minute ref 31st May 2022.30	£5,160.00
			£6,782.35

Transfers from current account to savings account

04/11/2022	CAD Current Account	Return of transfer to Current account on 05/10/2022 now 2nd Precept received	£4,000.00
04/11/2022	CAD Current Account	Return of transfer to Current account on 07/09/2022 now 2nd Precept received	£2,000.00
			£6,000.00

DD's			
DD	Focus	Office Telephone	£29.60
DD	HSBC	Bank Charges	£5.80
			£35.40

Balances		
Reconciled		
31/10/2022	Income from 01/04/2022	£46,185.33
	Expenditure from 01/04/2022	£28,122.68
	Surplus/Deficit =	£18,062.65
	Less Unpresented payments & transfers excl DD's	£8,630.34
	Surplus/Deficit =	£9,432.31
Balances		
31/10/2022	Deposit Account	£68,368.50
31/10/2022	Community Account	£22,439.14
	Total	£90,807.64
	Less unpresented Payments & chq's	£82,177.30

2022.108 Matters requiring attention such as potholes and faulty streetlights.

1. Woolsthorpe junction from the A1 still flooding. – Highways England responsibility.
2. Cllr G Henton shared his concern re the visibility of the Community Cleaners. – PPE is being worn as agreed.
3. Cllr G Henton asked if LCC Highways could put a concrete gully on Woolsthorpe Road near to Bridge End. Like the one opposite the bus shelter at Bridge End, this has reduced standing water and pedestrians being splashed. – Something for a future meeting with LCC Highways.
4. Damage reported to the roundabout on the Woolsthorpe Play Area – The Chair thanked Cllr R Brocklebank for his prompt action. Clerk to arrange repair.

2022.109 Date of next Parish Council meeting is Tuesday 6th December 2022.
There being no other business Chairperson C Hainsworth closed the meeting at 8.45pm.

SIGNED:

CHAIRPERSON

DATE: 6th December 2022

Attendance to date (May 2022 to April 2023) – annual maximum 10 (No meeting August & January)

Cllr Name	Constituency	Attended	Apologies	Absent
J Clark	North Witham & Lobthorpe	3	3	
A Bouvie	Colsterworth	5	1	
E O'Neill	Colsterworth	6		
C Hainsworth	Gunby & Stainby	6		
G Henton	Colsterworth	6		
L McShane	Colsterworth	5	1	
C Russell	Colsterworth	6		
L Bennett	Colsterworth	6		

R Brocklebank	North Witham & Lobthorpe	6		
K Vickers	Colsterworth	5	1	
I Johnson	Colsterworth	3	2	1
T Neale	Colsterworth	5	1	
S Walker* Appointed July 2022	Colsterworth	2	1	
Vacancy	Colsterworth x 2			
Vacancy	Gunby & Stainby x 1			