

Minutes of the Parish Council meeting held on Tuesday 24th January 2023.

Public Forum

There was one member of the public present who reported that one of the Back Lane street nameplates was in need of repair. The Clerk explained that she had previously reported that nameplate to South Kesteven District Council (SKDC) who responded that they would not be repairing the nameplate due to financial constraints and because there was another metal nameplate on the opposite side of the road. The nameplate would be repaired in the future when finances allow. The member of the public then left the meeting.

Councillors: C Hainsworth, C Russell, R Brocklebank, L Bennett, G Henton, T Neale, L McShane, J Clark, A Bouvie and S Walker & K Vickers.

In Attendance

South Kesteven District Council (SKDC) Councillors David Bellamy and Ben Green. Cllr Ben Green left the meeting at 7.55pm.

Agenda Item No	
2022.132	Apologies for absence: - Cllrs I Johnson & E O'Neill, valid reasons given.
2022.133	Chairman's remarks. Chairperson Caroline Hainsworth welcomed everyone back after the Christmas and New Year break and hoped that everyone had a good one. They made special thanks to Community Cleaner Kevin Atter for keeping the service going and sent the Parish Council's best wishes to Mark Robertshaw for a speedy recovery.
2022.134	Declarations of interest in accordance with the LGA 2000 None.
2022.135	Approval of the Minutes of the previous meeting. Cllrs A Bouvie and S Walker abstained because they were not present at the previous meeting. All other members agreed that the official minutes of the meeting of the Parish Council held on 6 th December 2022 be approved as a correct record and duly signed and dated by the chairperson.
2022.136	County/District Councillor Report; - SKDC Cllr Ben Green reported the following: - <ul style="list-style-type: none"> • Community Speed Watch (CSW) – Cllr Ben Green donated 2 x 30mph Community Speed Watch (CSW) signs to the Parish Council. • Fix My Street (FMS) - Lincolnshire County Council (LCC) Highways department reported that an empty grit bin at North Witham was not their responsibility and would not be filling it with grit and suggested that the Parish Council adopt the grit bin. Cllr Ben Green agreed to follow this up with LCC to ask them to take responsibility for re-filling the grit bin as the Parish Council do not have the facility to re-fill the bin. • Gravity Fields Festival – SKDC are hoping to cut back on the Arts funding budget and are looking for a huge amount of voluntary support for the event. Cllr Ben Green stated he was keen to drive this forward and encouraged the Parish Council to do so also. Chairperson Caroline Hainsworth asked for the Parish Council to be kept informed and invited ideas from the Parish Cllrs. • LCC Police - Communication exchanges and discussions with LCC Police continue to have a PCSO attend a Parish Council meeting at least once a year. Feedback from the Parish Council was that only a physical presence at a meeting would be acceptable.

Agenda Item No	
	<p>SKDC Cllr David Bellamy Reported: -</p> <ul style="list-style-type: none"> • New Housing Estate off Bourne Road, Colsterworth – The contact that the Clerk made with Balfour Beatty Homes was very useful. Further information in Clerks Report, Agenda item 2022.145.17. • Stainby damaged grass verges - Second FMS reports made regarding damage to the grass verges on Middle Street and mud all down the road caused by HGV's. If necessary, Cllr Charlotte Vernon will be asked to escalate this. • Vehicle Activated Sign (VAS) in North Witham. – Thank you for the VAS the residents of North Witham appreciated this. It would be useful to be able to turn the VAS in the opposite direction. The Clerk will arrange to purchase the tool required to do this. Chairperson Caroline Hainsworth commented that she was pleased that it had been well received. <p>Lincolnshire County Councillor (LCC) Charlotte Vernon was not in attendance at the meeting.</p>
2022.137	<p><u>In Touch Magazine: Printing Rates:</u></p> <ol style="list-style-type: none"> 1. Resolve to accept Company 1 quotation of £338.00 excl vat for full colour printing of the magazine, including delivery from the April 2023 edition. (Cllr E O'Neill). 2. Resolve to accept Company 2 quotation of £335.00 excl vat for full colour printing of the magazine, including delivery from the April 2023 edition. (Cllr E O'Neill). <p><u>It was proposed, seconded and Resolved</u></p> <p>The agenda items were deferred to the next meeting.</p>
2022.138	<p><u>In Touch Magazine: Advertising Rates:</u></p> <ol style="list-style-type: none"> 1. Resolve to agree to increase the current 'In Touch' annual advertising rates by £2.50 per small advertisement to £62 & £5 per double advertisement to £124 to help cover its costs as recommended by the Clerk at their Annual Renewal in April 2023. <p><u>It was proposed, seconded and Resolved</u></p> <p>The agenda item was deferred to the next meeting.</p>
2022.139	<p><u>Allotment and Field Rents: -</u></p> <ol style="list-style-type: none"> 1. Resolve to increase the annual allotment rent by £2.50 per half allotment to £20 to help cover its costs as recommended by the Clerk at their Annual Renewal in April 2023. <p><u>It was proposed, seconded and Resolved</u></p> <p>Unanimously agreed.</p> <ol style="list-style-type: none"> 2. Resolve to keep the Field rent static to be reviewed again in 2024. <p><u>It was proposed, seconded and Resolved</u></p>

Agenda Item No	
	Unanimously agreed.
2022.140	<p>Resolve to agree to one of the following quotations to repair the wet pour on the Woolsthorpe Road children's play area: -</p> <ol style="list-style-type: none"> 1. Company 1 - Option 1 – Carpet Surfacing £5,600.00 excl VAT - 8 year guarantee <u>It was proposed, seconded and Resolved</u> <p>A discussion took place and Cllr Ken Vickers proposed quotation 1 by Company 1 – Option 1 which was agreed by a majority at the increased quotation to include fencing hire at £6,399.31 excl VAT. Subject to the Clerk obtaining firm/fixed costs, specification, guarantee and timeframe.</p> <ol style="list-style-type: none"> 2. Company 1 - Option 2 – EcoTumble Surfacing £9,800.00 excl VAT - 2 year guarantee 3. Company 1 - Option 3 – Wet pour Surfacing £8,600.00 excl VAT - 5 year guarantee 4. Company 2 – Option 1 Rubber Mulch Surfacing Overlay £7,100 exc vat. 12 month guarantee. 5. Company 2 – Option 2 Wet pour surfacing replacement £8,575 ecl vat. 12 month guarantee. 6. Company 2 – Option 3 Needle punch overlay £7,740 excl vat. 12 month guarantee. <p><u>It was proposed, seconded and Resolved</u></p> <p>Quotations 2, 3, 4, 5 and 6 all fell.</p>
2022.141	<p>Resolve to discuss the parking issues on the High Street outside the Family Shopper.</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>Cllrs reported on the ongoing issues, particularly with buses being obstructed. It was agreed to escalate this through Cllr Vernon Cllr Vernon in line with the request made September 2022 to consider all the High Street issues with LCC. In addition, this will be included on the Parish Priority Setting feedback to Lincolnshire Police, deadline 7th March 2023. It was also agreed for the Clerk to contact the bus company for feedback.</p>
2022.142	<p>Resolve to agree to the Gardeners and Allotment Holders Association Grant application for £200 for flowers and liners for the Church Troughs.</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>Unanimously agreed at the amended amount of £280 as per the grant application submitted (S137)</p>
2022.143	<p>Resolve to agree the contents of the letter to be sent to residents whose property backs on to the Nature Trail.</p>

Agenda Item No		
	<p><u>It was proposed, seconded and Resolved</u></p> <p>A discussion took place, and it was unanimously agreed to send the amended letters.</p>	
2022.144	<p>Risk Exception Report</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>Cllrs accepted the status of the report with no amendments. Chairperson Caroline Hainsworth asked for the Ash Dieback on the Nature Trail to be included for the next report.</p>	
2022.145	Clerks Report	Action
1	Damaged fence on Footpath 21 half-way between the High Street and Old Post Lane reported to LCC ROW. LCC ROW report the fence is not their responsibility. The landowner has now re-instated the fence.	Clerk
2	Signpost on Back Lane – corroded base reported to Fix My Street, repair scheduled. Work completed 6th January 2023.	Clerk
3	The Sir Isaac Newton bench has been installed on Woolsthorpe Road. Minute ref May 2022.22	None
4	FP 15 reported to LCC ROW who have inspected the stiles, the kissing gates to replace these stiles are currently on order and will be completed when they come into stock, hopefully soon in the New Year.	Clerk
5	The cost of printing the In Touch magazine will increase from £230 excl vat to £250 excl vat from the February 2023 edition.	Clerk
6	The Clerk has taken receipt of the documents relating to the former charity, 'Sir Isaac Newton Memorial Hall'. To be stored by the Parish Council for the required six years. Minute ref December 2022.115.	Clerk
7	Grit bin refill requested for grit bin Water Lane, Stainby. LCC confirmed works are planned. Ref 441032.	Clerk
8	Keep left sign close to A Truck Stop damaged. LCC confirmed work is planned. Ref 442174.	Clerk
9	Multiple potholes reported on the High Dyke to FMS. Work completed 5 th January 2023.	Clerk
10	Potholes reported to FMS Back Lane before junction Woodlands Drive and also further up on Woodlands Drive. Work scheduled for 13 th January 2023.	Clerk
11	Three FMS Reports made for damage to grass verges and excess mud on the Road in Stainby, Water Lane, Middle Street and Hall Lane caused by heavy vehicles. FMS updates received 18/01/2023 which reported no safety defects, no further action, report closed.	Clerk
12	The broken stile on FP3 reported to LCC ROW. Submission reference 1764488. Reported to the Parish Council by two parishioners.	Clerk
13	FMS grit bin refill request made for Houghton's Lane, adjacent to the White Lion and Colster Way, close to Little Legs Nursery.	Clerk
14	FMS report re blocked drains Bourne Road. Will be cleaned as part of the next schedule of works. Report closed.	Clerk
15	<p>Update from David Wilson Homes following the meeting with the Parish Council in 2022: -</p> <ul style="list-style-type: none"> • They are investigating where the gulley outfalls too and if part of the pipe/system needs to be repaired. • They have sent an enquiry to the residents' management company to find out if they are maintaining any of this area. 	

	<p>Once they know one way or the other, they will know how to proceed.</p> <ul style="list-style-type: none"> Lincs highways are happy with the condition of the culvert's underneath Brunel Avenue, they are only concerned with how the structures will be maintained and repaired in the future. David Wilson Homes are working on how this can be done. It is still their intention for all the roads to be adopted by LCC. 	
16	Parish Policing Priority Setting Meeting Feedback Form received. Due back 7 th March 2023.	Clerk
17	A resident reported concerns regarding HGV's, mud and access to the new housing estate being built off Bourne Road. The Clerk contacted the Balfour Beatty Land and Planning Manager who took on board the concerns of the resident and would instruct extra street cleaning and that they would try and mitigate the initial access problems until a fenced compound with turning circle is created.	
2022.146	Correspondence received	
1	Update from the Environment Agency on the River Witham pollution incident 2019 follow up actions to implement a large-scale habitat improvement scheme along the river above Colsterworth. Design stage of this is complete and funding should be in place to deliver the work in late 2023/24.	Clerk
2	Email received from the War Memorials Trust in relation to the condition of the War Memorial.	SKDC
3	Email received regarding damage caused to a wall on Reads Lane, Woolsthorpe By Colsterworth. Cllrs Charlotte Vernon and Ben Green have been informed as this is believed to be a Highways issue.	Clerk
4	Report of fly tipping on the railway line near Easton. The Easton Parish Clerk was informed.	Clerk
5	Confirmation from Colsterworth Youth Centre that the electrical inspection was carried out at Little Legs Nursery for which the Parish Council is Custodian Trustee. Also, a recent drain blockage had been resolved.	Clerk
6	Graffiti reported on the outside garden wall of a property backing onto FP19. Homeowner to be made aware.	Clerk
7	Report of blocked drains along Bourne Road from Colster Way to Bourne Road Estate. FMS report made ref 444084.	Clerk
8	Notification and copy of the Agenda, received for the Colsterworth and District Youth Centre Meeting Friday 27 th January 2023, 6.30pm at the Social Club.	Clerk
9	Information received regarding the Gravity Fields Festival.	Clerk
10	Report of litter on the Social Club land area from steps leading to FP19. Social Club aware.	
2022.147	Planning Applications - SKDC	Comments
	SKDC Prior Approval Planning Application	
S22/2024	Conversion of 3 existing agricultural buildings to form 2 large dwelling houses and 2 small dwelling houses. Twyford Cottage, Honey Pot Lane, Colsterworth, Lincolnshire, NG33 5LT	None
S22/2477	New menage for private use Location: Tower Hill Farm, Water Lane, Stainby, Lincolnshire, NG33 5QY	None
	SKDC Planning Permission	
S22/2250	T1 - Horse Chestnut - Extensive decay to root system and basal area, approx 30% of basal area has been decayed Location: 3 Walnut Grove Colsterworth Lincolnshire NG33 5NQ Decision/Date Work Allowed 19th December 2022	None

S22/2037	Removal of concrete yard surface and resurface with MOT Type 1 sub-base, tarmac and resin bonded gravel Location: Woolsthorpe Manor Water Lane Woolsthorpe By Colsterworth Lincolnshire NG33 5NR	None
S22/1766	Part replacement of existing conservatory on the same footprint. Location: 52 Colster Way Colsterworth Lincolnshire NG33 5JT	None
SKDC APPROVAL OF DETAILS RESERVED BY CONDITION		
S22/2190	Application for approval of plan showing the protection measures to the existing hedgerows during construction together with the tree removal strategy as per the approved RM application (in relation to condition 7 of S18/2379)	None
LCC Planning Application		
PL/0126/22	CATEGORY A DEVELOPMENT: FOR RELOCATION WITHIN SITE OF EXISTING WEIGHBRIDGE, WHEEL-WASH AND PORTABLE BUILDING LOCATION: COLSTERWORTH TRIANGLE, CRABTREE ROAD, COLSTERWORTH GRID REFERENCE: 490161 324395 https://lincolnshire.planning-register.co.uk/	None
2022.148.1	Highways & Footpaths Working Group Report Speed Signs Project update. (Cllr C Hainsworth) Chairperson Caroline Hainsworth thanked Cllrs Roy Brocklebank, Colin Russell, Dave Bellamy and the Clerk for their time and help in taking delivery, setting up the 40mph sign and transporting them to their designated site for installation on Friday 20 th January 2023. Special thanks were mentioned to LCC Road Safety (Accident Investigation) Manager Graeme Butler who supported the Parish Council through this project and installed the VAS onto their posts.	
2022.148.2	<p>1. Finance & Administration Committee Report (Cllrs Bouvie, Hainsworth, L McShane & E O'Neill). No report this month.</p> <p>1. Finance & Administration Committee Report (Cllrs Bouvie, Hainsworth, L McShane & E O'Neill).</p> <p>Resolve to adopt the following policies at their annual review: -</p> <p>2. CAD Remote Meeting Protocol <u>It was proposed, seconded and Resolved</u></p> <p>Unanimously agreed with the addition of the paragraph under Introduction.</p> <p>3. CAD Media Policy <u>It was proposed, seconded and Resolved</u></p> <p>Unanimously agreed with no amendments</p> <p>4. CAD Financial Regulations Policy <u>It was proposed, seconded and Resolved</u></p> <p>Agenda item deferred to the next meeting.</p> <p>5. CAD Co-option Policy</p>	

	<p><u>It was proposed, seconded and Resolved</u></p> <p>Unanimously agreed with the amendment suggested by Cllr Jon Clark.</p> <p>6. Net Position by Cost Centre and Code uploaded to website.</p> <p>Received by Councillors with no comment.</p>
2022.148.3	<p>Environment & Amenities Working Group Report.</p> <p>War Memorial Project update (Cllr T Neale)</p> <p>Cllr Terry Neale circulated the report detailing the interest and financial information relating to Colsterworth Festival of Remembrance (CFoR) in relation to their interest in the restoration of the War memorial.</p>
2022.148.4	<p>Planning Committee Report</p> <p>No report this month</p>
2022.149	<p>ACCOUNTS FOR PAYMENT DECEMBER 2022 & JANUARY 2023</p> <p>Unanimously approved see Appendix A</p>
2022.150	<p>Matters requiring attention such as potholes and faulty streetlights.</p> <p>A request was made for the Clerk to investigate the cost of increasing the email capacity supplied by the Parish Council email host.</p>
2022.151	<p>Date of the next Parish Council meeting is Tuesday 7th March 2023 There being no other business, Chairperson C Hainsworth closed the meeting at 9.18pm.</p> <p>SIGNED:</p> <p>CHAIRPERSON DATE: 24th January 2023</p>

APPENDIX A: Minute 2022.149

ACCOUNTS FOR PAYMENT DECEMBER 2022

ONLINE PAYMENTS			
Date of payment	Payee Name	Details	Amount
01/01/2023	Stuart Whitcombe	In Touch Editing Dec edition	£80.00
01/01/2023	Staff 2 & 3	Wages & Expenses Staff 2 & 3	£563.64
05/01/2023	Life in Pictures	InTouch Printing (Jan 23 edition)	£276.00
09/01/2023	HMRC	PAYE 3rd Quarter (Oct)	£259.55
09/01/2023	HMRC	PAYE 3rd Quarter (Nov)	£485.42
11/01/2023	HMRC	PAYE 3rd Quarter (Dec)	£443.47

10/01/2023	Roll and Scroll	Isaac Newton Bench	£850.00
		Total	£2,958.08
CHEQUES			
103911	Staff 1 salary	Salary & Exp	£1,148.87
		Total	£1,148.87
DIRECT DEBITS			
DD	Focus	Office Telephone	£28.30
DD	HSBC	Bank Charges	£6.20
DD	Wave	Water Bill W/R Allotments	£20.89
DD	Wave	Water Bill S/R Allotments	£17.41
		Total	£72.80

BALANCES			
Reconciled			
30/12/2022	Income from 01/04/2022	£50,673.95	
	Expenditure from 01/04/2022	£42,366.01	
	Surplus/Deficit =	£8,307.94	
	Less Unpresented payments & Transfers excl DD's	£4,106.95	
	Surplus/Deficit =	£4,200.99	

ACCOUNT BALANCES			
30/12/2022	Deposit Account	£13,443.49	
04/12/2022	Community Account	£67,609.44	
	Total	£81,052.93	
	Less unpresented Payments & chq's	£76,945.98	

ACCOUNTS FOR PAYMENT JANUARY 2023

ONLINE PAYMENTS			
Date of payment	Payee Name	Details	Amount

01/02/2023	Stuart Whitcombe	In Touch Editing Dec edition	£80.00
01/02/2023	Staff 2	Wages & Expenses Staff 2 & 3	£563.64
03/02/2023	Colsterworth PCC	Xmas lights electricity contribution (S132)	£30.00
04/02/2023	Life in Pictures	InTouch Printing (Jan 23 edition)	£300.00
05/02/2023	Wicksteed Leisure Ltd	2 x Roundabout seats	£453.84
			£1,427.48
CHEQUES			
Chq no 103912	Staff 1 salary	Salary & Exp	£1,109.80
			£2,537.28
Transfers			
01/02/2023	CADPC Deposit Account	Isaac Newton Bench	£850.00
		Total	£850.00
DIRECT DEBITS			
26/01/2023	Focus	Office phone	£28.72
26/01/2023	HSBC	Bank charges	£7.00
			£35.72

	Balances	
Reconciled		
23/01/2023	Income from 01/04/2022	£52,268.71
	Expenditure from 01/04/2022	£46,472.56
	Surplus/Deficit =	£5,796.15
	Less Unpresented payments excl DD's	£2,537.28
	Surplus/Deficit =	£3,258.87

	Balances	
05/01/2023	Deposit Account	£67,638.89
23/01/2023	Community Account	£10,902.25
	Total	£78,541.14
	Less unrepresented Payments & chq's	£76,003.86

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	5	3	
A Bouvie	Colsterworth	6	2	
E O'Neill	Colsterworth	7	1	
C Hainsworth	Gunby & Stainby	8		
G Henton	Colsterworth	8		
L McShane	Colsterworth	7	1	
C Russell	Colsterworth	8		
L Bennett	Colsterworth	8		
R Brocklebank	North Witham & Lobthorpe	8		
K Vickers	Colsterworth	7	1	
I Johnson	Colsterworth	4	3	1
T Neale	Colsterworth	7	1	
S Walker* Appointed July 2022	Colsterworth	3	2	
Vacancy	Colsterworth x 2			
Vacancy	Gunby & Stainby x 1			