

Minutes of the Parish Council meeting held on Tuesday 9th May 2023.

Public Forum

There were no members of the public present.

Councillors: C Hainsworth, E O'Neill, C Russell, D Bellamy, T Neale, L McShane, G Henton & S Banwait.

In Attendance

South Kesteven District Council (SKDC) Councillor David Bellamy
Lincolnshire County Councillor (LCC) Charlotte Vernon who left the meeting at 8.10pm.
Sue Grant Clerk to the Parish Council.

Agenda Item No	
2023.1	Apologies for absence. Cllr Anna Bouvie & J Clark valid reasons given.
2023.2	Chairman's remarks. The outgoing Chairperson C Hainsworth welcomed everyone and opened the Annual Parish Council meeting commenting that all Cllrs present had signed the Acceptance of Office. They welcomed new Cllr Sandeep Banwait and Cllr Dave Bellamy who had previously stood as a Parish Councillor for Colsterworth and District Parish Council. They gave thanks to outgoing Cllrs Roy Brocklebank, Lucienne Bennett, Ken Vickers, Ian Johnson and Shannon Walker for the work they had done. They congratulated SKDC Cllrs Dave Bellamy and Ben Green on their re-election to SKDC. All Cllrs were invited to give a brief introduction of themselves.
2023.3	Elections: 3.1 Election of Chairman <u>It was proposed, seconded and Resolved</u> Cllr E O'Neill proposed Cllr C Hainsworth, seconded by Cllr T Neale. Cllr C Hainsworth was unanimously voted as Chairman. 3.2 Election of Vice Chairman <u>It was proposed, seconded and Resolved</u> Cllr C Hainsworth proposed Cllr E O'Neill, seconded by Cllr L McShane. Cllr E O'Neill was unanimously voted as Vice Chairman.
2023.4	Declarations of interest in accordance with the LGA 2000 Cllr C Hainsworth made a declaration of interest in agenda item 14.1 as a member of Colsterworth Festival of Remembrance (CFoR).

Agenda Item No	
2023.5	<p>Approval of the Minutes of the previous meeting.</p> <p>Cllrs S Banwait and D Bellamy abstained because they were not present at the previous meeting. All other members present agreed that the official minutes of the meeting of the Parish Council held on 4th April 2023 be approved as a correct record and duly signed and dated by the chairperson.</p>
2023.6	<p>Election of lead Councillors for: -</p> <p>6.1 - Finance and Administration Committee x 4 Councillors <u>It was proposed, seconded and Resolved</u></p> <p>Cllrs C Hainsworth, E O'Neill, L McShane and C Russell were duly elected.</p> <p>6.2 - Environment and Amenities Working Group x 3 Councillors <u>It was proposed, seconded and Resolved</u></p> <p>Cllr T Neale volunteered, and other Cllrs would volunteer on an ad hoc basis as and when required.</p> <p>6.3 - Footpaths and Highways Working Group x 3 Councillors <u>It was proposed, seconded and Resolved</u></p> <p>Cllrs would volunteer on an ad hoc basis as and when required. Cllr C Hainsworth agreed to continue to co-ordinate the Highways and Footpaths working group.</p> <p>6.4 – Planning Committee x 4 Councillors <u>It was proposed, seconded and Resolved</u></p> <p>Cllrs C Russell, L McShane and S Banwait were duly elected.</p>
2023.7	<p>Resolve to agree to discuss the response from Wicksteed Leisure regarding the condition of the Eco-Tumble play area surface at North Witham play area. <u>It was proposed, seconded and Resolved</u></p> <p>The Clerk gave a summary of the issue, and it was agreed to defer the agenda item to the June meeting following receipt of a written response from Wicksteed Leisure Ltd.</p>
2023.8	<p>County/District Councillor Report.</p> <p>LCC Cllr C Vernon reported: -</p> <ol style="list-style-type: none"> 1. They congratulated all Cllrs on their elections to office. 2. They were pressing for updates on highways issues on Bourne Road. 3. Lincolnshire County show is being held on Wednesday 21 and Thursday 22 June. For more information visit https://www.lincolnshire.gov.uk/news/article/1463/another-great-day-out! 4. Lincolnshire families are being asked to complete a survey to help gauge demand for childcare places in the county. For more information visit https://www.lincolnshire.gov.uk/news/article/1034/share-your-views-on-local-childcare 5. On 15 June, the LCC Stay Safe Partnership's online safety officer will be offering an online course to give parents, carers and professionals the knowledge and confidence to help children and young people feel safe and make informed

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	<p>decisions. The event will be delivered via Microsoft Teams and runs from 4pm to 5pm. To sign up visit https://www.lincolnshire.gov.uk/news/article/1031/helping-young-people-navigate-the-online-world-safely</p> <p>SKDC Cllr D Bellamy Reported: -</p> <ol style="list-style-type: none"> 1. Apologies from SKDC Cllr Ben Green who was unable to attend the meeting. 2. Following the elections there is no overall Party control. The Conservatives form the largest party but do not have a majority. Committees are to be decided on 18th May 2023 when Chairman and Vice Chairmans positions will be nominated. 3. Litter, fly tipping and food hygiene issues around local businesses close to the A151 flyover had been reported to SKDC. 4. LCC have agreed to install a 'Not Suitable for HGV's' sign on Middle Street, Stainby but no date for this has been given. 	
2023.9	<p>Risk Exception Report</p> <p>The Clerk gave a summary of the updates and Cllrs accepted the status of the report with no amendments.</p>	
2023.10	Clerks Report	Action
1	Fly tipping on Stamford Road, Colsterworth reported to SKDC.	Clerk
2	Contact from SKDC healthy@counthkesteven.gov.uk in response to report of vermin and litter on the layby close to fast food outlets adjacent to A151 Flyover. The SKDC team collect litter twice a week from the laybys. They will be contacting local businesses to see what can be done to reduce the amount of litter in the area.	Clerk
3	Response to Freedom of Information request sent 14/04/2023.	Clerk
4	The bridge at the west end of the Nature Trail is having repair work to the brickwork and re-pointing by FCC the landowners.	Clerk
5	The Annual Internal Audit Report has been completed with no findings.	Clerk
6	Allotment Inspections took place on 20th April 2023. In the main the allotments were in good condition. Those in need of attention have been contacted.	Clerk
7	The Parish Council SK Prosperity Fund application has been selected to go forward to the next UKSPF Board meeting for consideration on Tuesday the 25th of April.	Clerk
8	Parish Council communication with Wicksteed Leisure continues regarding the Eco – Tumble surface at North Witham Play Area. Awaiting feedback from Wicksteed Leisure.	Clerk
9	29 th April report of heavy traffic and HGV's using the High Street following incident of the A1. Advised to report the traffic incident to the Police.	Clerk/Police
10	Report of felled trees and branches dumped on the banking of the Nature Trail. Further investigation ongoing.	Clerk
11	Streetlight number 43 on Newton Court not working, reported to SKDC.	Clerk
12	Report of fly tipping Old Post Lane reported to SKDC.	Clerk/SKDC.
13	The Parish Council is grateful to the landlord FCC Environmental for completing repairs to the bridge at the west end of the Nature Trail in April 2023.	Clerk
14	LCC Highways have work planned for the potholes on the High Dyke flyover.	LCC
2023.11	Correspondence received	
1	Report of Street Light Back Lane junction Newton Court extinguished. Reported to SKDC Streetlighting.	Clerk

2	Grant Application for up to £3,500 received from Colsterworth Festival of Remembrance (CFoR) towards restoration costs.	SKDC
3	Report of suspicious activity on the Larkfleet Homes site off Woodlands Drive. Larkfleet contacted and arranged for their Construction Manager to make the area secure. PCSO attended and confirmed that there was no evidence of any illegal activity.	Clerk/Police
2023.12	Planning Applications - SKDC	Comments
S23/0477	Replacement of mono pitch canopy with flat canopy. Land West Off A1 And North Of Bourne Road, Colsterworth	None
S23/0379	Proposed dormer to existing loft, alterations to existing single storey extension including fenestration and cladding. 52 High Street, Colsterworth, Lincolnshire, NG33 5NF,	None
S23/0674	Replacement windows and door to listed building. 4 Spring Lane, Colsterworth, Lincolnshire, NG33 5HN, App Type: Listed Building Consent	None
	SKDC Planning Permission	
S23/0127	Erection of single storey side extension. Location: South Lodge Farm East Of A1 Great North Road, Un-Named Road South Of Wolleys Lane Grantham Lobthorpe	None
S22/1691	Submission of details of Condition 3 (joinery details) and Condition 6 (materials) of p/p S22/0677/LBC Location: The Hollies 18 Back Lane Colsterworth	None
S23/0454	Proposal: Submission of details in relation to Condition 4 (Materials) and Condition 8 (Acoustic Specification) and Condition 10 (Safety Signage) of planning permission ref S21/1906. Centre Of Pond 80M From 68 Bourne Road 23M From A151 Bourne Road, Colsterworth.	None
S23/0481	Erection of single storey side extension, front porch and detached double garage, along with alterations to driveway. 5 Chestnut Grove Colsterworth Lincolnshire NG33 5PE	None
	Corby Glen Neighbourhood Plan	None
	The Corby Glen Neighbourhood Development Plan Consultation: Submission Publication. The consultation will run from the 26 April 2023 until the 12 June 2023. Link to the Corby Glen Neighbourhood Plan webpage – Corby Glen Neighbourhood Development Plan (southkesteven.gov.uk) Corby Glen Neighbourhood Development Plan (southkesteven.gov.uk)	
Group Reports		
2023.13.1	Highways & Footpaths Working Group Report No report this month.	
2023.13.2	Finance and Administration Committee Report – not Environment & Amenities Working Group Report Finance and Administration (F & A) Committee Report (Cllrs Bouvie, L McShane, Hainsworth & E O'Neill. Cllr C Russell Co-opted) 1. F & A meeting minutes 02/05/2023 submitted to council for full assurance 09/05/2023. The meeting was cancelled due to unforeseen circumstances. 2. Resolve to approve the recommendations from the Finance and Administration Report 2nd May 2023. The meeting was cancelled due to unforeseen circumstances.	

Finance: The Annual Governance Statement 2022/2023

3. Approval of Annual Governance Statement section 1- 2022/2023

It was proposed, seconded and Resolved

The Annual Governance Statement Section 1 was unanimously approved.

4. Sign Annual Governance statement section 1 – 2022/2023

It was proposed, seconded and Resolved

The Annual Governance Statement Section 1 was duly signed by the Chair of the Council Cllr C Hainsworth and the Clerk.

5. Approval of Annual Accounting Statements section 2 – 2022/2023

It was proposed, seconded and Resolved

The Annual Accounting Statement Section 2 was unanimously approved.

6. Sign Annual Accounting statements section 2 – 2022/2023

It was proposed, seconded and Resolved

The Annual Accounting Statements section 2 were duly signed by the Clerk then by the Chair to the Council Cllr C Hainsworth.

7. Approval of Statements of Accounts 2022/2023 – 2022/2023

It was proposed, seconded and Resolved

The Statements of Accounts were unanimously approved.

8. Approve the Notice of the period of Public Rights and Publication of Unaudited Annual Governance and Accountability Return. 2022/2023

It was proposed, seconded and Resolved

Unanimously approved.

Resolve to approve the following policies at their annual review: -

9. CAD Standing Orders - Review May 2023.

It was proposed, seconded and Resolved

Unanimously approved.

10. CAD Financial Reserves - Policy Review May 2023

It was proposed, seconded and Resolved

Deferred to the next Finance and Administration meeting.

11. CAD Code of Conduct - Review May 2023

It was proposed, seconded and Resolved

Unanimously approved to adopt the updated Code of Conduct as adopted by SKDC.

12. CAD Communications Policy - Review May 2023

It was proposed, seconded and Resolved

	<p>Unanimously approved.</p> <p>13. CAD Social Media Policy - Review May 2023. <u>It was proposed, seconded and Resolved</u> Unanimously approved.</p> <p>Resolve to adopt the following Policies: -</p> <p>14. CAD Freedom of Information Request (FOI)</p> <p>15. CAD Freedom of Information Decision Template <u>It was proposed, seconded and Resolved</u> Unanimously approved to adopt both FOI Policies.</p> <p>Net Position by Cost Centre and Code 26.04.2023.</p> <p>The Clerk gave an explanation of the 2022 – 2023 annual budget versus income and expenditure to the satisfaction of all Cllrs.</p> <p>Accounts for Payment. See appendix A</p>
2023.14	<p>Environment & Amenities Working Group Report. War Memorial Project update (Cllr T Neale)</p> <p>1. Resolve that the Parish Council supports a grant application from Colsterworth Festival of Remembrance (CFoR) to pledge in reserves up to £3,500 so that grant applications can be taken forward and the extent of additional fundraising required can be quantified.</p> <p>Cllr C Hainsworth offered to leave the room as they had already declared an interest in the agenda item. Cllr T Neale requested that Cllr C Hainsworth remain as a member of the public for any questions.</p> <p>Cllr T Neale confirmed that the same architects from the previous project would be used, and a brief discussion took place regarding potential cost-saving ideas. <u>It was proposed, seconded and Resolved</u></p> <p>Cllr T Neal Proposed and Cllr D Bellamy seconded. Unanimously agreed. Cllr C Hainsworth did not vote having declared an interest in the agenda item.</p>
2023.15	<p>Planning Committee Report Neighbourhood Plan Review update</p> <p>Cllr C Russell suggested all Cllrs read the Corby Glen Neighbourhood Plan Consultation circulated by the Clerk on 27th April 2023 and to send any feedback to the Clerk along with any images/photos of views within the villages of Colsterworth and District which could be used for reference.</p> <p>Cllr C Russell stated they would be looking to speak with various individuals with technical expertise in putting together and updating a Neighbourhood Plan.</p>
2023.16	<p>Just before closing the meeting a member of the public arrived and at chair's discretion the council heard their concerns regarding damage to a swing on Colster Way Children's play area. The Clerk agreed to investigate this.</p>

	<p>Chairperson Cllr C Hainsworth thanked the Cllrs and the Clerk for all their help in organizing and serving refreshments at the 'Table Top' event at the Village Hall on Sunday 7th May 2023 in celebration of the Coronation of King Charles III and Queen Camilla.</p> <p>Date of the next Parish Council meeting is Tuesday 6th June 2023.</p> <p>There being no other business, Chairperson C Hainsworth closed the meeting at 8.50pm.</p> <p>SIGNED:</p> <p>CHAIRPERSON DATE: 6th June 2023</p>
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Attendance to date (May 2023 to April 2024) – annual maximum 10 (No meeting August & January)				
Cllr Name	Constituency	Attended	Apologies	Absent
J Clark	North Witham & Lobthorpe		1	
D Bellamy	North Witham & Lobthorpe	1		
A Bouvie	Colsterworth		1	
E O'Neill	Colsterworth	1		
C Hainsworth	Colsterworth	1		
G Henton	Colsterworth	1		
L McShane	Colsterworth	1		
S Banwait	Colsterworth	1		
T Neale	Colsterworth	1		
C Russell	Colsterworth	1		
Vacancy	Colsterworth			
Vacancy	Colsterworth			
Vacancy	Colsterworth			
Vacancy	Gunby & Stainby			
Vacancy	Gunby & Stainby			

APPENDIX A:

**COLSTERWORTH AND DISTRICT PARISH COUNCIL
ACCOUNTS FOR PAYMENT – April 2023**

**COLSTERWORTH AND DISTRICT PARISH
COUNCIL**

ACCOUNTS FOR PAYMENT APRIL 2023

ONLINE PAYMENTS			
Date of pmnt	Payee Name	Details	Amount
09/05/2023	Life In Pictures	In Touch Printing	£417.60
10/05/2023	Starboard Systems Limited	SCRIBE Accounting software (Annual invoice)	£414.72
11/05/2003	BHIB Ltd	Parish Council Insurance renewal (3 YR agreed Minute 2021.16)	£588.57
12/05/2023	Terry Brown	Internal Audit	£100.00

13/05/2023	Trophies Plus Medals	210 x Boxed Coronation medals (Minute 2022.181.3)	£501.90
13/05/2023	Trophies Plus Medals	6 x Boxed Coronation medals (Minute 2022.181.5)	£20.93
14/05/2023	Dave Warden (MCS Groundcare)	LCC grass cut & Village Maintenance	£884.00
15/05/2023	Dave Warden (MCS Groundcare)	LCC grass cut & Village Maintenance	£559.00
16/05/2023	Dave Warden (MCS Groundcare)	Village Maintenance	£531.00
		Sub total	£4,017.72

CHEQUES

Chq no 103918	Staff 1 salary	Salary & Exp	£1,304.64
		Sub Total	£1,304.64
		Grand Total	£5,322.36
DD's			
17/04/2023	Focus	Office phone	£30.56
26/04/2023	HSBC	Bank charges	£7.40
			£37.96

	Balances	
Reconciled 28/04/2023	Income from 01/04/2023	£25,459.14
	Expenditure from 01/04/2023	£449.40
28/04/2023	Less Unpresented payments excl DD's	£5,322.36
28/04/2023	Plus unpresented receipts	£0.00
	Balances	
04/05/2023	Deposit Account	£60,957.87
28/04/2023	Community Account	£25,459.14
	Total	£86,417.01
	Less unpresented Payments & chq's + unpresented receipts	£81,094.65