

Minutes of the Parish Council meeting held on Tuesday 2nd July 2024.

Public Forum

Cllr C Hainsworth (Chair) welcomed everyone to the meeting and acknowledge the three persons present at the Public Forum.

The first to speak raised awareness of the V E Day 80th Anniversary next year and asked that the Parish Council liaise with the Social Club and Colsterworth Festival of Remembrance (CFoR) to arrange a joint event to celebrate this occasion. Inviting people to take their own picnic tables and picnic to bring all the community together. They suggested the Parish Council runs a V E Day House Decorating competition with the Parish Council giving a bottle of wine to the winner.

The second member of the public spoke about a recent article in the In Touch magazine relating to the *Bowls Club car park and stated that they were a member of the Bowls Club Committee. A short discussion took place with Cllr J Clark stating that this was being discussed as an agenda item later in the meeting and suggested the member of the public stays to observe this.

**Post meeting note. For clarity the area being discussed is the 'community car park' off Colster Way, Colsterworth.*

The third member of the public did not wish to speak.

Councillors: C Hainsworth, E O'Neill, A Bouvie, G Henton, J Clark, K Vickers, M Childs, C Rowland, C Russell and L McShane.

In Attendance

Sue Grant, Clerk to the Parish Council.

SKDC Cllr B Green who left the meeting at 7.45pm.

| Agenda Item No | |
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| 2024.42 | Apologies for absence. Cllrs R Chatterton and D Bellamy, valid reasons given. |
| 2024.43 | Chairman's remarks. Cllr C Hainsworth (Chair) said they had no remarks of significance. |
| 2024.44 | Declarations of interest in accordance with the LGA 2000 Cllr C Hainsworth declared an interest agenda item 2024.55 being a member of CFoR. |
| 2024.45 | Approval of the Minutes of the previous meeting. Cllr J Clark abstained as 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 4 th June 2024 be approved as a correct record and duly signed and dated by the chairperson. |
| 2024.46 | County/District Councillor Report. SKDC Cllr B Green Reported: - <ul style="list-style-type: none"> • They gave apologies from District Cllr D Bellamy and LCC Cllr C Vernon who were unable to attend the meeting. • Their campaign for Veterans Council Tax Relief had been voted out by the SKDC Finance Committee. • St Mary's Church North Witham Roof – A preliminary meeting has been arranged at North Witham Village Hall at 7pm on 23rd July 2024. |

| Agenda Item No | | |
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| | <ul style="list-style-type: none"> • Bin collections– Let Cllr Green know of any issues. They were aware of some missed collections due to the recent road works in Woolsthorpe by Colsterworth and that a Green bin lorry was full before it had completed its round due to the extra vegetation growth. • They reminded everyone it was important to vote on Thursday. | |
| 2024.47 | <p>Resolve to agree the Wicksteed Annual Play Area Inspection for all four play areas at a total cost of £404.70 excl vat.</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>Unanimously agreed.</p> | |
| 2024.48 | Risk Exception Report | |
| 2024.49 | Clerks Report | Action |
| 1. | Houghton's Lane strimmed back on 7 th June 2024 by the Grass Cutting Contractor. | Clerk |
| 2. | Footpath 7 from Colster Way to the A1, overgrown with vegetation reported to LCCROW. Ref 218397. | Clerk |
| 3. | On 06/06/2024 a generous cheque for £1,407.35 was received from CFoR towards the War Memorial sent to CFoR 07/06/2024 | Clerk |
| 4. | Recent feedback on village grass cutting was fed back to the contractor. An extra cut has been agreed for June. | Clerk |
| 5. | Thank you to the volunteers who cut the grass at the War Memorial Gardens before the 80 th D-Day Anniversary. | Clerk |
| 6. | <p>Footpath 19 Overgrown from the Social Club to Old Post Lane reported to LCCROW Ref 2187758. Overgrown bush restricting the footpath from School Lane entrance reported to LCCROW Ref 2187769</p> | Clerk |
| 7. | Damaged Rectory Lane, Name plate at North Witham reported to SKDC for repair or replacement. | Clerk |
| 8. | <p>Footpath 7 Overgrown from Chestnut Grove to A1 reported to LCC ROW ref 2191946</p> | Clerk |
| 9. | Report of a small area of grass verge no longer being cut by a resident in Gunby. Grass cutting contractor made aware and will cut the area. | Clerk |
| 10. | Agreed with the Grass Cutting contractor and a resident whose land crosses the West End of the Nature Trail that area will only be cut by the resident. | Clerk |
| 2024.50 | Correspondence | |
| 1. | Report of anti-social behaviour outside the Family Shopper on the High Street involving a group of 8-10 young men young men on the pavement some littering, spitting and drinking out of bottles, late lunchtime. Advised to report this to the Police as Anti-Social behaviour. | Clerk |
| 2. | The "Stainby Road" street sign attached to the house at the junction of Stainby Road/High Street in Colsterworth B674 reported to SKDC by a resident for some preventative maintenance to prevent it falling away and possibly causing injury to pedestrians or an accident if it fell into oncoming traffic | Clerk |
| 3. | Request to scatter ashes in Old Post Lane Cemetery. Advised that this is not permitted and information on purchasing a grave provided. | Clerk |

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| 4. | Blocked and sunken drains outside 3 & 42 Bourne Road, Colsterworth reported to FMS, work is scheduled for outside 3 Bourne Road and highways are investigating what can be done outside 42 Bourne Road. | Clerk |
| 5. | Resident concerned regarding the ground works on Newton Way within the Conservation area, advised to contact SKDC Planning Department. | Clerk |
| 6. | Several reports that a fast-food van was parking on the verge directly in front of the electricity sub-station outside the Co-op causing obstruction of the highway verge and blocking the visibility of drivers and pedestrians entering and exiting the Co-op car park. Investigations with SKDC and LCC Highways reference permissions. | Cllrs |
| 7. | 19/06/2024 report received that vehicles and pedestrians were entering the High Street from Steels Lane and Houghton's Lane unaware of the temporary traffic lights on the High Street and facing oncoming vehicles with no where to turn round. Highways referred the resident to the Parish Council. The Clerk visited the area and the workmen agreed that there should be a four way temporary traffic system in place to cover Steels Lane, Houghton's Lane and the High Street and made enquiries to have that put in place. | Clerk |
| 8. | Report that oil/diesel had been left on Newton Way following road works on 21/06/2024. Reported to FMS and fixed. | Clerk/LCC |
| 9. | Report of fly tipping at Bridge End reported to SKDC. | Clerk/SKDC |
| 2024.51 | SKDC Planning | |
| | Applications | |
| S24/0662 | Conversion of outbuilding to studio, erection of 1no garden structure and reinstate ground floor window. Change further window from single glazed to slimlite double glazed. 2 Water Lane, Woolsthorpe By Colsterworth, Lincolnshire, NG33 5PD. | None |
| S24/0568 | Additional Information Drainage Plan. Dated 13/06/2024. Additional Information Site Access and Junction and Signage. Dated 18/06/2024. Erection of an anaerobic digestion (AD) facility and carbon capture, improvement of existing and part creation of new access track, landscaping and other associated infrastructure. Development East Of Sewstern Industrial Estate South Of, Sewstern Road, Gunby, Lincolnshire, NG33 5RD | Comment submitted. |
| S24/0999 | Erection of vehicular access gates along with pedestrian access gate at the front of the property (retrospective) Windward, 5 Reads Lane, Woolsthorpe By Colsterworth, Lincolnshire, NG33 5NS | None |
| S24/1000 | Proposed single storey rear extension, partial garage conversion and porch. Location: 37 Woolsthorpe Road, Woolsthorpe By Colsterworth, Lincolnshire, NG33 5NT, | None |
| S24/0568 | Received 25/06/2024 Additional Information - Additional drawings dated 13th and 18th June 2024. rection of an anaerobic digestion (AD) facility and carbon capture, improvement of, existing and part creation of new access track, landscaping and other associated Infrastructure. | Comment |
| S24/1049 | New dormers, roof light, chimney, porch and changes to the roof and elevations. 8A Back Lane, Colsterworth, Lincolnshire, NG33 5NJ, | None |
| | Permission | |
| S21/0701 | Erection of timber double garage, 11 Pasture Close Colsterworth, Lincolnshire NG33 5NA | |
| 2024.52 | Finance and Administration (F & A). No F&A Meeting to report | |
| | 1. Resolve for two signatories of the F&A Committee to sign the HSBC Telephone Banking Registration Form for the Clerk to have Business Banking Telephone access. | |

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| | <p><u>It was proposed, seconded and Resolved</u></p> <p>Unanimously agreed.</p> <p>HSBC Telephone Banking Registration Form signed by Cllr E O'Neill (F&A Chair) and Cllr A Bouvie (F&A Vice Chair)</p> <p>2. Resolve to review and agree changes to the following Policies to include viewing access to the Parish Council Bank Accounts by the Chairman of the Council and the Chairman of the Finance and Administration Committee: -</p> <p style="padding-left: 40px;">I. CAD Financial Regulations II. CAD BCP Policy</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>Agreed by a majority with Cllr E O'Neill (F&A Chair) abstaining.</p> <p>3. Resolve to agree to accept the Conveyancing Costs from the Parish Councils Solicitors to make an application for Adverse Possession of the Little Legs car park off Colster Way.</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>Unanimously agreed to place £100 on account at the Parish Councils Solicitors to complete some initial investigations.</p> <p>Agreed to open a dialogue with the Bowls Club Committee. The Bowls Club Committee Member who remained to observe after the Public Forum shared their contact details with the Parish Council.</p> <p><i>*Post meeting note. For clarity the area being discussed is the 'community car park' off Colster Way, Colsterworth.</i></p> <p>4. Net Position by Cost Centre and Code – 24/06/2024 – Received no comments.</p> |
| 2024.53 | <p>Planning Committee Report</p> <p>1. Neighbourhood Plan Review. On Hold</p> <p>2. Resolve to comments on Planning Application S24/0568. Additional Information - Proposed Drainage Plan dated 13th June 2024 existing and part creation of new access track, landscaping and other associated infrastructure. Location: Development East Of Sewstern Industrial Estate South Of, Sewstern Road, Gunby, Lincolnshire, NG33 5RD</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>Unanimously agreed.</p> <p><i>*Post meeting note, Consultee Comments uploaded to the SKDC Planning Portal 3rd July 2024.</i></p> |
| Group Reports | |
| 2024.54 | 1 Highways & Footpaths Working Group Report (The Clerk) Ad-hoc report. |

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| | <p>No report this month. The Clerk gave a verbal update that the Parish Council is still awaiting LCC Highways to install the posts to attach the VAS units to. The LCC Highways Officer is out of the office until 8th July 2024.</p> |
| 2024.55 | <p>2 Environment & Amenities Working Group Report.</p> <p><u>War Memorial Restoration Project</u></p> <p>1. War Memorial Project update (S Grant – Clerk) Uploaded to the CADPC Website and circulated. The Clerk gave a verbal update received from the Architect PPIY the day of the Parish Council Meeting.</p> <ul style="list-style-type: none"> • The Architect visited the site on Tuesday 18th June 2024 and it was agreed to allow the structure to dry out. • There had been some further deterioration to the monument base since the original specification and drawings were produced. As a result, there will be some additional work to add. This will not be very extensive though and will easily be covered by the contingency. • They have now received the report from Pinnacle on the findings of the stonemason's initial study of the current condition of the base. Any additional costs are being priced. Link to the Condition Report dated 13/06/2024 condition-report-13-06-2024 (lincolnshire.gov.uk) • A cutting list has been sent to the quarry for the stone. Unfortunately, the quarry has given a 6-week lead time for the order. Other suppliers are being sourced. <p>2. Resolve to agree a formal War Memorial Post Restoration Event, date and VIP guests in partnership with CFoR.</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>Unanimously agreed in principle for the Parish Council to host a Post Restoration Event on 22nd September 2024.</p> <p>4. Resolve to ear mark up to £1,000.00 from reserves or any unspent 'Contingency Sum of £4,353.97' towards the cost of the Plaque in agenda item 2024.55.3 if the SK Community Fund Grant is unsuccessful and return the £1,000.00 to the General Fund if this is not required.</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>*It was agreed to discuss Agenda item 2024.55.4 before Agenda item 2024.55.3.</p> <p>Agenda item 2024.55.4 deferred pending final costs of the War Memorial Restoration Project.</p> <p>Cllr C Russell suggested contacting SKDC who arranged for an Interpretation Board to be installed at Twyford Wood.</p> <p>Cllr M Childs also agreed to investigate suppliers/costs of Interpretation Boards.</p> <p>3. Resolve to agree to apply to the SK Community Fund in Partnership with CFoR for a grant of £2,000.00 (closing date 20th August 2024), to install a Plaque to mark the War Memorial Restoration Project, funders and history on the outside wall of the brick bus shelter adjacent to the War memorial.</p> <p><u>It was proposed, seconded and Resolved</u></p> |

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| | <p>Unanimously agreed to make the application with no match funding.</p> <p>*CFoR have already contributed a total of £4,407.35.</p> <p>**Parish Council reserves stand at £4,379.65 for the shortfall of £991.00 and Contingency.</p> |
| 2024.56 | <p>ACCOUNTS FOR PAYMENT JUNE 2024</p> <p>Unanimously approved see Appendix A</p> |
| 2024.57 | <p>Matters requiring attention such as potholes and faulty streetlights.</p> <ol style="list-style-type: none"> 1. The Clerk asked for some assistance with installing the bookshelves in the Bus Shelter adjacent to the War Memoria. Cllr C Rowland volunteered to help. 2. Cllr E O'Neill reminded the Clerk of the SKDC Coronation Community Orchards Scheme deadline of 27th July 2024. Minute Ref Agenda Item 2024.29 deferred to the September 2024 meeting. 3. Cllr J Clark reported that the potholes at the junction Post lane, Old Post Lane and Stainby Road are now merging and almost creating a mini roundabout. <p>*Post meeting note on 3rd July 2024 the Clerk added to the FMS Reports that they had already made for these potholes.</p> |
| 2024.58 | <p>The date of the next Parish Council meeting is Tuesday 3rd September 2024. There being no other business, Chairperson C Hainsworth closed the meeting at 8.39pm.</p> <p>SIGNED:</p> <p>CHAIRPERSON DATE:</p> |

| Attendance to date (May 2024 to April 2025) – annual maximum 10 (No meeting August & January) | | | | |
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| Cllr Name | Constituency | Attended | Apologies | Absent |
| J Clark | North Witham & Lobthorpe | 2 | 1 | |
| D Bellamy | North Witham & Lobthorpe | 2 | 1 | |
| A Bouvie | Colsterworth | 3 | | |
| E O'Neill | Colsterworth | 3 | | |
| C Hainsworth | Colsterworth | 3 | | |
| G Henton | Colsterworth | 3 | | |
| L McShane | Colsterworth | 2 | 1 | |
| S Banwait* Resigned 07/05/2024 | Colsterworth | | | |
| C Russell | Colsterworth | 3 | | |
| K Vickers | Colsterworth | 3 | | |
| M Childs | Colsterworth | 3 | | |

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| C Rowland | Colsterworth | 3 | | | |
| R Chatterton | Gunby & Stainby | 2 | 1 | | |
| Vacancy | Gunby & Stainby | | | | |

APPENDIX A:**ACCOUNTS FOR PAYMENT JUNE
2024**

| ONLINE PAYMENTS | | | |
|------------------------|---|--|------------------|
| Date of pmnt | Payee Name | Details | Amount |
| 03/07/2024 | Stuart Whitcombe | InTouch Editing November edition | £85.00 |
| 03/07/2024 | Staff 2 & 3 | Community Cleaning | £657.28 |
| 04/07/2024 | Life In Pictures | In Touch Printing | £417.60 |
| 04/07/2024 | Parsons Containers | U Hold The Key storage | £66.48 |
| 05/07/2024 | Huws Gray Buildbase | 20 x safety helmets & wood (NT Repairs) | £156.41 |
| 08/07/2024 | HMRC | PAYE April | £451.50 |
| 09/07/2024 | HMRC | PAYE May | £464.30 |
| 10/07/2024 | HMRC | PAYE June | £457.90 |
| 11/07/2024 | David Warden (M C S Ground Care S/S) | LCC & Village grass cut | £884.00 |
| 12/07/2024 | David Warden (M C S Ground Care S/S) | LCC & Village grass cut | £769.00 |
| 13/07/2024 | David Warden (M C S Ground Care S/S) | LCC & Village grass cut | £559.00 |
| | | | |
| | | Sub Total | £4,968.47 |
| Chq no | | | |
| 103944 | Staff 1 salary | Salary & Exp | £1,196.63 |
| | | | |
| | | Sub Total | £1,196.63 |
| | | | |
| | | Grand Total | £6,165.10 |
| Date | | | |
| 26/06/2024 | HSBC | Bank charges | £5.80 |
| 26/06/2024 | Focus | Office phone | £43.75 |
| 17/06/2024 | Water Bill | Stamford Road allotments | £70.13 |
| 17/06/2024 | Water Bill | Woolsthorpe Road allotments | £22.89 |

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| 05/06/2024 | Asda | Office stationery (Envelopes) | £2.00 |
| 05/06/2024 | Asda | 24 x second class stamps (In Touch) | £20.40 |
| 09/06/2024 | Parish Online | Mapping Tool Software | £163.20 |
| 20/06/2024 | Asda | 16 x second class stamps (In Touch) | £13.60 |
| | | | |
| | | | £341.77 |

TRANSFER FROM SAVINGS ACCOUNT TO CURRENT ACCOUNT

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| 03/07/2024 | CAD Current Account | Funds required for 1st War Memorial Payment | £15,000.00 |
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| | Balances | |
| Reconciled | | |
| 28/06/2024 | Income from 01/04/2024 | £29,621.09 |
| 28/06/2024 | Expenditure from 01/04/2024 | £11,707.72 |
| | Surplus/Deficit= | £17,913.37 |
| 28/06/2024 | Less Unpresented payments excl DD's | £6,445.10 |
| 28/06/2024 | Plus unpresented receipts | £15,000.00 |
| | Surplus/Deficit= | £26,468.27 |
| | Balances | |
| 28/06/2024 | Deposit Account | £66,332.80 |
| 28/06/2024 | Community Account | £8,153.42 |
| | Total | £74,486.22 |
| | | |
| | Less unpresented Payments & chq's + unpresented receipts | £68,041.12 |