

Minutes of the Parish Council meeting held on Tuesday 3rd September 2019

Public Forum

There were two members of the public present one stated that they had recently moved house to Stainby and one stated that they had been a resident of Stainby since 1992. Both aired their concerns over vehicles speeding through the 30pmh zone in Stainby. Questions were raised regarding the position of the illuminated speed sign? what can be done? what is being done? More action was required as the speeding vehicles do not make it a safe environment.

Chairperson Hainsworth explained that the Parish Council had signed up to the Lincolnshire County Council Community Speed Watch campaign, with volunteers who were mostly Councillors conducting roadside speed checks. The data collected is being submitted to Lincolnshire Road Safety Partnership. It is hoped that the evidence collected will encourage increased Police presence and enforcement. It was explained that the direction of the illuminated sign had been changed as a trial and data recorded will be compared with the previous data recorded. Further discussion took place regarding various traffic calming measures seen in surrounding villages.

County Councillor Adams explained that Lincolnshire County Council has over 9,500 kilometres of road and that low-cost road safety ideas carry weight with the Highways Department. An idea of installing a rumble strip at Stainby was suggested and Councillor Adams offered to take that forward with the Highways Department.

The public session was extended to 7.50pm to allow for the members of the public to air their views.

Present

Councillors: C Hainsworth, D Cox, C Russell, L Bennett, G Henton, A Bouvie, L Mc Shane, R Brocklebank, M Ramage and J Skelton.

In Attendance

Sue Grant Parish Clerk. District Councillors Bob Adams.

Agenda Item No	Item	Action By
19.93	Apologies for absence: Councillor Selby and Councillor Clark. Valid reasons given.	
19.94	Chairman's Remarks: The Chairperson Caroline Hainsworth acknowledged Councillor Andrea Walden's resignation and the valuable work that she had done for the Parish Council over the previous two years. Chairperson Hainsworth added that she was aware that all Councillors had had the opportunity to send their own personal messages to Andrea Walden.	
19.95	Election of Vice Chairperson: <u>It was proposed, seconded and Resolved</u> Councillor Ramage volunteered to be Vice Chairman, this was seconded by Councillor Cox and unanimously agreed.	
19.96	Approval of the Minutes of the previous meeting: <u>It was proposed, seconded and Resolved</u> Councillor Ramage asked for an amendment to agenda item 19.89.3 to clarify that the VETS organisation would not be recruiting volunteers bur coordinating them. The Clerk made the amendment before the official minutes of the meeting of the Parish Council held on 2 nd July 2019 be approved as a correct record and duly signed and dated by the Chairperson.	Clerk
19.97	Declarations of interest in accordance with the LGA 2000: Councillor Cox declared an interest in agenda item 19.101 but not financial.	
19.98	Co-Option for Councillor for Gunby and Stainby: No applications receive, the vacancy will be re-advertised.	Clerk
19.99	Co-Option for Councillor for Colsterworth: <u>It was proposed, seconded and Resolved</u> It was unanimously agreed for James Skelton to be appointed as Councillor for Colsterworth who duly signed the Declaration of Acceptance of Office of Councillor before the Clerk. Councillor Skelton then joined in the meeting as Councillor.	Clerk
19.100	County/District Councillor Report District Councillor Adams had already spoken in the Public Session on the ongoing road traffic issues. He then highlighted the SKDC Planning application S18/2379, Public Speaking Notification for 11 th September 2019.	

Agenda Item No	Item	Action By																
19.101	<p>To consider a proposal for Colsterworth and District Parish Council to become Sole Trustees of the Youth Centre Charity as an Incorporated Charitable Organisation (ICO) appointing a management committee of Cllrs and volunteers. Awaiting guidance from the National Association of Local Councils (NALC). (Cllr Hainsworth)</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>Councillor Hainsworth gave a brief summary of the history of this agenda item then declared under section 7.5 of the Colsterworth and District Parish Council Standing Orders her intention to withdraw agenda item 19.101 from the agenda. Councillor Cox agreed that he preferred the item withdrawn and that potentially there was no requirement for the Parish Council to be Custodian Trustees. Councillor Ramage questioned whether the item could be brought back in the future and Chairperson Hainsworth stated that it could not be brought back into this meeting as it had been withdrawn but it could be at some point in the future if that was requested by the Youth Centre Trustees. No other Councillor proposed to keep the resolution listed on the agenda.</p> <p>A letter will be sent to the Trustees of The Colsterworth and District Youth Center confirming this resolution adding that the Parish Council are happy to receive updates regarding any changes to the Colsterworth and District Youth Centre constitution affecting the status of the Parish as Custodian Trustees.</p>	<p>Clerk Cllr Hainsworth</p> <p>Clerk</p>																
19.102	<p>Policies and Data Protection Review:- (Cllr J Clark Communications Review) All policies are available to view at Policies and Data Protection</p> <p><u>Policies</u></p> <table border="0"> <tr> <td>Communications (V3)</td> <td>Social Media (V2)</td> </tr> <tr> <td>Volunteer (V2)</td> <td>Complaints</td> </tr> <tr> <td>Delegation flow chart</td> <td>Equal Ops</td> </tr> <tr> <td>Employment Policy</td> <td>Grants Allocations (S137)</td> </tr> <tr> <td>Nature Trail Policy</td> <td></td> </tr> </table> <p><u>Data Protection</u></p> <table border="0"> <tr> <td>Publications Scheme</td> <td>Records Retention</td> </tr> <tr> <td>Data Breach Policy</td> <td>Data Protection Policy</td> </tr> <tr> <td>Subject Access Request</td> <td></td> </tr> </table> <p><u>It was proposed, seconded and Resolved</u></p> <p>I was resolved that all policies apart from the Communication Policy were adopted at this meeting to be reviewed in September 2020. Councillor Clark had sent his apologies the Communications Policy review will be forward Agenda to the October meeting.</p>	Communications (V3)	Social Media (V2)	Volunteer (V2)	Complaints	Delegation flow chart	Equal Ops	Employment Policy	Grants Allocations (S137)	Nature Trail Policy		Publications Scheme	Records Retention	Data Breach Policy	Data Protection Policy	Subject Access Request		Clerk
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19.103	<p>To review the letter from the resident of Ingle Court requesting the height of the hedge along the footpath at the rear of their property is cut back and reduced to the height of the fence.</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>For the Clerk to obtain three quotations for reducing the height of the hedge and for removing the hedge. The Clerk will write to the resident informing them of this decision.</p>	Clerk																
19.104	<p>Resolve to agree to allow Finding Fitness sports company to arrange free Summer Sports Clubs for summer 2020. Forward agenda from February 2019.</p> <p><u>It was proposed, seconded and Resolved</u></p> <p>To keep the item on the agenda and continue liaising with the Village Hall Committee and alternative premises to secure a venue for 2019.</p>	Clerk																
19.105	<p>Resolve to investigate the possibility of installing Xmas Tree Lights on Woolsthorpe Road playing field. Forward agenda from 2018.</p>																	

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	<p><u>It was proposed, seconded and Resolved</u> A discussion took place, but it was agreed that it was not possible to take this forward due to the potential costs and risks. A majority were supportive of any community efforts and the Clerk will write to the resident giving the Councils decision.</p>	Clerk
19.106	<p><u>Risk Exception Report. (Previously circulated)</u> <u>It was proposed, seconded and Resolved</u> The Clerk explained that the Risk Policy would be reviewed in the October meeting and that she was working on a simplified version of the Risk exception report to present at that meeting also.</p>	Clerk
19.107	Clerks Report	
1	Report fly tipping on B6403 fly over.	Reported to SKDC and removed.
2	Report of garden waste being dumped on the Nature Trail. Note placed in the September In Touch.	Clerk
3	Report of parking on the grass verge on Woolsthorpe Road. Note placed in September In Touch asking for residents to be considerate when parking their vehicles.	Clerk
4	Request from WI to replace the anniversary tree which has died but relocate it closer to the Bowls Club where it will be easier to water it.	Agreed in principle subject to variety of tree to be planted.
5	Report of overgrown bushes on Water Lane, Stainby.	Reported to fix my street and job raised.
6	Report of loose screw and bolts missing from railings Colster Way Play area.	Arranging for replacement bolts to be fitted and screw tightened.
7	Report of land at the side of the old Co-op not being cared for.	The Clerk to contact the Co-op and letting agent.
8	Lamp post 53 and 2 permanently illuminated.	Reported to SKDC.
9	2 x dead trees on Woodlands Drive. Reported to LCC Highways who are arranging work to remove the trees.	LCC Highways
10	Missing name plate for School Lane. Reported to SKDC who are arranging for a replacement sign to be installed at the entrance of School Lane.	Clerk.
11	Report of overgrown bushes on School Lane.	Landowner contacted and arranging for the bushes to be cut back.

Agenda Item No	Item	Action By
12	Contact has been made with the VETS organisation to arrange the next steps following agenda item 19.89.3. Meeting arranged for 12 th September 2019.	Clerk & Cllr Ramage
13	The pedestrian railings on footpath 7 will be widened to allow wheelchair access.	Countywide Access.
19.107.1. Correspondence Received:-		
1	Email. 04.07.19 - Query regarding the parking cones appearing on the High Street. Cones not the property of the PC. Cllr Adams contacted the caller regarding planned LCC Highways works on the High Street.	Cllr Adams
2	Resident asking for the PC to cut the grass verge, Bridge End. The grass was encroaching onto the footpath making it difficult to walk along and for wheelchair users.	The Clerk arranged for our handyman to cut back a meter width of grass.
3	Debris from heavy rainfall on Newton Way collects on the driveway of No 3 Newton Way, Woolsthorpe by Colsterworth.	Reported to Fix my street.
4	Complaint re height of hedge Ingle court to Nature Trail	See agenda item 19.103.
5	Complaint re road drainage and flooding of private property North Witham.	Fix my street report.
6	CAD Youth Club Insurance docs received for 2019/2020.	Docs filed.
7	The WI anniversary tree on Colster Way park has died and Dot requested permission to replace the tree in the autumn but position it nearer to the bowls club where it will be easier to water.	Agreed subject to variety of Tree to be planted.
8	Request for the River Witham to be cleared along Bull Lane. Report made to Environment Agency. Work scheduled on their annual maintenance plan.	Environment Agency.
9	Colster Way play equipment issue. 2 x bolts missing and protruding screw on railings and gate.	Clerk arranging for repairs.
10	Report of overgrown vegetation along Water Lane, Stainby.	Reported fix my street and job raised.
11	Offer to donate one or two Memorial Benches received from Roll & Scroll.	Agreed in principle subject to clarifying costs
12	Resilient Communities Conference on 21/10/19.	Cllr Skelton agreed to attend.
19.107.2 Planning Applications:		
SKDC Applications		
S19/1173	Tower Hill Farm, Stainby. Erection of 2 storey rear extension.	
S19/1070	The Glebe house Main Street Gunby. Change of use of property from residential to equestrian business.	
S19/1379	the Fox Great North Road, South Witham direction of roadside services hotel and filling station.	

Agenda Item No	Item	Action By
S19/1409	31 Woolsthorpe Road, Woolsthorpe by Colsterworth. Alterations to garage to provide gymnasium and storage.	
S19/1254	Brook House Main Street, Gunby. Section 73 application to vary conditions 2 and 3 of planning application S19/0518 to alter layout.	
S18/2379	Public Speaking Notification	Cllr Ramage volunteered to attend.
S19/1070	The Glebe House, Main Road, Gunby. Change of use from residential to equestrian business use for equestrian and saddlery training.	
	SKDC Approval	
S19/1094	4 Colster Way, Colsterworth. 2 Storey extension subject to conditions.	
S19/1173	Tower Hill farm, Water Lane, Stainby. 2 Storey extension	
	SKDC Refusal	
S19/0893	5 Ash Close, Colsterworth erection of detached outbuilding.	
S19/0812	2 Colster Way, Colsterworth. Stone and brick boundary wall.	
	SKDC Withdrawal	
S18/2019	Land West of Bridgend. Erection of earth sheltered dwelling and 3 commercial units. Withdrawn by applicant.	
	LCC Planning	
PL/0136/19	Development - To vary condition 6 of planning permission S16/1951 operating hours. Operating hours. Location - Land off Honey Pot Lane.	
19.108	Group Reports:	
19.108.1	Highways and Footpaths Working Group Report. (Previously circulated) Highways and Footpaths Working Group Report September 2019. The Community Speed Watch volunteers have conducted 51hrs of roadside speed monitoring during June, July and August. All the data has been submitted to Lincolnshire Road Safety Partnership for 118 letters to be issued.	Cllr Hainsworth/Clerk H&F Working Group
19.100.2	Environment & Amenities Working Group Report	
	i) War Memorial Trust Grant application progress update. (M Ramage) i) War Memorial Trust Grant application progress update. (Cllr Ramage) No update received from WMT grant application. Grant application submitted to InvestSK Heritage fund. ii) Resolve to have the Whirlpool Roundabout at Woolsthorpe Road Play Area repaired by Wicksteed Leisure at a cost of £716 + vat. It was proposed, seconded and Resolved This is low risk and to review this next year following the annual inspection.	Cllr Ramage Clerk
19.100.3	Finance and Administration Committee Report. http://www.colsterworthanddistpc.co.uk/page4.html It was proposed, seconded and Resolved Approved.	Clerk
19.108.4	PKF Littlejohn LLP Accountants Annual Governance & Accountability Return (A.G.A.R.) Conclusion for year ended 31st March 2019. AGAR Sections 1, 2 & 3 http://www.colsterworthanddistpc.co.uk/notices.html AGAR, Conclusion and Notice of Conclusion uploaded to website and displayed on noticeboards before 30 th September 2019.	Clerk
19.108.5	Co-opt 2 x additional Committee Members It was proposed, seconded and Resolved	

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19.109	<p>Finance: Approve Accounts for Payment for July & August (No meeting in August) <u>Online Payments</u></p> <table border="1" data-bbox="336 465 1161 741"> <thead> <tr> <th colspan="2">August online payments</th> </tr> </thead> <tbody> <tr> <td>Stuart Whitcombe In Touch Editing Aug Issue</td> <td>£60.00</td> </tr> <tr> <th colspan="2">September online payments</th> </tr> <tr> <td>Stuart Whitcombe In touch Editing Sept Issue</td> <td>£60.00</td> </tr> <tr> <td>Community Lincs Annual Renewal</td> <td>£55.00</td> </tr> <tr> <td>Peter Smith repair to North Witham Notice Board</td> <td>£130.00</td> </tr> </tbody> </table> <p><u>Cheques</u></p> <table border="1" data-bbox="336 835 1374 1630"> <thead> <tr> <th colspan="3">August Cheque Payments</th> </tr> </thead> <tbody> <tr> <td>103746</td> <td>Harrison Print – In Touch Printing</td> <td>271.50</td> </tr> <tr> <td>103748</td> <td>Wicksteed Leisure Ltd – Play Area Repairs</td> <td>833.99</td> </tr> <tr> <td>103749/103750</td> <td>Parish Council – Wages and expenses.</td> <td>1252.70</td> </tr> <tr> <td>103751</td> <td>Graham Brumpton – LCC Grass cut and Village Maint.</td> <td>795.00</td> </tr> <tr> <td>103752</td> <td>Rick Webster Grounds Maint</td> <td>466.20</td> </tr> <tr> <th colspan="3">September Cheque Payments</th> </tr> <tr> <td>103753</td> <td>Harrison Print – In Touch Printing</td> <td>271.50</td> </tr> <tr> <td>103754</td> <td>PKF Littlejohn LLP – External Audit</td> <td>360.00</td> </tr> <tr> <td>103755</td> <td>South Kesteven Dist Council – Electoral expenses</td> <td>211.88</td> </tr> <tr> <td>103756</td> <td>Builbase – Materials and tools for Nature Trail Repairs</td> <td>718.16</td> </tr> <tr> <td>103757</td> <td>Graham Brumpton – LCC Grass cut and village maint.</td> <td>910.00</td> </tr> <tr> <td>103758</td> <td>Rick Webster Grounds Maint</td> <td>730.20</td> </tr> <tr> <td>103760/103761</td> <td>Parish Council – Wages and expenses.</td> <td>£1,325.01</td> </tr> <tr> <td>103762</td> <td>Glasdon – Bench and fixing kit. £700 grant received from Co-op.</td> <td>£716.67</td> </tr> <tr> <th colspan="3">Direct Debits</th> </tr> <tr> <td>July</td> <td>Office Phone</td> <td>£67.99</td> </tr> <tr> <td>August</td> <td>Office Phone</td> <td>£69.55</td> </tr> </tbody> </table> <p>Cheques signed by Cllr C Hainsworth & Cllr C Russell</p> <p>Balances @ 30/08/19</p> <table data-bbox="336 1787 877 2085"> <tbody> <tr> <td>Income</td> <td>£23,274.21</td> </tr> <tr> <td>Expenditure</td> <td>£16,371.39</td> </tr> <tr> <td>Less Unpresented cheques</td> <td>£5,503.42</td> </tr> <tr> <td>Surplus/Deficit</td> <td><u>£1,414.40</u></td> </tr> <tr> <td>Community Account</td> <td>£14,454.85</td> </tr> <tr> <td>Deposit Account</td> <td>£44,231.73</td> </tr> <tr> <td>Total</td> <td>£58,671.58</td> </tr> </tbody> </table>	August online payments		Stuart Whitcombe In Touch Editing Aug Issue	£60.00	September online payments		Stuart Whitcombe In touch Editing Sept Issue	£60.00	Community Lincs Annual Renewal	£55.00	Peter Smith repair to North Witham Notice Board	£130.00	August Cheque Payments			103746	Harrison Print – In Touch Printing	271.50	103748	Wicksteed Leisure Ltd – Play Area Repairs	833.99	103749/103750	Parish Council – Wages and expenses.	1252.70	103751	Graham Brumpton – LCC Grass cut and Village Maint.	795.00	103752	Rick Webster Grounds Maint	466.20	September Cheque Payments			103753	Harrison Print – In Touch Printing	271.50	103754	PKF Littlejohn LLP – External Audit	360.00	103755	South Kesteven Dist Council – Electoral expenses	211.88	103756	Builbase – Materials and tools for Nature Trail Repairs	718.16	103757	Graham Brumpton – LCC Grass cut and village maint.	910.00	103758	Rick Webster Grounds Maint	730.20	103760/103761	Parish Council – Wages and expenses.	£1,325.01	103762	Glasdon – Bench and fixing kit. £700 grant received from Co-op.	£716.67	Direct Debits			July	Office Phone	£67.99	August	Office Phone	£69.55	Income	£23,274.21	Expenditure	£16,371.39	Less Unpresented cheques	£5,503.42	Surplus/Deficit	<u>£1,414.40</u>	Community Account	£14,454.85	Deposit Account	£44,231.73	Total	£58,671.58	Clerk
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19.110	Matters requiring attention such as potholes and faulty streetlights.																																																																																						
19.111	<p>Date of next Parish Council meeting is Tuesday 1st October 2019.</p> <p>There being no other business Chairperson C Hainsworth closed the meeting at 9.55pm.</p> <p>SIGNED:</p> <p>CHAIRPERSON DATE:</p>																																																																																						
	<p>Attendance to date (May 2019 to April 2020) – annual maximum 10 (No meeting August & January)</p> <table border="1" data-bbox="336 999 1161 1783"> <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>3</td> <td>1</td> <td></td> </tr> <tr> <td>A Bouvie</td> <td>Colsterworth</td> <td>4</td> <td>0</td> <td></td> </tr> <tr> <td>Vacancy</td> <td>Colsterworth</td> <td>-</td> <td>-</td> <td></td> </tr> <tr> <td>C Hainsworth</td> <td>Gunby & Stainby</td> <td>4</td> <td>0</td> <td></td> </tr> <tr> <td>G Henton</td> <td>Colsterworth</td> <td>4</td> <td>0</td> <td></td> </tr> <tr> <td>L McShane</td> <td>Colsterworth</td> <td>3</td> <td>1</td> <td></td> </tr> <tr> <td>C Russell</td> <td>Colsterworth</td> <td>4</td> <td>0</td> <td></td> </tr> <tr> <td>L Bennett</td> <td>Colsterworth</td> <td>4</td> <td>0</td> <td></td> </tr> <tr> <td>F Selby</td> <td>Colsterworth</td> <td>3</td> <td>1</td> <td></td> </tr> <tr> <td>D Cox</td> <td>Colsterworth</td> <td>3</td> <td>1</td> <td></td> </tr> <tr> <td>J Skelton</td> <td>Colsterworth</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>Gunby & Stainby</td> <td>-</td> <td>-</td> <td></td> </tr> <tr> <td>M Ramage</td> <td>Colsterworth</td> <td>4</td> <td>0</td> <td></td> </tr> <tr> <td>R Brocklebank* Co-opted June 19</td> <td>North Witham & Lobthorpe</td> <td>2</td> <td>-</td> <td></td> </tr> <tr> <td>A Walden* Resigned August 2019</td> <td>Colsterworth</td> <td>3</td> <td>0</td> <td></td> </tr> </tbody> </table>	Cllr Name	Constituency	Attended	Apologies	Absent	J Clark	North Witham & Lobthorpe	3	1		A Bouvie	Colsterworth	4	0		Vacancy	Colsterworth	-	-		C Hainsworth	Gunby & Stainby	4	0		G Henton	Colsterworth	4	0		L McShane	Colsterworth	3	1		C Russell	Colsterworth	4	0		L Bennett	Colsterworth	4	0		F Selby	Colsterworth	3	1		D Cox	Colsterworth	3	1		J Skelton	Colsterworth	1	-		Vacancy	Colsterworth				Vacancy	Gunby & Stainby	-	-		M Ramage	Colsterworth	4	0		R Brocklebank* Co-opted June 19	North Witham & Lobthorpe	2	-		A Walden* Resigned August 2019	Colsterworth	3	0		
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