

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 03 FEBRUARY 2009 AT 7.30 PM IN THE COUNCIL CHAMBER STANHOPE AVENUE

PRESENT

Councillors: E Mace (Chairman), P Franklin, A Midgley, E Mace, J Nelstrop, D Hill, D Robinson, A Pestell and E Pickavance

IN ATTENDANCE

A Bushell (Parish Clerk) and District Cllr C Leyland

5656 CHAIRMAN'S REMARKS

5657 APOLOGIES WITH REASON GIVEN

Reasons for absence were accepted from Cllr Clarke, Cllr Saunders, Cllr Storey and Cllr Baker. District Cllr Harness had also sent his apologies.

5658 TO RECEIVE DECLARATIONS OF INTEREST

There were none at this stage of the meeting.

5659 NOTES OF THE MEETINGS HELD ON 13 JANUARY TO BE APPROVED AS THE MINUTES

It was proposed, seconded and RESOLVED to accept the minutes as being a true record of the meeting.

5660 CLERKS REPORT AND ACTIONS ARISING FROM THE MINUTES

5619 The notes asking residents of Grove Drive for their comments on erecting a small sign to indicate the numbers of the properties within the cul-de-sac have been delivered thanks to Cllr Pickavance. The closing date for replies is 6th February.

5506 The key safe has been purchased and fitted so that cllrs can access the building and use the computer on days when the office is closed. The Clerk informed the Council of the number to unlock the key safe.

The Clerk asked all councillors if they could ensure that their register of members interest form was up to date.

5647 The Clerk confirmed that arrangements had been made for the Parish Council surgery session which was taking place on Saturday 7th February, she thanked Cllr Pestell for putting up all the posters and informed the Council that the Horncastle News were putting in a small piece to inform residents. Cllr Clarke and Cllr Mace would be taking the first session.

5661 PROCEDURE FOR PLANNING COMMITTEE MEETINGS

It was proposed, seconded and RESOLVED to adopt the following procedure for dealing with planning applications that are received in between the monthly Council meetings:

Woodhall Spa Parish Council will delegate all decisions in respect of Planning Applications to the Planning Committee with the following Exceptions.

1. Any Application for the construction of more than **one** new dwelling.
2. Any Application for commercial developments involving new development or an extension to existing premises.

The following provisions will apply in all cases.

1. The Clerk shall ensure that all Councillors, whether on the Planning Committee or not, are informed of every application for planning permission at the earliest possible time after receipt. (notification by E-Mail will be the normal method unless a Councillor has specifically requested notification by hard copy). The notification will indicate if the application falls under the delegated powers or not.
2. The delegated permission to deal with any planning application shall be negated if any Councillor, whether on the Planning Committee or not, makes a request for that application to be referred to the full Council for decision. Any such application must be received by the clerk before the date of the Planning Committee meeting originally scheduled to review the application and at least 7 days before the expiry of the consultation period for the application.
3. Planning applications not falling under the delegated authority of the Planning Committee or ones that have been referred by a Councillor will normally be scheduled for the agenda of the monthly Council meeting. Where that is not possible due to the expiry of the consultation period before the next Council meeting, the application will be placed on the agenda of any Planning Committee meeting scheduled before the expiry date; that Planning Committee meeting will become a full Council planning meeting and may also review any other applications that would have been on the agenda of that meeting.
4. All Councillors will receive the agenda for Planning Committee meetings, and any Councillor will have the right to attend meetings of the Planning Committee if they choose, and may, with the Chairman's consent address the Planning Committee (but not vote) before it makes a decision. The Planning Committee will be able to take advice from other bodies such as on matters affecting trees or the conservation area.
5. The Planning Committee will normally meet on the second Tuesday following the monthly Parish Council meeting. This date may be amended to ensure that delegated planning applications are reviewed before the expiry of the consultation period. At least three days notice of the meeting will be made to the public.
6. The Planning Committee shall consist of 5 Councillors; no application will be reviewed unless at least 3 Councillors of the Planning Committee are present. The full Council shall appoint the members of the Planning Committee.

7. The Parish Council shall ensure that suitable training on planning regulations applicable to reviewing applications is provided for the Planning Committee.
8. The Planning Committee shall identify to the Parish Council any training or other specialist advice or support measures that it feels appropriate to ensure that the Council fulfils its obligations and responsibilities when dealing with planning applications. Such training should not be restricted solely to the Planning Committee

5662 REPORTS FROM COMMITTEES

HORNCASTLE AREA COMMITTEE MEETING

Cllr Clarke had attended the meeting and had provided all councillors with a written report of the meeting. District Cllr Leyland complemented the Parish Council for contributing with the LDF, as it had been mentioned at the meeting that not all Parish Councils responded to consultations.

TREE GROUP

Cllr Robinson spoke about the successful tree planting day on 17th January at St Andrews Walk where hedge rows and trees donated by LCC had been planted. There had been some new faces at the event which was encouraging and the next planting day would be in November. Cllr Pestell thanked the Tree group on behalf of the residents of the estate where she lived for their hard work.

FINANCE GROUP

There had not been a meeting, but Cllr Hill explained that a meeting would be needed soon to discuss the cemetery costs.

HERITAGE COMMITTEE

Cllr Mace reported that there had been a meeting on 26th January where Spa Baths had been the main topic of discussion. They had heard that there had been a meeting with ELDC and the owners. The Parish Council had not been officially told, the Clerk would ring and find the outcome of this meeting.

BUSINESS SUMMIT

Information and a questionnaire were to be included in the next edition of the newsletter. It was agreed that the business summit information should be sent out as a separate leaflet.

TWINNING COMMITTEE

The French families will be visiting the village from 20th – 24th May. There will be a welcome meal taking place for them at the Coronation Hall on Friday 22nd May.

YOUTH CLUB MANAGEMENT

They have not met. The next meeting is 24th February.

CORONATION HALL

They are setting up a membership scheme for the Trust. Membership will cost £1 for the year and they are inviting all users of the groups that hire the hall and all Parish Councillors to subscribe.

Cllr Robinson confirmed that 99% of the membership of the Short Mat Bowls Club are from Woodhall Spa and that for 1 hour each Tuesday evening they are getting the Youth Club involved.

VILLAGE DESIGN STATEMENT

Cllr Hill will liaise with Cllr Storey for available dates to proceed with this.

BRITAIN IN BLOOM

Cllr Pickavance asked for clarification from the Council of what the purpose of the Britain in Bloom group is, she queried if its role was also to include litter picking and was informed that the main purpose of the group was to arrange floral displays for the village and she was encouraged to establish communication with Graham Keegan to find out what is happening with the planting. It was mentioned that the Parish Council would like to know what Graham's plans are for Britain in Bloom and suggested that any correspondence relating to this project should go out from the Parish Council.

FRIENDS OF JUBILEE PARK

The money to be invested is still on hold and they are undertaking a review.

5663 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

District Cllr Leyland reported that he had been in contact with the Enforcement and Conservation departments at ELDC regarding the removal of the porch at The Mall, and they told him that they would keep the Parish Council informed of the situation. District Cllr Leyland also reported that he had a meeting arranged with Nigel Howells – ELDC Chief Executive at the Petwood Hotel about various topics and he would take him over to see Jubilee Park and explain the issues there.

He updated the Council on the situation with the Witham Road resident selling items from his garden and informed them that he was allowed to sell one item at a time and Planning Enforcement will keep monitoring.

He told the Council that ELDC had been reclassified as a 'Good' Council, he said that there were still issues that needed addressing and there will be an action plan in place to do this, but there have definitely been some noticeable improvements in the past 18 months.

5664 TO RECEIVE AN UPDATE ON SPA BATHS MEETING

Cllr Hill provided each Cllr with a report of his meeting on 22nd January with ELDC. He said that he was awaiting a response from ELDC and it was agreed that once he heard from them he should inform the Parish Council before proceeding any further.

5665 TO PREPARE A PARISH COUNCIL POSITION FOR THE JUBILEE PARK ELDC MEETING

It was proposed, seconded and RESOLVED that the Council would emphasise to ELDC at the meeting on 12th February that the most important aspect of the refurbishment to Jubilee Park must be the pool and put pressure on them to choose the stainless steel liner or other hybrid solution option. The Council would ask ELDC to make the pool the priority and only spend the minimum amount on the building to make it disable compliant.

It was commented that ELDC were no longer listening to the community whose priorities must be considered rather than those of Technical services who are not

looking at the long term future of the pool but only considering short term budgeting. An option of taking it into community ownership was mentioned.

5666 PARISH COUNCIL STATEMENT REGARDING THE SHOWFIELD

The following proposal was received: As part of the Parish Council's submissions to the Local Development Framework with regard to Woodhall Spa, the Parish Council adopt the position that the status of the Show Field as protected open space be fully supported in its entirety and that the Parish Council will object to any proposed change in status and will also object to any and all planning applications that impact on the existing Show Field.

Cllr Hill explained that this land was designated open space in the Local Plan and any concerns relating to the use of the field for the Country Show are irrelevant as that is not the sole purpose of that open space. District Cllr Leyland assisted the Council by providing information regarding protective open space.

Cllr Hill proposed that this item should be deferred until after seeing Ben Booths plans for this piece of land. This was seconded and RESOLVED that this matter would be discussed at a later date.

5667 UPDATE ON REVIEWING PARISH PLAN ACTION PLAN

Cllr Midgley and Cllr Pestell had gone through the action plan and were in the process of putting details against each item. It was proposed, seconded and RESOLVED that this item would be on the next meeting agenda and Cllr Midgley and Cllr Pestell will put something together in time for Cllrs to look at before discussing at the meeting.

5668 TO REVIEW CEMETERY RULES AND REGULATIONS

Subject to a minor alteration to the draft produced by Cllr Mace. It was proposed, seconded and RESOLVED to adopt the following regulations:

1. FUNERAL ARRANGEMENTS FOR MAIN CEMETERY

- 1.1 No applications for burial on a Saturday or Sunday can be received. However, burial of ashes on a Saturday may be allowed in exceptional circumstances e.g. if the bereaved live in other parts of the country or abroad.
- 1.2 Only one coffin can be buried in each grave owing to the ground conditions in the cemetery (high water table / sandy soil) but ashes may be interred in an existing grave already containing a coffin or a coffin in a grave already containing ashes.
- 1.3 A maximum of six ashes caskets can be interred in any grave.
- 1.4 Ashes can be buried in the Garden of Remembrance, a new grave space or in an existing grave.

The scattering of ashes is strictly prohibited in Woodhall Spa Cemetery.

2. ARRANGEMENTS FOR THE USE OF THE GARDEN OF REMEMBRANCE

- 2.1 Cremated remains may be buried in the small garden area in front of the Garden of Remembrance which will be turfed. There are no exclusive rights to burial in any one location.

2.2 The space will remain unmarked and no flowers and/or vases may be placed on the garden at any time.

2.3 A plaque may be provided by and at the expense of the Executors to be installed in the Garden of Remembrance building, which shall be as follows:-

Plain brass, uncoated, 150mm, x 75mm in size with lettering horizontal in engraved letters, non seraph, 1 cm high with name of person, date of birth and date of death only shown and no other inscription. Plate an lettering to be cut as on a coffin plate cutter. Letters not to be filled or painted and plaques left to weather. Plaques to have one 6.5mm countersunk hole at each end.

3. FEES

All fees and payments are set out on a separate Cemetery Charges sheet.

4. MAINTENANCE OF GRAVES

4.1 Relatives who wish to erect memorials on graves must first obtain permission from the Clerk to Woodhall Spa Parish Council

4.2 Only memorials as specified below are permitted :-

Headstone, book, tablet or cross is not to exceed 900mm in height inclusive of base and the width is not to exceed 750mm which will include any flower vase if required.

If a single memorial is erected to mark adjoining graves the size of the central headstone will be as above but the plinth may extend across each grave to a maximum width of 1050mm per grave width. The depth of such plinth may not exceed 300mm.

4.3 Memorials shall be of good quality durable stone. York stone and wood is not permitted. Inscriptions are subject to the approval of the Woodhall Spa Parish Council.

4.4 Photograph plaques on memorials are not permitted.

4.5 No kerbs, trenches or other disturbance of the grassed surface, fences or other grave ornaments will be permitted.

4.6 Vases (metal or stone) should be placed at the head of the grave. No glass should be placed on the grave.

4.7 The removal of grass from a grave space is prohibited.

4.8 Following burial, floral tributes may be left on a grave while the flowers remain fresh for a maximum of two weeks. After this time they will be removed.

4.9 Relatives who wish to attend graves regularly are responsible for removing dead flowers etc. and putting them in the bins provided.

4.10 The Council may require the removal of any unauthorised vase or other article placed on a grave.

5. ACCESS

5.1 No vehicles are allowed in the cemetery except at funerals.

5.2 Access on other occasions must be on foot via the smaller gate on Kirkby Lane.

5.3 For people with mobility difficulties the main gates will be unlocked during weeks which contain special occasions, e.g. Christmas, Easter, Mother's Day, Father's Day. Relatives are respectfully requested to ensure that the gates are shut properly after their visit. Special access requests should be made to the Clerk to Woodhall Spa Parish Council.

5.4 No dogs are allowed in the cemetery other than registered assistance dogs accompanying their owners. Such owners must ensure that no dog fouling occurs.

It was proposed, seconded and RESOLVED to reduce the exclusive right of burial from 100 years to 50 years.

5669 TO RESOLVE TO PLACE A TENDER ADVERT FOR CEMETERY MAINTENANCE CONTRACT

It was proposed, seconded and RESOLVED to place a tender advert for a 2 year maintenance contract with both the Horncastle News at a cost of £53.30 + V.A.T and the Target at a cost of £125.50 + V.A.T. The adverts would appear week commencing 9th February 2009.

5670 TO RECEIVE A DRAINAGE SUMMIT UPDATE

It was proposed, seconded and RESOLVED that a piece would go in the next edition of the newsletter for people to comment and inform the Council of any current problems. This information would then be collated to get a full picture of what has been done and what is still outstanding. The companies that were involved in the drainage summit last year (Anglian Water, ELDC Drainage Team, LCC Highways and the Environment Agency) would then be contacted to inform them of the outstanding issues and to see if communication between these companies has improved.

5671 TO APPROVE THE LATEST EDITION OF THE NEWSLETTER

Cllr Midgley had provided each Councillor with the latest draft of the newsletter. There were still some items to go in and she was awaiting information on other items. It was proposed, seconded and RESOLVED that it would be finalised after the Jubilee Park meeting on 12th so that the outcome of the meeting could be reported.

5672 UPDATE ON PARISH COUNCIL TRAINING PROGRAMME

The Clerk informed the Council that LDF training had been confirmed as Tuesday 31st March at 6.30pm at St Andrews School. It was agreed that she would reserve 12 places on the course for the Parish Council.

The Clerk told the Council that she had booked herself a place on a Clerks training course on 18th March. The Course would not cost the Council anything, but there was

a £6 cost for refreshments and lunch on the day and it was agreed that the Council would pay this.

5673 CORRESPONDENCE

a) RECEIVED SINCE THE LAST MEETING

The following items had been received since the last meeting:

Sender	Description	Action
ELDC	Acknowledgment of receipt of precept form	Filed
ELDC	Request for a permit to carry out a street collection - The RAF Assoc. 19th Sept 09	It was agreed to recommend the issue of a permit.
ELDC	Horncastle Area Committee Meeting Agenda	Ensured Cllr Clarke who was attending had a copy
Martin Sollis - ELDC	Street Cleaning Blitz Team Letter	E-mailed Cllrs informing them and asking for feedback
Commonwealth War Graves Commission	Cheque for £18 for maintaining war graves	Paid in at bank and recorded in accounts book
ELDC	Request for a permit for a street collection - RNLI - 8th Aug 09	It was agreed to recommend the issue of a permit.
ELDC	Full planning permission - 22 Arnhem Way	Filed
Pat Kissane - ELDC	Maintenance costs for Kirkby Lane Cemetery	Passed to Cllr Mace, informed Finance Working Group and item on agenda to place a tender advert.
Ben Booth	Request to present latest caravan site plans to Parish Council before submitting them	It was agreed to invite Ben Booth to present his plans at the meeting on 3rd March
ELDC	Appeal dismissed by Planning Inspector for Hallgate opticians. Security shutter to be removed	Filed
ELDC Planning	Planning Refusal 21 Turnberry Drive	Filed
ELDC	Dismissed appeal by E Skinnis for residential development on Witham Road	Cllr Pestell highlighted important comments made by planning inspector for use by PC for future planning responses.
LCC Highways	Notification of work to be carried out - Kerb and footway work to the Broadway and Iddesleigh Road during March	Inform councillors
ELDC	41 Kirkby Lane planning application withdrawn	Filed
Lincoln and Lindsey Blind Society	Request for a grant	Inform Finance Working Group
Lincolnshire Police Authority	Asking people to take part in on-line budget survey at www.lincolnshire-pa.gov.uk	Inform Councillors
LCC	Request for bus shelter outside Woodhall Spa Hotel	To go on March Agenda

b) TO RESPOND TO EAST LINDSEY DRAFT LANDSCAPE CHARACTER ASSESSMENT

It was proposed, seconded and RESOLVED to submit the comments made by Cllr Midgley with minor amendments and also ask for Kirkstead Abbey to be mentioned on Page 50.

Cllr Mace was asked to inform the Heritage Committee about the consultation if they wished to submit any comments.

c) TO RESPOND TO LINCOLNSHIRE FIRE AND RESCUE 6 YEAR ACTION PLAN

It was proposed, seconded and RESOLVED to answer yes to the 3 questions.

5674 FINANCES

a) It was proposed, seconded and RESOLVED to approve the following retrospective payments: £558.42 (Clerks wages); £11.50 (Key safe)

b) It was proposed, seconded and RESOLVED that the following accounts be paid: £398 (2 years of website running costs); £1134.05 (Anglian Water); £13 (Mrs Johnson); £8.10 (stamps); £184.25 (British Gas); £62.59 (HM Rev & Cust); £162.27 (LCC Pension scheme); £632.50 (Pestforce); £8.25 (NALC – postage for portfolio); £170 (Mr Hare); £325 (Chairs allowance- D Clarke); £17.96 (Ink cartridges)

5675 TO SET A DATE FOR ANNUAL PARISH MEETING

It was proposed, seconded and RESOLVED to hold the annual parish meeting on Wednesday 13th May at Coronation Hall. The change of venue would be clearly displayed and the date would go in the next edition of the newsletter to give people plenty of notice.

5676 DATES AND TIMES OF NEXT MEETINGS-

- 12th February at 7.30pm– Meeting with FOJP and ELDC to discuss Jubilee Park
- 17th February at 7pm – Planning committee meeting if necessary
- 24th February at 2pm – Finance Group meeting
- 2nd March at 7.30pm – Horncastle Area Committee Meeting at Donnington on Bain
- 3rd March at 7.15pm – Parish Council Meeting

5677 ITEMS FOR THE NEXT AGENDA

- Parish Plan action plan update
- Drainage issue / summit update
- Bus shelter request
- Ben Booth to present plans for caravan site
- To award cemetery maintenance contract
- To increase burial fees

The Chair declared the meeting closed at 9.20pm.