

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

PRESENT

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

IN ATTENDANCE

A Bushell (Parish Clerk), District Cllr C Leyland, P Wheat (local press) and 6 members of the public.

5683 CHAIRMAN'S REMARKS

The Chair provided the Council with an update on the Mall Porch situation and he suggested that the Parish Council and the Heritage Committee should work together to ensure that both parties agreed on the best way forward. Cllr Mace agreed to set up a meeting with the Heritage Committee.

The Chair spoke about the 1 week deadline extension that had been granted so that the Cemex Planning application could be discussed at the full council planning meeting on 17th March. It was mentioned how important it was to ensure that the public were aware of the application and encouraged to comment. A sign would be put up in the library with the details of how to comment as well as posters informing people that details could be found in the library and asking them to provide the Parish Council with a copy of any submitted comments.

Cllr Storey arrived at 7.32pm

The Chair told the Council that a request had been received for a path for the Children living on the Turnberry Drive estate to walk to school. Cllr Hill provided background information on why the path had not yet been put in place and the Chair suggested that this should be a joint action with St Andrews School. Cllr Saunders spoke about planting trees along the route.

5684 APOLOGIES FOR ABSENCE WITH REASON GIVEN

Reasons for absence were accepted from Cllr Baker. District Cllr Harness had also sent his apologies.

5685 TO RECEIVE DECLARATIONS OF INTEREST

Cllr Clarke declared a personal interest in agenda item 16 (minute ref 5698) as he is a resident of Grove Drive.

Cllr Midgley declared a personal and prejudicial interest in agenda items 6 and 12 (minute refs 5688 and 5694) as she lives next to Jubilee Park.

District Cllr Leyland declared a personal interest in any matters that he may have to vote/deal with a District Council level.

5686 NOTES OF MEETING HELD ON 3 FEBRUARY TO BE APPROVED AS THE MINUTES

These were approved subject to a small adjustment to minute ref 5660, a sentence was added to state that the Clerk had agreed to provide Cllrs with a copy of their register of interest forms.

5687 TO RECEIVE AN UPDATE FROM GRAHAM KEEGAN ON BRITAIN IN BLOOM PROJECT

Graham Keegan gave the Council details of the plans for 2009. These included putting up hanging baskets along The Broadway, having more and larger tubs and putting in place a bowser to make watering of the plants easier. He told the Council that LCC Highways had approved hanging baskets to be up, but not on posts near the zebra crossing. The cost of mounting a hanging basket to a lamp post was £70. It was still intended that watering would be carried out by volunteers and the Council confirmed that £1000 had been allocated within the budget to the B.I.B project. The Council ensured that the insurance cover for the project was sufficient and asked about the number of sponsors for the project, but Graham Keegan was unable to give an exact figure. The Council asked Graham if he would be doing anything with the unsightly bases of the trees on The Broadway and Cllr Saunders told how LCC were not keen to allow activity around the bases of the trees and asked Graham Keegan to provide the Tree Group with a list of the trees which had issues at the bases so that they could investigate what could be done. Graham Keegan was asked to inform the Parish Council of any ideas which would enhance the village.

Cllr Midgley repeated her declaration of interest and left the room.

5688 TO RECEIVE A PRESENTATION FROM BEN BOOTH ON PROPOSED CARAVAN SITE

Ben Booth (land owner), Mr Grundy (Planning Consultant) and Mr Hawkins (architect) presented the plans to the Council. They provided the Council with copies of the plans. They told how the idea to create a new caravan site in this location came about due to the District Councils decision to close the site at Jubilee Park. They were unsure when the Jubilee Park site would be closed, but wanted to submit the planning application hopefully before the LDF came into place and as soon as possible to ensure that the community did not lose this type of facility so close to the park.

The plans were explained to the Council and the 3 gentlemen answered question from the Council. They confirmed that there would be not extra entrances/exits, they had not yet contacted the school, but would definitely do if they decided to go further with the application and they told how there would still be land available to hold the country show as the field across Green Lane would be seeded with grass and there would be enough land behind the site for car parking. All hedging would be native to comply with legislation and it would have a positive impact on the environment. A pond had not been included in the plans as Mr Booth wanted the site to be family friendly and a pond was seen as being a hazard for children. The land being used was protected open space, but more than half the field was being kept as open green space and as previously mentioned the field opposite would be grassed. It was mentioned that the Protected Open Space status was given to the land to stop housing development creeping in. Mr Booth explained that the caravan site was larger than the one currently within Jubilee Park because 100 pitches would make a viable business. The park would be of a very high

standard and it would open from March until November and would be for touring caravans and tents only.

The six members of the public left and Cllr Midgley returned to the meeting at 8.10pm.

5689 CLERKS REPORT AND ACTIONS ARISING FROM THE MINUTES

An English Oak Tree at 3 Kirkby Lane had had a T.P.O placed on it.

The Clerk had put together a folder for the Parish Council surgery sessions which contained blank forms to complete with comments/questions from parishioners and responses to previous questions. It was agreed that the Clerk would clearly mark when parishioners had received replies and no further action was necessary. Cllr Mace agreed to do a sign for the meeting room door at the library.

5690 TO AWARD MAINTENANCE CONTRACT FOR KIRKBY LANE CEMETERY

The Finance Working Group had considered all the quotations that had been received and made a recommendation to the Council. It was proposed, seconded and RESOLVED to offer a 2 year contract to Welton Garden Services with a review after 1 year at a cost of £3,720 per year and award Mr R Bryant the contract for digging the graves at a cost of £175 per grave. The Clerk would contact Mr Bryant to get a price for digging a hole to bury ashes.

5691 TO REVIEW AND INCREASE BURIAL FEES FOR CEMETERY

Due to the fees not being increased since 2004 and the need to purchase extra land to extend the cemetery in approximately 10 years time it was agreed that the fees needed to be increased and any surplus income would be ring fenced to re-invest to purchase land when necessary. Each Cllr had been given a copy of the suggested fees made by the Finance Working Group and asked to comment on the suggested fees and lay out of the fees document:

**WOODHALL SPA PARISH COUNCIL
KIRKBY LANE CEMETERY
Section 34 of the Burial Act 1852
Local Government Act 1972
Article 15 of the Local Authorities Cemeteries Order 1977**

Fees payments and sums fixed and agreed by the Woodhall Spa Parish Council at a Meeting of the Council held on 3rd March 2009 to come into operation on 1st April 2009. The fees payments and sums set out below apply where the person to be interred or in respect of whom the right is granted is, or immediately before death was, an inhabitant or parishioner of the parish of Woodhall Spa, or in the case of a stillborn child, where the parents (or one of them) are or at the time of interment, were such inhabitants or parishioners who were on the current or previous year's electoral roll, or children of parents whose names appear on it. In all other cases the non resident fees apply.

PART 1 - INTERMENT

For the exclusive right of burial, not exceeding 50 years.

	Resident	Non Resident
i. Single plot size 8' x 4'	£275.00	£325.00

ii	Children's plots 6' x 3' (Under 12 years)	£225.00	£275.00
iii	Baby under 1 year	FREE	FREE
iv.	Cremated Remains plot 4' x 2' (maximum 4 caskets)	£40.00	£60.00
v.	Cremated Remains in the Garden of Remembrance	£40.00	£60.00
vi.	Interment in existing grave	£25.00	£40.00

All the above fees include the cost of digging the grave.

PART II – EXCLUSIVE RIGHT OF BURIAL

i.	Grave space reserved when alive	£90.00	£135.00
	In addition a fee as above will be due at time of burial		

The exclusive right of burial is for 50 years from the date of purchase not burial, and may be passed down through the family. At the end of 50 years the plot reverts back to the Parish Council together with all rights concerning the grave. The deed holder must obtain the permission of the Parish Council if he/she wishes to erect a memorial.

PART 11I - MONUMENTS FOR BURIAL PLOT

i.	To erect a Monument	£50.00	£75.00
ii.	To add an additional inscription to the existing monument	£25.00	£25.00

Monuments will be inclusive of vase, if required. All other information regarding the type and size of memorials allowed in the cemetery can be found within the cemetery regulations.

PART 1V - MEMORIAL FOR CREMATION

i.	To erect a plaque in memorial building	£40.00	£60.00
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Cheques payable to Woodhall Spa Parish Council

It was proposed, seconded and RESOLVED to adopt the suggested fees, babies graves would be free and the cost of a cremated remains plot would have the cost of digging a hole added to it for residents and non residents. The sizes of plots would be given in metric.

Cllr Saunders suggested that the extended cemetery could become a green burial site and he explained what one was. It was agreed that this would be considered at the time of purchasing the extra land.

Rabbit proof fencing was mentioned and the Finance Working Group confirmed that 3 quotations had been received and this would be an item on the April Finance Working Group and Parish Council meeting agendas.

5692 REPORTS FROM COMMITTEES

TREE GROUP

Cllr Saunders told the Council that trees had been cut down without permission on land owned by 3 different owners and due to the good publicity this activity seems to have ceased, but the police need sufficient witness statements to be able to take action.

The tree group is trying to identify green spaces for 2009/10 tree planting projects and looking at gaps to be filled. They are looking at an idea suggested by the Horticultural Society of providing trees with a value and Cllr Saunders explained what this was and how it could be used as a guideline for the Council when responding to applications to fell or carry out work to trees.

Cllr Midgley asked if the Tree Group could look at the trees in Jubilee Park.

HERITAGE COMMITTEE

The next meeting is on 16th March.

BUSINESS SUMMITT WORKING GROUP

They are awaiting the responses from the questionnaire distributed with the newsletter.

TWINNING COMMITTEE

They are looking for new host families for the French families visit in May. They missed the newsletter deadline, so will go on the front page of the website.

YOUTH CLUB MANAGEMENT

Cllr Robinson reported that the youth club attendance was increasing. They had a new table tennis table and pool table and there would be a new programme of activities after Easter, these will include 'Learn to Earn', L.I.V.E.S demo and looking at conservation. They are still awaiting the result of the grant application to refurbish the kitchen, the result should be known before the end of March.

CORONATION HALL

Cllr Robinson reported that there had been three new trustees appointed. They are looking at fundraising and the idea of forming a fundraising committee. A salsa class will be starting on 28th March.

Robert Taylor from ELDC is looking at the wood surrounding it, especially at the ivy which is detrimental to the trees and the Probation Service is coming in to do the work that is required which has all been approved by ELDC. The trust will be approaching the Forestry Commission shortly to try and obtain grants. They are still establishing boundaries of Coronation Hall. They have received several complaints about the Youth Shelter, these have been made by the members of the youth club, the youth club leaders and Spa Road residents. They are looking at removing it.

VILLAGE DESIGN STATEMENT

Cllr Storey apologised for not finding the time to start work on this. It was suggested that the group working on it could be expanded or look at getting members of the Heritage Committee involved. Concerns were raised that by getting the Heritage Committee involved it would take the responsibility away from the Parish Council. It was agreed to defer this item until after the LDF training on 31st March, in the meantime Cllr Storey would get some information on what a Village Design Statement is and examples of ones already done by other villages.

FRIENDS OF THE LIBRARY

The Next meeting is Friday 6th March.

FRIENDS OF JUBILEE PARK

District Cllr Leyland thanked the Parish Council for organising the meeting between ELDC, FOJP and the PC which was held on 2nd March. He commented that it was a good meeting and the Friends of Jubilee Park were progressing the issues raised at the meeting.

SPA BATHS

Cllr Hill reported that he had received a response from Simon Machen at ELDC on what went on previously regarding prospective developers. He asked for time to get his head round the contents of the letter and admitted that he needed to work closely with the Heritage Committee and the Conservation Officer and establish as a village how far we are prepared to go/change the baths. Cllr Hill said he would produce a paper and share it with the Heritage committee and Parish Council and a meeting with the Heritage Committee would be useful to establish a united plan.

Cllr Saunders left the meeting at 8.45pm and did not return

5693 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

District Cllr Leyland reported that the appeal at Hallgate Opticians had failed and enforcement action was now being taken to ensure that the shutter is removed. He mentioned that the bottle bank was full but had been reported. He spoke about the new street cleaner who seemed keen and was settling in very well and there had been some very good comments received about him.

Cllr Midgley repeated her declaration of interest and left the meeting.

5694 ADOPTION OF A PARISH COUNCIL STATEMENT REGARDING THE FIELD WITH PROTECTED OPEN SPACE STATUS

After a lengthy discussion which highlighted that there were very few open spaces within the village and the village should protect what it's got as well as establishing that the purpose of a protected open space is not to prevent development but ensure that it is carefully considered. It was proposed, seconded and RESOLVED by 6 votes to 3 that the issue would be dropped.

Cllr Midgley returned to the meeting.

5695 TO RESPOND TO RECOMMENDED PRACTICE ON LOCAL AUTHORITY CONSULTATION

It was proposed, seconded and RESOLVED that the Chair, Vice Chair and Clerk would meet and respond to the consultation on behalf of the Council.

5696 REQUEST FOR A BUS SHELTER OUTSIDE THE WOODHALL SPA HOTEL

The Council considered the location of the suggested bus shelter and due to the amount of space it would take up, the cost of the shelter and the history of bad experience that the village has had with bus shelters it was proposed, seconded and RESOLVED to advise

LCC who had contacted the Council about this that they did not wish to pursue their request.

5697 UPDATE ON REVIEWING PARISH PLAN ACTION PLAN

Cllr Midgley and Cllr Pestell had provided each Cllr with an action plan update that they had prepared. The Chair commented that it would be nice to have dates on the document when the actions had happened. Cllr Midgley responded by saying that it would involve a lot of work and she suggested that a date should be put on the amended document and it should be reviewed annually and this would highlight what has been done each year. The action plan would be mentioned at the annual parish meeting and emphasise all the things that have been done.

Cllr Storey would put the contents of the update on the website with colour coded text.

5698 GROVE DRIVE SMALL SIGN TO INDICATE PROPERTIES LOCATED IN THE CUL-DE-SAC

It was agreed that this issue would be revisited after the meeting with Technical Services on Thursday 5th March. Cllr Clarke and Cllr Pickavance agreed to attend the meeting to highlight the issue with the Grove Drive Cul-de-sacs and property numbers. It was mentioned that other areas in the village had similar problems and it was suggested that a village survey should be done and this was something that First Responders could assist the Council with. Cllr Pickavance agreed to ask them at their meeting on Thursday.

5699 PLANNING

a) It was proposed, seconded and RESOLVED that Cllr Saunders would be on the Planning Committee.

b) It was proposed, seconded and RESOLVED to support planning application S/215/00320/09 – 22 Arnhem Way.

5700 CORRESPONDENCE RECEIVED SINCE LAST MEETING

The Council was informed that the following pieces of correspondence had been received and were available to view on request:

Sender	Description	Action
Anonymous	Letter concerned about building activities taking place at The Golf Hotel	Asked ELDC Enforcement to look into this
LCC	Notification to the way in which Public Rights of way maps are accessible	Filing
ELDC	Full Planning Permission Granted for The National Golf Centre (S/215/03452/08)	Filed
ELDC	Notification that ELDC have gone from being classed as a weak council to being rated as a good council	None
ELDC	Briefing note regarding the Sustainable Communities Act 2007 and asking for interest in establishing a local panel	E-mailed to cllrs
Community Lincs	Details of the local council advisory service relating to risk management	Council agreed to join at a cost of £178.25

Community Lincs	Information about the active parishes grant fund	Inform Councillors
Community Lincs and LALC	list of community training events	E-mailed to councillors
Lincs2gether	Training brochure Jan-Mar 09	On table in foyer
HM Revenue and Customs	P35 Employer Annual Return	Put with wages info for year end and clerk attending course at end of March
ELDC	Letter informing Council that Hallgate opticians have until 13th March 09 to remove shutters	Inform Cllrs & file
ELDC	Full planning permission granted - 59 Woodland Drive	Filed
Community Lincs	Application form for Calor Village of the year competition	Council agreed not to enter
LCC	Cemex amended application for site at Tattershall Thorpe	Agenda item 17th March
Jackie Goodall - Cottage Museum	Request that treasure box is kept at museum throughout 2009 tourist season	Agreed to let the treasure box remain on display
LCC	Vist Lincolnshire cycling map 2009	Put on display in foyer area
Lincoln College	Poster advertising courses in Literacy and Numeracy	Displayed on Village Noticeboard
ELDC	Planning application – 22 Arnhem Way	On 3rd March agenda
ELDC	Horncastle Area Committee Meeting Agenda - 2nd March	Informed Cllr Clarke although meeting the same day as the Jubilee Park meeting so nobody available to attend
Horncastle Town Council	Invite for the Chairman to attend the Civic Service for Horncastle	Passed to David Clarke
Mr Gibbs - Abbey Drive	Concerned about failure of ELDC to keep the streets clean and put wheelie bins back after emptying	Clerk contacted Martin Sollis at ELDC and asked him to look into the gentlemen's concerns
HM Revenue & Customs	End of Year Pack	Clerk booked onto HM Rev & Cust course in Lincoln to learn how to do end of year return
ELDC	Request for Street Permits to be carried out	Council approved them all
Charles Hughes	Letter regarding Spa Baths	Copy given to Cllr Hill
ELDC	Work to be carried out on trees - The Oaklands St Leonards Drive	Asked for extension. Will be on agenda 17th March
The Mall	Letter replying to a letter sent by Charles Hughes ref. The porch	Copy given to each Councillor
Spa Road Resident	Letter regarding the youth shelter at Coronation Hall	Matter being dealt with by Coronation Hall Trustees
Environment Agency	Requesting feedback on quality of service received relating to flood risk management	Informed Cllrs

It was agreed that any anonymous correspondence would be investigated by the Council before any action was taken.

5701 TO APPROVE THE PURCHASE OF EQUIPMENT FOR VOLUNTARY LITTER PICKERS

Cllr Pickavance had asked if voluntary litter pickers could be provided with High Visibility waistcoats, plastic gloves and litter picking sticks. It was proposed, seconded and RESOLVED to approve the purchase of these items at an estimated cost of £100.

5702 FINANCES

a) It was proposed, seconded and RESOLVED to approve the following retrospective payments:

£513.39 (Clerks Wages); £67.38 (Tender advert – Target); £61.30 (Tender Advert H/C News); £6 (Clerks Training Course); £126.37 (BT)

b) It was proposed, seconded and RESOLVED that the following accounts be paid: £1227.72 (Anglian Water); £13 (Mrs Johnson); £36.91 (HM Rev & Cust); £145.01 (LCC Pension scheme); £17.25 (O.E.R) £4.17 (Cleaning products)

c) TO PAY UTILITY BILLS BY VARIABLE DIRECT DEBIT

It was proposed, seconded and RESOLVED that the bills for electricity, water, gas, telephone and broadband would be paid by variable direct debit. The direct debit instruction forms were signed.

5703 DATES AND TIMES OF NEXT MEETINGS

- 17th March at 7pm – Full Council Planning Meeting
- 31st March at 6.30pm – LDF Training at St Andrews School
- 7th April at 2pm – Finance Working Group meeting
- 7th April at 7.15pm – Parish Council Meeting

5704 ITEMS FOR THE NEXT AGENDA

- Suggested locations for new/replacement litter bins
- New and outstanding drainage issues
- LDF preparation
- Consider quotations for rabbit proof fencing
- Arrangements for annual parish meeting
- Christmas tree lights

The Chair declared the meeting closed at 9.37pm.