

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
TUESDAY 05 MAY 2009 AT 7.30 PM IN THE COUNCIL CHAMBER
STANHOPE AVENUE**

PRESENT

Councillors: D Clarke (Chairman), P Franklin, A Midgley, W Saunders, J Nelstrop, D Hill, D Robinson, E Pickavance, and G Baker

IN ATTENDANCE

A Bushell (Parish Clerk), District Cllr C Leyland, District Cllr M Harness, P Wheat (local press) and 3 members of the public.

5754 TO ELECT A CHAIRMAN

It was proposed by Cllr Midgley, seconded by Cllr Nelstrop and unanimously RESOLVED that Cllr Clarke was elected to the office of Chairman.

5755 TO RECEIVE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Clarke signed his declaration of acceptance of office form which was witnessed by the Clerk.

5756 TO RECEIVE APOLOGIES

Apologies were accepted from Cllr Pestell and Cllr Mace. Cllr Storey was absent.

5757 TO ELECT A VICE CHAIRMAN

It was ascertained that Cllr Mace was willing to be Vice Chairman in the event that there were no other nominations.

It was proposed by Cllr Midgley and seconded by Cllr Robinson and unanimously RESOLVED that Cllr Mace be elected to the office of Vice Chairman.

5758 CHAIRMAN'S REMARKS

The Chair highlighted the fact that there was a full agenda for the meeting as there were items that had been carried forward from April's meeting and he asked if the Council could try and go through the agenda as quickly as possible without foregoing any serious discussion on items.

5759 FOLLOW ON DRAINAGE SUMMIT AND ACTIONS TO BE TAKEN FOLLOWING RECENT FLOODING IN VILLAGE

Cllr Midgley told the Council that some action had been taken on some of the issues that were raised at the Drainage Summit which took place 18months ago, but it seems to have petered out. The Summit had highlighted a lack of communication between agencies and another summit would give the Council a chance to see if any changes had been made and also point out other issues.

It was proposed, seconded and RESOLVED to hold another summit which would be a private fact finding meeting and although the public would not be invited to attend they would be asked to submit statements which would be given to the agencies along with a list of current issues in advance of the meeting. A small working group was formed consisting of Cllr Midgley, Cllr Pestell and Cllr Clarke who would compile the list. The agencies which would be invited to attend were Anglian Water, Witham Third Drainage, LCC Highways, ELDC Drainage Officer and the Environment Agency. The Clerk would arrange the meeting and inform the Council of the date.

5760 TO APPOINT REPRESENTATIVES ON OUTSIDE BODIES

The following appointments were made:

YOUTH CLUB MANAGEMENT	Cllr Robinson
HERITAGE COMMITTEE	Cllr Storey, Cllr Mace
TWINNING ASSOCIATION	Cllr Baker
FRIENDS OF JUBILEE PARK	Cllr Storey
BRITAIN IN BLOOM	Cllr Pickavance
CORONATION HALL	Cllr Robinson and Cllr Hill
FRIENDS OF THE LIBRARY	Cllr Clarke

Cllr Hill told the Council that he would like to stop being a representative on the Coronation Hall committee in the future but until a replacement could be found he agreed to continue the role.

5761 TO APPOINT COMMITTEES/WORKING GROUPS

The following appointments were agreed:

PLANNING COMMITTEE	Cllr Clarke, Cllr Hill, Cllr Nelstrop, Cllr Pestell, Cllr Midgley and Cllr Saunders
TREE COMMITTEE	Cllr Saunders and Cllr Pickavance
FINANCE GROUP	Cllr Clarke, Cllr Hill and Cllr Franklin
VILLAGE DESIGN STATEMENT	Cllr Storey and Cllr Hill
SPA BATHS	Cllr Hill
BUSINESS SUMMIT	Cllr Midgley and Cllr Nelstrop
CAR PARKING WORKING GROUP	Cllr Hill, Cllr Clarke, Cllr Robinson and Cllr Mace
ROYAL SQUARE IMPROVEMENT	Cllr Robinson

The Chair reminded the Council that the Royal Square Improvement was a working group even though it currently only had one Cllr appointed to it.

5762 TO RECEIVE DECLARATIONS OF INTEREST

Cllr Nelstrop declared a personal interest if the issue of Rabbit proof fencing was mentioned as her husband owns the land adjacent to the cemetery.

Cllr Nelstrop declared a personal and prejudicial interest in agenda item 15 (minute ref. 5768) as she is a resident of Abbey Lane.

Cllr Hill declared a personal interest in agenda item 12h (minute ref. 5765h) as he is the Treasurer of the Cottage Museum.

Cllr Robinson declared a personal interest in agenda item 19 (minute ref. 5772) in case the Martin McColls café offer was mentioned as she is employed by them.

5763 NOTES OF THE MEETING HELD ON 7TH APRIL TO BE APPROVED AS THE MINUTES

It was proposed, seconded and RESOLVED to approve the minutes subject to an amendment to minute ref. 5728 to include the fact that Cllr Harvey and Cllr Hoyes were both involved in the suggestions to Highways for 268 agreements.

5764 REPORTS FROM CLERK AND COUNCILLORS ON MATTERS OUTSTANDING AND ARISING FROM THE MINUTES

5672 Planning Aid had been contacted to ask for help and advice on tackling the issue of static caravan sites and was told that the best way was to speak with the planning department at the District Council about how policies can be changed and what the applicant would have to prove in case of showing there was a need and ask what criteria they base their decisions on. Planning Aid would assist the Parish Council

when submitting items for the LDF, but would need answers from the District Council first. Cllr Midgley commented that she didn't feel the Council could rely on their help too much.

5722 Cllr Mace and Cllr Pickavance have a meeting with Martin Solis from ELDC Street Cleansing Department to look at litter/dog waste bins on Monday 18th May at 10am.

5723 Distribution of the newsletter was being arranged by Cllr Franklin as Annette Inglis was away and it had been printed and was ready to be distributed this week before the annual parish meeting next week.

5726b A meeting had been arranged with Mr Allbones who had been awarded the contract for erecting the rabbit proof fencing, Mr Freeman, the pestcontrol man and Mr Nelstrop who owns the neighbouring field. Unfortunately Mr Allbones had failed to attend but the fencing had still been looked at and Mr Nelstrop had informed the Clerk that he would be erecting his own rabbit proof fencing along the edge of his field in the very near future to stop the rabbits getting to his newly planted crops and asked if it was necessary for the Parish Council to put some up as well as his fencing would have a great effect on the number of Rabbits being able to get into the cemetery and would the Council be better to wait 3/4 years until his fencing had been removed. The Finance Group had agreed to have a meeting with Mr Nelstrop and Mr Allbones and report back to the Council at the next meeting.

5738a An application for the LCC Aggregates Levy Fund would be getting submitted at the end of the week although LCC had informed the Clerk that they felt that it was improbable that the Parish Council would be awarded 100% of the funding to complete the cycle path and should look for alternative sources of grants for the remainder of the funding. The Clerk had contacted Highways to ask if they had any intentions of completing the cycle path and they have not, so she would submit the application asking for 100% of the funding and await the outcome before investigating alternative funding sources.

5730 The planning application for Alliance Pharmacy to install air conditioning units had been refused

5709 The planning application to extend Streaks Ahead hairdressing salon had been refused.

5516 The appeal against the refused planning application for 56 Turnberry Drive to erect a new bungalow had been allowed by the Planning Inspector.

5615 All four traffic speed surveys had now been completed and none of the results highlighted any speeding issues. The Clerk had spoken to PC Redfearn to ask if the Police could monitor the speed of traffic in the area as nothing else could be done as there had been insufficient serious collisions to justify a local safety scheme.

5765 FINANCIAL MATTERS – RECOMMENDATIONS FROM THE FINANCE GROUP

a. To approve 2008/09 end of year accounts.

The Chair informed the Council that the Finance Group had checked the end of year accounts and he ran through it with the Council. It was proposed, seconded and RESOLVED to approve the end of year accounts.

b. To review cheque signatories

Following a recommendation by the Finance Group it was proposed, seconded and RESOLVED that Cllr Clarke, Cllr Mace, Cllr Hill, Cllr Franklin, Cllr Robinson and the Clerk would be cheque signatories.

c. To resolve to register for internet banking and set up BACS payments

The Chair explained the reasons behind The Clerk having access to internet banking and making payments by BACS. He explained that all payments would still be signed and approved and the login information would be available to the Chair who would check it regularly to confirm that no transactions had taken place without approval of the Council. It was proposed, seconded and RESOLVED to register for internet banking and set up BACS payments for those people/companies who are happy to accept payment in this way.

d. Standing Order for Welton Garden Services

This item was not needed as it was agreed that Welton Garden Services would be paid by BACS.

e. To agree the scope of internal audit of accounts

It was proposed, seconded and RESOLVED that the following scope of internal audit was adequate:

Folder of Invoices
Annual Audit Form
Paying-in Book
Tax & NICs Payment Book
Assets Register
Insurance Policies
Budget Spreadsheet
Bank Statements
Minutes
Cash Book
Cheque Book Stubs
Financial Regulations
Cemetery Accounts Book
Powers and Duties of Parish Councils
Risk Assessment of Financial Matters
General Risk Assessment Statement

The Clerk was asked to check with the internal auditor that the fee paid to her was still adequate.

f. To approve retrospective payments:

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

£753.25 (hanging baskets & brackets); £2,250 (Cricket club grant); £250 (Lincoln & Lindsey Blind Society); £1,000 (Woodhall Spa Country Show grant); £310 (Welton Garden Services); £191.61 (LCC Pension fund); £101.62 (HMRC tax & N.I.); £637.39 (Clerks wages); £175 (R Bryant – Grave digging); £243 (Dreamweaver computer software)

g. To approve payments to be made:

It was proposed, seconded and RESOLVED that the following accounts be paid: £13 (Mrs Johnson); £6,649.69 (ELDC cemetery maintenance); £48 (Lawnmower service); £183.55 (British Gas); £210 (M Hare)

h. To resolve to donate £10 to Cottage Museum for loan of their projector screen for annual parish meeting

It was proposed, seconded and RESOLVED to make a donation of £10 to the Cottage Museum for the loan of the projector screen.

5766 ADOPT ANY AMENDMENTS TO STANDING ORDERS

It was proposed, seconded and RESOLVED to adopt the standing orders with amendments being made 1a. to add ‘unless agreed by resolution of the Council at least two months in advance’ and 7a. to add ‘where the Clerk is the payee the instruction shall be signed by 3 members of the Council’.

5767 TO RESOLVE TO SATISFY THE CRITERIA NECESSARY TO USE THE ‘POWER OF WELLBEING’

The Chair explained what the power is, the usefulness of it and the criteria needed to be able to use it. It was proposed, seconded and RESOLVED to satisfy the criteria necessary to use this power and the Clerk would organise a ‘Power of Wellbeing’ training course for the Council and e-mail Councillors with dates.

5768 PARISH COUNCILS POSITION TO THE PROPOSED CEMEX 268 AGREEMENT IDENTIFIED BY COUNTY CLLR HOYES

It was proposed that the Parish Council should adopt a position regarding the points that were made by County Cllr Hoyes at a previous meeting.

Cllr Nelstrop repeated her personal and prejudicial interest and left the room at 8.20pm.

District Cllr Leyland declared a personal interest as he was standing for the County Council elections

The points that had been made were summarised and it was proposed, seconded and RESOLVED to send letters to LCC Highways, LCC Planning and Cllr Hoyes stating that under no circumstances would the Parish Council approve any changes to Abbey Lane, the mini roundabout or the widening of Witham Road. The letter would again ask that where possible traffic would be sent via Tattershall and that an adequate traffic survey to be carried out and made available for consultation before a decision is made on the Cemex application. In the letter to Cllr Hoyes, he would be asked to support the Council in this matter and not to pursue any further with his ideas for 268 agreements.

Public support would be encouraged at the Annual Parish Meeting and copies of the letters would be available on the evening for people to take away and send to Highways and Cllr Hoyes. A map would also be available at the meeting to highlight the issues.

Cllr Nelstrop returned to the meeting at 8.38pm.

5769 TO CONSIDER SUBMISSIONS FOR THE LOCAL DEVELOPMENT FRAMEWORK (LDF)

It was mentioned that the Council had agreed a list of important environmental areas at a meeting approximately 18 months ago. The Clerk agreed to look in the minutes to find the list.

a. Jubilee Park rally field as protected open space

Since the area being used as the ‘Show field’ had almost been lost as protected open space it was felt very important that no more areas of open space should be changed. The Council looked at the map in the ELDC Local Plan settlement proposals and

pointed out two areas which were currently open space. It was mentioned that the open spaces were designated building land by ELDC but felt that the land should remain as it is. It was proposed, seconded and RESOLVED to deal with the two identified pieces of land as separate issues. Cllr Midgley would draft a statement about the rally field and Cllr Saunders would draft a statement about the other piece of land, both statements to be adopted by the Council at the next meeting

b. Heritage Committee policy on the Spa Baths

It was proposed, seconded and RESOLVED that there should be a policy on the Spa Baths submitted as part of the heritage policy of the LDF. Cllr Hill would take another look at the Heritage Committee policy and any suggested changes would be brought back to the next meeting.

5770 CHRISTMAS LIGHTS

Cllr Nelstrop provided each Councillor with a copy of her proposal.

It was proposed, seconded and RESOLVED to proceed with the plans for extra Christmas lights in Royal Square and Christmas Trees with lights fixed with brackets outside the shops in the centre of the village. The Rotary Club would be asked if they would help and the tree idea would be mentioned at the Annual Parish Meeting and people would be asked if they would be interested in joining a committee. The Clerk would investigate funding/grants that was available and Cllr Nelstrop would finalise the costings and report back at a future meeting.

5771 UPDATE ON SPA ROAD TRAFFIC ISSUES AND RESOLVE TO HAVE 'SLOW' ROAD MARKINGS PAINTED ON THE ROAD AT EITHER SIDE OF THE ENTRANCE TO CORONATION HALL

Cllr Robinson reported that a meeting had taken place between LCC Highways and Traffic Department, PC Redfearne, some Spa Road residents, a couple of Councillors and the Clerk.

It had been agreed that LCC would carry out an Archer survey on Spa Road to collect data of the speed of traffic using the road and PC Redfearne asked residents to report any speeding to the Police, as they had not previously been made aware of the problem. The Coronation Hall Trustees would be looking at lighting in that area and LCC Highways and Traffic suggested that 'SLOW' road markings could be painted on the road either side of the entrance to Coronation Hall and it was proposed, seconded and RESOLVED that they would be contacted and asked to do this.

5772 REPORTS

TWINNING COMMITTEE

The French families would be arriving in the village on Wednesday 20th May and staying until Sunday 24th May. They are short of two host families and are looking for volunteers. Cllr Baker would mention this at the Annual Parish Meeting.

FRIENDS OF THE LIBRARY

They are still awaiting the revised performance data from the County Council Library Service. Woodhall Spa has a 26% active population using the library compared to only 17% at Horncastle. LCC is looking at improving the way the library looks to attract more people.

YOUTH CLUB MANAGEMENT

There are some problems that need to be addressed about the way the Youth Club is run as young people are turning up with very little for them to do.

It was agreed that a meeting would be arranged between the Parish Council and the Youth Club management to discuss the current state of the Youth Club and whether any support can be given by the Parish Council to improve the situation.

BRITAIN IN BLOOM

Hundreds of plants are arriving and the water bowser is working. The Guides will be planting baskets on 31st May and the brackets will be fixed to their posts and put in place.

The Woodhall in Bloom Committee were asked not to touch the trees on The Broadway as LCC Highways were on with tidying them up. An advert had gone in the newsagents notice board to find someone to water the plants. It was pointed out that the person would not be paid for by the money donated by the Parish Council. Graham Keegan would be asked to do a presentation at the annual parish meeting. Concerns were raised about the farmers market.

CORONATION HALL

The annual meeting would take place on 17th June. They would be doing a presentation at the annual parish meeting and they would have a table in the hall inviting people to become members and encouraging them to get involved. A table top sale would be taking place on 24th May and they were still awaiting the result of the Youth Club forum grant for the new kitchen.

FRIENDS OF JUBILEE PARK

The website and programmes had now been sorted out. There was still old signage displayed and ELDC had been asked to sort it out.

The café tenancy had been awarded to McColls and work to improve the café facility for this season had begun. No news had been received on the ELDC Capital fund programme but it was reported that the RAF Coningsby/BAE leisure facility project had been put on hold until 2011/12.

VILLAGE DESIGN STATEMENT

Once they have a draft they will meet forward planning officer at ELDC to see what they will accept.

HERITAGE COMMITTEE / SPA BATHS

The Joint feedback meeting went well and it seems to have sorted out any communication issues.

ELDC Planning Enforcement will be contacted to ask that the Mall Porch entrance be replaced by tree trunks in the Came Style, similar to the original ones which were removed. The tree trunks could be sourced locally.

The idea to create a Woodhall PLC to deal with all the heritage issues stated within the Parish Plan was mentioned.

The Heritage Group had been asked to come up with a way forward/usage for the Spa Baths and report back to the Parish Council for approval, the owner would then be contacted via ELDC to see if the vision for the baths could be achieved.

Cllr Hill will contact Charles Hughes – Secretary of the Heritage committee to compile a database of all the information available on the Spa Baths.

TREE GROUP

An offer had been received from a local business to support purchases of trees for the planting day in November. The Lime trees on Witham Road were mentioned.

5773 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Harness reported that there were vacancies on the Standards Committee, he explained that this committee was very important for the District Council and encouraged anyone interested to apply. He sent his apologies for not being able to attend the annual parish meeting.

Cllr Leyland made the Council aware that the owners of The Mall Inn had indicated that they were willing to replace the porch like for like.

5774 CORRESPONDENCE RECEIVED

The Council were informed that the following items of correspondence had been received and were available to review on request:

Sender	Description	Action
Cottage Museum	E-mail informing the Council that archiving of UDC documents had been carried out with an overview of the papers deposited	Filed
Nomad Trust	Newsletter	On display in foyer of Council offices
LCC	Notice of LCC elections posters	Displayed in office & on notice board
Woodhall Spa Bowls club	Open day flyer	Displayed
Peter Rowland	Letter ref. Spa Rd Traffic Issues	Put with other letter to be seen by working group
ELDC	Business rate deferral scheme letter	Filed, but does not affect Council
The learning shop	Information about free courses it is running in Internet & e-mail, Front page web design and Digital Photography	Put on display in the foyer.
ELDC	Planning application S/215/00701/09	To be dealt with by the planning committee
ELDC	Draft Housing Strategy Consultation	To go 5th May agenda
ELDC	Two applications to carry out work to trees	To be discussed by Planning Committee
Tattershall Thorpe PC	Letter asking if we would like to appoint a representative on the Cemex Liaison group	5th May agenda
ELDC	Paper copy Draft Housing consultation	Circulated
Clement Keys	Annual Return Form	Complete send to auditor and approve at Junes PC Meeting
ELDC	Planning Application - 61 Stixwould Rd	Inform Cllrs - Planning Committee meeting 28th April
ELDC	Amendment to S/215/006938/09 14 Horncastle Road planning application	Inform Cllrs. 28th April Planning Committee Agenda
LCC	Notice of temporary traffic restriction - 17/05/09 no waiting at any time on Stixwould Rd due to Country show	Inform Cllrs - filed
LRSP	Results of speed traffic surveys on The Broadway / Stixwould Road	Report at meeting on 5th May
SLCC	invite to IT training course for Clerks & membership details for joining SLCC	Clerk does not wish to attend IT course. Filed membership info
ELDC Energy efficiency advice team	Introduction letter	Give PC more info at next meeting
J Nelstrop	Letter to Highways ref. Abbey Lane	Topic to be discussed at May's PC meeting
A Inglis	Letter to Highways ref. Abbey Lane	Topic to be discussed at May's meeting
Lincolnshire Tree Awareness Group	Flyer about annual tree walk on Sun 24th May 10am at Syston Park, near Grantham	Inform Councillors
ELDC	Appeal allowed. 56 Turnberry Drive to build a bungalow and attached garage	Inform Cllrs and File
Lincoln & Lindsey Blind Society	Thank you letter for donation	Inform Cllrs
ELDC	Confirmation that enforcement notice served on Hallgate Opticians has been complied with	Inform Council & filed

William Kent Memorials	Application to erect a headstone	Clerk will reply
ELDC	Refusal of planning permission - Alliance Pharmacy	Inform Council & File

a. East Lindsey Draft Housing Strategy Update 2009 consultation

The Council completed the questionnaire.

Cllr Saunders left the room at 9.56pm to speak to a member of the public.

b. Tattershall Thorpe parish council request for a councillor to become a member of the Cemex Liaison Group

It was proposed, seconded and RESOLVED that Cllr Clarke would be the Parish Councils representative on the Liaison Group initially. He would attend the first meeting and report back recommendations for further participation.

Cllr Saunders returned to the meeting at 9.58pm.

5775 DATES AND TIMES OF NEXT MEETINGS

- 13th May Annual Parish Meeting at 7.30pm at Coronation Hall
- 2nd June Parish Council Meeting

A planning committee meeting would need to be called before 13th May as there was a planning application and one tree application to respond to. The planning committee members agreed to schedule a planning meeting after this meeting had closed.

5776 ITEMS FOR NEXT AGENDA

- Litter bins
- Clerks annual appraisal
- Approve Annual Return form
- Any issues raised at annual parish meeting
- Jubilee Park
- Handyman duties/role
- Recycling point at Broadway Car park

The Chair declared the meeting closed at 10.05pm.