

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON  
TUESDAY 04 MAY 2010 AT 7.30 PM IN THE COUNCIL CHAMBER  
STANHOPE AVENUE**

**PRESENT**

Councillors: D Clarke (Chairman), P Franklin, E Mace, J Nelstrop, D Hill, D Robinson, T Peacock, E Pickavance, and N Storey

**IN ATTENDANCE**

A Bushell (Parish Clerk), District Cllr C Leyland and District Cllr M Harness

**6009 TO ELECT A CHAIRMAN**

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

**6010 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.

**6011 TO RECEIVE APOLOGIES**

Apologies were accepted from Cllr Midgley. Cllr Saunders and Cllr Storey were absent.

**6012 TO ELECT A VICE CHAIRMAN**

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

**6013 CHAIRMAN'S REMARKS**

The Chair extended thanks to Gill Baker who had recently resigned as a parish councillor after more than 20 years of service. It was agreed that she would be sent flowers and a card as a token of appreciation for her contribution to the village and the Parish Council over the years.

**6014 TO RECEIVE DECLARATIONS OF INTEREST**

Cllr Franklin declared a personal interest in agenda item 24d. (minute ref. 6032d.) as it was one of her relatives who had applied for a seat to be placed in the closed churchyard.

**6015 TO DISCUSS THE IDEA OF FORMING A VOLUNTEER GROUP TO KEEP AN EYE ON THE WOODS**

The Chair recapped why this item was on the agenda again and explained that PCSO Stuchfield had sent her apologies at the last minute as she had been called away on urgent business. It was proposed, seconded and RESOLVED to delay the item until a representative from the local policing team was able to attend to give advice on the matter.

**6016 TO APPROVE THE NOTES OF THE MEETING ON 6<sup>TH</sup> APRIL AS THE MINUTES**

Subject to the following amendments it was proposed, seconded and RESOLVED to accept the notes as being a true record of the meeting.

-Bottom of page 225 'Cllr Clarke returned to the meeting at 8.36pm'.

-Minute ref. 5997b changed to read ‘To restore the Dambuster’s memorial plaque’

### **6017 TO ADOPT THE NEW MODEL STANDING ORDERS**

The Chair explained that any items in bold type could not be removed or substantively amended from the model standing orders as these reflected statutory requirements. Subject to the word ‘motion’ being changed to ‘resolution’ and paragraph 10b being changed to ‘any two *nominated* members of the Council...’ it was proposed, seconded and RESOLVED to adopt the new standing orders.

### **6018 TO APPOINT REPRESENTATIVES ON OUTSIDE BODIES**

The following appointments were made:

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

Cllr Clarke told the Council that he needed to step down as the Friends of the Library representative and he commented that it was a very quiet period for the group at the moment. Nobody volunteered to take his place, so he would remain as the contact until a replacement could be found.

### **6019 TO APPOINT COMMITTEES/WORKING GROUPS**

The following appointments were agreed:

PLANNING COMMITTEE	Cllr Clarke, Cllr Hill, Cllr Nelstrop, Cllr Franklin, 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
CAR PARKING WORKING GROUP	Cllr Hill, Cllr Clarke, Cllr Robinson and Cllr Mace
ROYAL SQUARE IMPROVEMENT	Cllr Robinson and Cllr Pickavance
NEIGHBOURHOOD POLICING PANEL	Cllr Robinson and Cllr Peacock
CHAMBER OF COMMERCE	Cllr Mace

It was proposed, seconded and RESOLVED to set up a new working group to look at CCTV in the village and Cllr Peacock was appointed to this group.

### **6020 REPORTS FROM CLERK AND COUNCILLORS ON MATTERS OUTSTANDING AND ARISING FROM THE MINUTES**

Rabbit Proof Fencing: The legal agreement to erect the fence on the neighbouring land had been signed and returned. The Clerk would contact Stuart Holmes (contractor) to ascertain when he would be able to erect the fencing and once this was established the materials would be ordered and he would be sent a cheque for £200 to hire a digger for a week. It was hoped that the fencing would be installed by the APM at the end of the month.

Turnberry Drive meeting: Cllr Clarke informed the Council that a meeting had taken place between Longhurst Group, ELDC, Turnberry Drive, Dornoch Close and Kenmore Drive residents, 2 members of the Parish Council and the Parish Clerk. It

had been established that ELDC would not adopt the Public Open Space land until a decision had been made about the adjacent building land owned by Longhurst Group. Longhurst Group would be seeking advice and consulting with neighbouring residents about their plans to develop and would keep the Parish Council informed. In the meantime they had agreed to maintain the land to a standard that the residents are happy with which involved tidying up the shrubbery area in the corner.

*Cllr Storey arrived at 7.38pm.*

Royal Square: The Clerk had contacted Nigel Howells (Chief Executive of ELDC) about the Parish Council considering maintaining the land in the future. Mr Howells had agreed to provide the Council with figures of how much it currently cost ELDC to maintain the land and he would also confirm if ELDC paid for the maintenance of the Dambuster's memorial. Stuart Davy from ELDC would be contacting the Clerk at the end of the week to discuss the matter further.

Best Kept Gardens Competition: The Clerk had contacted the Woodhall Spa and District Gardeners Club to ask if they would be interested in taking on the competition. They had replied by informing the Clerk that they were unable to help as they felt that they did not have sufficient manpower or time.

Church Walk improvement: The Clerk would contact both the Woodhall Spa Rotary Club and the Woodhall Spa Lions to ask them to put their proposals in writing for improving Church Walk.

Litter Bins: The litter bin in front of the library had been destroyed by fire and needed replacing. The Clerk was asked to investigate whether it would be more cost effective to make an insurance claim or to pay for a new replacement bin.

## **6021 PLANNING MATTERS**

### **a. Planning application S/170/00712/10 – Central Networks, overhead power line at Edlington Moor.**

The Parish Council unanimously supported this application.

### **b. Planning application S/141/00662/10 – 62 Horncastle Road, Roughton Moor.**

*Cllr Hill declared a personal interest as he was a neighbour.*

It was proposed, seconded and RESOLVED to object to the application to erect two detached properties on the site of existing outbuildings which were to be demolished as it was felt that two properties would be too many for the size of the site and would be out of character with the area which predominantly consisted of large houses with large gardens. The Council was also not happy with the amount of trees that would be affected by the proposed development and it was felt that one property on the site would be more suitable.

### **c. Planning application S/215/00574/10 – Woodhall Spa Bowling Club, King George Avenue**

It was proposed, seconded and unanimously RESOLVED to support the application to extend and alter the existing bowls pavilion to provide w.c's, changing rooms and a kitchen with enclosed viewing veranda.

### **d. To resolve whether a member of the Parish Council will attend the Bainland Planning appeal on 06 July 2010.**

*Cllr Hill declared a personal and prejudicial interest and left the meeting at 7.50pm.*

It was proposed, seconded and RESOLVED to ask Cllr Midgley if she would attend the appeal hearing and represent the Council as she had attended hearings in the past

and was familiar with the procedure and she also understood the reasons behind the Councils decision to object to the application to change the site to mostly static caravans.

*Cllr Hill returned to the meeting at 7.52pm.*

## **6022 FINANCIAL MATTERS – RECOMMENDATIONS FROM THE FINANCE GROUP**

The Chair explained that the Finance Working Group had met and considered agenda items 14, 15, 16 and 18b as well as considering a grant application from Daniel Skarrats who was a Woodhall Spa First Responder and had applied for a grant from the Parish Council to purchase a protective all in one suit to use in his work as a First Responder medic. The Finance Group recommended approval of the grant in full as it would be a benefit to the community as Daniel would be the only First Responder medic within the Parish to have one of these suits. It was proposed, seconded and RESOLVED to award Daniel Skarrats with a grant for £627.90 to purchase the suit. The Chair also spoke about the need to purchase additional litter bins for the village and the Finance Group recommended that 4 more bins be purchased. Two would be bought from ELDC at a cost of £50 + VAT each and a further two would be purchased from Broxap for £111 + VAT each. It was proposed, seconded and RESOLVED to follow the recommendation of the Finance Group and purchase the new bins as it was within the £500 budget.

The Chair also informed the Council that the Britain in Bloom purchases which had been approved at March's meeting did not include the P&P charge which was £42. He assured the Council that the purchases (excluding VAT) still came in within budget and the Clerk was asked to check with Graham Keegan that any future quotations that he presented to the Council for approval would include the cost of P&P.

The Finance Group recommended not renewing the Local Advisory Service at a cost of £95 as it was felt that it had been beneficial the first year, but was no longer necessary and the cost had not been included within this year's budget. It was proposed, seconded and RESOLVED not to renew this service.

### **a. To approve 2009/10 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**

It was proposed, seconded and RESOLVED to keep the cheque signatories the same, which were Cllr Clarke, Cllr Mace, Cllr Hill, Cllr Franklin, Cllr Robinson and the Clerk.

### **c. 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
- Accounts Book
- Cheque Book Stubs

Financial Regulations  
Cemetery Accounts Book & grave digging log  
Powers and Duties of Parish Councils  
Risk Assessment of Financial Matters  
General Risk Assessment Statement  
Standing orders  
Christmas Tree project donation list and balance sheet

**d. To approve retrospective payments:**

It was proposed, seconded and RESOLVED to approve the following retrospective payments: £193.36 (LCC pension fund); £101.98 (HM Rev & Cust – Tax & N.I); £644.51 (Clerks wages); £20 (Mrs Johnson – cleaning); £310 (Welton Garden Services – Cemetery Maintenance); £11.75 (Witham Trading, Rabbit proof fencing agreement)

**e. To approve payments to be made:**

It was proposed, seconded and RESOLVED that the following accounts be paid: £1000 (Woodhall Spa Country Show); £22.10 (Morley's Service Station – petrol for lawnmower); £630 (R Bryant – grave digging); £1048.69 (Amberol Ltd – B.I.B planters); £200 (Digger hire for rabbit proof fencing); £322.99 (Closed churchyard maintenance); £323.20 (British Gas Business – Gas bill); £18.79 (Broadband); £5.68 (Key cut & stationery)

**6023 TO NOTIFY FOR DATA PROTECTION AT A COST OF £35**

The Chair explained that it was not absolutely clear that the Council needed to notify for data protection but it had been advised to do so as the Parish Council was responsible for maintaining services in the village and held on file contractor details. It was proposed, seconded and RESOLVED to notify for data protection at a cost of £35.

**6024 TO CONSIDER CHANGING THE SUPPLIER FOR GAS AND ELECTRICITY AT THE COUNCIL OFFICES**

The Finance Working Group had calculated the cost of gas and electricity for the Parish Council offices and they proposed moving from British Gas Business to a dual fuel tariff with E-on, this was seconded and RESOLVED that the Clerk would move the gas and electricity supply at the offices to E-on.

Cllr Nelstrop asked whether it was worth raising the possibility of working together with ELDC or other Parish Councils through LALC to bulk buy gas and electricity to save money. The Clerk agreed to investigate this suggestion.

**6025 TO REVIEW THE CONSULTATION PROCESS FOR THE ARTICLE 4.1 DIRECTION**

The Chair informed the Parish Council that a letter had been received from the two District Councillors stating that they would not support the article 4.1 as it currently stands. They had raised concerns and various issues about the Parish Councils decision to support an article 4.1 rather than a 4.2. The Chair reminded the Council that it had not yet approved the consultation process and he proposed that there should be an item on June's agenda to review the article 4.1, District councillor's comments and the consultation process. This was seconded and it was RESOLVED that the matter would be discussed further at June's meeting and in the meantime all members of the Council would be given a copy of the letter from the District Councillors.

**6026 CEMETERY**

**a. To agree who will sign the legal documents relating to the transfer of the cemetery from ELDC to the Parish Council**

It was proposed, seconded and RESOLVED that the Chair and Vice Chair would sign the legal documents relating to transfer of ownership of the cemetery.

**b. To review the burial fees for 2010/11 which were approved at March's meeting**

The Chair explained why it was felt necessary to revise the burial fees and it was proposed, seconded and RESOLVED to approve the revised fees which only doubled the plot fee for non-residents and not the grave digging charge. The new fees would be back dated to 11<sup>th</sup> April 2010.

**6027 TO APPROVE THE CONTENTS OF THE NEXT ISSUE OF THE NEWSLETTER**

The Clerk had sent a copy of the newsletter in its final format to all members of the Council. However, as it was in Microsoft Publisher some councillors had not been able to open the document, so it was displayed on screen and agreed that in future the Clerk would send it out as an Adobe document instead. Subject to the paragraph asking for furniture for the Council offices being removed and replaced with information about walks through the woods with details of the Woodland Trust website, it was proposed, seconded and RESOLVED to approve the newsletter which would be sent to the printers on Thursday 6<sup>th</sup> May and collected ready for distribution on Tuesday 11<sup>th</sup> May.

**6028 TO TAKE A VIEW ON THE FUTURE OF THE JUBILEE PARK PUBLIC TOILETS**

The Chair explained why the Parish Council had been asked to comment on the future of the toilets. Councillors agreed that it was essential to have toilets in Jubilee Park that the public could access and these toilets should be controlled by the Parish Council and not the Jubilee Park management company. It was agreed that if the Parish Council were faced with the decision to run them or close them, it would prefer to run them as long as ELDC were prepared to make a financial contribution as the entire cost for maintaining them could not be taken from the precept. The Jubilee Park Steering Group would report this decision back to ELDC so that the toilets would not be included as part of the Jubilee Park estate.

The Clerk was asked to find out what arrangements Alford Town Council had with ELDC as they currently were responsible for the public toilets in the town.

**6029 TO RECEIVE AN UPDATE FROM THE JUBILEE PARK STEERING GROUP**

The Chair explained that the group had hoped to be able to provide the Parish Council with the draft business plan at this meeting, but it wasn't quite at that stage yet and there wouldn't be time to hold a Parish Council meeting to discuss the business plan before it was presented to the public at the Annual Parish Meeting, but it would be circulated to councillors for comments before then. The Chair gave details of the subsidiary they were asking ELDC to contribute during the first few years. The group were looking at proposals from local entrepreneurs to bring in more income.

The meeting at ELDC when district councillors will consider and hopefully approve the business plan will take place in July. Once approved tenders would be sent out with the intention of the work on the park beginning in October, finished by May and the pool would be opened in June. ELDC will maintain management of the park until the work on the pool has been completed. The community group will appoint a project manager who will shadow the running of the park this year. The Chair explained that

the group did not have any plans to significantly change how the park will be run during the first couple of years. He reminded the Council that until the business plan is approved by ELDC the project is still being overseen by the Parish Council and if ELDC do not approve the business plan and will not refurbish the pool then the group will pull out as it will not take on a liability.

The group are still looking at renaming the park to Royal Jubilee Park and having an official opening event.

## **6030 REPORTS**

### **TWINNING COMMITTEE**

Cllr Hill reported that it had been a successful visit to France over Easter.

### **YOUTH CLUB MANAGEMENT**

Cllr Robinson reported that things were looking more positive with the Youth Club at present. A new Youth Leader had been appointed who was enthusiastic and working hard to get the club back on track with the help and support of Viv Cross. The club was still only able to open for two nights per week due to a freeze on jobs at LCC. 51 letters had been sent out to people in the community to try and reform the Youth Club Management Committee. Cllr Robinson informed the Council that attendance at the club was still poor and there would be another meeting in a couple of months with LCC to assess the attendance figures and look at how well the club is doing. There is still a possible threat of closure although LCC are trying their best to rejuvenate the club and they are certainly showing enthusiasm and commitment.

### **BRITAIN IN BLOOM**

There has been a good response for sponsorship from businesses and the planting of the summer tubs will take place on 13<sup>th</sup> June.

### **CORONATION HALL**

They had experienced a problem with vandalism a couple of weeks ago which had been resolved and currently everything was going well.

### **FRIENDS OF JUBILEE PARK**

They had nothing to report and Kim Barr would be attending the next Jubilee Park Steering Group meeting.

### **VILLAGE DESIGN STATEMENT**

All amendments have been incorporated in the document and it has been updated on the website. Cllr Storey will send it to ELDC this week.

### **HERITAGE COMMITTEE**

They will be out and about surveying properties within the conservation area. They will be noting important details of the buildings and taking photographs from the public highway which will be useful for the Parish Council/Planning Committee when considering planning applications.

### **SPA BATHS**

There were no solid details to report at the moment. There had been complications relating to the sale and they were still awaiting a planning application.

### **TREE GROUP**

The group had received a large map from ELDC which indicated trees in the village which have T.P.O's placed on them. However they had discovered that the map was very out of date and they were also concerned that people were not even aware that they needed permission to do work to trees within the conservation area. The Group would liaise with ELDC to make them aware that the information on the map was not accurate, but in the meantime Cllr Robinson thought that she might have a map that was more up to date. It was suggested that the Parish Council should contact the local estate agents to enquire whether buyers are informed about the rules about doing work to trees within the conservation area.

#### CHAMBER OF COMMERCE

Cllr Mace will attend the next meeting once the committee has been formed. It was reported that it is a good healthy group with over 20 businesses involved.

#### 6031 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

District Cllr Harness thanked the Clerk for comprehensive minutes from the previous meeting which he apologised for having to leave early. He spoke about an issue regarding the right of way to the land adjacent to Jubilee Park which had been granted planning approval for a new caravan site. Mr Booth the land owner had been given a key to the gate so he could now access his land and had also been granted temporary access to his new caravan site subject to rent.

#### 6032 CORRESPONDENCE

##### a. Received since last meeting

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

Sender	Description	Action
ELDC Elections Office	Notice of parliamentary election posters	Displayed
ELDC Planning	Conservation Area Consent - Former J Goodyear Antiques	Filed
HM Revenue & Customs	Tax Code notification for the Clerk	Filed
Colin Budge - Chairman Kirkby-on-Bain Parish Council	Copy of tree info sent to Robert Taylor at ELDC ref putting TPO's on trees in Kirkby Lane	Filed
Will Nelstrop	Agreement to erect rabbit proof fencing on his land	Signed & returned
ELDC Enforcement	Investigating soil piled up along verge of Woodhall Estate caravan site land on Stixwould Road	Filed
ELDC	Improving communications and developing relationship survey	Clerk completed survey & returned
LCC Highways	Temporary Traffic Restriction - 23/05/10 for Country Show	Displayed in foyer
ELDC	Bainland Planning appeal hearing to take place at 10am on 06 July at ELDC	Agenda item
Lincolnshire Tree Awareness Group	Annual Tree Walk invitation	Displayed & e-mailed the tree group

Residents from Turnberry Drive	Apologies that they cannot attend the meeting to discuss the POS land on Turnberry Drive, but state that they are happy with the way it is currently maintained.	Taken to meeting on 30th April
Mrs Gray - Woodland Drive resident	Concerned about trees being chopped down in Scouts wood and the woods being used a lot more with increased noise.	Inform Council
Woodland Drive resident	Letter about the height of the conifer hedge at the cemetery	Speaking to ELDC about what was agree at time of planting the hedge
ELDC Planning	Planning Refusal - S/094/02976/09 - Former	Filed
ELDC Planning	S/215/00295/10 - Conservation Area Consent -	Filed
ELDC Planning	Full Planning permission - S/215/00410/10 -	Filed
ELDC Planning	Full Planning Permission - S/215/00390/10 - 28	Filed
ICO	Guidelines and application for notifying for data protection	Considered by Finance Working Group

**b. To decide who will attend the Town and Parish Assembly on 17<sup>th</sup> June at Horncastle College from 6.30 – 9.00pm.**

It was agreed that Cllr Clarke, Cllr Storey and Cllr Peacock would attend.

**c. To nominate a ‘Carers Champion’ for the village**

The Council felt that more information was needed before they could respond, they would also like to put an article in the July newsletter to try and get a volunteer from the community to come forward and it was suggested that more details could be given at the Annual Parish Meeting. The Clerk would get in touch with Cllr Leivers to get more information.

*Cllr Franklin repeated her declaration of a personal interest and remained in the room.*

**d. To consider a request to site a seat of remembrance in the closed churchyard**

Members of the Council thought that the bench was a good idea. The Clerk informed them that permission needed to be sought from the Parochial Church Committee (PCC) who owned the Churchyard before any furniture could be placed in there, but before contacting the PCC she wanted to ensure that the Parish Council approved the request. Once approval had been granted from the PCC the Parish Council would like to approve the style of the bench before given permission for it being placed there.

**6033 TO CONFIRM ARRANGEMENTS FOR THE ANNUAL PARISH MEETING**

It was agreed that it would consist of a Powerpoint presentation similar to last year’s APM although the report given by the Chair on the Council’s activities would be shorter. Parishioners will be given a list of projects they can get involved with and they will be encouraged to attend meetings/surgery sessions in the library.

The theme of the meeting will be ‘running our own village’ and the community involvement issue will be emphasised.

The PA System will be provided and manned by Phil Groves who asked if the Council would make a donation to Coronation Hall rather than pay him for providing this service and it was proposed, seconded and RESOLVED to donate £100 to Coronation Hall.

It was also agreed that to save time in reading out the minutes of the previous year’s meeting 150 copies of the minutes would be printed out and put on chairs in the hall, which would cost approximately £60.

#### **6034 DATES AND TIMES OF NEXT MEETINGS**

- 11<sup>th</sup> May – Planning Committee Meeting
- 27<sup>th</sup> May – Annual Parish Meeting
- 1<sup>st</sup> June – Parish Council Meeting at 7.15pm.

#### **6035 ITEMS FOR NEXT AGENDA**

- Feedback from Annual Parish Meeting
- To approve Annual Return Form and receive report from internal auditor
- To review financial regulations
- To adopt a press/media policy
- To address concerns on existing draft 4.1 Direction and agree consultation with residents
- Dog fouling in Ostlers plantation
- Woods volunteer group

The Chair declared the meeting closed at 9.15pm.

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#### Notes from the public forum

- Stuart Holmes (Village Maintenance Contractor) asked if the Council wished him to weed/tidy up the village before the judging started for the Village of the Year competition. Stuart was asked to contact the Clerk with a list of area to be improved and the Council would look at whether it would be possible to get volunteers to carry out this work.
- District Cllr Harness was upset by some of the comments made by Stuart Holmes regarding the quality of work of the District Council employees and he urged him to contact ELDC if he had a problem with them. Stuart informed him that he had already done that.