

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 01 JUNE 2010 AT 7.30 PM IN THE COUNCIL CHAMBER STANHOPE AVENUE**

**PRESENT**

Councillors: D Clarke (Chair); W Saunders, A Midgley, J Nelstrop, T Peacock and N Storey

**IN ATTENDANCE**

A Bushell (Parish Clerk), District Cllr Harness, District Cllr Leyland and 2 members of the public.

**6041 CHAIRMAN'S REMARKS**

The Chair drew everyone's attention to the e-mail that the Clerk had sent out about changes to the planning process which had come about with the change of government. It was agreed that this would be discussed at the next meeting as it looked as if it would give Parish Councils more responsibility in the planning process.

**6042 APOLOGIES FOR ABSENCE WITH REASON GIVEN**

Apologies had been received and were accepted from Cllr Hill, Cllr Robinson, Cllr Franklin, Cllr Mace and Cllr Pickavance.

**6043 TO RECEIVE DECLARATIONS OF INTEREST**

There were none at this stage of the meeting.

**6044 NOTES OF THE ANNUAL MEETING HELD ON 04 MAY TO BE APPROVED AS THE MINUTES**

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

**6045 REPORTS FROM CLERK AND COUNCILLORS ON MATTERS OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES**

Royal Square Management – The Clerk had been contacted by Stuart Davy – Strategic Director at ELDC who had provided the annual costs for maintaining the grounds and cleaning the memorial at Royal Square. No costs had been given for the maintenance of the walls and paving and the Clerk was asked to contact ELDC to get an average annual maintenance cost for these areas. The Clerk also agreed to contact memorial masons to get an estimate of the cost to clean the memorial.

Switching Energy Suppliers – The gas supply at the office will be switched to E-on at the end of the month, but the electricity cannot be switched until the end of August when the contract with British Gas Business expires. The prices quoted for the electricity will still stand. The Clerk informed the Council that the Direct Debit instruction needed signing so the Council could achieve a further 4% discount.

Best Kept Village Competition – Posters advertising the competition had been displayed around the village and judging for the first round would take place in the next few weeks. ELDC had been contacted and had promised to get the White picket fence next to the shoe shop refurbished as soon as possible. The Clerk was asked to chase up the replacement bin for outside the library.

Rabbit proof fencing at the cemetery– The job has now been completed by Stuart Holmes.

‘Carers Champion’ – The Clerk read out an e-mail from ELDC containing more information about the role of the ‘Carers Champion’. The Chair asked if any members of the Council were interested in or knew someone who would be interested in taking on this role. District Cllr Leyland indicated that his wife might be interested and it was agreed that she would be sent more information.

Seat in Closed Churchyard – The Clerk had contacted the Parochial Church Council (PCC) who needed to get permission from the Archdeacon at Lincoln if the bench that is to be installed is a robust Oak one with a brass plaque. The Clerk had written to the resident enquiring what type of bench they intend to place in the churchyard and once she had received a reply would contact the PCC again.

Horncastle Road Traffic Issues – Roughton Parish Council would be discussing the safety options for the B1191 with the LCC Highways Officer at their meeting on 1<sup>st</sup> July 2010 at 7.30pm in Roughton Village Hall. The Clerk was asked to enquire with Cllr Hill if he would be available to attend this meeting and represent Woodhall Spa Parish Council.

Councillor Vacancy – The notices advertising the vacancy caused by the resignation of Gill Baker had been received and would be displayed this week. A request to fill the vacancy by election needed to be sent to the returning officer along with the signature of ten parishioners by 2<sup>nd</sup> July otherwise the vacancy would need to be filled by co-option. The Clerk read out an e-mail from Gill Baker thanking the Chair and Councillors for the kind comments that were made about her at the Annual Parish Meeting.

Church Walk improvement – Gerald Robinson and Stuart Holmes had offered to do the grounds work to resurface the path along Church Walk. The Clerk was asked to keep the Rotary Club and Lions informed so they did not think that their offer to assist with the project had been ignored. This would be an item on July’s meeting agenda.

## **6046 TO DISCUSS THE IDEA OF FORMING A VOLUNTEER GROUP TO KEEP AN EYE ON THE WOODS**

The Chair informed the Council that neither PC Redfearn nor PCSO Stuchfield had been available to attend the meeting although PC Redfearn had sent an e-mail about the Woodlands Watch group which the Chair read out. The Council felt that the e-mail was confusing as it gave the impression that a group already existed and also that the Parish Council were opposed to the idea. A suggestion was made that the woods could become a ‘Woodland Watch’ area which would be similar to a ‘Neighbourhood Watch’ or ‘Farm Watch’ area and signs could be put up informing visitors to the woods of this and also encouraging them to contact the Police if they notice any antisocial behaviour. It was proposed, seconded and RESOLVED that the Clerk would contact the Woodland Trust to ask if this could be done in the Pinewoods. The Clerk would also respond to PC Redfearn’s e-mail stating that the Parish Council were not opposed to the idea of forming a watch group and also informing him of the what action they would be taking on the matter. The gentleman who originally approached the Council about forming a volunteer group would also be informed of what the Council proposes to do.

## **6047 PLANNING MATTERS**

- a. **S/215/00885/10 – Hyeres, 69 Witham Road**

It was proposed, seconded and RESOLVED to support the application to extend the existing house to provide a kitchen/diner on the site of an existing shed which is to be removed.

**b. To resolve who will attend the Bainland Planning Appeal Hearing on 6<sup>th</sup> July**

Cllr Midgley informed the Council that she was unable to attend the hearing, so it was therefore suggested to ask Cllr Hill if he would be prepared to represent the Parish Council at the hearing as it was believed that he was already attending the hearing.

**6048 TO ADDRESS CONCERNS ON THE EXISTING DRAFT 4.1 DIRECTION DOCUMENT AND AGREE CONSULTATION WITH RESIDENTS**

The Chair informed the Council that the Parish Council's decision to support an Article 4.1 Direction had been made over 6 months ago, so it was possible to rescind the resolution if it was felt that it was no longer appropriate. The Council needed to decide how it would respond to the concerns raised by the District Councillors if it felt that an Article 4.1 Direction was necessary within the conservation area. It was decided that the Council needed to be more informed to be able to address the District Councillors concerns so representatives from the Heritage Committee would be invited to attend the next meeting where there would be an agenda item to discuss the District Councillors objections to an Article 4.1 Direction and receive recommendations from the Heritage Committee. Cllr Storey informed the Council that the Heritage Committee felt that an article 4.1 Direction was required to protect the important aspects of the village. However they did acknowledge that it could be seen as being controversial.

The Council agreed that although ELDC had the legal responsibility to consult with residents on the adoption of either an Article 4.1 or 4.2 Direction, the Parish Council had the moral responsibility to ensure that residents were aware of what affect the document would have on their permitted development rights and it might be necessary to hold a meeting with the residents whether a 4.1 or 4.2 document is decided upon. District Cllr Leyland agreed to contact Rob Walker (ELDC Conservation Officer) to ask if he had managed to look at the draft Article 4.1 document yet and if so to ask him for his comments before the Parish Council meeting at the beginning of July.

**6049 TO CONSIDER THE NEED TO MAKE AN APPROACH TO ELDC WITH REGARD TO THE REPAIRS TO THE HSBC BUILDING AND ANY IMPACT ON THE CONSERVATION AREA**

Following District Cllr Leyland's e-mail updating the Parish Council on the latest decision by the ELDC Planning Department to allow a like for like replacement without planning permission. It was decided that nothing further needed to be done by the Parish Council at the current time.

**6050 FINANCIAL MATTERS**

**a. To receive the internal auditors report and take appropriate action arising from it**

Mrs M E Ritson of 15 Victoria Avenue, Woodhall Spa had completed the internal audit and the Chair read out her report. There was no action needed.

**b. To approve the annual return form and complete section 2 – Annual Governance Statement**

It was proposed, seconded and RESOLVED to approve the annual return form and section 2 of the form (Annual Governance Statement) was completed.

**c. To receive a report on the Council's current financial position**

The Clerk reported that the Bank Balance stood at £41,160.21. This was made up by £26,073.18 in the current account and £15,087.03 in the savings account. She reported that since 01 April 2010 the Council had received the precept of £20,500 and £2,925 in cemetery fees. £8,564.89 had been paid out. The Clerk agreed to provide the Council with a more detailed report of the payments that had been made at July's meeting.

**d. To review the Financial Regulations**

It was proposed, seconded and RESOLVED to alter item 11 so that the amount stated that a contract would have to exceed before inviting tenders would match the amount stated in the Standing Orders which was £750.

**e. To approve retrospective payments**

It was proposed, seconded and RESOLVED to approve the following retrospective payments: £101.98 (HM Rev & Cust, PAYE & NI); £1029.59 (Rabbit proof fencing materials); £19.39 (Selby's office supplies – ink cartridge); £627.90 (Dan Skarrats grant); £18.79 (Broadband); £105.93 (Electricity – Royal Square); £114.79 (BT)

**f. To approve payments to be made**

It was proposed, seconded and RESOLVED that the following accounts be paid: £20 (Mrs Johnson); £36 (Mrs Ritson - audit); £100 (Donation to Coronation Hall for PA System); £310 (Welton Gdn Serv. – Cemetery maintenance); £240 (R Byant – Grave digging); £154.08 (Woodhall Printers – Posters for AGM & VDS); £96.50 (Cupits – Newsletter); £120 (S Holmes – Closed Churchyard maintenance); £701.48 (Take One Distribution – Jubilee Park leaflets); £1500 (S Holmes – erecting rabbit proof fencing at the cemetery)

**6051 TO RECEIVE FEEDBACK FROM THE ANNUAL PARISH MEETING**

All feedback that had been received was very positive. There had been very strong support for the Jubilee Park project and lots of ideas had been received. It was agreed that it had been a very good meeting with an excellent presentation from the Chairman, but the only downside was that it was always the same people who attended the public meetings and it would be nice to attract some new faces as well.

**6052 UPDATE FROM THE JUBILEE PARK STEERING GROUP**

The Chair reported that the group was awaiting a response from ELDC with a date for their next meeting. The business plan was very close to being completed and they were still on schedule for it to go to the ELDC Executive Board meeting in mid July, to then go before full council on 28<sup>th</sup> July when it would hopefully be approved.

The I.P.S (Industrial and Provident Society) may not be set up immediately as they will not start running the park until the pool upgrade has been completed by ELDC, so the group may run under the umbrella of the Parish Council for a little while longer. District Cllr Harness informed the Council that the project was being held up as a good example of District Councils working with Parish Councils and from speaking with other ward councillors he felt that there was a lot of support for the project. However he could not predict the outcome of the meeting on 28<sup>th</sup> July.

**6053 REPORTS FROM COMMITTEES AND GROUPS**

**JUBILEE PARK MARKETING**

They are still investigating the idea of having a member of the Royal family attend the official opening of the park in 2011. Cllr Nelstrop reported that the idea was looking promising although it was too early at present to book a Royal visitor for next year.

#### TREE GROUP

The Clerk was asked to contact the shop owners along Station Road whose premises backed on to the Pinewoods with details about Japanese Knotweed and also make County Council Highways aware that it appears that the Japanese Knotweed is spreading and it has appeared very close to the road.

The Clerk was also asked to contact the District & County Council maintenance teams who cut and trim the verges and parks in the village to ask them to be more careful when working near trees as many trees have been getting damaged.

#### BRITAIN IN BLOOM

The Clerk read out an update e-mail from Graham Keegan which gave details of the baskets and planters that would be displayed in the village this summer and members of the Council were encouraged to help with planting the summer displays on Sunday 13<sup>th</sup> June.

#### FRIENDS OF JUBILEE PARK (FOJP)

The group was currently trying to reinvigorate itself and attract new members. The Clerk reported that 13 people had expressed an interest in joining the group at the Annual Parish Meeting and a list of their contact details had been sent to Kim Barr.

#### HERITAGE COMMITTEE

Cllr Storey reported that the group currently met 6 weekly but were looking at meeting up more regularly as they had started surveying properties in the village and taking photo's and there was still a lot of work to be done. He explained the purpose of the surveys.

The Council was informed about a meeting that was taking place to start up a 1940s weekend event in the village from July 2011. The first meeting would be taking place the following week and the group may need to apply for a grant from the Parish Council to get itself up and running.

#### VILLAGE DESIGN STATEMENT

Cllr Storey reported that he had received useful feedback from the stand at the Country Show and had recently sent the document out to people by e-mail for them to comment on. He was hoping to put the document on display in the library the following Saturday and was unsure what else could be done. The consultation end date was set as the end of July.

#### CHAMBER OF TRADE & TOURISM

A meeting would be taking place this week to set the group up and agree its constitution. District Cllr Leyland reported that the group had made a very positive start.

#### NEIGHBOURHOOD POLICING PANEL

Cllr Peacock had attended the last meeting but there was not much to report, he provided the Council with statistics of incidents that occurred in the local area and commented that the Police had considered these figures to be very low.

#### **6054 REPORTS FROM DISTRICT & COUNTY COUNCILLORS**

District Cllr Harness informed the members of the Parish Council that he had made a comment to ELDC that he felt the Leaders Report had highlighted coastal areas in the district more than those areas inland.

District Cllr Leyland confirmed that David Loveday from the ELDC Planning Department would be attending the Parish Council planning meeting on 15<sup>th</sup> June.

#### **6055 TO CONSIDER HOW TO DEAL WITH THE ISSUE OF DOG FOULING IN AND AROUND THE VILLAGE**

The Clerk informed the Council that ELDC was in the process of assessing the locations of all the bins throughout the district and due to this they would currently not be installing any new bins. The Council decided that apart from asking them to empty the bins more regularly especially those located around Jubilee Park nothing further could be done at present.

#### **6056 TO CONSIDER THE IDEA OF CHANGING THE WHITE SIGNS AT THE ENTRANCE TO THE VILLAGE**

Cllr Midgley had asked for this item to be on the agenda as she felt that the current sign which informed visitors that the village had won the Best Kept Village competition in 1989 & 1998 was very out of date and not the best way to promote the village to visitors.

Cllr Midgley had made two suggestions for the signs and these were 'England's First Fairtrade Village' and '*Home* of English Golf'. The Council did not support these suggestions and it was suggested that the village website could be advertised on the sign instead. It was decided that the Clerk would contact the councillors who were not in attendance at the meeting and ask them for their suggestions and the idea of having a competition on the website for residents to make suggestions was mentioned. It was proposed, seconded and RESOLVED to ask Highways to take down the Best Kept Village Signs and have them replaced with something that would better promote the village. The Clerk was asked to contact Highways to ask them what they would allow and also find out the process for changing the signs.

#### **6057 CORRESPONDENCE RECEIVED SINCE LAST MEETING**

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

Sender	Description	Action
ELDC Planning	Full Planning Permission - S/141/00212/10 - Land Rear of 154 Horncastle Road	Filed
HM Revenue &	Employers Budget Pack update	Filed
ELDC	Response to letter ref. Dambusters memorial plaque	Inform Council at meeting
Manor Road residents	Request for a new bin at Coronation Road and Manor Road junction	Inform Cllr Mace and Cllr Pickavance
ELDC Planning	Full Planning Permission - S/215/00294/10 Dower House Hotel	Filed
Community Lincs	Rural Links newsletter	Displayed in foyer
Community Lincs	BKV competition posters & advice notes	Displayed posters
ELDC	Full planning permission - S/215/00443/10 - 1 Tattershall Road (Streak's ahead)	Filed

ELDC Planning Enforcement	Erection of a flue at The Mall Hotel case closed	Filed
ELDC	Refusal of Planning Permission - S/215/00578/10 - 19 Alexandra Road	Filed
The Planning Inspectorate	Dismissed appeal - 18 Witham Road (Guest House)	Filed
ICO	Confirmation of entry in data protection register	Filed
LCC	Review of mobile library stops letter	To be an item on July's agenda
Inspire Kitchens and Bathrooms	Property Care has changed its business name	Filed
Take One Distribution	Invoice for distribution of JP leaflets	Invoiced ELDC for the whole
E-on	Unable to transfer electricity supply to them	Contacted British Gas & was informed that we can move supplier on 28/08/10
E-on	Confirmation of change of supplier for gas and electricity	Filed
ELDC	Agenda for standards committee meeting on 4th June	Displayed in foyer

-A letter had also been received about extending the 40mph speed limit over Kirkstead Bridge. The Clerk would send a copy of the letter to all councillors as well as contacting the Martin residents who had attended a surgery session and expressed their concerns about this issue as they had indicated that they would be contacting the County Councils, District Councils and Police about the number of accidents on this stretch of road and they had agreed to keep the Parish Council informed, but the Clerk had heard nothing from them.

It was agreed that this matter would be an item on July's meeting agenda.

-Questions were raised about the enforcement action that had been taken at the Stixwould Road caravan site and District Cllr Leyland agreed to take the concerns of the Parish Council back to the Tree Officer and Planning Enforcement at ELDC.

**b. To submit items for consideration for the Horncastle Area Committee Meeting Agenda on 5<sup>th</sup> July at Horncastle College**

The Parish Council would ask for options for the Green Waste Collection over the winter period to be on the agenda. Councillors were asked to e-mail the Clerk with any other suggestions before 18<sup>th</sup> June.

**6058 DATES AND TIMES OF NEXT MEETINGS**

- 15<sup>th</sup> June at 7.00pm – Parish Council Planning Meeting
- 6<sup>th</sup> July at 7.30pm – Parish Council meeting
- 17<sup>th</sup> June at 6.30pm – EL Town and Parish Assembly at Horncastle College
- 29<sup>th</sup> June at 1.30pm – Burials Seminar at Welbourn (Cllr Mace & The Clerk to attend)

**6059 ITEMS FOR THE NEXT AGENDA**

- LCC Mobile Library stop review
- Clerk's appraisal feedback
- Article 4.1 Direction
- Village signs
- Kirkstead Bridge 40mph speed limit
- Balance of food outlets to retail stores in village (To be mentioned to David Loveday at 15<sup>th</sup> June Planning Meeting.

The Chair declared the meeting closed at 8.54pm.

Notes from the Public Forum

There were no comments made during the public forum.