

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 05 OCTOBER 2010 AT 7.30 PM IN THE COUNCIL CHAMBER STANHOPE AVENUE**

**PRESENT**

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

**IN ATTENDANCE**

A Bushell (Parish Clerk), District Cllr Leyland, District Cllr Harness, Simon Elmer and 3 members of the public

**6142 CHAIRMAN'S REMARKS**

The Chair proposed that the order of the agenda be altered to allow the Parish Council to receive the report from the Jubilee Park Steering Group before considering its grant application, this was seconded and it was RESOLVED to alter the order of the agenda to deal with agenda item 13 before agenda item 12.

The Chair gave brief details of a pre-remembrance parade meeting that had taken place to discuss the arrangements for Sunday 14<sup>th</sup> November. He spoke about the road closure / lack of Police presence issue and agreed to give more information at November's Parish Council meeting. He also urged more Parish Councillors to attend the event this year.

**6143 APOLOGIES FOR ABSENCE WITH REASONS GIVEN**

Apologies for absence were accepted from Cllr Midgley and Cllr Storey. Cllr Saunders was absent.

**6144 TO RECEIVE DECLARATIONS OF INTEREST**

Cllr Pickavance declared a personal and prejudicial interest in agenda items 7a and 7b (minute ref. 6148a and 6148b) as her husband was one of the Cottage Museum Directors.

Cllr Hill declared a personal and prejudicial interest in agenda items 7a and 7b (minute ref. 6148a and 6148b) as he was the Treasurer of the Cottage Museum.

Cllr Hill also declared a personal and prejudicial interest in agenda item 12a (minute ref. 6154a) as he was a member of the Jubilee Park Steering Group who had submitted the grant application.

Cllr Clarke declared a personal and prejudicial interest in agenda item 12a (minute ref. 6154a) as he was a member of the Jubilee Park Steering Group who had submitted the grant application.

Cllr Nelstrop declared a personal and prejudicial interest in agenda item 12a (minute ref. 6154a) as she was a member of the Jubilee Park Steering Group who had submitted the grant application.

**6145 NOTES OF THE MEETING HELD ON 07 SEPTEMBER TO BE APPROVED AS THE MINUTES**

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

**6146 PRESENTATION FROM SIMON ELMER ON HIS PROPOSALS FOR 1940s WEEKEND**

Mr Elmer thanked the Parish Council for the invitation to speak to them about his plans. He introduced himself and went on to inform the Council about the 1940's festival he was organising. He explained why he felt that Woodhall Spa was the right destination for this type of event, which he had planned to hold during the final weekend in July 2012. The festival would be focusing on the 1940-45 period although Mr Elmer had no objections to events being held over the weekend which focused on the later period of 1945-1950. He spoke about similar successful events that were held elsewhere in the county and he suggested some activities that would take place over the weekend, such as a vintage car rally, 1940's dance, a tea dance and encampments in the Pinewoods, he welcomed other ideas that would make the festival a success. He informed the Parish Council that he had contacted Highways about a road closure for the event and he also told how Thorpe Camp was keen to collaborate. He had also received an expression of interest from the Woodhall Spa Chamber of Trade & Tourism and the Cottage Museum. Mr Elmer gave details of the members of the group which had been set up to organise the event and told the Council that he was currently seeking advice about registering as a charity. He explained that he was not organising this event to try and make a profit, but instead to try and promote Woodhall Spa. He hoped that the event would raise money for local / national causes. Mr Elmer estimated that the cost involved to set up the event would be approximately £1300 - £1500 and fundraising events had already been arranged as well as £300 being pledged by District Cllr Leyland to help cover the set up costs. He indicated that he would also be approaching the Parish Council for financial support. Mr Elmer answered questions from members of the Parish Council and he offered to provide District Cllr Harness with more details of the event to take to the ELDC Full Council meeting on 15<sup>th</sup> December when they would be making a decision on the future of Jubilee Park.

The Chair thanked Mr Elmer for his presentation.

*Simon Elmer and 1 member of the public left the meeting and did not return.*

## **6147 REPORTS FROM CLERK AND COUNCILLORS ON MATTERS OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES**

Councillor vacancy – Richard Sanderson had been elected from 7<sup>th</sup> October to fill the vacancy. The Clerk had sent him a welcome pack and had e-mailed councillors an updated Parish Council contact list.

Parish Emergency plan – Cllr Pickavance informed the Council that the plan was beginning to move forward and another Management Team meeting would be taking place in 3 weeks time. Cllr Pickavance had been in touch with a member of The County Council Emergency Planning Team who had agreed to come and speak to the Council about the emergency plan once it had been completed.

Map board adverts – The Finance Group had spoken to Brian Olive who had offered to help out with this project and it was agreed that there was space for 30 adverts per board, but this depended on the size of adverts that a business chose to have as they would be offered three different size options along with the opportunity to advertise on both boards if space permitted. If too many businesses applied then priority would be given to local businesses and they would only be able to advertise on one board. Cllr Hill read out the prices that had been suggested by the Finance Working Group for businesses to advertise for a 5 year period and it was agreed that details would be sent to every business in the village offering them the chance to advertise. A response form had been created by the Clerk which businesses would need to return to the Parish Council by 30<sup>th</sup> November, they would then receive a visit from Brian Olive

who would discuss their advert with them. The Council was informed that the fees being charged would provide enough money to fund the entire project including paying for the new maps and installation if the Parish Council were required to and maintain the map boards for a 5 year period.

Woodhall Spa.tv website – The Clerk had received an e-mail from the owner of the website confirming that the images of the village signs would be removed. The Parish Council had been offered a free promotional page under the Tourist Information section of the [www.woodhallspa.tv](http://www.woodhallspa.tv) website to promote the [www.woodhallspa.org](http://www.woodhallspa.org) website. It was proposed, seconded and RESOLVED to respond by thanking the gentleman for his kind offer but declining it.

Café Zilli planning application – ELDC had informed the Parish Council that this application had been withdrawn, but did not state the reason why.

Highways, Kirkstead Bridge and Green Lane issues- A letter had been received from Graeme Butler informing the Council that he would be progressing the necessary traffic order for the speed limit to be extended across Kirkstead Bridge and would be consulting with both Woodhall Spa and Martin Parish Councils shortly. He also advised that he would be arranging for some advisory signs to be erected on Green Lane shortly.

*Cllr Hill and Cllr Pickavance repeated their declarations of interest and left the meeting at 7.55pm.*

#### **6148 PLANNING APPLICATIONS**

##### **a. S/215/01725/10 – The Cottage Museum**

It was proposed, seconded and unanimously RESOLVED to support the application for conservation area consent to demolish the existing timber building.

##### **b. S/215/01724/10 – The Cottage Museum**

It was proposed, seconded and unanimously RESOLVED to support the application to dismantle and remove the existing timber sheds and re-erect an enlarge structure in the position of the existing building with partial re-instatement of existing timbers and the provision of new external wall and roof cladding to provide a w.c, a community area, an archive store, a general store, a display area and an office. As well as altering the existing bungalow to provide an entrance ramp and handrails. The Parish Council agreed that it wholeheartedly supported the aims and objectives of the Cottage Museum and felt it was an important asset to the village and these sentiments would be portrayed in the Councils response to the Planning Officer.

*Cllr Hill and Cllr Pickavance returned to the meeting at 7.57pm.*

*The remainder of the members of the public left the meeting and did not return.*

#### **6149 NEW SIGNS ON STIXWOULD ROAD**

It was felt that the signs were out of scale for their location and also misleading. It was proposed, seconded and RESOLVED to contact LCC Highways about the lack of consultation, style and structure of the signs. The Council agreed that they were not objecting to there being signs to advertise MacCauleys restaurant and the Kinema, but felt that there needed to be a degree of consistency to signs within the village, as well as them being sited at a more suitable height.

#### **6150 TO COMPLETE THE EAST LINDSEY GROWTH QUESTIONNAIRES**

Cllr Mace had attended the East Lindsey Growth Workshop in September and explained to the Parish Council why parishes had been asked to complete these questionnaires.

The questions were discussed and answered and they would be submitted to ELDC before the 31<sup>st</sup> October deadline.

### **6151 TO CONSIDER THE IDEA OF GETTING THE PARISH BOUNDARIES REVIEWED**

The Chair spoke about the 'Local Government and Public Involvement in Health Act 2007' and informed the Council that any request to alter/review a parish boundary needed to be made to the District Council in the form of a petition signed by 10% of the community. It was agreed that the main reason for even considering to request a review of the parish boundary was to re-align reality (realise that certain properties are considered as being in Woodhall Spa and use the villages facilities, but are actually located in a neighbouring parish and do not contribute to the Parish precept).

It was proposed, seconded and RESOLVED to investigate the idea further and it would be discussed again at the next Parish Council meeting where a map would be available showing the parish boundaries, so that possible areas to be adopted could be suggested. The financial implications to parish precepts and impact on other parishes would also need analysing before deciding to proceed with this.

### **6152 CONTENTS AND DISTRIBUTION OF THE NEXT ISSUE OF THE NEWSLETTER**

It was proposed, seconded and RESOLVED that the next issue of the newsletter would include the following items:

1. Park project update – possibly also ask people to go to the ELDC meeting in Dec-times dates etc A bus provided like Horncastle did?
2. Remembrance day details and invite
3. Christmas fayre, details of how to apply for a stall, and carol service details
4. Last call for council grants
5. Details of Cottage Museum plans to extend and annual lecture
6. ASBO issues and report from PCSO Nicola Stuchfield
7. Speed limit extension over Kirkstead Bridge
8. Reminder of PC surgeries
9. Neighbourhood watch scam alerts
10. Reminder if people live in the conservation area they need permission to carry out work to trees in their gardens.

It was agreed that the draft would be completed by 19<sup>th</sup> October and the Clerk would put it into its final format and circulate for approval with the intention of it being ready for distribution on Tuesday 2<sup>nd</sup> November. Cllr Robinson had reviewed the distribution list and would give a copy to the Clerk.

### **6153 JUBILEE PARK STEERING GROUP REPORT**

East Lindsey District Council had commissioned a report on the State Aid issue, but the report had not made the issue any clearer, so the Company that had written the report had been asked to reframe it and provide a more robust defense. The Steering Group needed a decision to be made on the issue by 15<sup>th</sup> October or the project would slip and future deadlines would be missed. The Parish Council would be asked whether they were willing to accept the risk and proceed and ELDC had agreed to follow their lead, but there were still lots of questions that needed answering.

Activities were still taking place that needed to happen if the project was to go ahead and the planning application would still be submitted, although they were still trying

to establish if it was definitely needed as the pool would be a like for like replacement.

Lincolnshire Co-op were paying for the registration of the I.P.S (Industrial and Provident Society) which would cost in the region of £1000 and the grant which was being applied for from the Parish Council would pay for the public liability insurance and the planning application fees. The group was also investigating issues that had been raised with what depth the refurbished pool needed to be and also whether a new license was needed to run the caravan park.

*The Chair (Cllr Clarke), Cllr Nelstrop and Cllr Hill repeated their declarations of interest and left the meeting at 8.56pm. District Cllr Leyland also left the room.*

*Cllr Mace chaired the meeting.*

#### **6154 FINANCIAL MATTERS**

##### **a. Jubilee Park grant request**

It was proposed, seconded and RESOLVED to approve the grant for £3000 of which £600 was for planning application fees and £2400 was for public liability insurance. It was felt that the project could not continue without this financial support and the project already had approval from the community.

*Cllr Clarke, Cllr Nelstrop, Cllr Hill and District Cllr Leyland returned to the meeting at 9.00pm.*

*Cllr Clarke re-took his seat as Chairman.*

##### **b. Removal of rabbits in the cemetery**

It was proposed, seconded and RESOLVED to accept the quotation from Pestforce to carry out a two week control programme which involved using ferrets and gas to remove the rabbits at a cost of £80.

##### **c. Feedback from audit of the annual return**

An unqualified audit decision had been given by Clement Keys and it was reported that everything was o.k.

##### **d. Current financial position**

The Clerk had provided each councillor with the following report:

	<b>BANK BALANCE AT 31/03/10</b>	<b>SO FAR THIS YEAR</b>	<b>STILL TO COME</b>	<b>TOTAL</b>	<b>BUDGET</b>
<b>INCOME</b>	26300.10	48,608.29	6,191.52	<b>81,099.91</b>	72,376.50
<b>EXPENDITURE</b>		22,301.38	36,791.32	<b>59,092.70</b>	52,894.75
			Predicted Carry forward to 2011/12	<b>22,007.21</b>	19,481.75

The bank balance at 30/09/10 stood at £53,209.25

##### **e. Retrospective payments**

It was proposed, seconded and RESOLVED to approve the following retrospective payments: £11.70 (Post Office – stamps); £769.18 (Clerks wages); £241.69 (Clerks pension); £173.26 (Tax & N.I); £470 (Clement Keys – Audit fee); £18.79 (Talk Talk -

Broadband); £20.49 (British Gas Electricity at office); £38.96 (A Bushell – Ink cartridges); £176 (S Holmes – closed church yard maintenance & new locks on cemetery buildings); £20 (Mrs Johnson – office cleaning); £310 (Welton Gdn Serv. – cemetery maintenance); £11.00 (D Robinson – plants for Royal Square); £240 (Rob Bryant – grave digging)

**f. Payments to be made**

It was proposed, seconded and RESOLVED that the following accounts be paid: £750 (Rotary club grant for Xmas fayre); £17.08 (Selby's office supplies – stationery); £4.45 (A Bushell – key rings); £43.24 (S.B Barker – P.A.T testing); £189.60 ( D Robinson – plants for Royal Square); £28.28 (Opal – Telephone & Broadband); £2.44 (E-on, Gas)

**g. Items to be included in next year's budget**

Councillors were asked to inform the Clerk of any ideas. The idea of allocating money to fund additional services that the Parish Council might be passed was suggested.

## **6155 REPORTS FROM COMMITTEES AND GROUPS**

### **SPA BATHS**

Cllr Hill reported that things had gone quiet, but the Planning Officer and developer were still in discussions to find a way forward.

### **TREE GROUP**

They had contacted Richard Littlewood (LCC Tree Officer) to discuss planting on the highway verges next year.

### **CORONATION HALL**

They were thinking of forming a small steering group to look at the potential that an indoor sports area would offer and possible members of the steering group had visited a similar facility at Wragby.

Pre-application advice about having a roofed development would need to be sought from the Planning department at ELDC and the Parish Council were asked if they would contact the Planning officer on the Coronation Hall Trusts behalf. It was felt that this was inappropriate as the Coronation Hall Trust was a completely separate entity to the Parish Council.

### **JUBILEE PARK MARKETING**

They had contacted Christine Malpass at ELDC and were awaiting the feedback data that was collected throughout the season along with the end of season figures.

### **HERITAGE COMMITTEE**

District Cllr Leyland had provided a grant to pay for updated trail leaflets. They had finished the survey of properties within the conservation area and were currently reviewing it to see if it had any impact on an Article 4 Direction.

### **YOUTH CLUB MANAGEMENT COMMITTEE**

Two youth club leaders had resigned and they were currently down to one. They were trying to find people to man the youth club on a Monday and a Thursday so that it could remain open for two nights a week, but it was felt that the future of the youth club in the village still remained unstable.

### **CHAMBER OF TRADE AND TOURISM**

The next meeting is on 12<sup>th</sup> October and Cllr Mace would attend and report back to the Parish Council at November's meeting.

Once the Chamber of Trade and Tourism was formally established their Chairman would be invited to attend a meeting and speak to the Council.

#### CCTV

Cllr Peacock was still investigating the different systems used in nearby parishes.

#### ROYAL SQUARE

A very productive meeting had taken place with Graham Keegan of the Britain in Bloom Committee and a meeting would be arranged with ELDC to discuss the ideas that had been suggested.

Cllr Robinson had met with ELDC officers and discussed replacing the wall and making Royal Square look tidier. ELDC had agreed to take the benches away and re-varnish them and were also looking into repairing the memorial. They had agreed to take the plaque away to refurbish it and would be removing the dog waste bin.

Cllr Robinson had purchased a large quantity of pansies which she and Cllr Pickavance had planted due to ELDC not planning to do any planting until late October and it was felt that this would be too late. ELDC would still be planting pansies at the end of October but in a different location in Royal Square.

#### **6156 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

Cllr Harness spoke about comments that he had made to the ELDC planners about the potential of inland tourism and Lincolnshire tourism.

#### **6157 EXPANDING THE ROLE OF VOLUNTEER LITTER PICKERS**

It was felt that it was not necessary to expand the role of the litter pickers at the current time, but Cllr Pickavance informed the Council that they needed to purchase more heavy duty gloves for the volunteer litter pickers to wear. She agreed to get a price for the gloves and get approval from the Council at the next meeting.

Cllr Robinson asked the Clerk if she could contact ELDC to ask if the street sweeper could collect leaves more frequently than once a week as this was currently not enough and fallen leaves were making this area of the village look untidy.

#### **6158 CHRISTMAS FAYRE AND CHRISTMAS LIGHTING SCHEME**

##### **a. Feedback from the Rotary Club Christmas fayre meeting**

Cllr Nelstrop reported that the plans for the fayre were progressing well. Rotary Club thought the procession from the Church to the Carol Service in Royal Square was a good idea, but they thought that 6.30pm was too early to start the carol service. The Parish Council disagreed, but agreed that the procession would commence at 6.30pm, so it would be approximately 6.45pm before the carol service started. The Clerk would contact the piper who played at the remembrance parade to see if he was available to lead the procession.

##### **b. Christmas lights**

It was proposed, seconded and RESOLVED not to have an official switching on ceremony this year, although one would be considered for next year.

Cllr Robinson and Cllr Nelstrop would be visiting the local businesses to ask them if they would be interested in having a Christmas tree with lights on. It was proposed, seconded and RESOLVED to charge each business that already had a bracket and a set of lights £10 each and any new business that did not display a tree last year, charge £25 for a tree, lights and brackets, but they would have to install the tree themselves

and return the lights to the Council in January, so that they could be tested. It was also RESOLVED to purchase a 12' Christmas tree, white LED lights and a half barrel base for Chapman's Corner at a estimated cost of £218. It was agreed that a risk assessment would need doing at this location before the tree was put up to establish that it would be safe.

Purchasing extra lights for Royal Square was discussed, but due to the number of additional volunteers that would be required it was agreed to just put the tree up at Chapman's Corner this year and possibly look at more lighting in Royal Square for next Christmas. It was asked if the money allocated in the budget that wasn't spent this year could be carried forward to next year.

**c. Carol service arrangements**

Higher lights would be needed in Royal Square for the carol service compared to the ones hired last year, a better PA system with more microphones was also necessary. The carols to be sung would be agreed at the next meeting. Both the schools in the village had been contacted and had agreed that their choirs would attend, they would also be asked to join in the procession from the Church.

**d. To apply for a street collection permit & nominate a charity to donate to**

It was proposed, seconded and RESOLVED to apply for a street collection permit and donate the money to The Nomad Trust in Lincoln.

**6159 CORRESPONDENCE**

**a. 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
Town & Country grounds maintenance	Quote for next year's maintenance contract	Filed
Lloyds TSB	Confirmation of interest received on savings	Filed
E-on	Confirmation of change of electricity supplier at Royal Square	Filed
ELDC	Confirmation of rate rebate	Filed & cheque paid into bank account
J Tomlinson Ltd	Carrying out a gas service & safety check on all appliance at the office on 28th September	
ELDC	Full Planning Permission - S/215/01530/10 - 36 Tor-o-Moor Rd	Filed
ELDC	Planning Refusal - S/141/01474/10 - 126a Horncastle Rd	Filed
LCR	Autumn magazine	On display at offices
ELDC	Consent to carry out work to trees at Richmond House, Alverston Ave	Filed
Lincolnshire Tree Awareness Group	Invitation to annual tree talk	Informed tree group & on display on notice board at offices
LALC	Delegate packs for AGM & Conference	Passed to Cllr Mace & Cllr Pickavance
ELDC Elections Officer	Copy of documents sent to new councillor	Filed & Clerk has sent Richard Sanderson a welcome pack.
ELDC	Planning application validation checklist consultation	2nd November agenda item
ELDC Planning	Planning application S/215/01724/10 - Cottage Museum	5th October agenda item
Cottage Museum	Invitation for councillors to attend open day on 9th October to view development plans	E-mailed to councillors & will remind at 5th October meeting
Woodhall Spa Royal British Legion	Poppy wreath order form	Ordered the same as previous years
ELDC	Outline Planning Permission - Tattershall Rd Ind Est. - S/215/01073/10	Filed

LCC Highways	Consent forms to stand containers along The Broadway footpath	Filed
Community Lincs	Results from BKV competition	5th October agenda item
ELDC	Planning application - S/215/01725/10 - Cottage Museum - Conservation Area Consent	5th October agenda item
BT	Confirmation of cancellation of service	Filed
ELDC	Planning application - S/215/01744/10 - 45 Horncastle Road	October planning Ctee agenda
ELDC Tree Officer	application to do work to trees at 40 Woodland Drive	October Planning Ctee agenda
ELDC Tree Officer	Applications to do work to trees at both 12 Victoria Avenue & Hazelmere, Tattershall Road	October Planning Ctee agenda items
Communities & local government	Code of recommended Practice on Local Authority consultation	2 <sup>nd</sup> November agenda item
Central Lincolnshire Joint Strategic Planning Committee	Central Lincolnshire Joint Core Strategy available to view on the North Kesteven website	Inform Council (but it's the core strategy for Lincoln City, NK & West Lindsey)
ELDC	Full Planning Permission - S/215/01302/10 - 185 Witham Road	Filed
Woodhall Spa Country Show Ltd	Invitation to AGM on November 3rd at the Abbey Lodge at 7.30pm & inform the PC that they will be donating moneys to local causes.	Give Cllrs more details at 5th October meeting

The Council had been invited to attend the East Lindsey Local Strategic Partnership Annual Assembly on Friday 15<sup>th</sup> October at the National Golf Centre. It was agreed that Cllr Hill, Cllr Sanderson and the Clerk would attend.

**b. Best Kept Village competition comments and resolve what can be done to improve the village**

It was proposed, seconded and RESOLVED to defer this item until the next meeting.

**c. Inner Wheel Club street collection permit application**

It was proposed, seconded and RESOLVE to approve the street collection on the 19<sup>th</sup> November on behalf of Children in Need.

**d. To resolve who will attend the Autumn East Lindsey Town and Parish assembly on 5<sup>th</sup> November from 1.30pm – 4.30pm at Horncastle College.**

The Chair agreed to attend this event and the Clerk would ask Cllr Sanderson if he wanted to attend.

**6160 DATES AND TIMES OF NEXT MEETINGS**

- 19 October – Planning Committee Meeting
- 02 November – Parish Council Meeting
- 11 October – Horncastle Area Committee Meeting – 7pm at Horncastle College

**6161 ITEMS FOR THE NEXT AGENDA**

- Confirm Remembrance Parade arrangements
- Protecting trees/woods
- Planning application validation checklist consultation (ELDC & LCC)
- Code of recommended practice on local authorities consultation
- Access to the Wellington memorial, Tower on the Moor and Kirkstead Abbey for visitors

The Chair declared the meeting closed at 9.50pm.

Notes from the Public Forum

There were no matters raised during the public forum.