

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 07 DECEMBER 2010 AT 7.30 PM IN THE COUNCIL CHAMBER STANHOPE AVENUE**

**PRESENT**

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

**IN ATTENDANCE**

A Bushell (Parish Clerk) and District Cllr Leyland

**6194 CHAIRMAN'S REMARKS**

The Chair commented that it was a fairly full agenda. He informed the Council that an invitation had been received from The Golf Hotel inviting members of the Council to attend an open evening on Friday 10<sup>th</sup> December.

**6195 APOLOGIES FOR ABSENCE WITH REASONS GIVEN**

Apologies for absence were accepted from Cllr Midgley, Cllr Hill, Cllr Robinson and Cllr Saunders. District Cllr Harness had also sent his apologies.

**6196 TO RECEIVE DECLARATIONS OF INTEREST**

Cllr Clarke declared a personal and prejudicial interest in agenda item 11d (minute ref. 6204d) as his wife was a partner for one of the firms of Solicitors that had submitted a quote.

Cllr Mace declared a personal and prejudicial interest in agenda item 11d (minute ref. 6204d) as her husband was the Supervising Notary for one of the firms of Solicitors that had submitted a quote.

Cllr Pickavance declared a personal and prejudicial interest in agenda item 12b (minute ref. 6205b) as her husband was a director of the Woodhall Spa Cottage Museum.

Cllr Clarke declared a personal interest in agenda item 12e. (minute ref. 6205e) as Woodhall Wizards operated a lease at the school where he is a Governor.

**6197 NOTES OF THE SPECIAL MEETING HELD ON 16 NOVEMBER TO BE APPROVED AS THE MINUTES**

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

**6198 REPORTS FROM CLERK AND COUNCILLORS ON MATTERS OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES**

Kirkstead Bridge speed limit extension – Martin Parish Council had been consulted by LCC Highways about the extensions to the speed limit across the bridge and into their parish and they were fully in support of the proposals. The new traffic regulations order to extend the speed limits in Woodhall Spa and Martin Dales would be advertised in a local newspaper on 8 December 2010.

Stixwold Road signs – The Clerk informed the Council of the response from the Highways Officer and was asked to write again explaining that the Parish Council were never formally consulted on this matter and the signs are not in line with other signs within the village.

Improving access to village memorials on private land – English Heritage had replied to say that they could not assist with access issues to memorials on private land and it

is something that should be taken up with the District Council. District Cllr Leyland agreed to enquire with officers at ELDC to see if this is something that they could assist with or whether it was a County Council matter.

#### **6199 PLANNING APPLICATIONS**

**a. S/094/02092/10 – Former Deans Foods, Kirkby Lane**

It was proposed, seconded and unanimously RESOLVED to object to the application for the same reasons as the previous application submitted in April, as well as adding reference to the ‘accumulative impact’ of the site on the village and listing all the caravan sites in and around the village. Cllr Midgley had submitted a list of points and it was agreed to collate these points in with the ones contained in the original objection letter and also inform the Planning Officer that the Parish Council supported the concerns of all the residents that had responded to the application. The objection letter would also point out that the application doesn’t state the purpose of the chalets and the transport statement still mentions 58 caravans.

**b. S/215/02222/10 – Hereward House, Iddesleigh Road**

It was proposed, seconded and RESOLVED to support the application for a rear single storey extension to the existing dwelling to provide an enlarged kitchen.

**c. S/215/02176/10 – The Paddocks, 12 Horncastle Road**

It was proposed, seconded and RESOLVED to support the application for a rear extension to existing dwelling to provide a garden room and a porch on the site of an existing conservatory which is to be removed.

**d. S/215/02305/10 – 70 Horncastle Road**

It was proposed, seconded and RESOLVED to support the application to erect a detached bungalow with integral annexe and detached triple garage/workshop on the site of outbuildings which are to be demolished.

**e. S/215/02164/10 – Gardeners Cottage, Manors Estate**

It was proposed, seconded and RESOLVED to support the application to extend and alter the existing dwelling to provide a ground floor conservatory, a utility with W.C and a first floor shower room over on the site of an existing greenhouse and utility which are to be demolished.

**f. S/215/02213/10 – High Ferry, Tattershall Road**

It was proposed, seconded and RESOLVED to support the application to extend the existing dwelling to provide an enlarged kitchen/dining room, utility and garden room on the site of existing utility and kitchen which are to be demolished; and to provide a detached double garage and study on the site of existing detached double garage which is to be demolished.

**g. S/215/01785/10 – 39 Turnberry Drive**

It was proposed, seconded and RESOLVED to support the extension to the existing bungalow to provide a porch.

**h. Bainland informal appeal hearing**

No members of the Council were available to attend the hearing, it was therefore proposed, seconded and RESOLVED that any comments would be given to District Cllr Leyland who had agreed to speak on behalf of the Parish Council.

#### **6200 CONSULTATION DOCUMENTS/QUESTIONNAIRES**

It was RESOLVED to reverse the order the consultation documents were to be dealt with so the questionnaires were dealt with first.

**a. Excellent Ageing Lincolnshire questionnaire**

The Parish Council answered all the questions contained in the questionnaire.

**b. LCC ‘Let us know how we can work better together’ survey**

Members of the Council felt it was extremely important to complete and return this survey as there were questions asking about how the County Councillor engaged with the Parish Council. All questions contained in the survey were answered and additional comments were made.

**c. The Local Government Boundary Commission for England – Policies and procedures for electoral review consultation**

The Parish Council felt that this was a very good document. There were no comments to be submitted.

**d. The Local Government Boundary Commission for England – Policies and procedures for principle area boundary reviews consultation**

The Parish Council felt that this was a very good document. It was proposed, seconded and RESOLVED to answer question 7 of the document by stating that the time for consultations would depend on the scale of the review, but local authorities should be given a minimum of 6 months notice of any intentions for undertaking a review.

**6201 TO RESPOND TO LCC HIGHWAYS REGARDING PROPOSED 7.5 TONNE WEIGHT RESTRICTIONS IN THE TATTERSHALL THORPE AREA TO ENSURE THAT THE HGV TRAFFIC FROM THE NEW CEMEX SITE IS KEPT TO THE MOST SUITABLE ROUTES**

Members of the Council felt that the weight restrictions proposed were for the most logical routes and this would deal with the Parish Council's objections to the traffic plan in the Cemex planning application. It was therefore RESOLVED to support the weight restriction proposals.

**6202 TO DISCUSS THE GRITTING OF PAVEMENTS AND FOOTPATHS AND THE LOCATION OF GRIT BINS**

The Clerk informed the Council that she had received confirmation from LCC that the bins located behind Robert Bells Estate Agents were situated on a Public Right of Way and not on the Highway; and as this part of the village was on a LCC gritting route there was insufficient justification for the continuance of this facility. The bins would not be removed at present though if damaged they would be removed and not replaced. The Parish Council was asked to propose new locations for the bins to be considered next summer, although LCC would not guarantee that the request would be approved. It was proposed, seconded and RESOLVED to ask LCC to site the bins so that they benefitted the access to the two schools – King Edward Road and Cromwell Avenue.

It was proposed, seconded and RESOLVED to investigate the idea of purchasing a gritting machine to do the pavements and some of the side roads in the village and report back at January's meeting so that this project could be included in next year's budget if it was decided that this was something that the Parish Council wished to be responsible for. Several issues would need to be investigated such as who would do it, time involved, the cost, storage of grit and insurance.

**6203 ARRANGEMENTS FOR THE CHRISTMAS FAYRE AND CAROL SERVICE ON 10<sup>TH</sup> DECEMBER**

The Chair ran through the arrangements and encouraged every Councillor to attend as they would be needed as marshalls in Royal Square. ELDC had been asked to clear Royal Square of the ice and snow and the risk assessment had been carried out by the Parish Clerk and Chairman.

## **6204 JUBILEE PARK**

### **a. End of season review**

Two representatives from ELDC were due to attend but were unable to due to the bad weather, so they had sent a report instead. The Chair read out the recommendations and the important points from the report and it was agreed that the report would be sent to all councillors so they could read it in more detail.

### **b. Report from Jubilee Park Steering Group**

ELDC Executive Board had approved the project and business plan and it was now down to ELDC full council to approve the capital programme on 15<sup>th</sup> December. The last set of tender documents would be sent out at the end of the week and the most competitive bid would be selected with the intention to start the refurbishment work in February 2011 and have it completed by the end of May 2011 or end of June at the very latest.

### **c. Terms of reference for the Jubilee Park Management Committee**

It was proposed, seconded and RESOLVED to approve the terms of reference in principle subject to the Clerk checking the legality of a couple of the items.

*Cllr Clarke and Cllr Mace repeated their declarations of interest and left the meeting at 8.55pm. It was RESOLVED that Cllr Franklin would chair the next agenda item.*

### **d. To appoint a Solicitor to carry out the transfer of Jubilee Park to the Parish Council**

The Parish Council considered the 3 quotations that had been received and it was proposed, seconded and RESOLVED to appoint Sills and Betteridge to carry out the transfer of Jubilee Park to the Parish Council as detailed in their quote dated 07 December 2010.

*Cllr Clarke and Cllr Mace returned to the meeting at 9.05pm. Cllr Clarke re-took his seat as Chairman.*

## **6205 GRANT REQUESTS**

### **a. Woodhall Spa Peoples Pageant 2011 Steering Group**

It was proposed, seconded and RESOLVED to award a grant for £500 towards the start up costs of the pageant and advise them that the Parish Council would consider further grant applications for specific items/events from next year's grant budget.

*Cllr Pickavance repeated her declaration of interest and left the meeting at 9.07pm.*

### **b. Woodhall Spa Cottage Museum**

It was proposed, seconded and RESOLVED to award a grant of £500 to contribute to raising the minimum 10% match funding to enable The Cottage Museum to claim a grant from the Heritage Lottery Fund to develop the Museum. It was felt that it was important for the Parish Council to support this project, but £5000 that they had requested was too much, although it was agreed that the Parish Council would not be adverse to supporting The Cottage Museum further if it was struggling to find all the necessary funds to claim the grant from the Heritage Lottery Fund and would consider a further request for funding in February next year if that was the case.

*Cllr Pickavance returned to the meeting at 9.09pm.*

### **c. 617 Squadron Aircrew Association**

It was proposed, seconded and RESOLVED to donate £500 towards the new memorial construction fund and once the memorial had been built the Parish Council agreed that it would be sympathetic to awarding further funds towards the memorial's maintenance costs.

**d. Simon Elmer – 1940's festival**

It was proposed, seconded and RESOLVED to ask Simon Elmer to apply for a grant for a specific element of the festival and provide the Parish Council with quotes and details of what the grant would actually cover. The application would be deferred until further information had been received.

**e. Woodhall Wizards**

It was proposed, seconded and RESOLVED to write to Woodhall Wizards and ask for more information about who would be able to access the play equipment that they were wishing to purchase with the grant, how many children would use the equipment, where the children would come from and whether any other funding sources had been applied for or investigated. The application would be reconsidered once further information had been received.

**f. Citizens Advice Bureau**

It was proposed, seconded and RESOLVED to donate £250 to the East Lindsey Citizens Advice Bureau.

**6206 VILLAGE MAINTENANCE, CEMETERY MAINTENANCE AND GRAVE DIGGING CONTRACTS**

It was proposed, seconded and RESOLVED to write to the list of contractors on file informing them that both the Village Maintenance and Kirkby Lane cemetery contracts were being awarded from 01 April 2011 for a 2 year period. The contractors would be sent a copy of both tenders and invited to submit a separate tender for each contract or submit a tender for them both together. A notice would be displayed on the village notice board advertising that the contracts are up for tender.

**6207 FINANCIAL MATTERS**

**a. Purchases from 2010/11 budget**

It was proposed, seconded and RESOLVED to approve the purchases of the following items:

- i. Arnold Baker Local Administration Book - £56 (Stationery budget)
- ii. Key cabinet - £20 (Office Improvement budget)
- iii. Sign for meeting room door & move Enquiries sign to Clerk's office door - £30 (Office Improvement budget)
- iv. Adobe Dreamweaver User Guide - £12 (Stationery budget)
- v. Suspension files for filing cabinet £20 - (Office improvement budget)

**b. Draft budget and recommendations by the Finance Working Group**

All councillors had been given a copy of the draft budget and the Chair ran through it and highlighted the recommendations by the Finance Working Group. Councillors were asked to inform the Clerk or any member of the Finance Working Group of any other items which they thought should be included. The Finance Working Group would meet during the first week of January to go through the budget again before presenting it to the Council to finalise and adopt at January's Parish Council meeting when the precept would be set for 2011/12.

**c. Retrospective payments**

It was proposed, seconded and RESOLVED to approve the following retrospective payments: £20 (Mrs Johnson – office cleaning); £310 (Welton Gdn Serv. – cemetery

maintenance); £480 R Bryant – grave digging); £84 (S Holmes – village maintenance); £4.32 (Opal telephone & broadband)

**d. Payments to be made**

It was proposed, seconded and RESOLVED that the following accounts be paid: £35.78 (E-on - Electricity at Royal Square); £67.20 (ELDC - Cemetery business rates); £501.69 (J Nelstrop/Lights 4 fun - Christmas lights); £30.95 (LED plugs); £42 (J Nelstrop - Refreshments for volunteers putting up Christmas lights); £23 (J Nelstrop/Goodwins - Cable ties & extension cables); £60 (Iain Robertson – piper at Xmas fayre); £50 (Mareham Le Fen Silver Band – carol service); £40.05 (D Hill – travelling expenses to attend SEEM conference); £98.29 (Gas bill);

**6208 OPTIONS FOR INSTALLING CCTV IN THE VILLAGE**

Cllr Peacock had provided each councilor with a preliminary report on CCTV provision in Woodhall Spa. It was proposed, seconded and RESOLVED to set up a working group consisting of Cllr Peacock, Cllr Sanderson and Cllr Mace to identify what the Parish Council would be trying to achieve by installing CCTV in the village and whether other solutions were available. The Working Group was asked to provide the Council with an update at January's meeting.

**6209 REPORTS FROM COMMITTEES AND GROUPS**

**TREE GROUP**

They had met with Richard Littlewood – LCC Tree Officer who had informed them that it was too late this year to agree a planting scheme for the village, but it would be something that would be looked at next year. It was suggested that the Tree Group hold a joint meeting with Richard Littlewood and Robert Taylor – ELDC Tree Officer to discuss any issues with trees within the village.

**FRIENDS OF JUBILEE PARK (FOJP)**

They intend to hold a public meeting in January to decide what needs to be done next, which all depends on the decision made by ELDC on 15<sup>th</sup> December.

There would also be a meeting arranged between the Jubilee Park Management Committee and FOJP.

**VILLAGE DESIGN STATEMENT (VDS)**

The Chair agreed to contact Neil Storey about this.

**HERITAGE COMMITTEE**

Only 3 members attended the last meeting, they are trying to get in touch with the person who is working on the Article 4.1 Direction, but they are struggling.

**CHAMBER OF TRADE AND TOURISM**

They have elected a Chairman and the minutes of the last meeting will be sent out shortly. They want to work closely with the Parish Council and the new Chairman will attend a Parish Council meeting in the new year to introduce himself and speak about the objectives of the Woodhall Spa Chamber of Trade and Tourism.

**PARISH COUNCIL SURGERY SESSION**

One person attended the last surgery session and spoke to Cllr Sanderson and Cllr Clarke about Jubilee Park, gritting and public toilets.

**6210 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

District Cllr Leyland informed the Council that he had received update information for the Bainland Appeal Hearing on 14<sup>th</sup> December and the main issue was the presence of bats on the site.

District Cllr Leyland told the Council that the recent decision by the ELDC Executive Board was very good news and he was currently seeking advice on whether he would be able to speak during the Jubilee Park item at the ELDC meeting on 15<sup>th</sup> December. A bus had been booked to take anyone wishing to attend the meeting on 15<sup>th</sup> December to Manby and cllrs were given the details.

## 6211 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
LCC	Gritting routes 2010/11 leaflets	On display
ELDC Planning	Reminder about Bainland Appeal Hearing on 14th December	Agenda item
ELDC	Request for items for H/C area Ctee agenda	Agenda item
Lloyds TSB	Important Changes to banking terms & conditions	Clerk read & it does not affect PC accounts - filed
Lincolnshire Limewoods	Funding available for villages within the lincolnshire limewoods	Contacted Liz Fleuty to speak about Cycle racks – Agenda item She has also been invited to attend the meeting and speak about the project.
The Royal British Legion	Receipt & Thank you note for donation	Filed
ELDC	Full Planning Permission - S/215/01724/10 - The Cottage Museum	Filed
ELDC	Conservation Area Consent - S/215/01725/10 - The Cottage Museum	Filed
ELDC	Suspension of green waste collection letter & poster	poster displayed on Parish Council notice board
JW Green Cinemas Ltd	Cheque for £1000 from Woodhall Spa Tourist Association	Thank you letter sent
Simon Elmer	1940s festival grant application	Agenda item
Community Lincs	Community Building and Play News	To be passed to Coronation Hall Trust
Vaughtons	Brochure for chains of office	New Chain of office to be considered in budget
Glasdons	Products for local councils brochure	
LALC	LALC News issue 138	Sent to all councillors
LCC	Lincolnshire Doorstep Crime Partnership newsletter	Displayed at office
Graeme Butler - LCC	Confirmation of Woodhall Spa / Martin Dales speed limit proposals	Inform Council
Woodhall Spa Country Show Ltd	Chairmans report and profit & loss accounts	On display at office
LCC Highways	Letter regarding salt bin request	Agenda item
LCC	Government guidance for self help on winter snow clearance	On display at office
Turnberry Drive resident	Copy of letter sent to ELDC planning regarding Cafe Zilli planning application + questions to the Council regarding Church Walk	Council to respond at 7th December meeting *
Lloyds TSB	A change in the Corporate Markets trading name	Filed
Graeme Butler - LCC Highways	Notification that new traffic regulation order for Kirkstead Bridge / Martin Dales will be advertised in	Inform Council

Woodland Drive resident	Copy of objection letter to ELDC ref Former Deans Foods planning application	On Display with plans
LALC	Excellent Aging Lincolnshire Questionnaire	Agenda item
LCC	Task and Finish Group survey	Agenda item
ELDC & LALC	Evaluation forms and copy of questionnaires from the East Lindsey Town & Parish Assembly	To be passed to Cllr Sanderson to complete
Woodhall Wizards	Grant application	Finance Working Grp to consider on 30 <sup>th</sup> Nov

\* It was RESOLVED that the Clerk would write to the Turnberry Drive resident informing him that the Council was currently investigating the ownership of Church Walk and that land ownership is not a factor that can be considered for a planning application. District Cllr Leyland also asked that the gentleman was informed that planning officers visit every site before making a decision.

**b. To submit items for the Horncastle Area Committee meeting on 10<sup>th</sup> January at Horncastle College**

Councillors were asked to contact the Clerk if they had any items that they wished to submit.

**c. Lincolnshire Limewoods Project**

Liz Fleuty from the Lincolnshire Limewoods project had attended the public forum and spoke to the Council about funding for projects to raise awareness of the Lincolnshire Limewood Project. It was RESOLVED that the council would be interested in helping to raise the awareness of the project and would discuss it at January's meeting and decide the best way to raise awareness in the village.

**6212 DATES AND TIMES OF NEXT MEETINGS**

- 11 January 2011 – Parish Council meeting

**6213 ITEMS FOR THE NEXT AGENDA**

- To set the precept for 2011/12
- Adopt 2011/12 budget
- Lincolnshire Limewoods Project
- Gritting
- Report from CCTV working group
- Next issue of parish newsletter
- Jubilee Park
- Review of Christmas lights, fayre and carol service
- Royal wedding celebrations
- Kirkby Lane condition of the road
- Green Lane hedge cutting and dyke clearance

The Chair declared the meeting closed at 10.05pm.

Notes from the Public Forum

- Liz Fleuty from the Lincolnshire Limewoods Project spoke about funding being available until April 2011 to raise awareness of the Lincolnshire Limewoods project and develop a number of 'Village Gateways'. She told the Council that she didn't want to be too prescriptive and welcomed ideas and suggestions from the Parish Council. She provided the Council with pictures of Signs, notice boards and cycle racks to give examples of the type of work that would be considered.

- PCSO Nicola Stuchfield provided the Council with details of incidents that had taken place in Woodhall Spa during the last month. She spoke about the two recent Police awareness events when the mobile police station had attended the village, but they had not been very well attended so they would try again when the evenings started to get lighter. She answered questions about how much of her time was spent in Woodhall Spa, whether there was any police coverage of the village when her shift finished and whether she thought CCTV was useful. She also answered questions about speeding and told the Council that if certain vehicles were frequently seen speeding through the village then if residents reported the vehicle registration number, make and model to her the driver could be sent a dangerous driving form. PCSO Stuchfield indicated that the village might be able to borrow a speed gun and mobile speed signs.