

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 05
APRIL 2011 AT 7.30 PM IN THE COUNCIL CHAMBER STANHOPE
AVENUE**

PRESENT

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

IN ATTENDANCE

A Bushell (Parish Clerk)

6329 CHAIRMAN'S REMARKS

The Chairman informed the Council that the Emergency Planning Officer who had been due to attend to give a presentation had sent his apologies.

The Chair spoke about the Horncastle Area Committee meeting that he recently attended.

The Chairman thanked the four councillors (Cllr Mace, Cllr Midgley, Cllr Pickavance and Cllr Saunders) who were standing down in May for their hard work as this was the last full meeting of the current council. He informed the meeting that the new Council would initially have 9 members which would be enough to be able to keep Power of Wellbeing status, but it was important to try and co-opt new councillors to fill the vacancies.

6330 APOLOGIES FOR ABSENCE WITH REASONS GIVEN

Apologies for absence were accepted from Cllr Midgley and Cllr Saunders. District Cllr Leyland and District Cllr Harness had also sent their apologies.

6331 TO RECEIVE DECLARATIONS OF INTEREST

Cllr Clarke declared a personal interest in agenda item 16 (minute ref. 6344) as he knew the person the item related to.

Cllr Mace declared a personal interest in agenda item 16 (minute ref. 6344) as she knew the person the item related to.

Cllr Nelstrop declared a personal interest in agenda item 16 (minute ref. 6344) as she knew the person the item related to.

Cllr Pickavance declared a personal interest in agenda item 7 (minute ref. 6335) as she knew the applicant.

**6332 NOTES OF THE MEETINGS HELD ON 01 MARCH AND 29 MARCH
TO BE APPROVED AS THE MINUTES**

It was proposed, seconded and RESOLVED to approve both sets of minutes, apart from the confidential minutes from 01 March which would be deferred until the next meeting to approve as all councillors had not received them.

**6333 REPORTS FROM CLERK AND COUNCILLORS ON MATTERS
OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES**

Youth Club: The Clerk had written to Cllr Hoyes, but had not yet received a response. The Clerk agreed to chase this up.

Royal Mail complaint: The Clerk read out a letter that had been received from Royal Mail in response to the complaint about the level of service that had been received in the village during the period of bad weather. It was agreed to accept the response and not progress the matter any further.

Long Avenue ownership: The Clerk read out a letter from the Cromwell Avenue resident that the Council had written to, to try and establish who owned Long Avenue. It was agreed that the Parish Council should consider registering the land in order to protect the other trees in the lane.

Green Lane hedges and dykes: The Clerk reported that she was still awaiting a response from Highways about this matter and agreed to chase it up. Cllr Cooper informed the Council that he had seen a letter from Kier Homes offering to clear the dyke of debris if the ditch was dredged.

6334 PLANNING MATTERS

a. To receive the notes of the Planning Committee meeting held on 15th March 2011

It was proposed, seconded and RESOLVED to receive the notes.

b. To consider and respond to planning application S/215/00421/11 – Former J Goodyear Antiques, Tattershall Road

Cllrs considered the application to erect a building comprising of 3 no. shops, 1 no. to be used for A3:Restaurants and Cafes of the Town and Country Planning (Use Classes) Order 1987 as amended as a coffee bar to include 3 no. flats above with the provision of vehicular parking which is amendment to that previously approved planning permission Ref. No. S/215/00191/10 and it was proposed, seconded and RESOLVED to support it subject to the following comments: Concerned about the cumulative impact of another retail space being changed to class A3 to be used as a cafe, due to the number of cafes already in that vicinity. The Council was also concerned about the parking provision detailed in the application as there didn't appear to be enough space for the number of parking spaces specified.

Concerns were also raised about the space allocated for storing wheelie bins, as there wouldn't be enough space for 3 bins per flat.

c. To consider and respond to planning application S/141/00455/11 – 70 Horncastle Road

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

6335 TREE APPLICATION AT THE REAR OF 57 STIXWOULD ROAD

It was proposed, seconded and RESOLVED not to submit a comment to the application to remove 4no. Conifer trees at the rear of 57 Stixwould Road.

6336 TO APPROVE AN APPLICATION TO ELDC FOR A PREMISES LICENCE FOR JUBILEE PARK

Cllr Hill explained why a premises licence was needed, what events it would cover and what was involved in applying for one. The Council was informed that the licence didn't cover alcohol sales and a separate events notice would be needed each time the Parish Council wished for alcohol to be sold on the premises.

It was proposed, seconded and RESOLVED to approve the application for a premises licence at a cost of £100 for the licence and an approximate cost of £250 + vat for a public notices advert in the local paper. The Parish Council as the owners would meet the cost of this and the Council would write to residents of the neighbouring properties informing them that the Council would be applying for a licence and giving them assurances that the licence would have stringent conditions attached to it to prevent any nuisance to the residents.

The Jubilee Park Management Committee was drafting up an events agreement to be given to anyone hiring the venue and the person/group hiring the venue would be responsible for addressing the issues on the licensing objectives document.

6337 JUBILEE PARK MANAGEMENT COMMITTEE

a. To receive clarification on the status of the committee

The Chairman explained that the Management Committee had been set up incorrectly and the Council should only have appointed the Parish Council members and appointed the Chairman. The Committee should have been responsible for co-opting any non Council members at its first meeting. It was proposed, seconded and RESOLVED that the committee would continue to consist of Cllr Clarke, Cllr Hill, Cllr Nelstrop and Cllr Midgley, with Cllr Clarke being appointed as the Chairman until May when membership would be reviewed at the Annual Parish Council meeting.

The next meeting of the Management Committee would take place on 13th April and the Chairman agreed to explain the interim arrangement to its members until the committee was reconstituted at the May meeting.

b. To receive the notes of the meeting held on 22nd March 2011

It was proposed, seconded and RESOLVED to receive the notes of the Jubilee Park Management Committee meeting held on 22nd March.

6338 TO RECEIVE AN UPDATE ON THE PETWOOD CARAVAN PARK ACCESS AGREEMENT AND RESOLVE TO TAKE ANY NECESSARY ACTION

The Council was informed that the land had changed ownership and the owner was intending to access the land for any purpose so the issue had now become more complicated.

It was proposed, seconded and RESOLVED to write a letter to both Tom and Ben Booth with a final proposal which would be the version agreed at the last meeting with the planning permission reference included and the events section removed; and ask for acceptance within 14 days. The letter would also ask for clarification of the owner of the show field and car park land.

It was proposed, seconded and RESOLVED that if an agreement could not be reached from the letter, then the Parish Council would instruct a Chartered Surveyor to act on its behalf. Cllr Nelstrop agreed to draft the letter to Messrs Booths.

6339 TO CONFIRM ARRANGEMENTS FOR THE ANNUAL PARISH MEETING ON 19TH APRIL

It was proposed, seconded and RESOLVED that there would be a separate item for community groups to give a presentation. The Chairman's report would include an explanation of the increase to the precept and the financial statement would be displayed.

It was proposed, seconded and RESOLVED to have 75 copies of the previous year's minutes printed so that they could be placed on seats and read prior to the meeting commencing. Three A3 posters would also be printed to advertise the meeting and displayed around the village along with A4 posters in shops and on the Parish Council notice board. A volunteer would be needed to take the microphone to anyone who wished to address the meeting.

6340 TO CONSIDER THE IDEA OF CO-OPTING A YOUTH COUNCILLOR ONTO THE COUNCIL OR SETTING UP A YOUTH COUNCIL

It was proposed, seconded and RESOLVED to raise the subject at the Annual Parish Meeting and put further information in the next issue of the Parish Council newsletter. It was agreed that the best option might be a Youth Councillor rather than a Youth Council as concerns were raised as to who would set up a full youth council as it needed to be a youth led initiative rather than Parish Council led. It was suggested that September might be a better time to consider this.

6341 TO AGREE A POLICY ON DISPLAYING BANNERS ON THE CLOSED CHURCH YARD FENCE

It was proposed, seconded and RESOLVED to produce a policy to consider every application on its own merits. The policy would ensure that only banners that benefitted the community were displayed and only a certain number of banners would be allowed at a time.

It was agreed that the following banners would be allowed:

- Jubilee Park
- Country Show (To be displayed 3 weeks prior to the event)
- Blood donating (To be displayed 1 week prior to each session) Cllr Robinson agreed to supply the Clerk with dates for the blood donating sessions which had been booked at Coronation Hall.

6342 FINANCIAL MATTERS

a. Retrospective payments

It was proposed, seconded and RESOLVED to approve the following retrospective payments: £360 (Mason Chartered Surveyors); £190.52 (N Storey - website fees); £9.22 (Page Paper – Stationery); £24.82 (A Bushell – laptop bag, filing cabinet, postage & batteries); £15.46 (E-on – Electricity at office); £97 (Cupit print – newsletter); £50 (S Holmes – village maintenance); £8 (S Holmes – repairs at office); £20 (Mrs Johnson – office cleaning); £310 (Welton Garden Services – cemetery maintenance); £26.80 (A Bushell – mileage allowance); £14.95 (A Bushell – Key safe); £770.78 (Clerk’s wages); £241.70 (LCC Pension Fund); £173.66 (HMRC – PAYE & NI); £93.35 (Chairman’s allowance); £6.08 (LALC – postage); £27.97 (D Robinson – plants in Royal Square); £2717.18 (Jubilee Park insurance); £970 (Parish Council insurance); £15.99 (A Bushell – shredder at office); £68 (S Holmes – village maintenance & repairs at office); £489 (ESL – bat survey); £556.45 (Jubilee Park grant); £162.37 (ELDC – cemetery business rates); £797.20 (LALC – subscription & training scheme); £21.24 (R Sanderson – ink for cemetery maps); £51.91 (Talk Talk Business – phone & broadband); £157.50 (Post Office - Stamps)

b. Payments to be made

It was proposed, seconded and RESOLVED that the following accounts be paid: £19.36 (Page Paper – stationery); £35 (ICO – Data protection license); £5.52 (E-on – Electricity at Royal Square); £57.24 (E-on – gas at office); £1.67 (Page Paper – stationery); £23.71 (E-on – Electricity at office)

6343 REQUEST FROM CLERK TO INCREASE HER WORKING HOURS TO 22 PER WEEK AND TO APPROVE THE ANNUAL INCREMENT TO THE CLERK’S SALARY SCALE

It was proposed, seconded and RESOLVED to approve a change to the Clerk’s contract to increase her hours worked to 22. The Clerk’s contract of employment would be reviewed by the Finance Working Group at its next meeting.

6344 TO CONSIDER CHANGING SECTION 2d. OF THE STANDING ORDERS WHICH STATES WHEN THE PARISH COUNCIL SHALL MEET FOR ITS ORDINARY MEETINGS

Cllr Nelstrop, Cllr Mace and Cllr Clarke repeated their declarations of interest

The Chair explained that Barry Chapman had stood for election onto the Parish Council on the condition that the date of the meetings could be changed as he could not attend meetings on the first Tuesday of each month. Mr Chapman had stated that he would be happy to withdraw his nomination if the date could not be changed. It was proposed, seconded and RESOLVED to change the date of ordinary meetings to the third Tuesday of each month, except August when the Council does not ordinarily meet. Any Planning Committee meetings that would usually take place on the third Tuesday of the month would now take place on the first Tuesday.

6345 REPORTS FROM COMMITTEES AND GROUPS

Due to the length of the meeting there was no reports given.

6346 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

There was no reports.

6 347 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	Details	Action
Community Lincs	Best Kept Village competition entry form	April agenda item
LALC	LALC News magazine	
Turnberry Drive Resident	Letter about increase to precept	April agenda item
Lloyds TSB	Confirmation of fixed term deposit account	Filed
Lincoln & Lindsey Blind Society	Thank you letter for donation	Displayed
Royal Mail	Response to complaint letter about service during period of bad weather	Will inform Council at April mtg
ELDC	Confirmation that JP caravan site planning application will be decided by ELDC Planning Ctee on 10th March	
ELDC Planning	Planning application S/215/00332/11 - Stilnaven, 29 Woodland Drive	15th March Planning Ctee Mtg agenda
ELDC Planning	Planning application S/215/00327/11 - 23 Witham Road	15th March Planning Mtg agenda
LALC	Copies of The Good Councillors Guide	To be given to all councillors in May
ELDC Planning	Full Planning Permission - S/176/01211/10 - Tattershall Karting Centre	Filed
ICO	Date Protection Act training DVD	Filed
ELDC Planning	Full Planning Permission - S/215/00141/11 - Digby Villa, 6 Victoria Avenue	Filed
ELDC Planning	Full Planning Permission - S/215/00050/11 - Car Park, Jubilee Park	Filed
ELDC Tree Officer	Approval to fell tree at Bunsen House, 14 Iddesleigh Road	Filed
Mr B Pickering	Querying drainage at Stixwould Road caravan site	Forwarded to District Cllr Leyland
Lincs Task Masters	Introduction to maintenance company	Filed
Mr Birkett	Response to letter sent to him ref. Long Avenue	Inform Council at

		April's mtg
ELDC Planning	Full Planning Permission - S/215/00060/11 - Syke House, Green Lane	Filed
ELDC Planning	Refusal of Planning Permission - S/215/02561/10 - Hazelwood, Cromwell Avenue	Filed
Imprint	Introduction to printing company	
ELDC Planning Enforcement	Update on Mall Porch case	Inform Councillors & File
LCC	Temporary road closure - Gleneagles Drive	Displayed
ELDC Planning	Notification of planning appeal by Noble Foods Ltd.	Filed
ELDC Sustainability Officer	Energy Saving information & leaflets	Displayed
ELDC Planning	Planning application - S/141/00455/11 - 70 Horncastle Road	April agenda
ELDC Planning	Amendment to planning application S/215/00421/11 - Former J Goodyear Antiques, Tattershall Road	April agenda
ELDC Tree Officer	Application to remove trees at rear of 57 Stixwould Road	April agenda
Woodhall Spa Croquet Club	Wish to be allocated room in Jubilee Park for 3 full size lawns and invite members of the Council to attend & join in a session	April agenda
ELDC Planning	Full Planning Permission - S/215/00249/11 - 17 Clarence Road	Filed
Woodland Drive resident	Complaint that grass verges in Woodland Drive are an eyesore	Informed ELDC to ask to get area swept

b. To respond to Derek Nash's letter dated 02 March 2011

Members of the Council considered a letter drafted by Cllr Midgley and although the letter contained many good points it was agreed that the response letter needed to be brief and not critical. The Council discussed and agreed the points that needed to be included in the letter and it was proposed, seconded and RESOLVED that the Chair would draft the response letter for the Clerk to send.

c. To resolve to enter the Best Kept Village competition at a cost of £15

It was proposed, seconded and RESOLVED to enter the competition at a cost of £15.

6348 DATES AND TIMES OF NEXT MEETINGS

- Tuesday 19th April – Annual Parish meeting
- Wednesday 13th April – Jubilee Park Management Committee meeting
- Tuesday 17th May – Annual Parish Council meeting

If a planning committee meeting was needed it would be held on 3rd May.

6349 ITEMS FOR THE NEXT AGENDA

- Beer tent at Peoples Pageant

The Chair declared the meeting closed at 9.27pm.

Notes from the Public Forum

- PCSO Nicola Stuchfield gave details of incidents that had occurred in the village since the last meeting. She reported that no cases of anti-social behaviour had been reported in Royal Square in the last two months and asked the Parish Council to encourage residents through its newsletter to report any crimes or incidents of anti-social behavior to the Police.
PCSO Stuchfield was invited to attend the Annual Parish Meeting to give a report.