

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
TUESDAY 17 MAY 2011 AT 7.30 PM IN THE COUNCIL CHAMBER
STANHOPE AVENUE**

PRESENT

Councillors: D Clarke (Chairman), P Franklin, J Nelstrop, D Hill, D Robinson, T Peacock, R Sanderson, C Cooper and B Chapman

IN ATTENDANCE

A Bushell (Parish Clerk) and District Cllr C Leyland

**6369 TO ELECT A CHAIRMAN AND RECEIVE THE CHAIRMAN'S
DECLARATION OF ACCEPTANCE OF OFFICE**

It was proposed by Cllr Hill, seconded by Cllr Nelstrop and unanimously
RESOLVED that Cllr Clarke was elected to the office of Chairman. Cllr Clarke
signed his declaration of acceptance of office form which was witnessed by the Clerk.

6370 TO ELECT A VICE CHAIRMAN

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

6371 CHAIRMAN'S REMARKS

The Chair explained that it was a long agenda and hoped that the Council would be
able to deal with all the items at this meeting but it may be necessary to defer items to
the next meeting.

The Chair told the Council that he had received an invite to the 617 Squadron
Association dinner but had been unable to attend.

Cllr Chapman was welcomed as the new councillor.

6372 APOLOGIES FOR ABSENCE WITH REASONS GIVEN

District Cllr Harness had sent his apologies.

6373 TO RECEIVE DECLARATIONS OF INTEREST

Cllr Robinson declared a personal interest in agenda items 16b and c (minute ref
6384b and c) as she was an employee of the business the planning applications related
to.

Cllrs Hill and Peacock declared personal and prejudicial interests in agenda item 25
(minute ref. 6393) as they were both connected to and involved with the Peoples
Pageant 2011.

**6374 TO APPROVE THE NOTES OF THE MEETING ON 05 APRIL AND
THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON 01 MARCH
AS THE MINUTES**

It was proposed, seconded and RESOLVED to approve both sets of notes as the
minutes.

**6375 TO REVIEW AND APPROVE THE AMENDMENTS TO THE
STANDING ORDERS**

It was proposed, seconded and RESOLVED to approve the amendments to standing
orders 2d., 24a and 24c. i.

6376 TO APPOINT REPRESENTATIVES ON OUTSIDE BODIES

The following appointments were made:

YOUTH CLUB MANAGEMENT	Cllr Robinson
HERITAGE COMMITTEE	Cllr Cooper
TWINNING ASSOCIATION	Cllr Hill
BRITAIN IN BLOOM	Cllr Robinson
CORONATION HALL	Cllr Robinson and Cllr Peacock
CHAMBER OF TRADE & TOURISM	Cllr Sanderson
NEIGHBOURHOOD POLICING PANEL	Cllr Peacock and Cllr Robinson

6377 TO APPOINT COMMITTEES/WORKING GROUPS

The following appointments were agreed:

PLANNING COMMITTEE	Cllr Clarke, Cllr Hill (Chairman), Cllr Nelstrop, Cllr Franklin and Cllr Cooper
TREE COMMITTEE	Cllr Cooper
FINANCE GROUP	Cllr Clarke, Cllr Hill and Cllr Franklin
SPA BATHS	Cllr Hill
CAR PARKING WORKING GROUP	Cllr Hill, Cllr Clarke and Cllr Robinson
ROYAL SQUARE IMPROVEMENT	Cllr Robinson and Cllr Franklin
ICE & SNOW PLAN WORKING GROUP	Cllr Sanderson (Representative on village group with WSCTT)
SECURITY WORKING GROUP	Cllr Peacock and Cllr Sanderson
EMERGENCY FLOOD PLAN	Cllr Sanderson

6378 JUBILEE PARK MANAGEMENT COMMITTEE

a. To appoint the members of the Committee and elect the Chairman

The appointed members were Cllr Clarke, Cllr Nelstrop, Cllr Hill and Cllr Chapman. It was proposed by Cllr Robinson, seconded by Cllr Franklin and RESOLVED to elect Cllr Chapman as the Chairman.

b. To review the Committees terms of reference

The Council approved amendments to items 4, 6, 8 and 15 and agreed to refer to the committee as the Jubilee Park Management Committee and not Jubilee Park Management Board as was previously stated. It was proposed, seconded and RESOLVED to adopt the amended terms of reference.

c. To receive the notes of the meeting held on 13th April

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

6379 TO CONFIRM THAT THE PARISH COUNCIL MEETS THE CRITERIA TO USE THE 'POWER OF WELLBEING' AND RESOLVE TO USE THE POWER WHEN NECESSARY

The Clerk confirmed that the following conditions had been met:

- A qualified clerk who holds CiLCA 2008 (or equivalent)
- Minimum of two-thirds of council vacancies filled at the last ordinary elections
- At least 80% of councillors trained in use of the wellbeing power
- Already published a statement of intent as to community engagement

It was proposed, seconded and RESOLVED to continue to use the power of wellbeing when necessary.

6380 REPORTS FROM CLERK AND COUNCILLORS ON MATTERS OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES

Petwood Caravan Park access – Petwood Caravan Park owners had accepted the heads of terms for access through Jubilee Park and the document had been passed to the Councils solicitors. The Clerk reported that everything stated in the planning permission had been referred to in the access agreement except the planning permission reference number.

6381 TO DISCUSS ESTABLISHING AN ACTIONS DATABASE

It was proposed, seconded and RESOLVED to set up a spreadsheet to record the date, minute reference and details of resolutions which have been passed to monitor their progress and to help stop recorded actions being lost. It was agreed that this would be an improvement to the working practices and Cllr Sanderson agreed to produce a draft actions database.

6382 FEEDBACK FROM THE ANNUAL PARISH MEETING HELD ON 19TH APRIL

It had been poorly attended and it was agreed that this was due to the meeting not being very well advertised. The advertising would be improved for next year's meeting.

6383 TO RESOLVE TO CONTINUE HOLDING PARISH COUNCIL SURGERY SESSIONS AND AGREE THE DAY, TIME AND VENUE WHERE THEY WILL TAKE PLACE

It was proposed, seconded and RESOLVED to continue holding surgery sessions for another 12 months on the first Saturday of each month from 10.30am – 11.30am in the library. Two councillors would be in attendance at each session and the Clerk would draft a manning rota to send out.

6384 PLANNING MATTERS

a. To receive the notes of the Planning Committee meeting held on 3rd May

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

Cllr Robinson repeated her declaration of a personal interest and remained in the meeting

b. Planning application S/215/00621/11 – 6 Station Road

It was explained to the Council that the previous planning approval to alter the existing retail shop to provide installation of an ATM had lapsed, the ATM had already been installed so the applicant was applying for retrospective planning approval. It was proposed, seconded and RESOLVED to support this application.

c. Planning application S/215/00622/11 – 6 Station Road

It was proposed, seconded and RESOLVED to support the application to display 1 no. Internally illuminated ATM sign.

6385 TREE APPLICATIONS

a. To fell a Norway Spruce tree at Goodwood, Green Lane

There were no objections to this application.

b. To crown lift 4 no. Western Red Cedar trees and to remove 1 no. Yew tree at Beverley, Iddesleigh Road

There were no objections to this application.

- c. To prune branches on the western side of tree 1 (Evergreen) back to the boundary fence.**

It was proposed, seconded and RESOLVED to support this application subject to the work not being carried out before nesting season was complete. The work should be done in October / November.

6386 LINCOLNSHIRE LIMWOODS PROJECT

- a. To approve the style, quantity and locations of the cycle racks**

It was proposed, seconded and RESOLVED to ask the Jubilee Park Management Committee to consider having cycle racks in Jubilee Park.

- b. To approve the location of the village information board in Jubilee Park**

It was proposed, seconded and RESOLVED to ask the Jubilee Park Management Committee to consider the best location for a village information board in Jubilee Park.

- c. To consider contributing towards the costs of the cycle racks and signs**

Due to the decisions made in items a and b, this item was not discussed.

6387 TO NOMINATE JUBILEE PARK TO THE QE11 FIELDS CHALLENGE

It was proposed, seconded and unanimously RESOLVED to nominate Jubilee Park to the QEII Fields Challenge. The Clerk would complete the nomination form.

6388 FINANCIAL MATTERS

- a. To receive a financial statement for year ending 31 March 2011**

The financial statement for year ending 31 March 2011 was received without comment.

- b. To review cheque signatories**

It was proposed, seconded and RESOLVED that the cheque signatories would be: Cllr Clarke, Cllr Hill, Cllr Robinson and Cllr Franklin. Any two of these people could sign cheques. The Clerk would remain as a signatory for the purpose of getting information on the Council's accounts, but she would not sign any cheques.

- c. To appoint the internal auditor and agree the scope of internal audit of accounts**

It was proposed, seconded and RESOLVED to appoint Mrs E Ritson of 15 Victoria Avenue as the internal auditor again this year. Due to the extra amount of work that had been taken on it was agreed that the cost of the internal audit may be higher than the previous year. The Clerk confirmed that this had already been taken into account in the budget.

It was proposed, seconded and RESOLVED that the following scope of internal audit was adequate:

Folder of Invoices
Annual Audit Form
Paying-in Books
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 continue to pay utility bills by Direct Debit

It was proposed, seconded and RESOLVED to continue to pay utility bills by Direct Debit.

e. To approve retrospective payments:

It was proposed, seconded and RESOLVED to approve the following retrospective payments: £23.91 (E-on – electricity at office); £414.96 (Jubilee Park entertainment license application); £1000 (Woodhall Spa Country Show); £310 (Welton Grdn Services – Cemetery Maintenance); £130 (S Holmes – village maintenance); £215 (R Bryant – grave digging); £14.27 (A Bushell – toilet rolls, stationery and postage); £70 (Coronation Hall – hall hire APM); £135 (SLCC membership) £747.59 (Clerks wages); £99.03 (HMRC – PAYE & NIC); £229.20 (LCC Pension fund); £15 (Community Lincs – BKV competition); £20 Mrs Johnson – office cleaning); £10.83 (E-on – electricity at Royal Square); £53.47 (E-on – gas at office); £45.05 (Talk Talk – phone & broadband); £20.63 (Page Paper – ink cartridges); £28.80 (Tree maps); £9.46 (Page Paper – stationery);

f. To approve payments to be made:

It was proposed, seconded and RESOLVED that the following accounts be paid: £25 (C W Culpitt-Smith – spare computer repair); £16.51 (E-on – electricity at office); £1840.24 (ELDC – business rates at office, to be paid by monthly Direct Debit - £208.24 per month)

g. To approve the purchase of plants for Britain in Bloom

It was proposed, seconded and RESOLVED to approve the purchase of plants at a cost of £264.80.

6389 TO APPROVE THE REPAIR TO THE VILLAGE CLOCK

It was proposed, seconded and RESOLVED to approve the repair to the village clock by Bygone Times at a cost of £1,250. This would be paid for from the Community Services budget.

6390 TO REPLACE THE BENCH AT 124 WITHAM ROAD (near bus stop)

It was proposed, seconded and RESOLVED to ask the finance working group to come up with proposals for the next meeting.

6391 TO DISCUSS THE CONTENTS, TIMING OF AND PRODUCTION OF THE NEXT ISSUE OF THE NEWSLETTER

The content of the next newsletter would include: Jubilee Park, Peoples Pageant 2011, Cllr vacancies, request for someone to raise the flag in Royal Square, FOJP, appeal for Flood Wardens. Other organisations in the village would be contacted to ask if they would like to contribute articles for the newsletter.

Councillors were asked to get articles to the Clerk by 2nd June, it would then be put in its final format w/c 6th June and circulated to councillors for comments. The newsletter would be sent to the printers on 16th June and collected ready for distribution on 21st June.

6392 FLAG IN ROYAL SQUARE

- a. To receive a letter from Mr G Cox regarding flying the flag and to resolve who will do this in the future**

Mr G Cox had informed the Parish Council that due to health reasons he was unable to continue being the person responsible for flying the flag in Royal Square. It was proposed, seconded and RESOLVED to send a thank you letter to Mr Cox.

The Clerk would check with ELDC to confirm if the Parish Council was responsible for finding someone to fly the flag. It was proposed, seconded and RESOLVED that the Parish Council should take control of the flag flying and approach the Royal British Legion to see if they had a member who wished to assist them with this.

b. To approve to get quotes for repairing the flag pole

The Clerk would check with ELDC to confirm who owned the flag pole. If it belonged to the Parish Council the Clerk would get quotes for the repairs and report back to the Finance Working group.

c. To purchase an Armed Force Day flag to fly on Armed Forces Day on Saturday 25th June

It was proposed, seconded and RESOLVED to purchase an Armed Forces Day flag at a cost of up to £50.

6393 PEOPLES PAGEANT 2011

Cllr Peacock and Cllr Hill repeated their declarations of interest and left the meeting at 9.09pm

a. Grant application for £500 towards additional insurance costs

It was proposed, seconded and RESOLVED to approve the grant application for £500.

b. Banner to be displayed on the closed church yard fencing

It was proposed, seconded and RESOLVED to allow a banner advertising the Peoples Pageant to be displayed on the closed Church Yard fence one week prior to the event.

Cllr Peacock and Cllr Hill returned to the meeting at 9.15pm.

c. To apply for a temporary events notice to run a beer tent

It was proposed, seconded and RESOLVED to apply for a temporary events notice at a cost of £21. It was felt that the responsible person named on the application form should be a member of the Jubilee Park Management Committee (JPMC). It was proposed, seconded and RESOLVED to get the JPMC to decide whose name will appear on the form.

6394 REPORTS

TWINNING COMMITTEE

The French families would arrive in the village on 1st June and there would be approximately 50 adults and children.

YOUTH CLUB MANAGEMENT

Cllr Robinson reported that a disco for all the local youth clubs had been organised for 24th May in Coronation Hall.

No confirmation from LCC had yet to be received on the future of the Youth Club.

ROYAL SQUARE

Cllr Robinson reported that there were some dead shrubs and she would co-ordinate with the Britain in Bloom Committee about additional planting.

JUBILEE PARK MANAGEMENT COMMITTEE (JPMC)

The park had been open one month and had experienced a few teething problems, Cllr Clarke explained what these were and informed the Council that most of them had now been addressed. The meeting was told that a porta cabin was being installed at the end of the week by McColls and would be accessible from both sides of the park. It was reported that the pool was now open and the schedule of works for the new pool would be due soon and the Parish Council would need to approve and sign it off. Members of the Management Committee confirmed that they intended to replace the cafe and comments were made about what a good job had been made of landscaping the old cafe site.

Cllr Robinson congratulated all members of the JPMC for their hard work and thanked Cllr Clarke for dealing with the problems over the bank holiday weekends.

6395 TO CONSIDER MATTER RAISED AT THE LAST CHAMBER OF TRADE & TOURISM MEETING

a. Street trading on The Broadway and Station Road

It was proposed, seconded and RESOLVED to speak to ELDC to ask them to explain the process, give advice on restricting street trading in these two roads and find out what they would be willing to do. It was agreed that the Parish Council needed to understand the implications of ELDC nominating roads to be prohibited for street trading before making a decision on this matter as it wanted to fully understand how it would affect stalls at the Christmas Fayre.

b. Village branding

Cllr Sanderson spoke about a village brochure to promote the village nationwide. It was proposed, seconded and RESOLVED to invite Emma Taplow to attend the next Parish Council meeting to speak about it.

c. To consider contributing to a village leaflet

Woodhall Spa Chamber of Trade & Tourism (WSCCTT) would need to submit a grant application, but it was felt that the Parish Council needed more information to understand what they were trying to achieve.

d. Coach drop off/pick up point in the village

This would be linked to the plan to promote the village. Cllr Hill informed the Council that the Cottage Museum and the Kinema had teamed up to put an article in the tour drivers handbook.

It was proposed, seconded and RESOLVED to move this item to the next agenda as it was important to get feedback from Highways before considering it any further.

e. Village signage working group

It was proposed, seconded and RESOLVED to set up a working group with the WSCCTT as it was important to have standardisation of signs within the village. Cllr Sanderson was asked to report back to the WSCCTT to ask if they would ask the current owner of the Tea House in the woods to remove the sign on Stixwould Road as the business had changed.

6396 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Leyland had nothing to report.

6397 CORRESPONDENCE 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	Details	Action
Woodland Drive Resident	Requesting a copy of the Jubilee Park legal transfer agreement	Clerk responded to say can view document at the office

Legal Services Lincolnshire	Invite to attend Localism in Lincolnshire Conference - 10th June - £48 per person	
Communities & Local Government	A further year of small business rate relate	N/A now we own Jubilee Park
ELDC	Uncontested Election notice	Displayed
Lincolnshire Waterways Partnership	April newsletter	Displayed
ELDC Planning	Planning application - S/215/00581/11 - Stafford Vere Court	03 May Plan Ctee agenda
LCC Highways	Temporary Road Closure Notice - Green Lane	Displayed
ELDC Planning	S/215/00332/11 Full Planning Permission - Stilnaven, 29 Woodland Drive	Filed
ELDC Planning	Notice of Planning appeal S/215/02561/10 - Hazelwood, Cromwell Avenue	Filed
ELDC Elections Officer	Notice of poll & notice of referendum	Displayed
The Planning Inspectorate	No objections were received about modification order 2007 - Woodhall Spa. The inspector will write his decision w/c 08/08/11.	Filed
ELDC	Information about Armed Forces Day	Investigating getting a flag
LCC Highways	Temporary Traffic Restriction Notice - Country Show 22/05/11	Displayed
ELDC Planning	Full planning permission - S/215/02164/10 - Gardeners Cottage, Manor Estate	Filed
ELDC Planning	Amended planning application - S/215/00327/11 - 23 Witham Road	Filed
ELDC Planning	Planning application S/215/00621/11 - 6 Station Road ATM	17th May agenda item
ELDC Planning	Planning application S/215/00622/11 - 6 Station Road	17th May agenda item
ELDC Monitoring Officer	Standards Committee Investigation against Parish Cllr	Filed
ELDC Planning	Full planning permission - S/141/00455/11 - 70 Horncastle Road	Filed
ELDC Tree Officer	Tree applications	17th May agenda items
Safelincs	Fire safety price list & catalogue	Take to Jubilee Park
Lincolnshire Tree Awareness Group	Notice of Annual Tree Walk	Displayed & informed tree group
Community Lincs	List of training courses available for groups responsible for running buildings/play areas	Inform JP Management Ctee
Clerks & Councils Direct	Magzine - May issue	Displayed at office
Community Lincs	Confirmation of entry into Best Kept Village competition	Displayed posters
ELDC Planning	Full planning permission - S/215/00421/11 - Former J Goodyear Antiques, Tattershall Rd.	Filed
ELDC	Jubilee Park Caravan Site Licence	Displayed at Jubilee Park
Simon Elmer 1940's Festival	Confirmation that the 1940's festival event will take place on wk end 21st & 22nd July 2012	Inform Council
Petwood Caravan Park	Acceptance of right of access proposal	Informed Solicitor
ELDC Planning	Withdrawal of Section 192 application by Bainland Park	Inform Council & File
Woodland Drive Resident	Thank you for grass verges being removed of debris	Filed & passed on to ELDC
ELDC Elections Officer	Statement of Persons nominated for Parish Council	Displayed
Petwood Caravan Park	Response to right of access letter	Passed to Chairman

6398 DATES AND TIMES OF NEXT MEETINGS

- 25th May – Jubilee Park Management Committee meeting
- 21st June – Parish Council meeting

Due to the Clerk being away on holiday it was proposed, seconded and RESOLVED to meet in August instead of July. The date of the August meeting would be 16th August.

The Clerk was asked to contact Roughton and Kirkby on Bain Parish Councils to ask if the joint meeting could be moved to 5th July.

6399 ITEMS FOR NEXT AGENDA

- Emergency plan
- Approve accounts and complete Annual Return form

The Chair declared the meeting closed at 9.55pm.

Notes from the public forum (7.15 – 7.30pm)

3 members of the public were present along with PC Redfearn and District Cllr Leyland

- PC Redfearn gave details of incidents that had occurred in the village since the previous Parish Council meeting. He confirmed that things had settled down in Royal Square and there had been no incidents of Anti-social behavior reported since October.
- Michael Czajkowski (Heritage Committee) informed the Parish Council that they were still trying to get the Article 4.1 Direction off the ground, but it was proving to be a very long process. They were waiting for their member with IT skills to get more involved. The Committee had been busy recording / monitoring buildings / street furniture and it all needed putting on the computer. Michael asked for an update on the Mall Porch enforcement case and the Clerk agreed to keep the Heritage Committee informed. The progress of the Conservation Area appraisal was also mention and the Clerk offered to contact ELDC to check. The Clerk confirmed that the draft Village Design Statement had been sent to Kay Tourton, but she had not received any feedback.