

MINUTES OF THE WOODHALL SPA PARISH COUNCIL MEETING HELD ON TUESDAY 20TH DECEMBER AT 7.30PM IN THE COUNCIL CHAMBER STANHOPE AVENUE

PRESENT

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

IN ATTENDANCE

A Bushell (Parish Clerk), Isabel Clarke (Solicitor) and Jamie Leeson (Fields in Trust)

6727 CHAIRMAN'S REMARKS

The Chairman informed the meeting that he had been invited as Parish Council Chairman to attend a 90th Birthday Party for a gentleman who lived in the village.

6728 APOLOGIES FOR ABSENCE WITH REASON GIVEN

All Parish Councillors were present.

Apologies were received from District Cllr Harness, District Cllr Leyland and PCSO Stuchfield.

6729 TO RECEIVE DECLARATIONS OF INTEREST

Cllr Robinson declared a personal interest in agenda items 6 and 7 (Minute ref. 6732 & 6733) as she lived adjacent to Jubilee Park.

Cllr Clarke declared a personal interest in agenda items 6 and 7 (minute ref. 6732 & 6733) as his wife was the solicitor dealing with the Petwood Caravan Park access matter and also offering advice on registering for QEII Fields status.

6730 NOTES OF THE MEETINGS HELD ON 29TH NOVEMBER AND 6TH DECEMBER TO BE APPROVED AS THE MINUTES

Subject to a change to minute ref. 6689a. to remove the sentence referring to the support received from the Chamber of Trade & Tourism, it was proposed, seconded and unanimously RESOLVED to approve the minutes from the meeting held on 29th November.

It was proposed, seconded and unanimously RESOLVED to approve the minutes of the special meeting held on 6th December.

6731 REPORTS FROM CLERK AND COUNCILLORS ON ACTIONS ARISING FROM THE MINUTES

Talk Talk website review: The Clerk informed the Council that the review had been carried out by Talk Talk and a report had been received on the community website – www.woodhallspa.org. Talk Talk had provided a quote for updating and hosting the website which the Council would consider at January's meeting, it was identified that this would have an impact on next year's budget.

Joint Parish Council meeting feedback: Cllr Hill informed the Council of the items which were discussed at the joint meeting on 7th December and councillors were given the date and time of the next joint meeting. (All councillors had received a copy of the notes from the 7th December joint meeting).

Reviewing policies: Cllr Webb informed the Council that he and the Clerk had reviewed several of the Council's policies and changes were needed to the volunteers policy, the

Health and Safety policy and the press & media policy would need to become a communications policy. The Council's Equal Opportunities policy required no changes. The changes would be made to the policies and presented to the Council for approval, a sheet would also be produced to log when policies were adopted and when they needed reviewing.

Royal Square refurbishment: The Chairman had contacted the 617 Aircrew Association to discuss the proposal to renovate Royal square, but the person that he needed to talk to was away. He would report back in the New Year.

6732 TO RESOLVE WHETHER TO CONTINUE TO REGISTER JUBILEE PARK FOR QEII FIELDS STATUS

Jamie Leeson had provided the Council with a brief explanation of the benefits of QEII Fields status during the public forum session.

It was proposed, seconded and unanimously RESOLVED to suspend the standing order to allow members of the public to address the Council

Cllr Clarke repeated his declaration of a personal interest.

The Chairman highlighted that Jubilee Park was already protected by a covenant which stated that the site could only be used for park and gardens. Jamie Leeson acknowledged that this would be the same level of protection that would be offered by Fields in Trust, but he reemphasised the benefits for gaining QEII Field status.

Jamie Leeson spoke about the flexibility of the protection which would allow alterations to be made to ancillary buildings; and he also informed the Council that it would be able to re-draw the lines around the areas that it wished to protect, so it could leave out certain areas of the Park if it wished to do so. Cllr Hill felt that it would be appropriate to exclude the caravan site from the area to be protected.

Isabel Clarke advised the Council that permission for new leases with the clubs within Jubilee Park and any access agreements would need permission from Fields in Trust. Councillors acknowledged that gaining QEII Fields Status would be adding an additional layer of restrictions, as it was already restricted by ELDC which had to approve any alterations which the Council wished to make.

Jamie Leeson informed the Council that the document to be signed was negotiable and there was a flexible period of negotiation where the Council could alter sections and clarify points before entering into the legal process.

It was highlighted that Jubilee Park would end up with 3 levels of covenants if it protected the site with Fields in Trust; as there was an original covenant placed on the land by Lady Weigall, and ELDC had also placed a covenant on the land when transferring the ownership to the Parish Council.

It was proposed, seconded and unanimously RESOLVED to defer the decision on whether to continue registering the land until January's meeting.

In the meantime Jamie Leeson agreed to send the Parish Council more information on the benefits of protection and flexibility for it to consider before January's meeting.

Jamie Leeson was thanked for attending the meeting and speaking to the Council about its concerns.

Jamie Leeson left the meeting at 8.00pm and did not return.

6733 TO RECEIVE AN UPDATE ON THE PETWOOD ACCESS AGREEMENT AND AGREE ANY CHANGES

Councillors had been provided with a copy of the deed of grant with the changes being proposed by the grantee. The Council had to decide whether to accept or reject the proposed changes.

It was proposed, seconded and unanimously RESOLVED to reject the amendment to paragraph 2 of Schedule 1.

The Council then considered the proposed change to paragraph 4.1 of Schedule 4.

It was proposed to reject the change to paragraph 4.1 of schedule 4, this was seconded and a tied vote took place (5 votes in favour and 5 votes against the proposal). The Chairman used his casting votes to vote against the proposal to reject the proposed change.

It was then proposed, seconded and RESOLVED by 6 votes in favor and 4 votes against to arrange a meeting between the Chairman, Vice Chairman, the grantee and a contractor to try and determine what level of repair would be acceptable, the cost of the repairs and the contributions which would be made by both parties. It was agreed that GN Construction would be asked to attend the meeting and give advice as they were a local contractor. Due to timescales the meeting would take place during the first or second week of January and the Parish Council would consider the matter again at January's meeting.

Mrs Isabel Clarke reminded the Council that the access agreement needed to be signed before the start of the caravan season which was the end of March.

Mrs Clarke was thanked for attending the meeting and for her work in trying to get the access matter resolved.

Mrs Clarke left the meeting at 8.25pm and did not return.

6734 TO DECIDE IF THE PARISH COUNCIL WISHES TO DO SOMETHING ABOUT YOUTH CLUB PROVISION IN THE VILLAGE

Councillors felt that something should be done to occupy the children in the village, but it should be more than just keeping them off the street, and the community should be asked so that the Parish council could assess if there is support for a youth club.

It was proposed, seconded and unanimously RESOLVED to hold a public meeting in Coronation Hall on a Monday evening before the end of March. Cllr Robinson and Cllr Peacock would put the consultation together and liaise with the Clerk to book the hall. Further details would be given at the next meeting.

6735 TO DISCUSS PRODUCING A NEIGHBOURHOOD PLAN

The Parish Council agreed that it was something that it wanted to progress with and it was proposed, seconded and unanimously RESOLVED to set up a working group which would approach the neighbouring Parish Councils to ask if they wanted to be involved, contact ELDC to inform them that the Parish Council was interested in producing a plan and ask to look at the ELDC pilot schemes; and also find out what help ELDC were prepared to offer. Cllr Peacock and Cllr Cooper agreed to be the Parish Council's representatives on the working group.

6736 TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

There was no District or County Councillors present at the meeting.

6737 JUBILEE PARK

a. To receive the notes from the Jubilee Park Management Committee (JPMC) meeting held on 13th December 2011

All councillors had been provided with a copy of the notes from the meeting and Cllr Chapman quickly summarised the important items from the notes. Cllr Robinson informed the Council that she had attended the meeting as a member of the public and was concerned at the slow progress of the pavilion project, she encouraged more parish councillors to attend the Management Committee meetings and it was suggested that a special meeting should take place early in the New year for the Parish Council to discuss Jubilee Park in detail. The meeting was informed that the Parish Council and JPMC would be presented with the findings and proposals from the Pavillion working group early in the New Year.

*Cllr Nelstrop gave her apologies and left the meeting at 8.40pm and did not return.
Cllr Chapman gave his apologies and left the meeting at 8.41pm and did not return.*

It was suggested that the Pavillion working group needed to be renamed as the Facilities working group.

b. To consider options for Jubilee Park reaching a balanced budget

The Chairman explained that at the last JPMC meeting the budget was rejected and the Jubilee Park Finance Working Group was asked to revise the budget. The Working Group had come up with a couple of options for the Parish Council to consider to help it reach a balanced budget, these were:

1. Reduce the expenditure by compressing the season (open May Bank Holiday then close until the end of May, then re-open until 5th September).
2. Ask the Parish Council for a subsidy or request to pull some of the ELDC grant forward.

Members of the Council agreed that the Parish Council subsidy and ELDC grant being pulled forward options would be rejected.

c. To raise awareness that an option for adding facilities to the Park may involve a bank loan / repayment scheme

The Council was made aware that some options that the Pavillion Working Group was looking at included a bank loan or capital outlay repayment scheme. Councillors questioned what would happen if the Parish Council defaulted on a loan and why the grant avenue had not been investigated.

6738 FINANCES

a. To receive a current financial position and budget update

It was proposed, seconded and unanimously RESOLVED to approve the following financial position of the Council:

Balance Brought Forward at 01 April 2011	£34,696.41	Current Account Balance	£37,882.55
Receipts	£55,668.57	Less uncashed cheques	£5,529.98
Payments	£37,007.77	Reserve Account	£20,000.00
Total	£53,357.21	Cheques in hand	£1,004.64
Receipts to come	£10,660.46	Total	£53,357.21
Payments to come	£38,344.28		
Predicted carry forward to 2011/12	£25,673.39		

Councillors were all provided with copies of the Payment & Receipt budget summaries and given an opportunity to ask questions about the budget. There were no questions.

b. Retrospective payments

It was proposed, seconded and unanimously RESOLVED to approve the following payments:

Recipient	Details	Amount
Goodwins	Outdoor Socket for Christmas lights	£28.29
Stuart Holmes	Fitting Bench on Witham Road	£50.00
S Holmes	Closed Graveyard Maint - October	£130.00
Welton Garden Services	Cemetery Maintenance - November	£372.00

c. Payments to be made

It was proposed, seconded and unanimously RESOLVED to approve the following payments:

Recipient	Details	Amount
R Bryant	Grave digging	£325.00
Britannia Inks/A Bushell	Ink Cartridges	£32.18
A Bushell	Mileage Allowance/Post/Adaptor/Extension	£14.81
Page Paper Limited	Laminating Pouches	£22.99
Mrs Johnson	Cleaning December	£20.00
Cupit Printers	Heritage Committee Leaflets	£300.00
S Holmes	Leaf Collecting enclosed graveyard	£55.00
Bates Sound Service	PA System Hire – Christmas Fayre	£204.00
Woodhall Spa Sand & Gravel	Grit – Snow & Ice Plan	£290.00
HRMC	PAYE + NIC - December	£146.09
LCC Pension Fund	Pension Contributions - December	£260.45
A Bushell	Clerk's Wages - December	£824.63
Welton Garden Services	Cemetery Maintenance - December	£372.00
Glasdon Manufacturing	Grit Bins	£404.46
J Stanhope / Safety Supply Company	Hi-vis Trousers/Gloves - Snow Grips	£62.15
The Nomad Trust	Donation from Christmas Carol Service	£121.00
Page Paper Limited	Ink cartridges	£40.79
Cllr Rich Sanderson	Travelling Allowance Claim	£28.35

6739 TO COMMENT ON THE DRAFT 2012/13 BUDGET PRODUCED BY THE FINANCE WORKING GROUP

The Finance Working Group had identified that the Council expenditure profile consisted of the following items:

- Kirkby Lane cemetery
- Community grants
- Community services
- Village maintenance
- Running the Council Office

It was proposed, seconded and unanimously RESOLVED to approve the expenditure profile and work towards achieving a balanced budget because the Parish Council was continuing to spend more than it received, and it no longer had sufficient reserves to do this.

A modest increase to the precept was suggested over the next two years as the Finance Working Group had looked ahead to 2013/14 using the same expenditure profile and identified that an increase would be necessary to reach a balanced budget. Members of the Finance Working Group felt that a 5% increase next year would be enough, especially when Parish Council's were being encouraged not to increase their precepts.

The Finance Working Group would fine tune the budget for the Parish Council to adopt at January's meeting and set the precept for 2012/13.

6740 TO RECEIVE A NEXT STAGE PROPOSAL FOR THE CHRISTMAS TREE SCHEME

The Council was informed that Cllr Nelstrop had decided to withdraw the proposal to extend the scheme to residential properties after speaking to other villages / towns that had done this. Instead Cllr Nelstrop and Cllr Robinson would look into improving the Christmas lighting in Royal Square for next year. This would be an item on the next meeting agenda.

6741 TO RECEIVE AN UPDATE ON THE SNOW & ICE PLAN (SIP) AND TO APPROVE THE BANNER TO BE DISPLAYED ON THE CLOSED CHURCHYARD FENCE

Cllr Sanderson reported that the only thing that had not been done was promotion of the SIP by the village businesses.

SIP phase 2 had been looked at and Cllr Sanderson felt that there was a requirement for a manual propelled gritting machine and he suggested costs for next year's budget - £3,500. Councillors were shown a copy of the proposed banner and were happy to support it, but Cllr Sanderson wanted to do more work to it, so would send it to councillors to approve before asking the Clerk to order it.

**6742 REPORTS FROM COMMITTEE AND WORKING GROUPS
ROYAL SQUARE**

The trees to be taken out of the front border had been approved by ELDC and this would be done by ELDC after Christmas.

6743 TO CONSIDER AND RESPOND TO THE FOLLOWING CONSULTATIONS

a. Lincolnshire County Council proposal to end Adult Social Care services provided by its in-house team

Members felt that it was not appropriate to respond as a Council. Anyone wishing to respond would do so as an individual.

b. Local Government Pension Scheme

There were no comments.

6744 TO CONSIDER THE CORRESPONDENCE RECEIVED SINCE LAST MEETING AND RESPOND AS NECESSARY

The Council was provided with the following list of items of correspondence which had been received and responses were agreed to the items in bold:

Sender	Details	Outcome
ELDC Planning Dept	Full Planning Permission - S/215/01815/11 - Eyre Court, Sylvan Avenue	Filed
LCC	Feedback from winter weather workshop, consultation results and self help and mutual aid guide	Passed to Cllr Sanderson
Rotary Club of Woodhall Spa	Confirmation of location of stall at Christmas Fayre	
Ministry of Justice	Information about community payback scheme	To be considered by Jubilee Park Human Resources Working Group

East Lindsey Citizens Advice Bureau	Request for a donation from the Parish Council	Pass to Finance Working Group to consider, although decision has been made to freeze the grant fund for this year.
Steven Dunn Architects	1st Valuation Certificate for Pool Works Contract	Filed
ELDC Planning Enforcement	Confirmation that the Mall Porch breach of planning control issue has now been resolved	Filed
ELDC	Street Collection permit form	Completed & returned
ELDC Planning Dept	S/215/02276/11 - 20 St Leonards Avenue planning application	3rd January Planning Ctee agenda item
ELDC Planning Dept	S/215/02217/11 - Maple Lodge, The Broadway planning application	3rd January Planning Ctee agenda item
ELDC Tree Officer	Tree application - 49 Woodland Drive	3rd January Planning Ctee agenda item
LCC	Winter Weather Guidance	E-mailed to Cllrs
HSBC	Changes to Business Internet Banking	Filed
LCR	Winter 2011 magazine	On display at offices
Rose Regeneration ELDC	Fee half day seminar on Localism at the Cathedral Centre, Lincoln on Friday 27th January at 1.30pm Invitation to East Lindsey Live and SO Festival Briefing Session	Sent details to councillors Places to be booked by 23rd December 2011 To decide if anyone from the Parish Council will attend.

It was agreed that the Chairman and Vice Chairman would attend the Localism half day seminar on 27th January.

The Clerk was asked to send details of the SO Festival briefing session to Simon Elmer.

6745 DATES AND TIMES OF NEXT MEETINGS

- Tuesday 3rd January at 2pm – Planning Committee meeting
- Thursday 5th January at 7pm – JPMC budget meeting
- Tuesday 17th January at 7.15pm – Parish Council meeting
- Wednesday 18th January at 7pm – Annual Parish Council dinner
- Wednesday 25th January at 7pm – JPMC meeting

6746 ITEMS FOR THE NEXT AGENDA

- Adopt the budget for 2012/13
- Set the precept for 2012/13
- To receive the report from Talk Talk on the website & agree the next steps to take
- To book places on 2012 training courses
- To receive updated issues log
- To consider quotes for cemetery tree work
- Feedback from Christmas fayre, carol service and Christmas tree scheme
- Arrangements for BKV presentation

The Chair declared the meeting closed at 9.28pm.

Notes from the public forum (7.15 – 7.30pm)

There were 2 members of the public present.

- Mrs Isabel Clarke gave details of the proposed changes to the Petwood Caravan Park access agreement and gave recommendations to the Council.

- Jamie Leeson explained the benefits of QEII Fields Trust status, which included the following points:
 - An opportunity to be involved in a national programme, for which interest and visibility is only going to increase. This would enable the Parish Council to receive information on funding streams, upcoming programmes and initiatives and continued opportunities for PR in the community, county and region.
 - The site received 316 votes of support from the Woodhall Spa community for the QE II Challenge, this was the second highest vote received in the East Midlands which demonstrates that the feedback from the general public suggests there is a need for the site to acquire QEII Fields Status.
 - There is the opportunity to be involved in a high profile national programme, 'Have a Field Day'
 - Exclusive funding is available through SITA.
 - The Parish council would have access to free support from experienced Fields in Trust staff at any point should it wish.