

WOOLSTHORPE PARISH COUNCIL

To Sign

Minutes of Woolsthorpe by Belvoir Parish Council Meeting

Date: Tuesday 25th September 2017

Venue: Woolsthorpe Social Club at 7 p.m.

Councillors present G. Ward (Chairman)
P. Hammond (Vice Chairman)
J. Barber
M. Bradshaw

Also present District Cllr P. Bosworth

Clerk & RFO Mrs Emma Wilson

Open Session – Public Forum – 7.00pm

Mrs Grace Milham, Estate Commercial Director at Belvoir Castle attended the meeting to address the parish council about the land between Cobleas and the cemetery in the village. One member of the public was in attendance.

Mrs Milham had been asked by the chair to speak to the parish council about ownership of the piece of land between Cobleas and the cemetery; as Belvoir Estate along with the Parish Council had been approached by a parishioner to lease the land.

Mrs Milham confirmed there is some discrepancy about ownership. She informed the meeting that she had done some investigation and it was not obvious from their mapping system who the land belongs to. She had also made investigation with SKDC who confirmed the land was not theirs and the church who said they believed the land had been gifted to Woolsthorpe by Belvoir Parish Council sometime in the 1950's.

Mrs Milham said the consensus was that the land still in fact belonged to Belvoir Estate. She would speak further with the Duchess with a view to putting an official license in place on the land to the parish council who would then going forward manage and maintain the land.

Action; Chair to report back to the parish council at the next meeting with any update from Mrs Milham

Mrs Grace Milham left the meeting and the public session was closed at 7-20 pm. One member of the public remained in the meeting as an observer only.

Meeting Opened: 7.25pm

1. Chairman's Welcome Remarks

The chairman welcomed all to the meeting and thanked everyone for their attendance. The chair acknowledged the member of public at the meeting and confirmed that they would remain as an observer only.

2. Apologies

Apologies were received from Cllr A. Ablewhite, Cllr J. Salmon and Cllr T. Packer their reason for absence was noted and accepted. Cllr M Whittington and District Cllr H. Westropp did not attend the meeting.

3. Disclosure of interest in agenda items - Nil

4. To approve minutes of meeting held on the 1st August 2017

The minutes were agreed to be a true and accurate record; they were passed by resolution of the Council; and were duly signed and dated by the Chairman.

5. Clerks Report

a. 2016/17 Audit

Grant Thornton contacted the clerk regarding two queries which have now been answered. Report is now complete and has been published.

Only one point to action which was done immediately by the clerk. This was to add the road furniture purchased to mount the speed signs and the Speed signs as assets.

One comment made regarding Petty Cash, the internal auditor had ticked YES for this in error as we do not hold or use petty cash in our accounts.

b. Bank balance

Clerk reported bank balance £6353.19 as at 05/09/17 the most recent statement available.

c. Community Cleaner

Cllr Packer was not available at this meeting but had asked that the councillors review the basic draft contract he had submitted to the clerk. The contract was circulated to all attending councillors and this document was passed and approved by resolution of council. We will await the final document which will incorporate the specified route. Hopefully this will be available at the next meeting in October from Cllr Packer.

d. Speed sign post - Lincolnshire Road Safety Partnership

Clerk confirmed the application form had been submitted for additional post.

Action; clerk to give feedback when response received from LRSP

e. Standing Order and adopted Policies

Clerk confirmed she had located most policies to review. Meeting date and time with Cllr G Ward and Cllr T Packer; date was set for Tuesday 10th Oct 2017 to review available policies and feedback to full council.

Action; clerk to give feedback at October's meeting.

f. Telephone Box

Clerk confirmed that she had communicated with Community Heartbeat and that paint is available free of charge but that the parish council must source a painter. Clerk stated she is struggling to find anyone that wants the job and asked the meeting if anyone knew a painter that might be interested. It was suggested that the clerk contact Belvoir Parish Council who had recently had their phone box painted and refurbished to enquire who they used.

Action; clerk to email Belvoir parish Council and also Cllr M. Bradshaw to speak to Mr Jonathan Holdford for details of who they had used.

g. Online security

Clerk confirmed she had paid and updated McAfee LiveSafe™ (1-yr subs) – this was to be reimbursed to her and included in expenses at £31-99

h. Clerks Pay/Hours

Clerk reported to the meeting with details of a pay review. It was agreed by resolution of the council that the clerk should be paid in line with the correct pay scale for her job as per The National Joint Council for Local Government Services (NJC). It was agreed that back pay from the beginning of 2017/18 year was due to the clerk. *(Addendum – It was agreed by resolution of the council to increase the number of hours per week from 3 to 5 hrs, this also now includes website administration)*

Action; clerk to calculate back pay from April 2017 to date and will be paid at Oct 2017 meeting.

6. **Land between Cobleas & Cemetery**

Discussed in open session

7. **Highways update (06/07/17 meeting)** - Cllr Mark Whittington

Cllr Whittington was not available to give an update.

Action; Cllr Whittington to report in October meeting.

8. **Public Liability Insurance**

Cllr G Ward confirmed he had obtained copies of insurance certificates for parish council file from S Woodward and B Hughes

Action; Clerk to file for record.

9. Playground Update

- Cllr Hammond commented on the following, monitoring of equipment
 - Multi Play Unit - Monitor where support posts have been fitted, due to wood rot at the base of the main posts.
 - The attachment slide has a fall height exceeding 1.0 metre. A cross rail was recommended by Wicksteed at the access point, between 600 - 900mm above the starting section – this had been considered by the parish council previously and it was decided this would be an obstacle for children and deemed not necessary.
 - Operator's Sign - Generally satisfactory, but note that the following information is recommended,
 - General emergency telephone number (999 or 112)
 - Telephone number to contact maintenance personnel
 - Name of the playground
 - Address of the playground

Wicksteed recommend the contact details are updated as required

Action; Clerk to contact Wicksteed for a quote to replace and update the operator sign and also to contact Barrowby Parish Council Clerk to enquire which company they had used to replace the signs at their playground recently

Action; Cllr Hammond to monitor general condition of wood in all play equipment and report as necessary. At present no immediate work was considered urgent.

10. Correspondence– The clerk read out the following to the meeting:

- a. Clerks and councils direct
- b. LALC AGM conference £10 each
- c. LCC Travel Information

11. Planning - S17/1351, Clerk confirmed Parish Council comments had been sent to SKDC 31/08/17

12. Accounts for payment

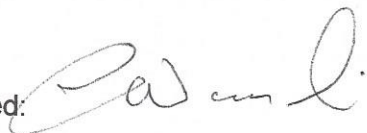
a. Room Hire	10.00	100864	
b. Clerks Salary & Expenses	148.36	100865	
c. HMRC Employer PAYE cont.	79.20	100866	
d. Grant Thornton	100.00	100867	<i>(subsequently cancelled to be re-issued)</i>
e. Wicksteed Inspection	54.00	100868	
f. S. Woodward	192.60	100869	
g. B. Hughes	425.00	100870	

13. Any other business

- a. **Pension regulator** – Clerk confirmed she had declared no requirement and submitted all documents to pension regulator.
- b. **Millennium Seat** - Planting bed at the back of the Millennium Seat requires some attention. Cllr Hammond said he was unable to tend to this anymore as it was not easy for him to reach to maintain it. Cllr Barber offered to pick this up and said she would do so as soon as possible.
- c. **Yew Trees** – The yew trees at the church are getting very large and blocking light. Cllr Ward offered to contact Mrs Divine to ask about maintenance and pruning of the trees.
- d. **Cornerstone; School house** – *The cornerstone on the wall outside the Schoolhouse at the roadside appears unsafe.*
Action; Cllr Ward to inform Belvoir Estate
- e. **Big Clean** – It was noted that the Big Clean organised by SKDC had been working locally
- f. **Meadow** – **the meadow across from Parsons field near Cobleas now has 8 horses in it. It had been noted that some parishioners had been chased by the horses and that it did not feel safe crossing the meadow; it is however a public footpath**

There being no further business the meeting closed at 9.00 p.m.

Signed:



Date: 30/10/17