

WOOLSTHORPE by BELVOIR PARISH COUNCIL

Minutes of Woolsthorpe by Belvoir Parish Council Meeting

Date: Wednesday 31st January 2018

Venue: Woolsthorpe Social Club at 7 p.m.

Councillors present Cllr T. Packer (Chairman)
Cllr M. Bradshaw (Vice Chairman)
Cllr J. Barber
Cllr J. Salmon

Also present District Cllr P. Bosworth
District Cllr H. Westropp
County Cllr M Whittington

Clerk & RFO Mrs Emma Wilson

Open session started : 7.00pm

Open Session – Public Forum

Chairman Cllr Packer opened the public session welcoming all.

Mr Patrick Randell and one other member of the public were in attendance.

As part of this open forum the Chair wished to highlight that the parish clerk had received confirmation from the Principal Democracy Officer at SKDC that as the notice for by-election has expired without any submission from electors we are now able to co-opt to fill the two parish councillor vacancies. The Chair asked that if anyone knows of someone that has shown any interest in joining the parish council could they pass on this information to be considered; there may be parishioners who may not have seen the vacancy posters displayed in the village and on our website since before Christmas. The clerk had also brought more posters to the meeting and Cllr Barber was asked if she could display these at prominent locations around the village.

Action; Cllr Barber to laminate and display councillor vacancy posters

Chair, announced that we would take the agenda slightly out of order as Mr Patrick Randell our community cleaner had kindly attended the meeting. Cllr Packer welcomed Mr Randell to the meeting and continued that the parish council had asked him to attend. As we are a publicly accountable body we felt we needed to clarify a process to follow that would enable the council to have official record of dates, times etc. of when the litter picking was taking place.

Cllr Packer asked in the first instance if Mr Randell was happy to continue in the role of Community Cleaner. Mr Randell confirmed that he was; however he went on to say that the last couple of months had proved quite difficult due to the lack of daylight and he wished to confirm the information given to him prior to starting that he should be cautious and take particular care on Cliff Hill due to the speed with which traffic can drive along this stretch of road had proven to be quite accurate.

Cllr Packer asked that if he could, as part of his role keep a record of any instances he witnesses whilst out and about that would be of interest to the council i.e. excessive litter, dog fouling. Mr Randell said he felt that the volume of traffic had increased through the village lately particularly on Cliff Hill. Cllr Packer suggested that he liaise with Mr Randall on a monthly basis and this would enable him to keep a record to feedback to the parish council as a whole.

Cllr Packer also highlighted again that we had not come to a satisfactory conclusion with regard to a contract as yet. Mr Randell reiterated he could continue to do this as a volunteer but if it required a contract he would be happy to sign one, and would perhaps consider using the money he was paid to go towards something in the village by way of a donation to a cause. The parish council receive a grant towards payment for a community cleaner. Cllr Packer asked Mr Randell to take a copy of the contract away to have read through in the meantime whilst we would investigate further the possibility of him being suitably insured doing the job on a voluntary basis.

Action; Clerk to follow up volunteer options for community cleaner regarding insurance and contact LALC for advice.

Action; Cllr Packer to liaise with Mr Randell before the next council meeting to finalise details, contract and work log to record hours etc.

The Chairman thanked Mr Randell for attending the meeting and asked him if he wished to stay as a member of the public. Mr Randell thanked the parish council and said he would leave the meeting and be in touch with Cllr Packer as required.

Mr Randell left the meeting, the other member of the public remained to observe.

Open session closed at 7.09 pm

Meeting Opened: 7.10 pm

1.	Chairman's Welcome Remarks	The chairman again thanked everyone for their attendance and confirmed that we would start the agenda proper.
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2.	Apologies	Apologies were received from Cllr A. Ablewhite; the reasons for absence were noted and accepted. Cllr Wittington had sent apologies to say he would attend but would be a little late.
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3.	Disclosure of interest in agenda items - Nil
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4.	To approve minutes of meeting held on the 4th December 2017
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Cllr Barber highlighted a typo in item 7 where the word 'form' should have read 'from'. The draft minutes having been circulated prior to the meeting were then agreed and proposed to be a true and accurate record by Cllr Salmon and seconded by Cllr Barber. The minutes were passed as approved by resolution of the Council. The minutes were duly signed and dated accordingly by the Chairman.

5.	Clerks Report
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a.	Community Cleaner
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Following on from the discussion in the open session Cllr Packer asked if all were in agreement to investigate the option of the community cleaner being a voluntary role. The consensus was to wait and see what information came back from the insurers. If it is not feasible to do the job as a volunteer then we could look in to what options are available should Mr. Randell do this as a paid job and then, should he choose to do so donate in some way to the council, perhaps to a specific fund for the good of the community. A possibility may be when the parish council will require funds to develop the Cobleas land if and when it is agreed with Belvoir Estate to lease the land. District Cllr Bosworth commented she was aware of instances where it has been appropriate to accept funds for specific things in a village. She recalled Barrowby Parish Council accepted donated funds for a commemorative bench and also a village sign.

Cllr Packer went on to ask the meeting to look at a suggested route map he had marked up; all members were happy with the route. It was agreed to go as far as the 'dry bridge', Main Street though the village and up to the crossroads, including the playground; at the crossroads left as far as the bridge, Sedgebrook Road as far as the Dirty Duck lane end to incorporate pathways and verges. As far as The Lodge at the top of Cliff Hill. Cllr Packer agreed to add this route to the draft contract to be signed and go through it with Mr. Randell.

b.	Bank balance
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£4296.41 as at 05/01/2018. The clerk handed out a bank reconciliation summary to all councillors for information. The Chair asked if anyone had any questions regarding the statement of account. No questions received.

c.	Standing Orders/adopted policies
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The clerk informed the meeting that the draft policies are really ready now for review. Following discussion of the best way forward with this the Chairman agreed to receive these in draft format and feedback to the clerk.

Documents can then be emailed out to all prior to the next meeting to receive any comments and a decision then made on when to adopt them; possibly in the April meeting.

Action; Clerk to email documents to Cllr Packer to review together to be ready for the next meeting

d.	<p>Additional speed sign post</p> <p>The Clerk gave brief summary of the situation so far. According to Lincolnshire Road Safety Partnership (LRSP) the previous application had gone astray somehow. With this in mind the clerk explained that she had resubmitted the application. LRSP had confirmed receipt and said they would reply in due course.</p> <p>The process is as follows; application is submitted to LRSP regarding our requirement i.e. new street furniture post for speed radar sign and its chosen location. LRSP then respond and if required send out a representative to advise and review the chosen location of the post for its suitability (the location we had chosen is on Sedgebrook Road going out of the village near the last house). Clerk confirmed she had sent a map to LRSP marking the chosen location.</p> <p><i>Action; Clerk to feedback to council as she receives communication from LRSP.</i></p>
e.	<p>Telephone Box</p> <p>Clerk confirmed she had contacted the Community Heartbeat Trust (CHT) who look after the governance side of the defibrillator and site checks. CHT had already kindly sent Defibrillator signage for the box along with gold paint for the crest. Following further requests from the clerk regarding sourcing the appropriate 'telephone box red' coloured paint she had received a voucher from a company who are happy to supply the undercoat and red top coat paint FOC providing we display a sign/plaque in the box to show their company name and that they have donated the paint. This means we have all of the appropriate tools to do the job; we just need to find a painter who is prepared to do the work in the spring as the weather improves.</p> <p>Cllr Barber commented that she had not yet put up notices in the village to ask for a painter as the weather had not been fit to do so.</p> <p>The clerk informed the meeting that she had emailed CHT again to enquire whether they had any contacts for painters and she was waiting for them to respond.</p> <p>Cllr Whittington and Cllr Bosworth commented that Sedgebrook Parish Council are in a similar situation and that they had managed to find someone to do the job.</p> <p><i>Action; Clerk to follow up with CHT,</i> <i>Action; Clerk to contact Sedgebrook Parish Clerk to enquire who they are using to paint their telephone box.</i></p>
f.	<p>Playground Signage</p> <p>This was an action as a result of our Health & Safety inspection by Wicksteed. They advised that we should update and reformat our contact and emergency details and signage. With this in mind the clerk asked them to supply us with a quote and proof for consideration. The clerk read out the information below from Wicksteed and councillors viewed the proof sign:-</p> <p>1 x SIGN4030/F 400mm wide 300mm high (for fence mounting) Subtotal - £234.00 Delivery - £11.70 Total Ex VAT - £245.70 (Inc. VAT £294.84)</p> <p>Delivery 2 wks. from point of order</p> <p>This was discussed and it was agreed that we should obtain at least one other quote for comparison.</p> <p><i>Action; Clerk to request quote from a local signage company and feedback to parish council.</i></p>
g.	<p>i.) Footpath on Sedgebrook Road</p> <p>This item refers to an issues highlighted by Cllr Salmon regarding riders on horseback using the pavement along Sedgebrook Road. The clerk explained that she had contacted LCC Highways and Planning by telephone as there was no option to enquire about this through the LCC Portal. Clerk enquired about the laws regarding horse riders using this pathway and if the parish council was able to prevent the riders using it.</p> <p>Clerk was given a reference to an allocated job within highways (Ref No. 101 000 254 343). Clerk confirmed she had since had email reply saying they needed more information about the location of the pathway. Clerk commented that this was strange as she had given specific details on the phone and they confirmed they had marked the location on a map when the job was allocated!</p>

	<p>Cllr Salmon commented that the pavement is being damaged by the weight of the horses' hooves on the surface. Cllr Salmon gave the details of the horse riders he had identified, this will be passed to the Chairman who will contact them to discuss the problem and make them aware of the issue damaging the pavement.</p> <p><i>Action; Clerk to respond and follow up herself with LCC on a map and pin point location to Sedgebrook Road</i></p> <p><i>Action; Chairman to contact horse riders using the pavement on Sedgebrook Road.</i></p>
	<p>ii.) Gritting the school route</p> <p>Enquiry made Ref AF1956375 through LCC Highways, general enquiry ref gritting Sedgebrook Road as is now school bus route brought to my attention by Cllr Bradshaw.</p> <p>Response from LCC was as follows:- "We have forwarded your request to the relevant team who will assess and score any routes requested. However we cannot guarantee any changes and are currently at route capacity.</p> <p>Please be aware that all requests for roads to be added to the Winter Maintenance schedule are considered during the summer as routes are finalised before the winter maintenance period starts. As such, we will be unable to add this route onto the set routes for the 2017/18 season."</p>
6.	<p>Land between Cobleas & Cemetery</p> <p>The Chairman confirmed he had met with Grace Milham from Belvoir Estates. He reaffirmed to her that the parish council were keen to take on the lease for the land but that this must only be upon vacant possession and free of any encumbrances, which she has agreed to. She confirmed that she will draw up a lease agreement to that effect for the parish council to look at and sign. Cllr packer queried if we are required to get a solicitor to check over the agreement before signing takes place. The clerk confirmed she would take advice on this. Cllr Barber said they had not used a solicitor when signing the agreement for the land that is rented for the village playground.</p> <p>It was highlighted by Cllr Barber that we should be cautious of ensuring additional access to the land is not allowed as some tenants in the adjacent houses have created openings in the hedge to allow them direct access.</p> <p>During Cllr Packers meeting with Grace she had asked if we as a parish council could encourage the local residents to make use of the village shop if at all possible to support the local business.</p> <p><i>Action; Clerk to take advice from LALC ref requirement for legal advice.</i></p>
7.	<p>Village church interior</p> <p>Chair reported that he had spoken to Kerry and Fiona who have been doing a lot of the clearing out at the church. Chair enquired whether anyone else attended the Christmas Eve service and commented that they have worked very hard indeed to get the inside looking good. The Duchess has donated a number of chairs to make it fit for a congregation.</p> <p>The church wardens have resigned and they are now in a position of trying to reconstitute a parochial church council; they have not as yet appointed a vicar at Harlaxton so that is in abeyance. The Chair has asked that going forward the parish council are kept in the information loop with the PCC and said he may attend the inaugural meeting of the PCC just to act as liaison between them and the Parish Council.</p>
8.	<p>Pot hole at top of the village</p> <p>In the December meeting Cllr Ablewhite had offered to take photographs of the pothole and message over to the clerk. To date the clerk reports she has not had anything from him. Cllr Barber commented that quite a few more potholes that have appeared around the village. One at the top of Cobleas, one near the church, one near the crossroads</p> <p>Cllr Whittington said that Cllr Richard Davies who is the LCC lead for highways is offering local walks around villages to help document problems. Cllr Whittington agreed to ask Cllr Davies to walk around Woolsthorpe with him. He commented that regarding LCC services, progress is often made with housing or education/school issues but it appears highways problems never seem to move forward and get resolved.</p>

Cllr Barber reminded the meeting that we did this exercise almost 2 years ago with Mark Heaton and it made no difference to getting anything actioned by LCC for the village.

We should have a catalogue of all potholes in the village. There was a suggestion from Cllr Packer that all councillors should have a copy of the OS map he has to keep track and record locations to feedback to LCC.

Action; Cllr M Whittington to follow up request with Cllr Davies

Action; All councillors to make a concerted effort to record details and locations (photos if possible) of potholes and feedback via email if possible to the clerk to enable her to keep a central log of the issues to report with a timeline.

9. Highways update - Cllr Mark Whittington – covered in previous agenda item.

10. Playground Update

Cllr Barber confirmed that she had been to review the playground today and fed back that there were no issues to report. The clerk handed over a printed list of all the records previously submitted by ex Cllr P Hammond to her from August 2016. The clerk asked Cllr Barber how she wished to move forward with keeping a record and submitting information to the clerk. Cllr Barber confirmed that she would start a record book and bring it to each parish council meeting to update the parish council as she does not use email. If there were to be anything urgent to report that needed dealing with she would telephone the clerk.

Cllr Barber went on to report that here has been a hole made in the hedge behind the fence that borders the playground.

11. Correspondence– The clerk read out the following which had been circulated to councillors to digest prior to the meeting:

- a. ADOPTION OF THE LINCOLNSHIRE MINERALS AND WASTE LOCAL PLAN
- b. Fairer Funding letter
- c. Grass Cutting 06.12.17
- d. Notification of external auditor appointments for the 2017-18 financial year
- e. Waterways Canal – published on website
- f. West Parish Cluster Sessions re highways services – *to be displayed in notice board*
- g. Police uk New data published for November 2017
- h. 2018 LALC TRAINING EVENTS LIST dec17

12. Planning S18/0023

Proposed extension to rear of dwelling. Location: 16 Sedgebrook Road, Woolsthorpe By Belvoir, Details sent out to parish councillors for review. All councillors agreed no contentious issues and had

Action; Clerk to respond to SKDC Planning WPC that has no objections to this application.

13. Accounts for payment

a.	Belvoir Estate (Playground Annual Rent)	£ 78.76	100881
b.	Room Hire (Dec 2017 & Jan 2018)	£ 20.00	100882
c.	Xmas refreshments & Tree (reimbursement Cllr Barber)	£114.22	100883
d.	Clerks Salary & Expense (includes reimbursement of the following:- Anglian Water £12.10, Stationery £6.00 and Microsoft £79.99)	£297.75	100884

14. Items for next month's agenda

a.	A Thank you – ex Councillors	All councillors to give some thought regarding a thank you and send off for ex Chair Gilbert Ward
b.	Clerks contract & Holiday Pay	
c.	Streetlight at Ring Tree not working	Cllr Bradshaw take note of the streetlight number
d.	Unnecessary Parking Main Street	Cllr Packer to mention the issue to Grace Milham
e.	Query Road Crossing at new development	Cllr Packer to check if this is noted on the original plans and if not follow up with Grace Milham



A discussion ensued about councillors' availability for the next meeting in February. It was decided that the meeting date would be changed from Monday 26th February to Wednesday 28th February, same time and venue.

March meeting; Chair is not available; it was agreed that we would keep the original date of Monday 26th March and Vice Chair Cllr M Bradshaw would lead the meeting.

(NB from Clerk 28/02/18, meeting dates above have since been rescheduled again)

There being no further business the meeting closed at 8.45 p.m.

Signed: 

Date: 12-3-18

Chairman, Woolsthorpe by Belvoir Parish Council