

WOOLSTHORPE by BELVOIR PARISH COUNCIL

Minutes of Woolsthorpe by Belvoir Parish Council Meeting

Date: Monday 12th March 2018

Venue: Woolsthorpe Social Club at 7 p.m.

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

Also present

Clerk & RFO Mrs Emma Wilson

Open session started: 7.00pm

Open Session – Public Forum

Chairman Cllr Packer opened the public session welcoming all.

The Chair explained that the parish council would now receive written applications for the office of Parish councillor with the aim to co-opt two candidates to fill the current vacancies.

The clerk confirmed to those present that she had received four applications that had previously been sent out to members for review. At this point one of the applicants decided to withdraw their application; leaving three to consider.

The Chair explained to all present that candidates would be given five minutes to introduce themselves to Members, give information on their background and experience.

The process continued with each of the three applicants given an allotted time to explain why they wish to become a member of WPC. While each took turn and spoke solely to the meeting the other two applicants withdrew from the room.

At 7.20 pm after all candidates had addressed the parish council they adjourned to a side room whilst existing members considered the merits of each.

After 15 minute discussion Mrs Stephanie Remzi was proposed by Cllr M Bradshaw and seconded by Cllr J Barber as the first successful candidate. Mr Patrick Randell was proposed by Cllr Barber and seconded by Cllr M Bradshaw as the second successful candidate. The chair confirmed he concurred with both choices and as such the decision to appoint Mrs Remzi and Mr Randell to the vacant positions was passed by resolution of the council by members present at the meeting.

The chair asked the clerk to bring the candidates back to the meeting room.

The applicants and the one member of the public returned to the meeting room. The Chairman notified all that a decision had been made by majority verdict on both vacant posts; he went on to congratulate Mrs Remzi and Mr Randell in being successful and welcomed them to being members of Woolsthorpe by Belvoir Parish Council. The Chair said that had there been another vacancy they would have happily also appointed the third candidate and he thanked them all for applying.

Mrs Remzi and Mr Randell then signed their Declaration of Acceptance of Office; both documents were then countersigned by the parish clerk. Councillors Remzi and Randell were then promptly invited by the Chair to take their seat at the meeting.

The Clerk handed both new councillors their Register of Members' Interest form and requested that they complete and return to her before or at the next parish meeting.

Open session closed at 7.40 pm

	Meeting Opened: 7.41 pm	
1.	Chairman's Welcome Remarks	The chairman again thanked everyone for their attendance and confirmed that we would start the agenda proper.
2.	Apologies	Apologies were received from Cllr A. Ablewhite, Cllr J. Salmon, District Cllr P. Bosworth, District Cllr H. Westropp and County Cllr M Whittington the reasons for absence were noted and accepted.
3.	'To receive written applications for the office of Parish councillor and to Co-opt a candidate to fill the existing vacancy or vacancies' – Item covered in 'open session' above.	
4.	Disclosure of interest in agenda items - Nil	
5.	To approve minutes of meeting held on the 31st January 2018	
	The draft minutes having been circulated prior to the meeting were then agreed and proposed to be a true and accurate record by Cllr Barber and seconded by Cllr Bradshaw. The minutes were passed as approved by resolution of the Council and were duly signed and dated accordingly by the Chairman.	
6.	Cobleas Land	
	<p>The Chair gave information for the benefit of the new councillors. There is an area of land between the cottages at Cobleas and the burial ground. One of the tenants has tried to annexe this land to his back garden. The land itself belongs to the Belvoir Estate. Following the controversy about the land Belvoir Estate have agreed to follow up and take vacant possession of the land. Following this WPC would then lease the land from Belvoir estate with a peppercorn rent, the idea being that the land could then be appropriately developed as some type of memorial or peace garden with perhaps a wildflower meadow.</p> <p>The council have received a contract for signing from Belvoir Estate which the Clerk had emailed to councillors for comment. The Chair didn't feel there was anything contentious in the contract. The Clerk sent LALC a copy of the contract and their legal team have looked at it. LALC legal team have advised that we either engage a solicitor or request the contract to be more specific with regard to what we are permitted and not permitted to do on the land i.e. structures, this should be clarified that they are perhaps referring to sheds/shelters not being allowed and not benches for example.</p> <p>Further discussion ensued with regard to the lease and legal advice. It was decided that WPC would ask for more clarity on the contract and legal advice would not be required. The reasoning behind this being that we could give up the lease with a year's notice at a nominal fee should it not be appropriate for the peaceful amenity which WPC intends it to be.</p> <p>Cllr Randell enquired as to who would be responsible for the upkeep of the land. Cllr Barber advised that WPC are responsible for this but also that up until the parishioner had fenced off the land it had been mown by SKDC.</p> <p>All agreed that WPC would be happy to go ahead with vacant possession and the changes suggested to the contract; this was proposed by Cllr Bradshaw and seconded by Cllr Barber and passed as approved by resolution of the Council</p> <p><i>Action; Cllr Packer to discuss the points above with Grace Milham to aid amendments to the contract and feedback to the next appropriate meeting.</i></p>	
7.	Community Cleaner	
	<p>The Chair suggested the council will need to now clarify how we wish to proceed given that Mr. Randell was now a member of the parish council and as such would no longer be able to continue as Community Cleaner in a paid capacity. The Chair asked the clerk to clarify our position regarding use of the monies with SKDC and asked all members to consider how they may wish us to move forward and make a decision at the next meeting once we have the facts. Options being do we relinquish the grant and rely on parishioners and members of the council to collect litter on a voluntary basis or do we retain the grant and advertise for a new paid community cleaner</p> <p><i>Action; Clerk to contact SKDC to enquire if we are restricted to only paying a community cleaner from the grant received or if we are able to use it for things like cleaning equipment.</i></p>	

8.	Clerks Contract
	<p>The Chair commenced with the fact that almost two years in to her appointment the clerk does not have a contract of employment. The Chair has drafted a suitable document from a template given by LALC which the clerk has reviewed. Part of the standard contract states that holiday pay should be paid and the clerk has not received this from last year or this. The Chair asked the meeting for approval to pay this outstanding back pay.</p> <p>The other issue is home working allowance which the clerk is entitled to. In her role as parish clerk for Stoke Rochford and Easton the clerk receives £4 per week but currently nothing from WPC. As this is the maximum one can receive the Chair suggests WPC contact SRPC and organize to share the cost of this at £2 a week each. Both issues were approved by resolution of the council; proposed by Cllr Barber and seconded by Cllr Bradshaw.</p> <p><i>Action; Clerk to provide contact details of the Chairman at SRPC to WPC Chair to discuss and agree.</i> <i>Action; Cllr Packer to circulate contract to all council members for checking with a view to approving the contract officially at the next meeting and the clerk then to sign the contract if she is happy to do so.</i></p>
9.	'A Thank You to ex councillors' - ideas
	<p>To recap for the benefit of those who are not aware; we had two very long serving councillors with a combined service of approximately 70 years who have recently left us creating the posts filled at this meeting. The council has discussed this previously that we should mark this achievement and thank them for their long service in some way. However there is a slight issue with this in that there was an element of friction between the two members and we have struggled to come up with an idea to say thank you to both at the same time.</p> <p>The Chair asked all members for ideas to resolve this. After much discussion it was decided that we would endeavor to have a joint celebration. It was suggested that we approach both parties separately to gauge their feelings about this. Cllr Bradshaw said he would mention it one of the members and feedback to the meeting. The Chair commented that we need to make a prompt decision following this.</p> <p><i>Action; Cllr Bradshaw to approach one party and feedback to the chairman before the next meeting.</i></p>
10.	Streetlight at Ring Tree not working
	<p>The issue was reported by Cllr Bradshaw through the LCC portal. LCC in turn have replied informing him that they will refer this on as this particular light is owned and maintained by SKDC.</p> <p><i>Action; Clerk to follow up with SKDC</i></p>
11.	Unnecessary Parking Main Street-feedback
	Cllr Packer informed the meeting he had not as yet had time to contact Grace Milham about this issue
12.	Road Crossing at new development-feedback
	The foreman has not been around at the development lately; Chair said he will follow up as and when he is able to see anyone from the developers on site.
13.	Clerks Report
a.	The clerk informed the meeting of the renewal Subscription to LALC £139.22 + VAT 27.84 = £ 167.06
b.	Bank balance As at 5th Feb 2018 - £3962.94
c.	Data Protection Update
	<p>The Data Protection Bill continues its passage through the House of Commons today. LALC's Chairman will be meeting with 3 of Lincolnshire's MPs on Lobby Day on 20 March to discuss the impacts of the bill on local councils.</p> <p>At the minute the implication is that every single parish council will have to employ a Data Protection Officer at a cost of around £350 per annum. Regardless of size of income/precept and turnover. NALC along with LALC are challenging this with a view to alternatives like perhaps a service for groups of parish councils.</p> <p>We will receive updates as they happen from LALC. NALC are seeking Government funding to set up a body to provide a service for Parish Councils on GDPR. Guidelines/template documentation for Parish Council still not available yet. We are advised that in the interim as long as we can show we are working towards we should not worry too much at this stage. The chair asked that the clerk move forward with a data audit to record what data types we hold as a starting point.</p> <p><i>Action; Clerk confirmed she would put together a data map for the next meeting</i></p>

d.	Standing Orders/adopted policies
	Will be circulated to after today's meeting. LALC advise we ask all Cllrs to review all documents and suggest we do it on a rolling programme each month until all are in place? i.e. 2 or 3 at a time. <i>Action; Chair agreed to decide which of the policies to appraise and agree first, the clerk would then circulate to all members for review prior to the next appropriate meeting.</i>
e.	Additional speed sign post
	Clerk reported that she had received a reply from Graeme Butler, Lincs Road Safety Partnership. He said that the restrictions at the moment are lack of funding for new works. He has suggested that we adapt an existing piece of street furniture on Sedgebrook Road to expedite actioning our request. The clerk reported that she had requested a site visit from Mr. Butler and she would liaise and hand over communication and organising a time and date with Mr. Butler to Cllr Bradshaw. <i>Action; Clerk to liaise with Mr Butler then hand over to Cllr Bradshaw who will feedback at the next meeting.</i> Cllr Bradshaw wished to highlight an issue with battery life of the existing speed signs, particularly the one near the playground as it only last 2 days from a full charge. The clerk was asked to check battery is under warranty and if not we may need to purchase new ones. <i>Action; Clerk to check warranty paperwork and liaise with Cllr Bradshaw.</i> <i>Action; Cllr Bradshaw to take the speed sign down tomorrow, charge and then re fit to check battery life again.</i> Cllr Randell asked if the council had investigated solar powered speed signs. Cllr Bradshaw said that Knipton and Harston have solar powered signs. Cllr Barber commented that it took six years to just get the battery powered signs and we had to consider the outlay of the solar panels which was decided against at the time.
f.	Telephone Box
	At the last meeting Cllr Whittington commented that Harlaxton Parish Council had managed to find someone to paint their telephone box and the clerk had been asked to get in touch with them to enquire who they were using. The clerk reported back that the person painting Harlaxton's Phone box is an ex councillor and he doing this as a favour to Harlaxton only. Due to the lack of interest from local painter/decorators she had submitted a job on Rated People.Com. To date only 2 people had shown interest and so far Phoenix Professional Decorators have promised to submit a quote once they have looked at site. <i>Action; Clerk to update as quotes come in</i>
g.	Playground Signage
	Clerk fed back the following quotes Wicksteed Leisure £294.00 Viking Signs £ 46.88 The chair asked for agreement from members to order the sign from Viking Signs. All agreed they were happy for this to happen. <i>Action; Clerk to double check proof sign received and then order from Viking Signs</i>
h.	Footpath on Sedgebrook Road
	This issue was raised initially by Cllr Salmon regarding people on horseback using the footpath. Cllr Salmon had passed on detail to the clerk of who he had witnessed riding on the footpath. The clerk had the passed on the details to the Chair; however on reflection the consensus of opinion was that we should source a sign to show horse riding is prohibited. <i>Action; Clerk to look in to it further</i>
14.	Pot holes
	At the previous meeting all councillors had been asked to report pot holes on line to LCC if they could but also report back to the clerk with details and photographs if possible of potholes in the village. The idea being that we would keep a log of location, reporting to LCC to then follow when and if action is taken to fix each one. The clerk reported that to date she had received no information. The chair commented that the weather had not been conducive to walking around the village because of the snow and rain. The chair asked again that all councillors make effort to record and submit to the clerk location; dimensions, particularly diameter and also depth of the potholes. The Chair handed out maps of the parish to each councillor to aide this. <i>Action; All Parish Councillors</i>

15.	Playground Update		
	Cllr Barber confirmed that she had been to review the playground twice since the last meeting; the weather has been bad with the unexpected snow and rain. 10 th February 2018 check; All ok, no issues. 21 st February 2018 check; All ok, To log: - Safety area near swings will require raking; the ropes where children walk across are fraying slightly but are not unsafe and the litter bins need emptying. Cllr Barber will mention this to Cllr Ablewhite as he has emptied the bins in the past. <i>Action; Cllr Barber to inform Cllr Ablewhite that the bins require emptying.</i>		
16.	Correspondence – The clerk read out the following which had been circulated to councillors to digest prior to the meeting:		
	a.	Get Woolsthorpe Active! (support to apply for lottery funding for setting up sporting activities for young children in your community)	
	b.	Highways Online Fault Reporting System Update (delayed launch due to resources with no new date available at present)	
	c.	SKDC Parish Update	
	d.	Road Closures - Grantham Half Marathon (cancelled due to weather and no plans to be rescheduled)	
17.	Planning	S18/0023	
	Proposed extension to rear of dwelling. Location: 16 Sedgebrook Road, Woolsthorpe By Belvoir. Decision received – Approved.		
18.	Accounts for payment		
	a.	Room Hire	£ 10.00 100887
	b.	Clerks Salary & Expenses Feb 2018	£201.06 100885
	c.	Clerks Salary & Expenses Mar 2018	£199.86 100886
	d.	LALC Subscription	£167.06 100888
	e.	Community Heartbeat (Annual Service & Governance for the defibrillator)	£151.20 100889
19.	Items for next month's agenda		
	a.	Meeting Dates for the year	

A discussion ensued about councillors' availability for the next meeting in April. It was decided that the meeting date would be Monday 30th April, usual time and venue.

There being no further business the meeting closed at 8.50 p.m.

Signed: 

Date: 30.4.18.

Chairman, Woolsthorpe by Belvoir Parish Council