



Minutes 03/2018 of Metheringham, Sots Hole and Tanvats Parish Council
Meeting held on Monday 23rd July 2018 at 19:15 in the Village Hall,
Middle Street

Present: Councillors S Wilson, I Holmes, D Parry, S Peek, J Kendrick, S Walker, P Stallebrass, M Ward and A Walker

In attendance: Councillor R Kendrick Lincolnshire County Council and North Kesteven District Council

Officer: S McKechnie - Administration Assistant

Public: No members of the public were present

1. **Chairman's Remarks:** The Chairman Councillor Wilson, welcomed everyone to the meeting. A number of announcements were made relating to fire exits, conduct during the meeting, confidentiality of the closed session; that no recording, tweeting, blogging, videoing or photographing of this part of the meeting is authorized and a reminder to Councillors that they must abide by the members code of conduct.
2. **To resolve to accept Apologies for absence and reasons given:**
Apologies were received from Councillor A Cleland (personal), S Stafford, Clerk (personal) and Councillor J Money (North Kesteven District Council) (personal). It was **RESOLVED** to accept the apologies and reasons this was proposed by Councillor Holmes, seconded by Councillor Walker and all were in favour.
3. **Members Declarations of Interests:**
 - a) Declarations of interest: No declarations of interest were made.
 - b) Dispensations: There were no dispensations.
4. **Notes of the Annual Meeting of the Council:** Held on 26th June 2018 having been previously circulated, be approved as the minutes. It was **RESOLVED** to sign the minutes as a true record of the meeting, proposed by Councillor Peek, seconded by Councillor Walker, three abstentions (Councillor Stallebrass, Councillor Kendrick and Councillor Wilson) and four in favour.
5. **Reports from representatives on outside bodies:**
 - a) **Lincolnshire County Council (LCC):** Councillor Kendrick advised that as it is summer recess no meetings are taking place.
Councillor Kendrick advised that the potholes/poor surface in Londesborough Way is on the schedule and the overhanging trees on the footpath by 91 Lincoln Road has been logged with Highways.
Councillor Kendrick advised that with regard to the Parking Enforcement updates, Legal are writing an update and he will chase.
£1 billion has been spent on tourism and they are looking to develop in the USA trade press.
The OFSTED report for the Looked After Children Scheme (Corporate Parents) was given a high quality support - They are looking for foster parents.
There is a need for more support for the adult young carers.

Signed: _____

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Highways - Executive Councillors are responsible for highways and we are behind other districts with funding and need for money.
Potholes - Councillor Kendrick advised that 96% of potholes have been repaired with around 1000, which have been reported, left to do.
Second cut of the verges to be done next week. If people want to cut the verges outside their properties, there is some helpful advice on the website.

Councillor Stallebrass brought up the lady in Derbyshire who died after hitting a pothole and how quick Derbyshire were resurfacing the road. His concern was, who would be liable if that happened - Councillor Kendrick advised that LCC would be liable and there would be no comeback on the Parish Council.

Councillor Kendrick advised that the vehicles leave the new NKDC depot in 4 minutes in the morning. The new depot cost £4.5M.

Councillor Kendrick will liaise with Nina to arrange for all Councillors to visit the depot - sometime in September was agreed. Councillor Wilson did say she was very disappointed that the Parish Council didn't get an invite to the opening.

Councillor Ward asked where the 96% of potholes that have been repaired came from - Councillor Kendrick advised that each pothole is logged and prioritised.

It was mentioned that the pothole on Caroline Road has still not be repaired and Councillor Kendrick said that he would investigate this.

The gasworks that are going on down Caroline Road were mentioned and Councillor Kendrick will investigate and see why the Parish Council were not given specific dates.

- b) North Kesteven District Council (NKDC): Unfortunately, a report had not been received.
- c) Parish Dog Warden Report: The dog warden's report was circulated prior to the meeting.
- d) Bracebridge Heath Neighbourhood Policing Team: Unfortunately the report had not been submitted.
- e) To receive reports from Council representatives on other outside bodies:
 - i) There has not been a meeting. Councillor Kendrick received an email re MAD and she will act as the go between to arrange for the collection of their equipment from the village hall.
 - ii) Metheringham Swimming Pool: No report.

6. **Clerks report on matters outstanding:** The Clerks report was circulated prior to the meeting (Appendix 1). Councillor Peek asked why actions are still outstanding? It seems that people are just not replying.

Councillor Holmes pointed out that once the Working Groups are organized this may help.

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Councillor S Walker asked if the Working Groups was a new thing and what they were. Councillor Wilson explained that things like street lights / trees owned by the PC are discussed at these meetings.

7. Financial matters:

- a) **CiLCA:** To consider and resolve the Administration Assistant attends and registers for the Certificate in Local Council Administration (CiLCA) two days training course delivered by LALC at a cost of £410 (budgeted item). It was **RESOLVED** to approve registration for CiLCA, proposed by Councillor Stallebrass, seconded by Councillor Kendrick and all were in favour.
- b) **SLCC Annual Subscription:** To consider and resolve the Clerk renews her membership to the Society of Local Council Clerks (SLCC) at a cost of £165.00 (budgeted item). It was **RESOLVED** to renew the Clerks membership, proposed by Councillor Stallebrass, seconded by Councillor Walker and all were in favour.
- c) **LALC AGM:** To consider an invite to the LALC AGM and Conference to be held on Wednesday 17th October 2018 at The Venue, Navenby from 17:00-21:00, guest speaker Eve Fawcett-Moralee, Economic & Commercial Growth Director at West Lindsey District Council who will give a briefing on *Harnessing the "South Agenda" to support Parish Council's to regenerate their community* at a cost of £10.00 per delegate (budgeted item). It was **RESOLVED** three members would attend, proposed by Councillor Stallebrass, seconded by Councillor Peek and all were in favour.
- d) **Grant Request:** To consider and resolve grant request from A Doncaster for a donation of £100.00 to assist with fundraising costs for Abbey to attend the International Girl Guiding Trip to Minsk Belarus (documents circulated with Agenda). It was **RESOLVED** to approve a donation of £100.00, proposed by Councillor Stallebrass, seconded by Councillor A Walker and all were in favour.
- e) **Blighty Belles:** To consider and resolve payment of £405.00 to the Blighty Belles to attend the Drinks Reception in the autumn. Sabby confirmed that they have been booked for the 6th October and we will pay the outstanding amount on that date. It was **RESOLVED** to make the payment, proposed by Councillor Ward, seconded by Councillor A Walker and all were in favour.
- f) **Street Light:** To consider and resolve replacement of street column 5 Fen Road, Metheringham, which has been hit and damaged. To replace with a new 6 metre steel column complete with a new 19-watt ECO LED lantern controlled by an all-night photocell including transferring the electricity service and removing/disposing of the old column etc. at a cost of £1,005.00. It was **RESOLVED** to approve the replacement light, this was proposed by Councillor Holmes, seconded by Councillor Walker and all were in favour.
- g) **Accounts for Payment:** To consider and approve accounts for payment (Appendix 2). The Clerk had circulated the accounts for June and transactions for July up to & including 18-07-2018. It was **RESOLVED** to approve the accounts for June and payments made to 18th July 2018, this was proposed by Councillor Stallebrass, seconded by Councillor Ward and all were in favour. Councillor Holmes queried the £100.00 withdrawn from the cashpoint. Councillor Wilson advised this was for petty cash.

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- h) **Financial Report:** To receive a report from the RFO on the PC finances, Income and Expenditure (circulated separately). Councillor Holmes asked who has an overview of this. Councillor Wilson replied that the RFO and the Chairman of the Finance Committee should too. **Note:** The RFO will produce a report on a monthly basis and circulate to all members.

8. **Correspondence:** To note general correspondence (publications and letters are available for inspection at the meeting). A letter from a resident in Orchard Close was circulated. A Traffic Order was mentioned but Councillor Wilson said this would be at a cost of £2500 to the resident.
Councillor Ward - It's a public Highway and there are no double yellow lines, so anyone can park there. What would the cost be to make it a private road?
Maybe suggest this to residents and they foot the costs.

9. **To receive reports on Outside Meetings:**

- i) Councillor Parry attended the Remembrance Parade training and he said he learnt how to put up and take down a road closure sign. He has a Certificate which he will bring into the office.
- ii) Councillor J Kendrick attended the 2nd Resilient Community Project. Some of the things discussed were:
Emergency plans - Are ours up to date? Do we need a new structure for reporting emergencies? Do we have a cluster system?
We need to identify buildings for refuges.
Branston Emergency Group have 104 business involved and 53 volunteers - It was suggested that we arrange a meeting with them to get ideas.
We should look at the Red Cross Evacuation Plans.
LIVES - There is a Citizen Aid App based on the Army system.
Duke of Cornwall Community Award - Is this something we could get involved with?
The Environment Agency presentation - Dreadful presentation.
We don't have any major flood risks.
Could we compile a register of those people who need emergency medication and what their medication is?
We need a new plan.

10. **Planning:**

- i) [18/0852/FUL](#) Proposall: Replacement shop front at Emily's Tanning And Beauty, 18 High Street, Metheringham, Lincoln, LN4 3EA. There were no comments in relation to the application.
- ii) [18/0845/VARCON](#) Proposal: Application to vary condition 10 (approved plans) re planning permission 17/0020/FUL(Conversion and extension to outbuilding to create dwelling). Amendments to windows and doors and new pedestrian access, land To The Rear Of Londesborough Arms, Middle Street, Metheringham, Lincoln, LN4 3EU. Agreed to be deferred until plans are received. **Note:** The date for submitting comments has passed.

11. **Metheringham Conservation Area Proposed Boundary Changes:** To consider and resolve to make representations on the Metheringham Area Conservation Area Appraisal and Management Plan. Councillor Holmes

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questioned the Village Hall being taken off the conservation list. Nobody else had any comments.

12. **Date, time and venue of next meeting:** Tuesday 28th August 2018 at 19:00, in the Village Hall.
13. **Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and the Public:** To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting. It was **RESOLVED** to exclude the press and public due to the confidential nature of the business to be considered, this was proposed by Councillor Holmes, seconded by Councillor Peek and all were in favour.
14. **Metheringham Library Building High Street:** To receive an update in relation to the future of the Library building. The Clerk has submitted the revised document to LCC for consideration. Councillor Wilson stated NKDC Planning Department have offered their assistance with any pre-application advice.
15. **Council Vacancies:** To co-opt a new member to the Parish Council (documents circulated separately). Unfortunately the prospective Councillor was not present, therefore it was agreed to **DEFER**, until the next meeting, proposed by Councillor Holmes, seconded by Councillor Peek and all were in favour.

The meeting closed at 20:55.

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Appendix 1 - Clerk's report

Date Raised	Description	Action Required	Action by	Progress dated	Update on Progress	Action Required by Date
2015	Pot holes/poor surface: Metheringham Fen Lane High Street, Prince's Street, Londesborough Way, Skipwith Crescent	List of issues sent to Cllr R Kendrick meeting held with highways on 26-07-17 Meeting with highways manager held 13-11-17	LCC	26-02-18	High Street is now scheduled for 2019-2020. Londesborough Way etc is schedule but no dates provided.	Overdue
Mar 2016	Q - Water pooling in the village hall car park.	Improve drainage	MPC	07-09-17	One quotation received.	TBC
07-03-17	Q – Extend car park Prince's Street	Obtain quotations	MPC	17-01-18	Vere Bros quote received, still waiting for Minster Surfacing and EKM.	TBC
15-11-16	Q - Currently limited publicity of village amenities	Cost businesses display sign	MPC SNS/SM	26-02-18	Contacted NKDC & Business List produced Requested quotations not yet received	TBC
21-02-17	Q - Cleaning of war memorial	Obtaining quotations	MPC SNS	29-05-18	Spoken to Lincolnshire Co-op, waiting for reply	Overdue
20-04-17	Q - Toilets for recreation field	Obtain quotations	MPC NB/SNS	17-05-18	No response to call for contractors	TBC
19-06-17	Request from resident for two seats to be installed on the NK grass area at the lagoon.	E-mail sent to resident	MPC C & ED w/group	20-09-17	Formal request to be sent to NKDC.	
06-07-17	Complaint re: Trees overhanging footpath 91 Lincoln Road	Reported to Councillor Kendrick	LCC RK	13-11-17	Multi-agency resolution in progress	Overdue
11-07-17	Illegal fly posting	Letter sent to Greenman asking if they are interested in the business signage proposal	LCC RK	26-03-18	No reply received Enforcement Required by LCC, signs have been erected again on metal street columns, lamp and telegraph posts and on verges	Overdue

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Date Raised	Description	Action Required	Action by	Progress dated	Update on Progress	Action Required by Date
19-07-17	Pedestrian Crossing markings worn	Repaint Pedestrian Crossing	LCC RK	28-11-17	Waiting LCC highways	Overdue
08-08-17	Village entrance signs	Meeting with stone mason	MPC SNS	19-06-18	Plan & details submitted to LCC 30-01-2018, Two sites approved.	Spring 2018
06-09-17	Connection to mains water/sewerage Prince's Street for public toilets	Contact Anglian Water to obtain forms etc	MPC SNS	19-06-18	Forms obtained, planning permission is required. Forms to be submitted.	
26-09-17	Lack of information on police report	Letter sent to the Inspector 23-10-17	LCC RK	08-05-18	Meeting with PCC arranged for 08-05-2018 by Cllr R Kendrick	May 2018
18-11-17	Complaint re parking on High Street	Waiting feedback from LCC	LCC RK	28-11-17		
23-01-18	Commonwealth War Graves signage required in village	Purchase new finger sign for war memorial garden. Obtain approval from the diocese to erect signs.	MPC PC REV AC	28-06-18	Finger post sign received awaiting erection by PC. Approval required from the diocese, Rev Alan Coates obtaining consent	July 2018
23-01-18	Armistice Day 2018	Meetings held with Reverend Alan Coates 25-01-18 & Mike Credland 08-02-18	MPC SNS/SW	June 2018	Ongoing	Nov 2018
31-01-18	Register Administration Assistant for ILCA	Clerk to register	MPC SM	16-07-18	Registered 31-01-18, Sabby has completed module one.	Sept 2018
15-02-18	Register of Interests	Members to check their registers for potential updates	MPC ALL	26-02-18		March 2018
26-02-18	New Councillors Inductions	Councillors Ward & Walker	MPC SNS	12-07-18	Complete	
08-03-18	Speed Indicator Devices	Obtain x 2 sid signs	MPC PC/NB/PS	16-07-18	SIDs delivered; brackets being positioned.	July 2018
21-03-18	The Stables 36b High Street.	Decision by NKDC empty	NKDC	20-06-18	Awaited	June 2018

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Date Raised	Description	Action Required	Action by	Progress dated	Update on Progress	Action Required by Date
	Long term future of the property.	homes group.				
24-04-18	Complaint from resident re possible location of public toilets, Prince's Street	Attended AMC in May & June PC meeting to raise his concerns, was asked to send an e-mail	MPC	26-06-18	Awaited	
26-04-18	Parking Enforcement	Request to LCC for monthly updates	LCC RK		No response	
06-06-18	Poor quality of urban grass cutting – Caroline Road /Station Road	Request to LCC to finish cut	LCC RK	20-06-18		
11-06-18	Cigarette Litter – High Street	Send letter to Whitehart requesting they erect a cigarette disposal unit	MPC SM	16-07-18	Letter sent – follow up letter to be sent	
13-06-18	Invite from RAF Digby	Respond with attendees details	MPC ALL	16-07-18	Cllrs Wilson and Peek would like to attend.	
19-06-18	RBS financial software training	Training arranged for 06-07-18 in the PC Office	RBS MPC	20-06-18	Complete	
20-06-18	Potential need for a strategy to recruit new Councillors	Produce Strategy	MPC SNS/DP			
02-07-18	Complaint re parking issues on Townsend Way	Report to police	MPC SM			
10-07-18	Issues relating to installation of new play equipment	Reported to HAGS for re-installment	MPC SNS	16-07-18	Waiting reply from Claims Team	
11-07-18	NKDC - Grant Funding for litter picking	Submit documents in relation to the SLA – Parish Funding – Litter Picking Grant 2018-2019.	MPC SNS	16-07-18	Documents submitted 11-07-18	
16-07-18	Complaint re parking in Orchard Close	Resident to report to LCC	Resident	16-07-18		

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