



**Minutes 04/2018 of Metheringham, Sots Hole and Tanvats Parish Council**  
**Meeting held on Tuesday 28<sup>th</sup> August 2018 at 19:15 in the Village Hall,**  
**Middle Street**

**Present:** Councillors S Wilson (Chairman), N Byatt (Vice-Chairman), I Holmes, D Parry, S Peek, J Kendrick, S Walker and M Ward

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

**Officer:** S Stafford – Parish Clerk

**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), Councillor S Stocker (personal), Councillor P Stallebrass (work commitments), S McKechnie, Administration Assistant (personal) and Councillor J Money (North Kesteven District Council) (personal). It was **RESOLVED** to accept the apologies and reasons this was proposed by Councillor Byatt, seconded by Councillor Ward and all were in favour.
3. **Members Declarations of Interests:**
  - a) Declarations of interest: Councillor Byatt declared an interest in agenda item 7a and Councillor Parry declared an interest in agenda item 6 – e-mail from Linden Homes, in relation to tree belt adjacent to Dunston Road.
  - b) Dispensations: There were no dispensations.
4. **Notes of the Parish Council Meeting:** Held on 23<sup>rd</sup> July 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 Holmes, seconded by Councillor Ward and all were 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 the steam punk event held in the Bailgate had raised over £2 million for the area. A trial with LCC and the wildlife trust cutting the grass verges and disposing of the cuttings in the anaerobic digesters has been successful in a national award. Highways repaired 100,000 pot holes last year. They are using preventative measures, winter damage is still an issue. Councillor Kendrick asked if MPC were pursuing the TRO for double yellow lines at the junction with High Street/Lincoln Road. *Note: E-mail received from Councillor*

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*Kendrick 02-02-2018 - the costs involved would be at least £2,500.00 as there are legal fees, costs for press advertising and staff costs as well as the costs of the signs/paint as required. LCC have a backlog so it could take many months. MPC were asked to contribute towards the costs.*

**Pot Holes:** Councillor Kendrick was asked about the lack of progress with the repair of pot holes in the parish, it was previously reported that 96% had been completed. However in Metheringham very few have been repaired, when repeatedly reported to LCC. Councillor Byatt raised the pot holes on Prince's Street. The Clerk stated the highways team had been to Metheringham Fen Lane but the deepest pot holes that have been reported for the past 18 months were not on their schedule and therefore not repaired.

**Urban Grass Cutting:** Councillor Holmes raised a query in relation to the Parish Council being informed we could not carry out additional cuts in the village even though they were done by the same contractor as LCC. Information on the LCC website suggests that parish/town councils can carry out grass cutting. Councillor Kendrick to clarify the situation.

- b) North Kesteven District Council (NKDC): Councillor Kendrick informed members that sadly Councillor Marion Brighton had passed away. She had served the district council since 1973. NKDC are in the process of compiling their financial plans for the next 3 – 5 years.

*Councillor Kendrick left the meeting at 19:32.*

- c) Parish Dog Warden Report: The dog warden's report was circulated prior to the meeting. Details on how to deal with stray dogs is to be added to the office screen.
- d) Bracebridge Heath Neighbourhood Policing Team: The report was circulated prior to the meeting. Members thought the report was more informative. Clerk to thank the police team for the improved report.
- e) To receive reports from Council representatives on other outside bodies:
- i) Village Hall Management Committee: There has not been a meeting. Councillor J Kendrick to make contact with the Chairman to establish when the next meeting is.
  - ii) Metheringham Swimming Pool: No report received. The pool committee have struggled to recruit volunteers for the tuck shop this year. Councillor J Kendrick, suggested they may need to employ people at minimum wage to ensure all the pool facilities can remain open.

6. **Clerks report on matters outstanding:** The Clerks report was circulated prior to the meeting (Appendix 1). A short discussion took place in relation to the RAF 100 - drinks reception on 6<sup>th</sup> October. It was suggested the WI may be able to do teas & cakes, M Credland memorabilia, veterans to be invited along with the serving stations x 5 senior/junior + partners, an open invitation to all and a free event. Councillor Parry may be able to recruit some volunteers to assist at the event.

7. **Financial matters:**

- a) **Accounts for Payment:** To consider and approve accounts for payment (Appendix 2). The Clerk had circulated the accounts for July and August. It was **RESOLVED** to approve the accounts for July and August, this was proposed by Councillor Holmes, seconded by

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Councillor Ward, one abstention (Councillor Byatt) and five were in favour.

- b) **Financial Report:** To receive a report from the RFO on the PC finances, Income and Expenditure (circulated separately). The Clerk circulated a report prior to the meeting. This included parish council income and major expenditure.

8. **Correspondence:**

- i) To note general correspondence (publications and letters are available for inspection at the meeting).
- ii) To consider correspondence from resident of 27 High Street in relation to access to their outbuilding external wall. The land around the NHS building belongs to LCC, but MPC maintain the area. E-mail to be sent stating MPC are seeking further advice.

9. **Appointments to committees of the Council:** To consider and resolve to appoint members to serve on the Committees of the Council:

<b>Committee</b>	<b>Members</b>
Finance	Cllr Byatt, Cllr Cleland, Cllr Parry, Cllr Walker, Cllr Wilson
Staffing	Cllr Byatt, Cllr Cleland, Cllr Holmes, Cllr Kendrick, Cllr Wilson

It was **RESOLVED** to appoint the committees and members as detailed above, this was proposed by Councillor Holmes, seconded by Councillor Byatt and all were in favour.

10. **Amendments to working groups:** To consider and resolve to amend the working groups and appoint members to serve on the working groups

<b>Revised</b>	<b>Members</b>
Communications	Cllr Holmes ( <b>Leader</b> ), Cllr Parry, Cllr Peek, Cllr Stallebrass
Community Assets	Cllr Cleland, Cllr Kendrick, Cllr Peek, Cllr Stallebrass, Cllr Wilson
Environmental	<b>Cllr Holmes (Temporary Leader)</b> , Cllr Kendrick, Cllr Peek, Cllr Walker, Cllr Ward
Forward Planning	Cllr Byatt, Cllr Cleland, Cllr Holmes, Cllr Wilson

It was **RESOLVED** to amend the working groups and appoint members as detailed above, this was proposed by Councillor Holmes, seconded by Councillor Wilson and all were in favour.

11. **To receive verbal or written reports from Working Groups:**

- i) Communications – 15-08-2018 (notes circulated with agenda). The next working group meeting is scheduled for 30-08-2018 at 13:00 in the parish council office.
- ii) Environmental – 15-08-2018 (notes circulated with agenda). The next meeting will take place on 04-09-2018 at 13:00 in the parish council office.

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

- i) To receive a report from Councillor J Kendrick on the Local Access Point meeting held at NKDC offices on 24<sup>th</sup> July 2018. Councillor J Kendrick had circulated a report prior to the meeting, this detailed the cost to NKDC of having a LAP in the village which equated to £27.00 per visit. This fared favourably compared to some other LAP's but there is a general trend of the LAP's not being used as often as they have been in the past. The favoured proposal suggested by NK officers which would virtually eliminate the use of parish staff time was to introduce "Digital Hubs" run by volunteers, however members were concerned about the total reliance on volunteers for the digital hub just would not work.

13. **Planning:**

- a) [18/1012/HOUS](#) Proposall: Erection of single storey rear flat roof extension at 37A Sleaford Road, Metheringham, Lincoln, LN4 3DG. It was **RESOLVED** members were in support of the application, proposed by Councillor Wilson, seconded by Councillor Byatt and all were in favour.
- b) [18/1013/HOUS](#) Proposal: Erection of single storey side extension and side conservatory at 16 Kings Road, Metheringham, Lincoln, LN4 3HT. It was **RESOLVED** if the comments raised by LCC highways requesting "*ADDITIONAL INFORMATION REQUIRED - Please provide further information with regards to existing parking arrangements and proposed parking arrangements, this information can be shown on a drawing*" If this can be satisfied, the parish council have no further comments and will support the application, proposed by Councillor Parry, seconded by Councillor Byatt and all were in favour.
- c) [18/1028/HOUS](#) Proposal: Erection of car port extension to dwelling at 40 Drury Street, Metheringham, Lincoln, LN4 3EZ. It was **RESOLVED** members were in support of the application, proposed by Councillor Holmes, seconded by Councillor Ward and all were in favour.
- d) [18/0975/FUL](#) Proposal: Erection of 8 new business units (two terraces of four units) for uses falling within B1 and A2, car parking, loading and access arrangements at The Kitchen, Sleaford Road, Nocton Heath, Lincoln, LN4 2AW. Following a short discussion it was **RESOLVED** members were in support of the application, proposed by Councillor Byatt, seconded by Councillor Walker and all were in favour.
- e) [18/0849/TPO](#) Proposal: T1 Sycamore - fell; T2 Pine - fell at The Manor House, Manor Lane, Metheringham, Lincoln, LN4 3HB. *No comments were submitted on this application as the date to comment had passed.*
- f) [18/1022/TCA](#) Proposal: T1 Walnut - large limb on east side of tree at height of 4m, shorten by 3m to secondary growth point. Large limb on south-east side of tree at 4m, shorten by 3m to secondary growth point. Reduce crown by 1m, remove deadwood; T2 Lime - fell at The Manor House, Manor Lane, Metheringham, Lincoln, LN4 3HB. It was **RESOLVED** the parish council have no objections to T1 Walnut work, but would like clarification in relation to T2 Lime why this is to be felled, as there are no details. Proposed by Byatt, seconded by Councillor Ward and all were in favour.
- g) [18/1000/TCA](#) Proposal: T1 Sycamore - remove large limb on north side of tree at 15m to lower growth point, remove large limb on south side of tree at 8m All other remaining works on T2 / T11 to remove deadwood are exempt at San Damiano, 38 Drury Street, Metheringham, Lincoln,

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LN4 3EZ. It was **RESOLVED** members were in support of the works being carried out, proposed by Councillor Byatt, seconded by Councillor Peek and all were in favour.

- h) [18/1147/TCA](#) Proposal: T1 Leylandi - fell at Metheringham Methodist Church, High Street, Metheringham, Lincoln, LN4 3EA. It was **RESOLVED** members support the proposals, proposed by Councillor Wilson, seconded by Councillor Parry and all were in favour.

14. **onlincolnshire** - Lincolnshire County Council Broadband Programme is now in the process of tendering for further work to enhance connectivity within the county. To consider and resolve to submit comments on the [onlincolnshire](#) consultation. There appeared to be a lack of understanding in relation to this item. The Clerk stated there were some parts of the parish that have very limited or no broadband coverage, thus it is important for the parish council to make a representation. It was therefore **RESOLVED** Councillor Ward and the Clerk would submit comments, proposed by Councillor Byatt, seconded by Councillor Walker and all were in favour.
15. **Date, time and venue of next meeting:** Tuesday 25<sup>th</sup> September 2018 at 19:15, in the Village Hall.
16. **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 Byatt, seconded by Councillor Parry and all were in favour.
17. **Metheringham Library Building High Street:** To receive an update in relation to the future of the Library building. Councillor Wilson provided members with an update. The forward planning working group will consider this item at the next meeting on 29-08-2018.

The meeting closed at 21:03.

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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 IH	07-09-17	One quotation received.	TBC
07-03-17	Q – Extend car park Prince's Street	Obtain quotations	MPC IH	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 near the lagoon.	E-mail sent to resident	MPC Env 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	Overdue

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Date Raised	Description	Action Required	Action by	Progress dated	Update on Progress	Action Required by Date
					telegraph posts and on verges	
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 and forms to be completed and 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	21-08-18	Finger post installed – complete. Approval required from the diocese, Rev Alan Coates obtaining consent	July 2018 Overdue
23-01-18	Armistice Day 2018	Meetings held with Reverend Alan Coates & Mike Credland	MPC SNS/SW	21-08-18	Ongoing - Further meetings arranged for early September	Nov 2018
31-01-18	Register Administration Assistant for ILCA	Clerk to register	MPC SM	21-08-18	Sabby has completed module one.	Sept 2018
15-02-18	Register of Interests	Members to check their registers for potential updates	MPC ALL	21-08-18		Overdue
08-03-18	Speed Indicator Devices	Obtain x 2 sid signs	MPC PC/NB/PS	21-08-18	SIDs delivered; brackets have been positioned.	Overdue
21-03-18	The Stables 36b High Street.	Decision by NKDC empty	NKDC	21-08-18	Awaited	Overdue

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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	<b>MPC</b>	21-08-18	Awaited	
26-04-18	Parking Enforcement	Request to LCC for monthly updates	<b>LCC RK</b>	21-08-18	No response	<b>Overdue</b>
06-06-18	Poor quality of urban grass cutting – Caroline Road /Station Road	Request to LCC to finish cut	<b>LCC RK</b>	20-06-18	Response from LCC it is now a safety cut.	
11-06-18	Cigarette Litter – High Street	Send letter to Whitehart requesting they erect a cigarette disposal unit	<b>MPC SM</b>	16-07-18	Letter sent – follow up letter to be sent	
20-06-18	Potential need for a strategy to recruit new Councillors	Produce Strategy	<b>MPC SNS/DP</b>			
10-07-18	Issues relating to installation of new play equipment	Reported to HAGS for re- instalment	<b>MPC SNS</b>	21-08-18	Waiting for report from HAGS and repairs to be carried out by contractor.	
01-08-18	E-mail received from Linden Homes, in relation to tree belt adjacent to Dunston Road	MPC to decide if they would like to take ownership of this land	<b>MPC Env W group</b>	23-08-18	Awaiting recommendations	
13-08-18	Play grade wood chip required for under slide	Ordered from EKM	<b>MPC SNS</b>	21-08-18	Delivered & spread	<b>Complete</b>
08-08-18	Dog fouling zero tolerance initiatives	Dog waste bags available in the PC office & library	<b>MPC SNS/SM</b>	21-08-18		<b>Complete</b>
15-08-18	Damp on front office wall	Contact NKDC	<b>MPC SNS</b>	23-08-18	M Baldry from NKDC has visited the office & will contact Kier Group to investigate problem	
08-08-18	Enroll S McKechnie on two day CiLCA training	Place booked with LALC	<b>MPC SNS/SM</b>	21-08-18	Attend course on 7 <sup>th</sup> & 21 <sup>st</sup> November	

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<b>Date Raised</b>	<b>Description</b>	<b>Action Required</b>	<b>Action by</b>	<b>Progress dated</b>	<b>Update on Progress</b>	<b>Action Required by Date</b>
08-08-18	Local Councils Networking Day	Places booked for Cllr Byatt, Cllr Wilson, SNS and SM.	<b>MPC SNS</b>	23-08-18	Members/staff to attend	
23-07-18	LALC AGM	Members to attend	<b>MPC ALL</b>	23-08-18	Attendees required	<b>Overdue</b>
15-08-18	Pete Ford's photo collection	Donated to the PC, collect	<b>MPC SNS</b>	23-08-18	Boxed in office	<b>Complete</b>
May 2018	Dog Warden contract to cease	Notify him of intent to end contract	<b>MPC SNS</b>	28-08-18	The dog warden ends his contract with MPC on 30-08-18	
27-08-18	Cllr Alan Walker has resigned from the council	Inform NKDC	<b>MPC SNS</b>	28-08-18		

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