



**Minutes 07/2018 of Metheringham, Sots Hole and Tanvats Parish Council**  
**Meeting held Tuesday 27<sup>th</sup> November 2018 at 19:15 in the Village Hall,**  
**Middle Street**

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

**In attendance:** Councillor R Kendrick (Lincolnshire County Council – LCC & North Kesteven District Council – NKDC).

**Officer:** S Stafford (Parish Clerk)

**Public:** Three members of the public were present (see addendum).

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.

*District Councillor R Kendrick arrived at the meeting at 19:21.*

2. **To resolve to note Apologies for absence and accept reasons given:** Apologies were received from Councillor M Ward (Personal Reasons) and Councillor J Money (North Kesteven District Council – NKDC) (Personal Reasons). It was **RESOLVED** to accept the apologies and reasons, this was proposed by Councillor Holmes, seconded by Councillor Byatt and all were in favour.
3. **Members Declarations of Interests:**
  - a) No declarations of interests were made at this item.
  - b) No dispensations.
4. **Notes of the Parish Council Meeting:** Held on 30<sup>th</sup> October 2018 having been previously circulated, be approved as the minutes. It was **RESOLVED** to sign the minutes as a true record of the meeting, this was proposed by Councillor Holmes, seconded by Councillor Parry, one abstention (Councillor Wilson) and four were in favour.
5. **Reports from representatives on outside bodies:**
  - a) **Lincolnshire County Council (LCC):** Councillor R Kendrick informed members the LCC Gritting Team has plans which are now ready to be put into action. 43 council gritters have been in action putting on average 200 tonnes of salt on the 1869 miles of key roads every time they go out. Each gritter run costs a whopping £20,000 and the gritters are on call 24/7. Data comes in from 10 weather stations across the county which the engineers use to decide whether or not to send out the gritters. They are on standby between October and April next year.
  - b) **North Kesteven District Council (NKDC):** Councillor R Kendrick advised members the Metheringham Conservation Plan had been approved. NKDC is carrying out a trial at the elections in May 2019 in relation to

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voter ID. The National Centre for Craft & Design Consultation is taking place.

*District Councillor R Kendrick left the meeting at 19:41*

- c) Bracebridge Heath Neighbourhood Policing Team Report:  
During the period 28<sup>th</sup> October 2018 to 27<sup>th</sup> November 2018 there have been 5 recorded crimes:
- 31/10/18 – Two signs were damaged overnight outside business premises on the High Street.
  - 06/11/18 – Sheep were let out of a field on Sleaford Road. On returning the sheep, the owner noticed a ram was missing, presumed stolen.
  - 19/11/18 – A motorcyclist took £12.95 of fuel from the High Street filling station and left without paying. The VRN given was incorrect.
  - 18/20/11/18 – The outer pane in a double glazed UPVC window frame at a property in Field Farm Lane was damaged by unknown means.
  - 22/11/18 – a motorcyclist took £11.86 of fuel from the High Street filling station and left without paying (a different motorcycle to the one on 19/11/18).
- d) To receive reports from Council representatives on other outside bodies:
- i) Village Hall Management Committee: Councillor J Kendrick attended the meeting on 14<sup>th</sup> November 2018 and read a report. They thanked Councillor Cleland for his input to the meetings during his time as the parish council representative. There is currently £3,926.50 in the bank account. Bookings are currently good. Deposit system discussed due to one hirer not having paid yet.
  - ii) Metheringham Swimming Pool - No report has been received.

6. **Clerks report on matters outstanding:** The Clerks report was circulated prior to the meeting (Appendix 1).

- A meeting is to be arranged with Linden Homes to discuss land at the north of Shiregate.
- The MACLA magazine is currently being printed by Tucann Design & Print, Washingborough and should be available for circulation shortly.
- RAF 100 event match funding from Blakemore will be confirmed on 30-11-2018.
- Councillor Holmes provided an update regarding the SID's, they have agreed to replace both machines with an improved model, Bluetooth, updated triple solar panels and two additional sets. They have also agreed to install.

7. **Financial matters:**

- a) **St Wilfird's Church Hall:** To consider and resolve a donation of £250.00 is paid for the use of the Church Hall for the Remember 100 weekend events in lieu of payment for the hall. It was **RESOLVED** to make a donation of £250.00, proposed by Councillor Wilson, seconded by Councillor Holmes and all were in favour.

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- b) **Litter Bins:** To consider and resolve retrospective approval to purchase 2 off Glasdon [Topsy Royale](#) litter bins at a total cost of £345.30. To replace the large litter bin at the entrance to the recreation fields following H & S concerns raised by NKDC due to the weight of the metal liners when emptying the bins. Further information was obtained from NKDC in relation to the litter bin. It was **RESOLVED** to approve the retrospective purchase of the litter bins, proposed by Councillor Holmes, seconded by Councillor Walker and all were in favour.
- c) **Cleaning of Parish Council Office & Community Library:** To consider and approve quotations received for the cleaning of the above premises on a monthly (office) & weekly (library) basis at an approximate cost of £110.00 per month (report circulated with agenda). Following a review of the quotations, it was **RESOLVED** Buzzing Ladies will carry out the cleaning of the office and library as detailed above. Proposed by Councillor Byatt, seconded by Councillor Kendrick and all were in favour.
- d) **Accounts for Payment:** To consider and approve accounts for payment. Report circulated prior to the meeting (Appendix 2). The RFO to provide a different cashbook with more detail. It was **RESOLVED** to approve the accounts as presented, proposed by Cllr Byatt, seconded by Cllr Walker, one abstention (Councillor Holmes, declared an interest due to payment of expenses) and four were in favour.
- e) **Financial Report:** To receive a report from the RFO on the PC finances, Income and Expenditure (circulated separately). The RFO circulated the report prior to the meeting and explained the accounts have been reconciled. It was **RESOLVED** to receive the report as presented, proposed by Councillor Wilson, seconded by Councillor Kendrick and all were in favour.

8. **Correspondence:** Circulated by e-mail.

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

- i) Environmental 06-11-2018 – Notes circulated prior to meeting. The next meeting will be held on 4<sup>th</sup> December 2018.
- ii) Forward Planning 24-10-2018 - Notes circulated prior to meeting. A meeting was held on 22<sup>nd</sup> November 2018 with LCC to discuss the possibility of a Neighbourhood Plan (NP) for Metheringham. All present agreed this should be moved forward. Councillor Kendrick had e-mailed Luisa McIntosh at NKDC to establish if funding is available, it has been confirmed at least £9,000.00 is available. Branston PC and North Hykeham TC to be contacted for their views/thoughts on the NP process. Clerk to contact Ruskington PC to establish if they have embarked on a NP.

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

- i) To receive a report from Councillor Holmes, Councillor Wilson and the Clerk following meeting with Lincolnshire Police and LCC Highways on 15<sup>th</sup> November 2018. The meeting should have taken place prior to the Remembrance Day Service. They have highly recommended that as many people as possible attend the Parade Training (including staff) to ensure that the Temporary Road Closure Consent (TRO's) are applied for correctly and appropriate signage, marshalls etc comply. Letter to be

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sent to the Christmas Market Committee to inform them of the training and congratulate them on a successful event.

- ii) To receive a report from the Administration Assistant on CiLCA training held 7<sup>th</sup> November and 21<sup>st</sup> November (report circulated with agenda). The Clerk explained the importance of the training and the status of the CiLCA qualification, this will only benefit the council, to have both the Clerk and Administration Assistant qualified. Councillor Holmes asked what incremental increase the qualification would bring. The Clerk informed members it was one increment, but would confirm this by e-mail.

11. **Working Groups, Committees & Representatives to Outside Bodies:** To consider and resolve to amend the working groups, committees and representatives to outside bodies, to appoint members accordingly following recent resignations (amended document circulated with agenda). This item was deferred at the October meeting. Following a review of the documents it was **RESOLVED** to appoint the following, proposed by Councillor Peek, seconded by Councillor Walker and all were in favour.

Committee	Members
Finance	Cllr Byatt, Cllr Parry, Cllr Walker, Cllr Wilson, Cllr Kendrick
Staffing	Cllr Byatt, Cllr Holmes, Cllr Wilson , Cllr Parry

Outside Bodies	Representatives
Metheringham Bowls Club	Cllr S Walker
Metheringham Swimming Pool	Cllr S Walker

Working Group	Members
Forward Planning	Cllr Byatt, Cllr Holmes, Cllr Wilson, Cllr Walker

12. **Planning:**

- a) [18/1566/TCA](#) Proposal: T1 Beech - reduction and re-shape of crown reducing crown by 4ft overall - approx finish 36ft width, 46ft height; T2 Yew - fell at 22 Church Walk, Metheringham, Lincoln, LN4 3HA. It was **RESOLVED** the parish council support the proposal to carry out the tree works, proposed by Councillor Byatt, seconded by Councillor Holmes and all were in favour.
- b) [18/1458/HOUS](#) Proposal: 18/1458/HOUS Alter and extend existing dwelling at 79 Lincoln Road, Metheringham, Lincoln, LN4 3EH. Following a review of the application it was **RESOLVED** the parish council support the proposal to alter and extend the dwelling. Proposed by Councillor Holmes, seconded by Councillor Byatt and all were in favour.

13. **NK Plan:** To consider and resolve to make a representation on the [NK Plan](#), North Kesteven District Council is currently refreshing its Corporate Plan, which sets out the vision and priorities for the Council over the next three years. The Council has five priorities based around Economy, Homes, Environment, Community and Council. The Clerk suggested members e-mail any comments and they will be collated, circulated for approval and submitted to NKDC. It was **RESOLVED** to comment on the consultation, proposed by Councillor Walker,

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seconded by Councillor Peek and all were in favour. **Note:** The consultation has already closed.

14. **Winter Maintenance:** To consider and resolve e-mail from LCC in relation to winter self-help and mutual aid to include additional grit for the village, agree location, snow warden and areas to be covered (e-mail circulated with agenda). It was **RESOLVED** the parish council will participate in the scheme;
- Snow Wardens: The Clerk and Administration Assistant;
  - Additional grit: To be located adjacent to the Prince's Street Car Park;
  - Carriageways/footways to be treated: High Street – footway, Prince's Street footway & carriageway, Hall Yard – footway, Westfield Close footway and Alfred Avenue footway.
- Proposed by Councillor Byatt, seconded by Councillor Walker and all were in favour.
15. **Meeting Dates:** To consider and resolve meeting dates for 2019 (circulated with agenda). It was **RESOLVED** to approve the Schedule of meeting dates for 2019, proposed by Councillor Holmes, seconded by Councillor Kendrick and all were in favour.
16. **Christmas Opening:** To consider and resolve the office closes on 20<sup>th</sup> December 2018 at 1:00pm and re-opens on Thursday 3<sup>rd</sup> January 2019 at 9:30am (document circulated with agenda). Following a short discussion, the Administration Assistant has agreed to check the phones over the Christmas closure. It was **RESOLVED** to approve the Christmas Opening times, proposed by Councillor Parry, seconded by Councillor Kendrick and all were in favour.
17. **Date, time and venue of next meeting:** Tuesday 29<sup>th</sup> January 2019 at 19:15 in the village hall.
18. **Public Bodies (Admission to Meetings) Act 1960 Exclusion of 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. 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 Peek, seconded by Councillor Holmes and all were in favour.
19. **Metheringham Library Building High Street:** To receive an update in relation to the future of the Library Building – The Clerk had circulated e-mails prior to the meeting. Councillor Wilson provided members with an update. The NHS sign is to be removed from the former NHS building. A site meeting to take place on 29<sup>th</sup> November 2018 at 1:00pm.

The meeting closed at 21:24

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Dated: 29<sup>th</sup> January 2019

## 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 ALL	24-10-18	CAD drawings provided consult with public on options	TBC
20-04-17	Q - Toilets for recreation field	Obtain quotations	MPC NB/SNS	30-10-18	Being progressed by Forward Planning Working Group	TBC
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 – Urgent update required	Overdue
11-07-17	Illegal fly posting	Letter sent to Greenman asking if they are interested in the business signage proposal	LCC RK	30-10-18	No reply received Enforcement Required by LCC, prior to 2019.	Overdue
08-08-17	Village entrance signs	Meeting with stone mason. Stone mason no longer able to carry out work.	MPC SNS	26-11-18	Plan & details submitted to LCC 30-01-2018, Two sites approved. Waiting for LCC to make contact again.	Spring 2019
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. Plans required.	
23-01-18	Commonwealth War Graves signage required in village	Purchase new finger sign for war memorial garden.	MPC PC	26-11-18	Finger post installed – complete.	July 2018

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Date Raised	Description	Action Required	Action by	Progress dated	Update on Progress	Action Required by Date
		Obtain approval from the diocese to erect signs.	REV AC		Approval required from the diocese, Rev Alan Coates obtaining consent	Overdue
15-02-18	Register of Interests	Members to check their registers for potential updates	MPC ALL	26-11-18		Overdue
21-03-18	The Stables 36b High Street. Long term future of the property.	Decision by NKDC empty homes group.	NKDC	24-09-18	Awaited	Overdue
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	24-09-18	Awaited	
26-04-18	Parking Enforcement	Request to LCC for monthly updates	LCC RK	21-08-18	No response	Overdue
20-06-18	Potential need for a strategy to recruit new Councillors	Produce Strategy	MPC SNS/DP			
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	MPC Env W group	26-11-18	Recommendations sent to Linden Homes. Site meeting to be arranged.	
15-08-18	Damp on front office wall	Contact NKDC	MPC SNS	26-11-18	Kier Group to carry out work January 2019.	
27-08-18	RAF 100 event	Organize	MPC ALL	26-11-18	Complete – Potential match funding from Blakemore TBC 30-11-2018 Cheque handover complete.	
11-09-18	MACLA	Organize meeting for interested parties	MPC SM/SNS	26-11-18	Draft to be proof read	
20-09-18	SID's not working correctly	Return to supplier for investigation/repair	MPC ALL	26-11-18	Compromise agreed if all are in agreement.	
19-11-18	Check List of Actions To be	Produce Action List	MPC	26-11-18	In Progress	

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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>
	Completed		<b>SNS</b>			
19-11-18	Administration Assistant Action List	Produce List	<b>MPC SNS</b>	26-11-18	To be produced weekly	
19-11-8	Cllr's Attendance at meetings	Produce Spreadsheet	<b>MPC SM</b>	26-11-18	In Progress	
19-11-18	Remembrance Day	Thank you letters to all involved	<b>MPC SM</b>	26-11-18	In Progress	
19-11-18	New e-mail addresses	Activate accounts	<b>MPC ALL</b>	26-11-18	In Progress to be complete by 04-12-2018	
19-11-18	Dementia Friendly	Obtain information & ensure office is dementia friendly	<b>MPC SM</b>	26-11-18	In Progress	
19-11-18	Allotment Renewal letters	Send letters to tenants	<b>MPC SM</b>	26-11-18	In Progress	
19-11-18	Litter/dog poo A5 posters for litter bins	Produce posters	<b>MPC SM</b>	26-11-18	In Progress	
22-11-18	Neighbourhood Plan	Meeting with LCC	<b>MPC ALL</b>	26-11-18		
19-11-18	Strategic Plan	Update draft document	<b>MPC SNS</b>	26-11-18	In Progress	
19-11-18	Budget/Precept	Produce draft budget	<b>MPC SNS</b>	26-11-18	Date for Finance Committee Meeting	
19-11-18	Procedures update	Review documents	<b>MPC SNS</b>	26-11-18		
19-11-18	Consultation List	Produce Document	<b>MPC SNS</b>	26-11-18		
19-11-18	Local Council Award Scheme	Establish which level we could apply for	<b>MPC SNS</b>	26-11-18		
19-11-18	Emergency Plan	Review & update document	<b>Env W/Group</b>	26-11-18		

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