



Minutes 08/2018 of Metheringham, Sots Hole and Tanvats Parish Council
Meeting held on Tuesday 30th January 2018 at 19:15 in the Village Hall,
Middle Street

Present: Councillors N Byatt, A Cleland, P Ford, J Kendrick, S Stocker
P Stallebrass and S Wilson (Chairman).

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

Officer: L Evans (Admin Assistant)

Public: One member of the public was present

Police: None

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 J Money (North Kesteven District Council – NKDC) (NKDC Commitments) Councillor Foster (Work Commitments) Councillor Peek (Personal Reasons) S Stafford - Clerk (Personal Reasons). It was **RESOLVED** to accept the apologies and reasons, this was proposed by Councillor Stocker, seconded by Councillor Byatt and all were in favour.
3. **Members Declarations of Interests:**
 - a) Declarations of interest: Councillors Cleland, Ford, Kendrick, Stocker Stallebrass and Wilson declared an interest in agenda items 12a) i) and 12a) ii). Councillor Wilson declared an interest in agenda items 13.ii) and 13.iv)
 - b) Dispensations: Dispensations had previously been granted to Councillors Ford, Kendrick, Stocker and Wilson at the meeting held on 26th January 2016 Minute Reference 08/2016. Dispensations were granted to Councillors Stallebrass and Cleland for the setting of the Precept for 2018/2019, proposed by Councillor Ford, seconded by Councillor Stocker and all were in favour.
4. **Notes of the Parish Council Meeting:** Held on 28th November 2017 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 Ford, seconded by Councillor Stallebrass and all were in favour.
5. **Reports from representatives on outside bodies:**
 - a) Lincolnshire County Council (LCC): Councillor R Kendrick informed members that the Fairer Funding for Lincolnshire campaign was on going and was well supported by MPs and Parish Councils. The consultation on streetlighting had taken place and closed at the start of

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the month. Following the news that Carillion had gone into liquidation, new contractors had been found for the Eastern Bypass. The Health scrutiny committee had expressed serious concerns with the non-emergency patient transport services in the county with regards to sub standard performance. Following a discussion regarding Traffic Regulation Orders (TROs) Councillor Byatt asked Councillor Kendrick the costs involved, Councillor Kendrick is to report back on the costs involved. It was suggested that a meeting between the Parish Council and Marc Jones the Police & Crime Commissioner for Lincolnshire could be arranged by Councillor Kendrick.

- b) North Kesteven District Council (NKDC): In the absence of Councillor Money, Councillor Kendrick reported that the planning committee had a number of large applications through, there are also plans for the rejuvenation of the HUB in Sleaford. Work is progressing well on NKDC's new Depot in Metherringham which also houses a number of business units, when completed it will be a state of the art facility.

Councillor R Kendrick left the meeting at 19:50

- c) Parish Dog Warden Report: The dog warden's report was circulated prior to the meeting. In the report it states that the dog warden was bitten twice, members have asked what action was taken regarding this matter.
- d) To receive reports from Council representatives on other outside bodies:
- i) Village Hall Management Committee: Unfortunately, Councillor Cleland was unable to attend the latest meeting and there have been no minutes forwarded.

6. **Clerks report on matters outstanding:** Councillor Byatt suggested the Clerks report should be circulated one or two days prior to the council meeting to ensure it is as up to date as possible.
- Councillor J Kendrick requested a further update on the path to the pavilion and was informed that this was delayed due to the bad weather conditions, it was requested that until the works are complete, meetings could take place in alternative locations.
 - Concerns were expressed regarding the accuracy of the police reports. Councillors have asked for the police report to be put as a separate agenda item for future meetings, due to the lack of availability for the police to attend to speak in the public forum.

7. **Financial matters:**

- a) **LALC:** To consider subscription to the Lincolnshire Association of Local Councils Annual Training Scheme for April 2018/March 2019 at a cost of £125.00 (budgeted item). It was **RESOLVED** to subscribe to the LALC's annual training scheme for April 2018/March 2019 at a cost of £125.00, proposed by Councillor Kendrick, seconded by Councillor Stallebrass and all were in favour.
- b) **Annual Report 2017/2018:** To consider and resolve that the Annual Report should have a similar format to the 2016/2017 version and to approve a provisional budget of £300.00 for printing (budgeted item). It was **RESOLVED** to keep the format similar to the 2016/2017 version and the provisional budget of £300 was approved. Following a request from the Scout leader, who are looking for initiatives where the scouts can gain their community badges it was agreed to ask them if they would

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consider delivering the Annual report, proposed by Councillor Ford, seconded by Councillor Stallebrass and all were in favour.

- c) **Grant Request:** To consider and resolve grant request from Thomas Talbot for a donation of £500.00 to assist with costs for Thomas to attend and participate in the CPISRA World Games in August 2018 in Spain. It was **RESOLVED** to donate £500.00 to assist with costs for Thomas to attend and participate in the CPISRA Games in August, proposed by Councillor Stallebrass, seconded by Councillor Stocker and all were in favour.
- d) **Flu Vaccinations:** To consider and resolve that staff and members are entitled to the flu vaccination from the co-op pharmacy at a cost of £9.95 each. It was **RESOLVED** to offer staff and members the flu vaccination from the Co-Op pharmacy at a cost of £9.95 each, proposed by Councillor Byatt, seconded by Councillor Kendrick and all were in favour.
- e) **War Memorial Hedge:** To consider and approve quotation to cut the hedge at the war memorial garden at a cost of £335.00 (document circulated with agenda). It was **RESOLVED** to accept the quotation to cut the hedge at the War Memorial garden at a cost of £335.00, proposed by Councillor Stocker, seconded by Councillor Stallebrass and all were in favour.
- f) **Accounts for Payment:** To consider and approve accounts for payment (circulated separately).

Payment To	Receipt No	Description	Amount
S Deaton	352	Paint for containers	58.63
NKDC	353	Business rates - Library	58.70
NKDC	354	Business rates Public Toilets	51.86
F1	355	Computer issue	30.00
Vision sound	356	Mic cables re PA system	37.46
Swimming Pool	357	Grant - GPC re new boiler	4,050.00
Phil Baumber	358	Cut hedges - field / allotments	157.50
Aswarby Estate	359	Xmas Trees - War Memorial & Village Hall	166.66
Meth Con Store	360	Library newspapers	31.20
Viking	361	Ink Cartridges	100.60
Viking	362	Ink Cartridges	65.99
Badgemaster	363	Name badge	7.63
Janet Burrows	364	LAP / Library cleaning	87.00
KL Morbey	365	Prince's St Play Park fencing	4,496.00
LAP	366	Petty Cash	50.00
Anglian Water	367	Sports field water/sewerage	13.32
Anglian Water	368	Toilet water/sewerage	80.21
Anglian Water	369	Library - water/sewerage	50.66
Daisy comms	370	LAP phone 1/11 - 30/11/17	55.58
SSE	371	Library electricity	105.55
Nicholas Hancox	372	Land Reg - bowling green	643.00
Nicholas Hancox	373	Library Lease work	808.00
Scottish Power	374	Toilet lighting	30.00
Scottish Power	375	War Memorial lighting	8.33
NPower	376	LAP Gas	73.63
Tesco	377	Batteries re Bank Reader	6.25
Roy Baumber	378	Repairs / replace lights in Pavilion	380.40

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Eclipse windows	379	Window clean Library /LAP	15.00
WAVE	380	LAP water / sewerage	63.99
Eon	381	Repair 11 Kings Rd	23.47
Eon	382	Maintenance Contract	594.3
Employees	383/392	PAYE / Pension / salaries / expenses	4,138.72
Meth Con Store	393	Library - newspapers - 12/10-14/12/17	35.10
Roy Baumber	394	Replace light fitting - Village Hall	54.96
Total Expenditure		December 2017	16,629.70

Payment To	Receipt No	Description	Amount
NKDC	395	Business rates - Library	59.00
NKDC	396	Business rates Public Toilets	51.00
Tyson	397	Additional repairs to Mower	116.67
Eon	398	Energy supply	2,037.68
Glendale	399	General grass cutting Aug	198.00
Bonnetts	400	Public Conveniences stock	67.50
Play Inspection Co	401	Play Park Inspection	150.00
Scottish Power	402	Toilet lighting	30.00
Scottish Power	403	War Memorial lighting	8.33
Npower	404	30/9 - 31/12 GAS - LAP	185.04
Daisy Comms	405	LAP phone 1/11 -	52.81
Eon	406	Repair 1 Kings Rd/2 Wesley Close	54.74
Eon	407	Replace columns Caroline Road / Kings Rd	2,098.00
Library	408	Miscellaneous purchases - Dec 17	176.28
Amazon	409	Amazon Prime annual fee	79.00
Hags-SMP	410	New Play Park equipment	55,922.27
G Pembery	411	Install PIR lights Pavilion	273.00
Amazon	412	Shovel	8.09
Amazon	413	Ink toner x 2	86.49
Janet Burrows	414	LAP / Library cleaning	110.00
Council employees etc	415/423	Salaries / PAYE / Pension / expenses	5,105.57
Amazon		Ink toner x toner - colour toner	87.10
Total Expenditure		January 2018	66,956.57

It was **RESOLVED** to make retrospective payment of the December 2017 accounts as detailed above and the January 2018 accounts above, proposed by Councillor Byatt, seconded by Councillor Cleland and all were in favour.

- g) **Financial Report:** To receive a report from the RFO on the PC finances, Income and Expenditure (report circulated with agenda). It was **RESOLVED** to accept the report as presented, proposed by Councillor Stocker, seconded by Councillor Stallebrass and all were in favour.

8. Correspondence:

- a) To note general correspondence (publications and letters are available for inspection at the meeting).
- b) Letter from Buckingham Palace thanking the parish council for our letter of congratulations.

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

Community & Environment Developments: Councillor Byatt had

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obtained two CAD drawings for Prince's Street Car Park, that would increase the capacity from the existing 28 spaces. It is also hoped that a public toilet block could be housed on the left-hand side of the car park. The Parish Council would like to improve access to the War Memorial, however the site is Grade II listed, therefore, any work done needs to be in accordance with listed Consent. Councillor Kendrick suggested new planters should be purchased, to enhance the flower displays. The Clerk has been in contact with Lincolnshire Co-operative Ltd, as they cleaned the war memorial FOC as a community project in 2008, to ask if they will consider doing this again

Events: The Fayre & Feast De-briefing was held and although the turnout was low, the feedback was useful. At the previous events working group meeting a programme of events for 2018 was discussed as follows;

- i) Playground Opening
- ii) Library 50th Anniversary
- iii) Cocktail Party/1940s Event
- iv) Remembrance Day/Battles Over
- v) Litter Pick with the Scouts

The dates and details for these are to be discussed and confirmed.

10. **Fayre & Feast 2018:** To consider and resolve the future of the Fayre & Feast following recommendations from the events working group. It was **RESOLVED** that the Fayre & Feast would not take place in 2018 to allow focus on other events, proposed by Councillor Stallebrass, seconded by Councillor Cleland and all were in favour.
11. **Christmas Tree Lighting & Carol Singing 2018:** To consider and resolve a date for the 2018 event following proposals from the events working group. Following a recommendation from the events working group, It was **RESOLVED** that the Christmas tree lighting and Carol singing will be a separate event to the Christmas market and be held on Saturday 1st December 2018, proposed by Councillor Kendrick, seconded by Councillor Cleland and all were in favour.
12. **To Receive the Committee Minutes and Consider any Recommendations:**
 - a) **Finance Committee:** Notes of the meeting held on 13th December 2017 to be approved and signed as the minutes (circulated with agenda). It was **RESOLVED** to sign the minutes as a true record of the meeting, proposed by Councillor Stallebrass, seconded by Councillor Stocker, one abstention (Councillor Byatt) and four were in favour.
Recommendation to Council:
 - i) **Budget 2018-2019:** To consider and resolve to approve a budget for 2018/2019. It was **RESOLVED** to approve the budget, proposed by Councillor Byatt, seconded by Councillor Stocker and all were in favour.
 - ii) **Precept 2018-2019:** To consider and resolve the Precept Requirement upon the Billing Authority (being North Kesteven District Council) of £137,129.00 (one hundred and thirty seven thousand, one hundred and twenty nine pounds) be approved. It was **RESOLVED** to approve the Precept Requirement upon the Billing Authority (being North Kesteven District Council) of £137,129.00, proposed by Councillor Cleland, seconded by Councillor Stocker and all were in favour.

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13. Planning:

- i) [17/1820/HOUS](#) Proposal: Erection of two storey rear extension at 14 Blacksmith Court, Metheringham, Lincoln, LN4 3YQ. It was **RESOLVED** to support the application, proposed by Councillor Ford, seconded by Councillor Stocker and all were in favour.
- ii) [17/1826/HOUS](#) Proposal: Removal of existing garage and shed. New double garage with office space above at The Old Cottage, Metheringham Fen Lane, Metheringham, Lincoln, LN4 3AH. It was **RESOLVED** to support the application, proposed by Councillor Ford, seconded by Councillor Byatt, one abstention (Councillor Wilson) and four were in favour.
- iii) [17/1856/HOUS](#) Proposal: Erection of single storey rear extension at 5 High Street, Metheringham, Lincoln, LN4 3EA. It was **RESOLVED** to support the application, proposed by Councillor Stallebrass, seconded by Councillor Byatt and all were in favour.
- iv) [18/0065/FUL](#) Proposal: Change of use of room to extend existing hairdressing salon at 32 High Street, Metheringham, Lincoln, LN4 3EA. It was **RESOLVED** to support the application, proposed by Councillor Ford, seconded by Councillor Stallebrass, one abstention (Councillor Wilson) and four were in favour.

14. The Stables 36b High Street: To receive an update from NKDC in relation to action taken regarding the property and the vermin infestation. There was no update available from NKDC, the Parish Council are continuing to monitor the situation.

15. Annual Village Meeting 2018: To consider and resolve the format for the 2018 Annual Village Meeting. It was **RESOLVED** to keep the format the same as in previous years with regards to drinks and refreshments being available, but to have the seating laid out in a more informal style. Proposed by Councillor Byatt, seconded by Councillor Stallebrass and all were in favour.

16. Training: LALC Training Events for 2018, all members and staff to give consideration to their training needs and inform the Clerk of selections. Members have been in contact with the clerk regarding their training needs, those who haven't were reminded to do so. A number of the courses were fully booked and additional dates have been offered where possible.

17. Fairer Funding for Lincolnshire: Following the campaign by Lincolnshire Councils to lobby for a fairer funding deal, the government has now launched a consultation for fair funding for councils – looking at the relative needs of local authorities. To consider and resolve to make comments on the consultation for a fairer funding deal. It was **RESOLVED** to make comments on the consultation for a fairer funding deal, proposed by Councillor Byatt, seconded by Councillor Cleland and all were in favour.

18. Letter to MP: To consider and resolve a letter is sent to our MP Dr Caroline Johnson to request she lobby's for improved public transport for Metheringham and surrounding areas during the evenings and Sundays. It was **RESOLVED** to send a letter to Dr Caroline Johnson to request she lobby's for improved public transport for Metheringham and surrounding areas during the evenings

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and Sundays proposed by Councillor Byatt, seconded by Councillor Stallebrass and all were in favour.

19. **NK Walkers:** Currently use the Pavilion FOC. To consider and resolve a letter is sent to the NK Walkers to request a payment is made for the use of the pavilion. Other village organisations who use the Pavilion pay a fee to do so, with that in mind it was **RESOLVED** to request a fee of £10 per session for the NK Walkers to use the Pavilion, proposed by Councillor Byatt, seconded by Councillor Ford and all were in favour.
20. **Date, time and venue of next meeting:** Tuesday 27th February 2018 at 19:15, in the Village Hall.
21. **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 Stocker and all were in favour.
22. **Metheringham Library Building/NHS Building High Street:** To receive an update in relation to the future of the Library building and NHS building. Discussions are continuing with NHS property services and Lincolnshire County Council.
23. **Councillor Vacancies:** To co-opt new members to the Parish Council. It was **RESOLVED** to Co-opt Dave Parry to the Parish Council, proposed by Councillor Ford, seconded by Councillor Stocker and all were in favour.
24. **Staffing Matters:** To consider and resolve to formally approve the appointment of the village litter picker, following satisfactory completion of the six-month probationary period and review. It was **RESOLVED** to formally approve the appointment of the village litter picker, proposed by Councillor Ford, seconded by Councillor Stocker and all were in favour.

The meeting closed at 21:36

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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	28-11-17	Meeting held with highways manager e-mail received 28-11-17. High Street is now scheduled for 2019-2020. Londesborough Way etc in schedule but no dates provided.	Overdue
Mar 2016	Q - Water pooling in the village hall car park.	Improve drainage	MPC NB	07-09-17	Quotations being obtained, one received, Cllr Byatt chasing	Nov 2017
07-03-17	Q – Extend car park Prince's Street	Obtain quotations	MPC SNS/NB	17-01-18	Vere Bros quote received, still waiting for Minster Surfacing and EKM.	
15-11-16	Q - Currently limited publicity of village amenities	Cost businesses display sign	MPC SNS/LE	January 20178	Contacted NKDC & Business List produced Request for quotation from Display pro	TBC
21-02-17	Q - Cleaning of war memorial	Obtaining quotations	MPC SNS/LE	20-11-17	Spoken to Lincolnshire Co-op, waiting for reply	Mar 2018
01-03-17	Land Registry	First registration of PC land documents sent to solicitors	MPC SNS	22-01-18	Ongoing	Dec 2017
20-04-17	Q - Access to pavilion	Obtain quotations to make pavilion more accessible	MPC SNS/NB	04-01-18	Order placed with Green & Sons 02-11-17. Waiting for weather to improve	Nov 2017
20-04-17	Q - Toilets for recreation field	Obtain quotations	MPC NB/SNS			Oct 2017
19-06-17	Q - Access to war memorial	Obtain quotations to install ramp	MPC PC/SNS			
19-06-17	Request from resident to Cllrs Wilson & Byatt for two seats to be installed on the NK	E-mail sent to resident	MPC C & ED w/group	20-09-17	Formal request to be sent to NKDC.	

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Date Raised	Description	Action Required	Action by	Progress dated	Update on Progress	Action Required by Date
	grass area near the lagoon.					
03-07-17	Meeting with MP Caroline Johnson	Dates required	MPC ALL/SNS	20-09-17	Dates to be offered in the new year	Nov 2017
06-07-17	Complaint re: Trees overhanging footpath 91 Lincoln Road	Reported to Councillor Kendrick	MPC SNS/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	18-10-17	No reply received Enforcement Required by LCC	Overdue
19-07-17	Pedestrian Crossing markings worn	Repaint Pedestrian Crossing	LCC RK	28-11-17	Waiting LCC highways	Overdue
19-07-17	Q - Fence for new play park	Obtain Quotations	MPC SNS	22-11-17	Complete	Nov 2017
07-08-17	Update website	Website fully checked & updated	MPC SNS	January 2018	Ongoing	
10-08-17	Update Office Screen	Re-vamped to include photo collage	MPC SNS	January 2018	Ongoing	
08-08-17	Village entrance signs	Meeting with stone mason Obtain consent form	MPC SNS	17-01-18	Plan & details to be submitted to LCC	Spring 2018
16-08-17	Q - Tree works, VH car park, Shiregate Play Park & Prince's Street	Obtain Quotations	MPC SNS	23-10-17	Tree Works in a conservation area permission obtained from NKDC. Clerk contacted Western Power.	
	NHS Building	Letter of interest of intent sent 23-08-17	MPC SNS	January 2018	Ongoing	
23-08-17	A frames on footpaths	Letters to be sent?	MPC SNS	23-10-17	Draft letter produced, who should they be sent to?	
06-09-17	Connection to mains water/sewerage Prince's Street for public toilets	Contact Anglian Water to obtain forms etc	MPC SNS	23-10-17	Forms obtained, need to be completed and submitted.	

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Date Raised	Description	Action Required	Action by	Progress dated	Update on Progress	Action Required by Date
26-09-17	Bike rack	Deliver and install	MPC SNS	23-10-17	Bike stand delivered to be installed asap	Feb 2018
26-09-17	Lack of information on police report	Letter sent to the Inspector 23-10-17	MPC SNS	23-10-17	E-mail reply received 01-12-17	
18-11-17	Complaint re parking on High Street	Waiting feedback from LCC	LCC/ RK	28-11-17		
12-12-17	Highways Issues: Request submitted to (LCC) Highways for a Traffic Regulation Order (TRO) for double yellow lines on the bend of High Street/Lincoln Road. Request submitted to LCC for a TRO for double white lines at Waneham Hollow (B1188).	Action by LCC	LCC	12-12-17		
23-01-18	Commonwealth War Graves signage required in village	E-mail sent to cwgc	MPC SNS			
23-01-18	Armistice Day 2018	Meetings arranged with Reverend Alan Coates 25-01-18 & Mike Credland 08-02-18	MPC SNS/SW			
29-01-18	CCTV PTZR failed	Re-set	MPC PC	30-01-17	CCTV now working	
29-01-18	Library Year 3 Revenue Grant available	Complete & Submit From to LCC	MPC SNS	30-01-18	Form submitted to LCC for Year 3 Revenue Grant	
24-01-18	Fallen Tree – Recreation field	Remove	MPC PC	30-01-18	Stump to be removed	

Q – Quotation Required

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