Notes of a meeting of the Parish Council held in Cranwell Village Hall on Monday 8 April 2013 commencing at 7:00 p.m.

Attendance: With Cllr H Morris in the Chair there were present,
Cllrs – Mr R Bett, Mr M Cassidy, Mr V Farthing, Mr J Hudson,
Mrs A Tyler and the Clerk Mr E Findlay.
Also in attendance; D/Cllr Whittle.

2 members of the public were in attendance.

The Chairman invited the members of the public to address the meeting at 7:02 pm.

One member of the public asked the District Councillor for an update on the flooding issue along Thorald Avenue as since the last meeting two people had cleared up the centre part along the length of the ditch of branches and debris, but left either end as it was. D/Cllr Whittle responded that he was unaware of who this might have been. He asked that the Parish Council contact LCC Highways to arrange a meeting to discuss the problem. The Clerk will contact LCC. He also asked if the increase in District Councillor expenses was related to the new fee for garden waste collection. It was pointed out that for the last two years the District Councillors had rejected any proposed increase in their allowances but looking to the future, it was hoped this increase might pursue younger, working people to consider becoming a District Councillor.

The Chairman then declared the meeting open at 7:12 pm.

48. Apologies for absence and reasons given.
The Chairman informed the meeting that Mr Foster had resigned as a Parish Councillor.

49. To receive any declarations of interest.
Cllr Morris declared an interest in minute ref: 52.d.i. and ii.

50. Notes of the ordinary meeting of the Parish Council held on Monday 4 March 2013 to be approved as Minutes.
Action: The Council RESOLVED to approve the notes from the ordinary meeting held on Monday 4 March 2013. Proposed by Cllr Bett, seconded by Cllr Tyler and agreed unanimously. The Chairman signed the minutes.

51. Receive reports from County/District Councillors.
Cty/Cllr Bauer and D/Cllr I Cartwright were unable to attend due to personal reasons.

D/Cllr Whittle commented on the soon to be concluded issue of the light repair opposite 73-75 College Road. A full report would be given by the Clerk at minute ref: 54.

Cllr Cassidy asked about the termination of the 635 bus route operated by Centrebus. It was a very sudden decision and a lady who used it to get to work is experiencing difficulties as the Call Connect service has other demands placed on its resources. The Clerk informed the meeting that Anita Ruffle a Transport Manager from Lincoln City Hall would be attending the Annual Parish Meeting to give details on both services.

D/Cllr Whittle left the meeting at 7:17 pm.
52. **Financial Matters**
   
   a. **Approve the report on any expenditure since the last meeting.**
      
      There were no cheques signed between meetings.
      
   b. **Approve payment of invoices listed on the “Finance Report”.**
      
      Action: The Council **RESOLVED** to approve the invoices listed to be paid.
      
      Proposed by Cllr Tyler, seconded by Cllr Hudson and agreed unanimously.
      
      c. **Consider the cost (£45.00) to repair the fence at the bottom of the car park.**
         
         Action: The Council **RESOLVED** to approve the repair.
         
         Proposed by Cllr Tyler, seconded by Cllr Cassidy and agreed unanimously. The Clerk would email the contractor to start the work.
      
      d. i) **Consider the proposal from the Village Hall Management Committee for permission to have a small internal storage room built (see pack up for details).**
          
          Cllr Bett gave verbal details of where the proposed storage room would be built and the reasons for the request.
          
          Action: The Council approved the proposal in principle, but deferred a final resolution until after more specific plans/drawings were available.
          
          Proposed by Cllr Hudson, seconded by Cllr Tyler and agreed unanimously.
          
          ii) **Consider making a contribution towards the construction of a new storage room within the Village Hall (see pack up for details).**
              
              It was stated that the Parish Council are always keen to support community ventures and they looked forward to hearing more details in the near future but a financial commitment would need to be discussed further as this had not been included in the budget and another possible unexpected expenditure had been brought to the attention of the Parish Council.
              
              Action: The Council **RESOLVED** to defer a decision until such time as the full costing was known and the conclusion of a couple of current Parish Council projects, when a better financial position would be known.
              
              Proposed by Cllr Cassidy, seconded by Cllr Tyler and agreed unanimously.
   
53. **Planning Applications**
   
   a. **13/0135/HOUS - erection of two storey side extension replacing garage at 4 Eastview Close, Cranwell, Sleaford, Lincolnshire NG34 8FR.**
      
      The Clerk informed the meeting that the application, 13/0135/HOUS, had been withdrawn at this time.
      
   b. **13/0080/HOUS - Erection of two storey side extension and single storey front extension to form entrance at 9 St Catherine’s Avenue Cranwell Sleaford Lincolnshire NG34 8XD.**
      
      The Clerk informed the meeting that the application, 13/0188/HOUS, was pending with NKDC.
      
   c. **13/0188/FUL - Construction of pumping station and ancillary works - Byards Leap Cottage Byards Leap Cranwell Sleaford Lincolnshire NG34 8EY.**
      
      The Clerk informed the meeting that the application, 13/0188/FUL, had been approved.
      
54. **Receive reports from the Clerk in relation to Council matters.**
   
   5 March 2013 - Following up on street lighting issue, originally reported to LCC Highways 24 October 2012, a resident had attended the March meeting to complain that the light had yet to be repaired. Having had a number of telephone calls over the intervening period the Clerk reported that LCC had attended what they believed to be the light column and repaired it. The Clerk re-reported it to LCC and following the intervention of Mr. Stan Hall from LCC, who personally visited the lady in question and has now had the correct light identified to him. It is hoped to be repaired in the next few weeks.
20 March 2013 - Cllr Morris emailed regarding Waltham PC. I then received a letter from Cllr Cassidy asking for further information on a Look North item regarding a Parish Council implementing a NO PARKING ON THE GRASS bye-law. The Clerk had also followed up on a thread on the Clerk e-forum and had received a response from Waltham Parish Council. The matter will be discussed later in the meeting.

25 March 2013 - Bus 635 service withdrawn due to financial/commercial reasons, as the subsidy that was given to Centrebus to provide the service is being withdrawn. NKDC who gave the subsidy carried out an audit and it became during the short audit period only 6 people used the bus. Understandably Centrebus were not prepared to provide the service without the funding. Transport Manager Anita Ruffle would be attending the Annual Parish Meeting to update parishioners.

4 April - Following the resignation of David Windebank the Clerk had been notified that as of 4 April, we are able to co-opt someone into that position. The Clerk would display the Notice of Vacancy for Stuart Foster after the meeting. Following the resignation of another Councillor the Clerk contacted LALC to confirm the protocol on how a PC would operate if they went inquorate (i.e. below quorum 3 or a third whichever is the greater). The response is as follows; You continue with less Councillors. Where a council drops below its legal quorum, the district council does then have powers, if it wishes, to appoint emergency Councillors (often the local District Councillor) to enable the Council to do anything vital whilst advertising for new members. Obviously if you drop to three, then everyone will have to turn up for any business to be transacted....

5 April – Following on from a thread on the Clerks e-forum LALC they have put together a training event on the Public Sector Mapping Agreement (PSMA), to be held Monday 24 June at Cranwell Village Hall, Old School Lane, CRANWELL, NG34 8DF, 1.30pm to 3.30pm. PSMA is a public sector agreement covering the use of geographic information (GI) for public sector organisations in England and Wales. The website has caused a number of issues for people trying to access the system, so the training event will be invaluable.

8 April - The Clerk today received details on a Flood Warden Seminar and there is an open invitation to all Councils to send a representative to attend on Monday 15 April, 17:45- 21:15, Fire and Rescue HQ, South Park, Lincoln. Anybody interested please contact Melanie.byrne@environment-agency.gov.uk directly.

8 Apr – The Clerk today received details from North Kesteven District Council and the City of Lincoln Council who have developed a shared service to manage the administration and collection of council tax and business rates on behalf of both Councils. The service called the “Revenue and Benefits Shared Service” is hosted by the City of Lincoln Council and therefore correspondence and emails will be via the City of Lincoln Council. Telephone numbers are as follows; City of Lincoln Council - 01522 881188 and North Kesteven - 01529 414155. The address for City of Lincoln where post should be directed is Revenues & Benefits for City of Lincoln Council and North Kesteven District Council Revenues and Benefits, PO Box 1257, Lincoln, Lincolnshire, LN5 5PQ.

55. **Receive reports from Councillor’s relating to responsibilities and outstanding tasks.**

No resolutions may be passed under this item but requests for matters to be placed on the next agenda can be made.

Cllr Bett reported that he had as yet not received notification on the outcome of our bid for a grant from the Armed Forces Covenant. He had also received a general quote for a possible repair to the tennis net post socket, but due to the projected cost, we would require a minimum of three quotes to be considered.

Cllr Farthing asked if there were any more developments with the new notice board for Brauncewell and was pleased when the Chairman gave him delivery of the newly purchased

Date: 16 May 2013

Signed:
board. Mrs Kayleigh Moor had arranged to have the Parish name stencilled on it. Cllr Farthing had arranged with the landowner where the old NB was sited to erect the new one as soon as possible. He also asked about the possible “Tourist” for the Horse Gin. This was ongoing. Cllr Morris gave an update on the CSPF, and following the table top/car boot sale the latest bank statement reads £3,265.17, with all the cash paid, but with the 2 cheques to be cleared, which will make the total £3,415.17.

Cllr Hudson reported that he had applied a coat of paint to the bus stop at Crane Close but another would be required to cover the graffiti. He asked if the condition of the fascias etc could be reviewed by somebody, he would take some photos for the Clerk who would ask Mr. John Scotney and Mr. David Rance to quote.

Cllr Cassidy reported that his playground inspections were as follows; 18 March - The children’s playground had a small amount of litter, mainly paper/plastic bottles. Both gates were closed. The grass was quite long, longer than the football pitch and consideration should be given to having an early cut in 2014. All equipment was secure and in good working order. Consideration should be given to updating the old "tub 11 swing seat as it’s considerably smaller than the new seat and showing its age, it is however quite safe and secure.

31 March - Playground inspection. A repeat of 18 March findings plus at the time of inspection an adult and two young children were using the tennis courts for a football kick about. The grass areas were very wet at the time.

Report of other areas of responsibility. The A17 has grown more potholes in almost exactly the same areas as were previously repaired and had again been reported to LCC.

The street lights along Cranwell Avenue, previously reported as on all day or not working at night remain outstanding and he had been advised that the RAF contractor has 8 weeks from time they are informed to carry out the work. As some lights were reported last October he requested action should be hastened.

The pavement on the College Hall side, opposite the area of light 51 has been vandalised/damaged somehow which has been reported to LCC.

The trees at the Mace development have now been re-staked. The playing field had a little litter and a small amount of dog fouling. The metal fencing has nylon ties at the base where the clips were loose and this seems to working. The car park in front of the Social Club presents a small risk of a trip/fall due to the degraded levels.

56. General correspondence.

The requested £100.00 donation from County Cllr Bauer’s community fund was unsuccessful but it is hoped a similar fund will be available after the forthcoming elections.

The matter of the overgrown trees at the corner of North Road & Willow Lane is at a stalemate at present with the owner of the property refusing to answer his door and as such the issue has been forwarded to LCC Highways.

Two people have now asked about having plaques placed on the Garden of Remembrance wall, to be placed on the next agenda and Cllr Hudson will check other suppliers for the engraved metal inserts.

Sewers Lane has a mix of overgrown trees mixed with wild bramble bushes adjacent to the property of 10 De-Gravel Drive. This is a Country Footpath and Bridle Way, and we should consider contacting LCC asking if say they can cut the tops off if this is too difficult for the resident.

The Chairman was in receipt of some dog fouling signs, a mixture of are metal ones (fixings provided) and stick on ones also need that can be sited around the Parish.
57. **Consider whether to pursue a “No Parking On Grass Verges” policy. (As per previously received email or post).**

   The Council discussed the proposal and also areas around the Parish where it might be of benefit. Whilst it was felt such enforcement would be a good thing in the main, it would require considerable support from the principal authority to regularly carry out the patrols.

   **Action:** The Council RESOLVED to approve the proposal and the Clerk would contact Lincolnshire County Council to see if they would be prepared to support the Parish Council on this matter.

   **Proposed by Cllr Cassidy, seconded by Cllr Bett and agreed unanimously.**

58. **Receive a report from Cllr Bett regarding his recent correspondence with Mr Alan Hardwick, the Police and Crime Commissioner in relation to the Speed Indicator Device (SID).**

   Cllr Bett reported that he had received a reply from Mr. Alan Hardwick which proved to be fairly non-committal;

   Dear Mr Bett
   Thank you for the background you have supplied on the use of Speed Indicator Devices in the NKDC Clusters. I am having ongoing discussions with senior officers of Lincolnshire Police and Lincolnshire Road Safety Partnership regarding SIDs and how they might be better utilised.
   Clearly there are some challenges to overcome, but I would hope that these are not insurmountable.
   Thank you again and please be assured that I will discuss the points you have raised with the appropriate individuals.
   Regards
   Alan Hardwick
   The Police and Crime Commissioner for Lincolnshire
   
   Hopefully we may hear more in the future.

59. **Nominate 2 further Councillors to the Cranwell Sports Pavilion Fund Committee (CSPF).**

   When the CSPF was set up it was deemed three Councillors would be required to assist. Due to one Councillor resigning from the Committee and one, whilst still involved in the CSPF, but resigning from the Parish Council it was left to Cllr Morris to fill three seats.

   Cllr Bett volunteered to sit on the CSPF until such time as the three current vacancies on the Parish Council are filled and Cllr Hudson and Cllr Tyler offered also.

60. **Consider a request by the Romper Room to extend their opening hours to include Thursday and Friday afternoon, 12 noon to 3:00pm.**

   The Council RESOLVED to approve the request by the Romper Room to extend their opening hours to include Thursday and Friday afternoon, 12 noon to 3:00pm.

   **Proposed by Cllr Hudson, seconded by Cllr Cassidy and agreed unanimously.**

61. **Consider allowing the Clerk the power to approve any amendment to any rental request for the Old School, rather than requiring full Council approval. The Council will then be informed under the Clerk’s monthly report.**

   The Clerk explained that due to the sudden influx of children requiring places at the Romper Room after Easter, a decision whether they could offer the extra sessions (as per minute ref: 60) had been delayed to allow for the Parish Council resolution. It was argued that the Clerk, who was not an even elected member of the Council, should not be given the power to make these sorts of decisions as it might set a precedent on the delegation of powers to the Clerk.

   This was countered that it would only the be to allow the Clerk to act as Booking Clerk to the Old School and it would be unreasonable to expect groups and other organisations such as the Village Hall to wait till each meeting before approval could be given to hire the Hall out and possible lose them money. The Clerk would report each instance of changes to the hiring
arrangements in his monthly report, so full details would be imparted to the Council as soon as practicable.
Action: The Council RESOLVED to approve the proposal to allow the Clerk to approve any rental request changes to maximise the rental income of the Old School and to then inform the Parish Council at the earliest opportunity.
Proposed by Cllr Bett, seconded by Cllr Tyler. The voted went For – 5, Abstain – 1.

62. To confirm the date of the next ordinary meeting of the Parish Council.
The next ordinary meeting was confirmed as Tuesday 16 May 2013 and will start after the conclusion of the Annual Meeting of the Parish Council, which starts at 7:00 pm.

63. To resolve to go into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960 to discuss the following matters
   a. Consider the received tenders for the Parish Council ground maintenance contracts.
   b. Present Clerk’s annual appraisal and pay review to the Parish Council.
Action: The Council RESOLVED to go into closed session.
Proposed by Cllr Cassidy, seconded by Cllr Bett and agreed unanimously.

This part of the meeting closed 8:45 pm.

The meeting continued in the absence of press and public at 8:46 pm.
(Not for publication by virtue of section 100(a) para 4 of the Local Government Act 1972, the items being of a confidential nature.)

Confidential Minutes
   a. Consider the received tenders for the Parish Council ground maintenance contracts.
The Council reviewed the tenders received and when considered they went as follows;
Action: The Council RESOLVED to grant the LCC grass cutting; Village grass cutting and the hedge cutting contract to Rick Webster Grounds Maintenance Ltd and the Churchyard and Groundsman Duties to Mr. John Scotney.
Proposed by Cllr Bett, seconded by Cllr Hudson and agreed unanimously.
   b. Present the Clerk’s annual appraisal and pay review to the Parish Council.
The Chairman discussed the contents of the Clerk’s appraisal and pay review, including training and reviewing the office equipment currently in use.
Action: The Council RESOLVED to approve the Clerk’s annual appraisal and pay review (back dated to 1 April 2013).
Proposed by Cllr Hudson, seconded by Cllr Bett and agreed unanimously.

The Chairman closed the meeting at 9:20 pm.

Signature: ..............................................................................................................................................................
Printed Name: ..............................................................................................................................................................
Date: 16 May 2013
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