

SCOTTER PARISH COUNCIL
Minutes of a Meeting of the Council held on 19th April 2010

PRESENT: Councillor C. Day (Chairman), Councillors M. Armstrong, B. Billam, M. Brown, J. Bullivent, D. Capes, J. Fillingham, S. Rayner and A. Sheardown, M. Brown (Clerk).

With no members of the public present, the meeting commenced at 7.31pm.

1 2010/11 : To receive and approve apologies for absence

No apologies were received, with all Councillors present.

2 2010/11 : To receive declarations of interest

Councillor Day declared a prejudicial interest in relation to agenda item 4 (minute reference 4 2010/11), his company being the Council's emergency and minor works contractor, and declared that he would leave the room for the duration of the item. In consequence, Councillor Brown will take the Chair for agenda item 4. Councillor Fillingham declared an interest in relation to the payment to Scotter Village Hall Association included in agenda item 16 (minute ref. 16 2010/11) due to his membership of that Association and stated his intention to abstain from voting on the item.

No other declarations were made at this time.

3 2010/11 : To approve the notes of the Council Meeting held on 15th March 2010 as the Minutes of that meeting

RESOLVED : To approve the notes of the Council Meeting held on 15th March 2010 as the Minutes of that meeting. These were signed by the Chairman.

At this point, Councillor Day left the meeting room, with Councillor Brown taking the Chair.

4 2010/11 : To receive a report and recommendations from the Cemetery & Allotments Working Group

The Council considered the paper prior circulated in relation to this item. It noted that Councillor Rayner has made an unsuccessful attempt to contact YEDL's Wayleave Manager to pressure for the swift receipt of the requested map showing the run of the underground cable in the cemetery and thanked him for his offer to continue efforts in an attempt to resolve this long-outstanding matter. It also noted that the issue of a contract for verge mowing and riverbank strimming for the 2010 cutting season will be considered as a separate agenda item at this meeting and that significant progress has been made in the production of a robust procedure for the annual inspection of memorials. At the conclusion of its deliberations on other matters included within the report, it :

RESOLVED :

- To instruct the emergency and minor works contractor to furnish and install two concrete posts, painted in yellow, to clearly mark the run of the underground cable in the allotments area of the cemetery.
- To place an order for safety mats and pegs, to the value of £207 plus VAT, and to employ the services of the emergency and minor works contractor to install the same to eliminate trip hazards that arise at the uprights of the senior swings.
- To issue an enquiry to an agreed list of contractors for the grounds maintenance of the public open spaces on The Granary/Granary Fold and on Elizabeth Close, with the exception of a requirement for the annual pruning of the planted shrubs. The latter is to be added to the scope of work of the Village Person.

Councillor Day then returned to the meeting room and resumed his duties as Chairman.

5 2010/11 : To agree a response to complaints received regarding auditory bird scarers.

The Council noted the two complaints received by e-mail and considered a draft response to such complaints. At the conclusion of its deliberations, it

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RESOLVED : To approve the use of the draft response, as presented, to current and any future complaints received from parishioners regarding excessive noise from bird scaring devices.

6 2010/11 : To approve the renewal of the Council's insurance policy

The Council considered the paper produced by the Clerk in respect of the renewal of the Council's insurance policy and, with the sums assured being appropriate to the Council's needs,

RESOLVED : To renew its insurance policy for the year commencing 1st June 2010 at a maximum premium cost of £1698.83.

The Clerk will negotiate with the insurer in an attempt to reduce the premium to £1680, in line with the amount allowed for in the precept. The cheque will be presented for the Council's approval and signature at the Annual Meeting of the Council.

7 2010/11 : To consider the investment of £25k into a 6-month guaranteed investment bond

The Clerk explained that, with precept monies now received, the Council has an opportunity to make a short-term guaranteed investment to maximise interest generation. £25k in a six-month bond will generate gross interest at 0.59%, compared with the existing deposit account (0.09%) and the current account (0.18%).

RESOLVED : To invest £25k into a 6-month guaranteed investment bond.

The Clerk will prepare the necessary paperwork for the signature of the Chairman and Vice Chairman. Until interest rates differentials change, the Clerk is to continue to restrict the monies in the deposit account to c. £2k

8 2010/11 : To consider whether to enter the Best Kept Village Competition, 2010

Having noted that the entry fee is £15.00, the Council

RESOLVED : To enter the 2010 competition.

As the deadline for entries is 6th May 2010, the Clerk will complete the application form and send it off with a personal cheque. She will then claim the amount as a personal expense.

9 2010/11 : To consider a request for a donation from Victim Support

The Council considered the request received against the background of the allowance made when setting the 2010/11 Precept for donations of this kind and :

RESOLVED : That, in accordance with its powers under section 137 of the Local Government Act, 1972, the Council will make a donation of £50 towards the work of Victim Support Lincolnshire which, in the opinion of the Council, is in the interests of the inhabitants of the Parish and will benefit them in a manner commensurate with the expenditure.

10 2010/11 : To approve the appointment of R.N. Store as internal auditor for the 2009/10 annual return

The Council reviewed the effectiveness of its system of internal audit. Its scope is clearly and comprehensively laid down in the agreed audit plan and the independence and competence of its auditor is guaranteed by the utilisation of an external professional firm of accountants. A suitable relationship exists between the parties to ensure that the audit can be properly carried out and the audit itself is properly planned and recorded. Against this background, it was :

RESOLVED : To appoint R.N. Store to carry out the internal audit for the financial year 2009/10.

As there are matters for the consideration of the Asset Management Working Group (e.g. a review of the Council's risk management policy, year-end asset valuation, etc.), the Clerk will call a meeting of that group in the near future.

11 2010/11 : To receive a report on the safety inspection of Parson's Field

Councillors Day and Sheardown reported that they had inspected Parson's Field for safety on a regular basis during the period and had found nothing of a specific safety concern. Both Councillors reported

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that the general level of littering appears to have reduced, although Councillor Sheardown raised the issue of dog owners who throw bags of excrement into the trees/undergrowth rather than depositing them in the dog bins.

12 2010/11 : To agree which Councillors will be responsible for safety inspections of the cemetery and the playground for the next month

Councillor Sheardown kindly offered to carry on with the playground inspections for the forthcoming month, with Councillor Brown stating his willingness to continue with the cemetery inspections. These offers were welcomed by the Council.

Whilst Councillor Brown found nothing of concern at the cemetery during his inspection, Councillor Day commented that (on a recent visit) he had noted a potential trip hazard that had been caused by the way in which a memorial slab (part of a kerb set) had been set aside to allow for a burial. He had immediately attended to the trip hazard but did not understand why the slab had been left in the cemetery. The Clerk will investigate.

13 2010/11 : To receive a report from the Clerk

The Council noted the report, with comments made in relation to the following :

104 2009/10 : Registration of land ownership

The Council noted with concern that little progress has been made in relation to this matter over the last four years and asked the Clerk to contact the legal advisor to ask what the Council needs to do to bring it to a conclusion.

112 2009/10 : Community Development Work (Youth Issue)

The Chairman gave a verbal report on the Cross-Border Working Group meeting, held on 8th April 2010. Whilst much of the meeting's content had already been described to Councillors as part of Helen Freeston's presentation to the Annual Parish Meeting, the Chairman informed Councillors that he had raised his concern that the group was making little real progress (the same topics coming up each time) and had no specific objectives to achieve. Whilst it has had a positive impact on improving liaison between the two police forces, this should have been happening in any event. Whether the group will produce anything of real value remains to be seen.

168 2009/10 : Annual Parish, Town and District Council Assembly

Councillors Rayner and Sheardown gave their apologies that they were unable to attend the assembly, Councillor Rayner having been detained at work and Councillor Sheardown's mother having been admitted to a care home on that evening.

199b 2009/10 : Appointment of a Parish Litter Picker

Further to the comments made in her report, the Clerk stated that the joint interview of the applicant had taken place that afternoon and that both she and the WLDC representative were happy to recommend that the applicant be offered the job. In consequence of this, the recommendation will be considered at the end of the meeting when the Council is in camera.

199c 2009/10 : Revised cemetery policy

The Council was disturbed to note in the Clerk's report that the vast majority of funeral directors and memorial masons in receipt of a copy of the revised policy have both failed to acknowledge its receipt (confirming acceptance of its contents) and to submit a copy of their public liability insurance certificate. In consequence, it

RESOLVED : To chase the companies for an urgent response stating that, until a suitable response is received, the company will not be permitted to undertake work in Scotter Cemetery.

225 2009/10 : Public open spaces at the Beal Homes' development

The Clerk stated that, since issuing her report, she had received a letter from Beal Homes that confirmed that it has now completed all of the remedial work requested (with the exception of the final coat of paint to the gates, which will be carried out early week commencing 19th April 2010). The letter goes on to ask the Council to arrange an inspection later that week and to then confirm that the land transfer can be completed. Following discussion, it was agreed that a final inspection should be conducted by Councillor Brown and the Clerk and (with the exception of Councillor Day who abstained) :

RESOLVED : That, subject to the inspection confirming that all previous negative findings have been resolved, approval is given to the completion of the land transfer.

231a 2009/10 : Community Beat Manager

The Council noted with some disappointment that the response from the Chief Constable placed no timescale on the appointment of a replacement CBM for the Gainsborough Rural North beat. It

RESOLVED : To write again to the Chief Constable to ask precisely when the position will be filled.

As the current review and restructuring exercise appears to be increasing the geographic area covered by Inspectors, concern was voiced that a similar approach may be taken to the size of beats. With Gainsborough Rural North already covering a large geographical area and many villages (including three large settlements, all of which have grown substantially in the last decade) the letter is also to state the Council's objection to the size of beat being increased.

231d 2009/10 : 30mph limit, Messingham Road

The Clerk reported that she had now received a copy of the petition sent by the residents of Elizabeth Close to the County Council and a copy of the latter's acknowledgement of the same. As it is possible that Mr Brookes (who responded to the Council's letter) is unaware of the petition, the Council

RESOLVED : To write to Mr Brookes again to ask him to prioritise the assessment of the A159 in light of the strength of feeling on the matter as demonstrated by the residents.

Copies of the correspondence are to be sent to the original complainant.

236a 2009/10 : Village website

Councillor Sheardown reported that, to date, he has received expressions of interest in having a web page from eight parish-based organisations.

13b 2010/11 : Complaint regarding vandalism in the cemetery

Further to her written report in which it was stated that, following a detailed inspection, no memorials had been found splattered with paint, the Clerk further reported that she understood that the complainant had contacted Councillor Fillingham following receipt of the Clerk's letter to state her intention to visit the cemetery again with family members to inspect the memorial in question. Whilst Councillor Fillingham had heard no more directly, he understands that the complainant was in error and that the memorial has not been vandalised.

13c 2010/11 : Joint plinths

The Clerk reported that she had received an application to install a joint plinth on two adjacent graves for memorials to a late husband and wife. Whilst other such plinths exist in the cemetery, they are not specifically covered in the cemetery policy, such that the Clerk did not wish to approve the application without the Council's agreement. As such plinths can improve the stability of memorials erected in the traditional area of the cemetery, the Council

RESOLVED : That applications for joint plinths may be approved by the Clerk.

14 2010/11 : To receive new correspondence not already included above

The Clerk reported that a pack of correspondence had been received in that day's post from WLDC related to flood risk management. Included within it is an invitation to submit comments on WLDC's proposed flood management strategy with responses required by 14th May 2010 (which is prior to the Council's next meeting). Also included is an invitation for parish councils to submit applications for funds (limited to £250 per council on a first-come, first-served basis and with an overall maximum spend by WLDC of £10k) to be spent on flood minimisation measures. Considering the importance of this issue to the parish and the quantity of paperwork received, the Chairman asked the Clerk to prepare a special circulation of the papers and to request an extension to the deadline for responses on the strategy from WLDC to enable the Council to consider the matter properly at the next meeting. If WLDC is unable to grant an extension, an extraordinary meeting of the Council is to be called.

Other items of correspondence (not already considered above and received prior to the April Meeting) were placed on circulation to Councillors at the meeting. If the need arises to take action in relation to any of this correspondence, it will become an agenda item for consideration at a future meeting.

15a 2010/11 : To receive the Minutes of the Planning Committee meetings published since the last Council meeting and adopt the recommendations contained therein

The Council considered the minutes of the Planning Committee meetings of 15th March 2010 and 7th April 2010 and

RESOLVED : To concur with the actions taken by the Planning Committee and to adopt the minutes of the Committee meetings held on 15th March 2010 and 7th April 2010.

15b 2010/11 : To note the receipt of results from the planning authorities

The Council noted the following results received from the Planning Authorities during the period :

PL/0255/09 Sewage Pumping Station, Riverside, Scotter – a planning application to construct a control kiosk.

Granted

124802 Plots 12A & 12B Soulby Wood Park, Scotter – a planning application to erect 2 No. dwellings.

Granted

125456 1 Bramley Grove, Scotter – a planning application to erect a conservatory.

Granted

125489 Poplar Grove Farm, Gainsborough Road, Scotter – a planning application for change of use of a 2-acre portion of a 22 acre agricultural field to caravan storage holding up to 150 caravans.

Refused

16 2010/11 : To approve payments made to complete the 2009/10 financial year

The Council examined the accounts paid for supplies and services received since the last meeting and which completed the 2009/10 financial year and, with the exception of Councillor Fillingham who abstained :

RESOLVED : That the following payments are approved.

<u>CHEQUE</u>			<u>NET</u>		<u>TOTAL</u>
<u>NO.</u>	<u>TO WHOM PAID</u>	<u>PARTICULARS OF PAYMENT</u>	<u>VALUE</u>	<u>VAT</u>	<u>PAYMENTS</u>
Direct Debit	Talk Talk (was Tiscali)	Broadband, Mar./phone calls, Feb.	24.29	4.25	28.54
402057	H.M. Customs & Revenue	PAYE & NI, Month 12	378.15	-	378.15

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402058	Mrs M. Brown	Wages	537.54	-	
		Mileage	9.60	-	
		Postage	3.60		
		Stationery	8.30	1.45	
		Ground rent for Susworth notice board	1.00	-	561.49
402059	Mr. J. Lyon	Wages	596.62	-	
		Watering can + alarm batteries	4.66	0.81	602.09
402060	Green Stripe Garden Mch'y	Al-ko 4210 HPD 16" hand mower (p/ex)	265.00	46.38	311.38
402061	Craig Willis(Aspen Tree Services)	Felling of conifer on Riverside	395.00	-	395.00
402062	SVHA	Office rental & meeting room hire, Q4 09/10	241.50	-	241.50
			2,465.26	52.89	2,518.15

17 2010/11 : To note income received during March 2010 and to approve the year-end cash book and its reconciliation to the bank statements

The Council noted the following income received during March 2010.

<u>DATE</u>	<u>PAYER</u>	<u>DETAILS</u>	<u>RECEIPTS</u>
05.03.10	Co-operative Bank	Interest - current account	2.83
05.03.10	T. Cooper	Excl. right to burial of cremated remains only in grave Y3	40.00
05.03.10	Co-operative Funeralcare	Excl. rights & interment (crem. remains) in grave BE61	95.00
05.02.10	Cliff Bradley & Sons	Interment of cremated remains in grave BC09	50.00
TOTAL RECEIPTS			187.83

It then examined the cashbook as at end of the 2009/10 financial year and its reconciliation to the bank statements and

RESOLVED : That the cashbook at the end of the 2009/10 financial year should be signed by the Chairman and Clerk as a true record.

18 2010/11 : To approve payments to be made

The Council examined the accounts to be paid for supplies and services received since the last meeting and :

RESOLVED : That the following payments should be approved.

<u>CHEQUE NO.</u>	<u>TO WHOM PAID</u>	<u>PARTICULARS OF PAYMENT</u>	<u>NET VALUE</u>	<u>VAT</u>	<u>TOTAL PAYMENTS</u>
402063	West Lindsey CAB	Donation	200.00	-	200.00
402064	LTDBF Ltd	Rental of Parson's Field - 6 months	5.00	-	
		Rental of access way - 6 months	0.50	-	5.50
402065	North Kesteven DC (for WLDC)	Cemetery rates, 2010/11	89.01	-	89.01
402066	ICCM	Annual membership 2010/11	85.00	-	85.00
402067	Spencer's Garage	Fuel	80.20	14.03	94.23
Direct Debit	Talk Talk	Broadband, Apr./phone calls, Mar.	18.46	3.23	21.69
TOTAL PROPOSED PAYMENTS			478.17	17.26	495.43

19 2010/11 : To take any points from members, identify items for the next agenda and to note urgent items of interest.

19a Councillor Armstrong reported her concern over the large number of deep potholes on the road between Scotter and Susworth. The Clerk will report these to LCC for attention.

20 2010/11 : To consider whether, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press should be temporarily excluded from the meeting

RESOLVED : That, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press should be temporarily excluded for the following items

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of business on the basis that they relate to items that contain confidential personal and commercial information.

22 2010/11 : To consider the filling of the vacancy among the members of the Parish Council by co-option

As the Council members had not had the opportunity to prior meet with a candidate, it was

RESOLVED : To defer the co-option until the Annual Meeting of the Council.

23a 2010/11 : To approve the placement of a contract for grass cutting services.

The Clerk outlined the various enquiries issued for the work and the general lack of suitable response that had been received. With the requirement for the first verge cut imminent, she has re-enquired of the local arm of a national company that had previously neglected to quote and has been assured that a quotation will be forthcoming. Considering the difficulties experienced to date, the Council

RESOLVED : That, subject to the quotation being in line with the requirements and the total cost being within the amount allowed for in the precept, the Clerk is to place the contract with the tendering company on receipt of the quotation.

23b 2010/11 : To approve the appointment of a parish litter picker

Further to the discussion held under agenda item 13, the Clerk informed the Council of the name of the applicant, the comprehensive and suitable nature of his CV and then described the interview process. Following some discussion, it was

RESOLVED : To approve the appointment (by WLDC) of the applicant as the parish litter picker.

24 2010/11 : Housing Issue

The Clerk asked the Council to consider a further item which had recently been brought to her attention by a very distressed parishioner, which is related to an ongoing issue the parishioner is having with the registered social landlord. Having heard the facts of the matter, the Council

RESOLVED : To write a letter to the landlord in support of the parishioner's position.

The Chairman declared the meeting closed at 8.35pm.

Clerk:

Chairman:

Date:

Initialed Chairman