

**SCOTTER PARISH COUNCIL**

**Minutes of a Meeting of the Council held on 17th December 2012**

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

**In attendance :** Ward Councillor W. Parry

With no members of the public present, the meeting commenced at 7.32pm.

**133 2012/13 : To receive and approve apologies for absence**

No apologies were received, with all Councillors present.

**134 2012/13 : To receive declarations of interest in accordance with the Localism Act 2011**

Councillors Bullivent and Sheardown declared an interest in relation to the payment of expenses to them contained in agenda item 13 (minute ref. 145 2012/13) and stated their intention to refrain from voting on the matter. No other declarations were received at this time.

**135 2012/13 : To approve the notes of the Council Meeting held on 19<sup>th</sup> November 2012 and of the Extraordinary Meeting held on 3rd December 2012 as the Minutes of those meetings**

The Council considered the notes presented and, subject to an amendment to minute 119 2012/13, **RESOLVED : To approve the notes of the Council Meeting held on 19th November 2012 and of the Extraordinary Council Meeting held on 3rd December 2012, as circulated and amended, as the Minutes of those meetings.** These were signed by the Chairman.

**136 2012/13 : To receive a report from the Chairman on his recent inspection of Parson's Field.**

The Chairman commented that he had been unable to attend site during the period but had received no complaints from members of the public.

**137 2012/13 : To agree which Councillors will be responsible for safety inspections of the cemetery and the playgrounds for the next month**

Councillor Day stated his willingness to continue with cemetery inspections and Councillor Sheardown will continue with playground inspections.

**138 2012/13 : To consider a letter received from Anglian Water in relation to the water supply at Scotterthorpe allotments**

The Council discussed the letter received, with Councillor Sheardown confirming that a similar request for information had been received in relation to the water supply to the village hall. The Chairman explained that he had gone through the questionnaire with the Clerk and that the information requested was relatively straightforward. It was

**RESOLVED : That the questionnaire be completed by the Clerk, with the support of the Chairman.**

**139 2012/13 : In light of the Localism Act, 2011, to note LALC's advice to Councillors when applying for dispensations**

The Council noted the advice received from LALC on the topic of dispensations and

**RESOLVED : To adopt the model form for the use of Councillors when requesting dispensations and to expand the standing agenda item regarding declarations of interest to include dispensation requests.**

**140 2012/13 : To consider a response to the imposition of a surcharge of £5 per month by the provider of fuel to cover the administration of the accounts service**

The Council considered the letter received from its provider of fuel and noted that the surcharge is applicable to all of its account customers. The Clerk confirmed that the time and cost implications

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associated with utilising a different supplier would outweigh the surcharge, which will only be applicable on months when the Council has actually purchased fuel. In consequence, it was **RESOLVED : To accept a surcharge of £5 per month on fuel invoices to cover the administration of the accounts service.**

**141 2012/13: To receive a report from the Clerk**

The Council noted the report, with specific comment made regarding the following items :

**71e 2012/13 : Councillor Initiative Fund, 2012/13**

The Clerk explained that she had now received a formal offer of the funds from WLDC and had responded by letter, accepting the terms of the offer and including a recent copy of the Council's bank statement, as requested by WLDC. The Council offered Ward Councillor Parry its thanks for his support in this matter. The Clerk went on to explain that receipts for the monies expended must be with WLDC no later than 25th February 2013, leaving a very restricted timescale for the work. It was agreed that the Clerk should request Mr Ely's assistance in engaging the main contractor for the refurbishment of the floor and ceiling of the old tennis hut. The Clerk will also liaise with Councillor Baker regarding the purchase of paints and materials for the internal decoration of the hut.

**83 2012/13 : Policing support for the parish**

The Chairman commented that he was pleased to hear that Chief Inspector Pache has reinforced the need for officers to take the names and details of anyone that they speak to in the parish regarding acts of antisocial behaviour. However, he will liaise with the PCSO to ensure that this continues to be the case.

**90d RoSPA Inspection of Playgrounds, 2012**

It was agreed that a meeting of the Cemetery & Allotments Working Group will be held on Thursday 3rd January 2013 to discuss the RoSPA report and also to consider the future management of the allotments at Scotterthorpe.

**98 2012/13 : Payment of the Acting Clerk**

With the backlog of work which arose when there was no Clerk now fully cleared, it was **RESOLVED : To approve 60 paid hours for the acting Clerk for November 2012.**

**109c 2012/13 : Real Time Information (RTI)**

With HMRC requiring PAYE information to be reported on line via RTI from April 2013, Councillor Sheardown offered the Clerk his assistance should she have any difficulty in adapting to the requirement.

**114b 2012/13 : Overgrown tree**

The Council was pleased to note that the residents of the Lindholme property have cut back the elderberry tree in their hedge that was obscuring the view of vehicles approaching Kirton Road

**141a 2012/13 : Grass cutting contract**

The Council considered the report presented by the Clerk and

**RESOLVED : To award a contract for verge flail mowing, riverbank strimming and bed maintenance to Helping Hand for a period of three years, commencing 2013.**

**141b 2012/13 : Verge between the kerb and the gate of The Old Manor House, Riverside**

The Council considered the exchange of correspondence between the resident and the Clerk on this matter and

**RESOLVED : To respond to the resident that the land in question is not in its ownership and that verges and footpaths are usually owned by Lincolnshire County Council.**

**141c 2012/13 : Surface dressing of roads in Scotter**

The Council considered the very many complaints that the Clerk had received regarding the state of the roads and footpaths following the failed re-surfacing work and noted that her last e-mail to the Highways officer on the matter had not been responded to. Councillor Baker reported that one of her grandchildren had been hit in the face that day by a loose chipping thrown up by a passing car and that she was fearful that her ground floor windows could easily be broken, the window in the butcher's shop having already suffered such a fate. Following some discussion, it was

**RESOLVED : That an e-mail be sent to Mr S. Wiles at LCC Highways, with accompanying photographs, stressing the urgency of the issue, asking for immediate action to sweep the roads and footpaths and asking how the issue is to be properly resolved.**

The e-mail is to be copied to Ward Councillor Parry, so that he can bring it to the attention of Ward Councillor Underwood-Frost.

**141d 2012/13 : Printer problem**

The Clerk reported that the issue with the printer did seem to be improving. However, considering the cost of a new printer (c. £150, exclusive of VAT), it was

**RESOLVED : That the Clerk should purchase a replacement printer should the issue not be fully resolved.**

**142 2012/13 : To receive new correspondence not already included above, to be circulated at the meeting**

Other items of correspondence (not already considered above and received prior to the December 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 be an agenda item at a future meeting.

**143a 2012/13 : To receive the Minutes of the Planning Committee meetings published since the last Council meeting and adopt the recommendations contained therein**

The Council noted that no meetings of the Planning Committee had been held during the period.

**143b 2012/13 : To note the receipt of results from the planning authorities**

The Council noted the following result received from the Planning Authority during the period : **129183 85b High Street, Scotter** – a planning application for change of use from residential to hair and beauty spa.

**Granted**

**144 2012/13 : To note income received during November 2012 and to approve the cash book as at the end of November 2012 and its reconciliation to the bank statements.**

The Council noted the following income received during November 2012.

<u>DATE</u>	<u>PAYER</u>	<u>DETAILS</u>	<u>RECEIPTS</u>
12.07.12	Co-operative Bank	Interest - 1 year bond, Elizabeth Close	394.12
05.11.12	Co-operative Bank	Interest - current account	5.00
07.11.12	LCC	Contribution towards parish verge mowing during 2012	2,294.44
07.11.12	H.M. Revenue & Customs	Recovery of excess statutory maternity pay	3,772.27
07.11.12	Mrs K. J. Day	6 months rental of Constable land from 29/09/12	200.00
07.11.12	Cliff Bradley & Sons	Exclusive right to & interment in grave Y10	450.00
07.11.12	Cliff Bradley & Sons	Exclusive right to & interment in grave Z1	200.00
09.11.12	Sport England	Interim payment of grant towards MUGA costs	24,115.00
19.11.12	Barningham Memorials	New memorials on graves BE52 & Z1. Add. Inscription on grave BC45	185.00
20.11.12	WREN	Payment of grant towards MUGA costs	48,750.00
30.11.12	Co-operative Bank	Interest on termination of 1 month bond	5.32
		<b>TOTAL RECEIPTS</b>	<b><u>80,371.15</u></b>

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It then examined the cashbook as at end of November 2012 and its reconciliation to the bank statements and

**RESOLVED : That the cashbook at the end of November 2012 should be signed by the Chairman and Clerk as a true record.**

**145 2012/13 : To approve payments to be made.**

With the exception of Councillors Bullivent and Sheardown, who abstained, it was

**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	Multidata	Broadband & line rental, Dec. 2012	33.43	6.69	
		Excess bandwidth use, Oct. 2012	3.75	0.75	
		Call charges, October 2012	12.23	2.45	59.30
402424	H.M. Revenue & Customs	PAYE & NI, Month 8	151.11	-	151.11
402425	Mrs N. Altoft	Maternity pay	568.60	-	568.60
402426	J Lyon	Wages	625.12	-	
		Mileage	28.80	-	653.92
402427	Mrs M. Brown	Printheads	75.04	15.00	
		Paper rolls for garage	9.59	1.92	
		Stationery	11.00	2.20	
		Postage	59.80	-	
		Rent paid for Susworth notice board	1.00	-	175.55
402428	Green Stripe	Stainless steel lawn rake	22.46	4.49	
		Replacement safety boots	59.70	-	86.65
402429	Navigus Planning	Subscription to Journal of Local Planning	50.00	-	50.00
402430	SLCC	Annual subscription	127.00	-	127.00
402431	A. Sheardown	Hosting of village web site	42.79	-	42.79
402432	J. Bullivent	2yr licence for off-site back up of PC	75.66	-	75.66
			<b>1,957.08</b>	<b>33.50</b>	<b>1,990.58</b>

**146 2012/13 : To agree the dates of office closure over the Christmas period**

**RESOLVED : That the office will close at end of business on Wednesday 19th December 2012, re-opening on Wednesday 2nd January 2013.**

**147 2012/13 ; To take any points from members, identify items for the next agenda and to note urgent items of interest.**

**147a** The Clerk reported that she had received a complaint from a resident of High Street who was experiencing television reception problems due to the proximity of branches of a tree on the cemetery driveway, and that she had requested Councillor Capes' advice on the matter. Councillor Capes reported that he had visited the resident and examined the tree. Whilst a healthy specimen, the issue has arisen as the tree's trunk bifurcated at an early stage, with one part of the trunk now significantly overhanging the resident's garden. With the tree's size, he proposed that the work needs to be undertaken by a tree specialist but stated that the cost was expected to be under £200. It was agreed that Councillor Capes should meet with Aspen Tree Services on site to explain the scope of work and it was

**RESOLVED : That Aspen Tree Services be instructed to carry out the work if the quoted price is within the Clerk's emergency expenditure power.**

**147b** Councillor Armstrong commented that she had again complained to LCC Highways regarding the very overgrown state of the footpath on Butterwick Road and other highways issues in Susworth. She explained that Susworth residents feel that they get very little for their Council tax and asked whether the Village Person could dig out the footpath. The Chairman responded that the Council

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had always been sympathetic to requests from Susworth but that this would be a totally inappropriate use of the Village Person, particularly as the responsibility for footpaths clearly rests with the County Council. The Clerk stated that, having heard from Councillor Armstrong on the matter that morning, she had also chased LCC in writing regarding the footpath (having previously reported it as an urgent issue in mid September) and hoped that this would result in some action being taken in the near future.

**148 2012/13 : 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 item of business on the basis that it relates to a contractual issue.**

**149 2012/13 : To consider the payment dispute related to the hire of the Eau Community Centre for youth activities**

As the Chairman is meeting with the Chair of the Eau Community Centre shortly, it was agreed to defer this item until after that meeting has taken place.

The Chairman declared the meeting closed at 8.06pm.

Clerk: .....

Chairman: .....

Date: .....