

**SCOTTER PARISH COUNCIL**

**Minutes of a Meeting of the Council held on 21<sup>st</sup> February 2011**

**PRESENT:** Councillor C. Day (Chairman), Councillors M. Armstrong, C. Baker, B. Billam, M. Brown, J. Bullivent, D. Capes, J. Fillingham, S. Rayner and A. Sheardown, Ward Councillor W. Parry, M. Brown (Clerk), Mrs N. Altoft (prospective Clerk).

Two members of the public were in attendance during the public open forum to pass onto the Council their views on the role that the Council should play in the funding of the proposed culvert for the A159 bridge. PCSO W. Thomas was also in attendance and discussed with Councillors live policing issues within the Parish and explained the current deployment of local resources in relation to the Gainsborough Rural North beat. On the conclusion of these discussions, the meeting commenced at 7.48pm.

**199 2010/11 : To receive and approve apologies for absence**

No apologies were received, with all Councillors present.

**200 2010/11 : To receive declarations of interest**

Councillors Capes (a payment of expenses), Day (a payment to his company for work done) and Sheardown (a payment to the Village Hall Association, of which he is the treasurer) all declared an interest in relation to agenda item 17 (minute ref. 215 2010/11) and stated their intention to refrain from voting on the matter. Councillor Baker declared an interest in relation to item 171 2010/11 of the Clerk's Report due to her involvement with the Friday Night project. No other declarations were made at this time.

**201 2010/11 : To approve the notes of the Council Meeting held on 17<sup>th</sup> January 2011**

**RESOLVED :** To approve the notes of the Council Meeting held on 17<sup>th</sup> January 2011, as circulated, as the Minutes of that meeting. These were signed by the Chairman.

**202 2010/11 : To note the arrangement for the parish and town council elections on Thursday 5<sup>th</sup> May 2011**

The arrangements were noted by Councillors.

**203 2010/11 : To consider whether to subscribe to LALC's Annual Training Scheme for 2011/12**

The Council considered the scheme against the background of the appointment of a new Clerk and the impending election, which may result in new Councillors. With a likely high training need in the next year, it

**RESOLVED :** To subscribe to LALC's Annual Training Scheme for 2011/12 at a cost of £105. The Clerk will prepare a cheque accordingly, for signature at the March Council meeting.

**204 2010/11 : To consider what response to make to WLDC's request for feedback on agency responses to the severe winter weather experienced during December 2010**

The Council considered the e-mail received from WLDC, via LALC, requesting feedback on the response of the various agencies to the severe winter weather that was experienced in December last year with the aim of identifying possible improvements. Following some discussion, it was

**RESOLVED :** To respond, raising the Council's extreme disappointment with the lack of response from LCC on highways issues, informing WLDC of the ongoing dialogue with LCC in an attempt to develop a local emergency plan via the use of local farmers/other approved contractors and commending WLDC on the special refuse collection arranged at the village hall, albeit that another collection point in the village would have been useful.

With a due date for responses of 25<sup>th</sup> February 2011, the Chairman asked the Clerk when the request for feedback had been received. The Clerk responded that the e-mail had arrived on 4<sup>th</sup> February 2011, giving only three weeks for a response. As this is yet another example of information being requested by WLDC in a very short timescale (and one that would preclude many parish councils

**Initialled ..... Chairman**

who meet on less than a monthly basis) and considering that the Council has formally complained about this before with apparently no effect, the Chairman asked Councillor Parry to raise this issue on behalf of the Council.

**205 2010/11 : To consider what response to make to DEFRA's consultation on the future of the public forest estate**

The Clerk reported that, subsequent to the issue of the agenda for the meeting and in consequence of the huge groundswell of public opinion against the proposals, DEFRA has now withdrawn this consultation.

**206 2010/11 : To consider a request from Churches Together for permission to use Riverside for the annual service.**

The Clerk reported that a request had been sent on behalf of all of the local churches for permission to be granted for a service on the Council's land at Riverside, to be held on July 10<sup>th</sup> 2011 commencing at 6.00pm. The site would be required for c. 3.5 hours to allow time for setting up before the service, the service itself, fellowship thereafter and then time for clearing up and tidying. Churches Together has acquired insurance specifically tailored to its needs in relation to such activities, giving public liability cover and product cover. The Council

**RESOLVED : To grant permission for Churches Together to hold a service on Riverside on Sunday 10<sup>th</sup> July 2011, subject to the provision of indemnification in the form required by the Council.**

The Council also noted that Churches Together intends (weather permitting) to hold a Christmas Extravaganza event on The Green on 18<sup>th</sup> December 2011 from 5.30pm onwards.

**207 2010/11 : To agree a date, time and format for the 2011 Annual Parish Meeting**

It was agreed that the meeting will be held on Thursday 7<sup>th</sup> April 2011 at 7.30pm in the large committee room of Scotter Village Hall. Councillor Brown kindly offered to book the room for the event. Letters of invitation are to be issued to the parish organisations/clubs, to Lincolnshire Police and to the Ward Councillors as soon as possible, with such letters inviting the submission of annual reports. The Chairman and Clerk will meet to agree the topics for inclusion on the agenda.

**208 2010/11 : To agree representation at the Parish, Town and District Council Assembly**

The 2011 Assembly meeting will be held on Monday 4<sup>th</sup> April 2011 at 7pm in the village hall at Waddingham. It was agreed that the Council will be represented by Councillors Day, Bullivent and Sheardown. A detailed agenda for the meeting will be received from WLDC nearer the date and the Clerk will send a copy of that agenda to the Councillors attending.

**209 2010/11 : To receive a report on the safety inspection of Parson's Field**

Councillor Day reported that he had inspected Parson's Field and found nothing of a specific safety concern. However, he had noted that the previously level ground (behind the dwellings on High Street) has, due to mole and rabbit activity, become very uneven and he now has concerns about utilising the ride-on mower in such conditions. He asked members of the Council to attend Parson's Field prior to the March Council meeting to assess the state of the land. If there is consensus that the land is not suitable for regular mowing using the ride-on mower, the Council may have to resolve that mowing can only take place when it has given specific permission for the activity. If this is the case, the Village Person's work schedule will need to be amended to suit.

**210 2010/11 : To agree which Councillors will be responsible for safety inspections of the cemetery and the playgrounds for the next month**

Councillor Brown stated his willingness to continue with the cemetery inspections and Councillor Sheardown will also continue with the playground inspections. It was noted that the fencing panel on the rear boundary of a Revills Close property that had only recently been put back in place has

again been displaced and there is evidence that the gap is being used as access to the cemetery. If it has not been replaced by the March meeting, a further letter will be sent to the dwelling's owner.

**211 2010/11 : To receive a report from the Clerk**

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

**236a 2009/10 : Village website**

Councillor Sheardown reported that two more village organisations have committed to having a page on the website – Scotter Juniors FC and the Playing Fields Committee. The Council noted that a letter had been received from Domain Renewal Group advising that the registration of the domain name “scottervillage.com” will expire on 9<sup>th</sup> June 2011 and suggesting that the name should be transferred from the current Registrar and renewed with Domain Renewal Group at a cost of £75.00 for five years, to include DNS, URL and e-mail (lower costs available for shorter periods). Having discussed the matter, the Council

**RESOLVED : To transfer and renew the domain name for a period of 5 years with Domain Renewal Group at a cost of £75.00, as a donation towards community project work.**

**143 2010/11 : Recommendations from the Cemetery & Allotments Working Group**

Further to her written report, the Clerk stated that she has now instructed the grounds maintenance contractor to follow the bank strimming plan received from the Environment Agency in light of the presence of water voles on the banks. The 2011 cutting season will be Year 2 of the plan. The first cut will take place at the end of March with the second in July 2011, so as to miss the three month period (April to June) requested by the Agency.

In the Spring, the new Clerk will need to instruct the Village Person to touch up paint chips on the fence surrounding the public open space on The Granary and to oil the wooden furniture and play equipment in The Granary and Granary Fold public open spaces.

**165 2010/11 : Replacement of the ride-on mower**

The Clerk reported that the new machine is now in the country and that she is in the process of obtaining a temporary cover note and providing the proof of owner's name and address required by Green Stripe Garden Machinery to enable the latter to obtain a registration document and number plate for the machine. It will be on a March 2011 plate. Once registered, a machine exchange date and time will need to be agreed with the new Clerk, who will arrange with the insurer for a simultaneous transfer of the insurance policy.

**171 2010/11 : Grace Church and youth work**

Councillor Baker reminded the Council that she was declaring an interest in relation to this item in her capacity as youth worker and current organiser of the Friday Night project. The Clerk reported that, further to the meeting held between the Chairman and Dr Birch on 10<sup>th</sup> January 2011 at which the Chairman expressed the Council's wish to take over the management responsibility for the Friday Night project, a written response had now been received from Grace Church stating that its Leadership wishes to spend three months reviewing its commitment to the project and that, no later than June 2011, it will write to the Council with its final decision. The Chairman expressed his concern over this delay as it prevents the Council planning summer activities for the young people, working with the other agencies (e.g. Play Rangers, etc.). However, as Councillor Baker is currently in discussion with the church over her future role with them, the Chairman suggested that it would be prudent to await the outcome of that discussion prior to agreeing a further course of action. The Council agreed with this suggestion.

**184 2010/11 : Councillor Initiative Fund – Friday Night project**

The Council discussed the theft from the village hall of the Wii console that belonged to Grace Church. This had also been used at the Friday Night project and its loss means that many of the

**Initialed ..... Chairman**

items recently procured via Councillor Parry's Councillor Initiative Fund are unable to be used. Considering this short term issue and the Council's intention to take over the management of the project, it was

**RESOLVED : To purchase a Wii console (with Wii Sports and Wii Sports Resort) at a maximum price of £170 for Councillor Baker's use at the Friday Night project.**

The item will remain in the ownership of the Council.

**193b 2010/11 : Issues arising at The Granary/Granary Fold public open spaces**

The Clerk reported that the dog fouling posters have now been erected. However, the meeting with WLDC officers to agree a forward strategy in relation to this problem has still not taken place, a key member of the WLDC team being off sick. The new Clerk will progress this item.

**211a 2010/11 : Felled tree, Riverside**

The Clerk reported that, during the very high winds on Monday 7<sup>th</sup> February 2011, she had noticed that a small tree had blown down on Riverside, presenting a tripping hazard. Under her emergency powers, she instructed the minor works contractor to remove the tree. Whilst on site, he noticed another potential safety issue caused by overgrown ivy and this was also removed. The Council

**RESOLVED : To approve the emergency action taken by the Clerk.**

The Clerk then informed Councillor Day, whose company is the Council's emergency and minor works contractor, that she needed to discuss the contract with the Council. Councillor Day immediately declared a prejudicial interest and withdrew, with Councillor Brown taking the Chair.

**211b 2010/11 : Contract for emergency and minor works**

The Clerk informed the Council that the current contract expires on 30<sup>th</sup> April 2011. In line with the advice previously received from WLDC's Monitoring Officer, she has prepared an advertisement requesting interested parties to contact the office which will be placed on the notice boards and on the website. She has also sent a copy to Mrs Hallam for inclusion in the next edition of the Eau Valley Advertiser. Considering the relationship between the new Clerk and the contractor, she suggested that the Council may wish to protect the integrity of both parties by identifying one or more Councillors who could prior approve, by telephone, any emergency work that the Clerk needed to ask the contractor to undertake, even if that work was within the Clerk's usual delegated powers. Following some discussion, it was

**RESOLVED : That the Clerk is to contact the Vice Chairman or, in his absence, another named Councillor for permission to instruct the contractor to carry out any work in an emergency situation.**

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

**211c 2010/11 : Cleaning Services offered by WLDC**

The Council noted the letter received from WLDC offering its services as a cleaning contractor to the Council, for either one-off or scheduled cleans. With a local litter picker in place, there is no need to utilise these services at the current time. However, the Clerk was asked to file the letter for future reference.

**211d 2010/11 : Actions required to facilitate the work of the new Clerk**

The Clerk reminded the Council that a new bank mandate would be required to amend the key contact details and to remove the Councillor who resigned during 2010 from the signatory list. The Council then considered the Change of Account Signatories Mandate form as provided by its banker and particularly the key contact details in Section 2, the declaration to be made under section 3a, the details required in relation to existing signatories in section 4a, the removal of signatories under Section 6a and the requirement for all remaining signatories to sign section 6b. It was

**Initialed ..... Chairman**

**RESOLVED : To change the key contact to Mrs Altoft from Mrs Brown and to remove as a signatory the Councillor who resigned in 2010 by the completion of the Change of Account Signatories Mandate and to make the declaration required under section 3a of that form.**

The Chairman and Vice-Chairman signed the declaration accordingly, with all Councillors completing the mandate, as required. The Clerk will now forward this to the bank for action.

The Clerk then reminded the Council that, following the failure of its portable hard drive, which had been used for backing up the Council's data, she had been using her own USB pen to carry out the back-up routines which she will need to retain. It was

**RESOLVED : That the new Clerk should procure a suitably-sized USB pen for back-up purposes at an approximate cost of £20 and should investigate other back-up options (e.g. on-line alternatives, a modern synchronised hard drive, etc.)**

**212 2010/11 : To receive new correspondence not already included above**

Other items of correspondence (not already considered above and received prior to the February 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.

**213a 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 17<sup>th</sup> January 2011 and 7<sup>th</sup> February 2011 and

**RESOLVED : To concur with the actions taken by the Planning Committee and to adopt the minutes of the Committee meetings held on 17<sup>th</sup> January 2011 and 7<sup>th</sup> February 2011.**

**213b 2010/11 : To note the receipt of results from the planning authorities**

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

**126589 7 Messingham Road, Scotter** – an outline planning application to erect a bungalow and double garage on part of the site of 7 Messingham Road, Scotter, compete with shared access. Access, layout and scale to be considered and not reserved for subsequent applications.

**Refused**

**126590 3 Mill Hill Drive, Scotter** - a planning application for the erection of a first-floor extension and minor alterations to the existing porch area.

**Granted**

**126592 6 Rooklands, Scotter** – a planning application for extensions, including room over the garage to create a fourth bedroom.

**Granted**

**126656 North Moor Grange, North Moor Road, Scotter** – a planning application to erect 1 No. 11kw wind turbine.

**Withdrawn**

**214 2010/11 : To note income received during January 2011 and to approve the January 2011 cash book and its reconciliation to the bank statements**

The Council noted the following income received during January 2011.

<u>DATE</u>	<u>PAYER</u>	<u>DETAILS</u>	<u>RECEIPTS</u>
05.01.11	Co-operative Bank	Interest - current account	4.93
13.01.11	LCC	Contribution to verge mowing, 2010/11	2139.84
17.01.11	M. Brown	Rental/maintenance of S'thorpe allotments, 2010/11	133.00

**Initialed ..... Chairman**

20.01.11	Cliff Bradley & Sons	Interment of L. Evans in grave BF 42	250.00
25.01.11	WLDC	Repayment of Broadband and phone line rentals, Jan '11	32.43
		<b>TOTAL RECEIPTS</b>	<b><u>2560.20</u></b>

It then examined the cashbook as at end of January 2011 and its reconciliation to the bank statements and

**RESOLVED : That the cashbook at the end of January 2011 should be signed by the Chairman and Clerk as a true record.**

**215 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, with the exception of Councillors Capes, Day and Sheardown who abstained, :

**RESOLVED : That the following payments should be 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	Phone calls, December 2010	8.21	1.64	9.85
Direct Debit	Multidata	Broadband & phone line rental, Feb. 2011 *	34.03	6.81	40.84
402169	H.M. Customs & Revenue	PAYE & NI, Month 10	212.77	-	212.77
402170	Mrs M. Brown	Wages	459.67	-	
		Postage	4.80	-	464.47
402171	Mr. J. Lyon	Wages	269.46	-	
		Materials to construct cemetery flower bed	8.63	1.72	279.81
402172	WLDC	Litter picking service - January 2011	136.44	27.29	163.73
402173	Spencer's Garage	Fuel	85.15	17.03	102.18
402174	Mitie Landscapes Ltd	Grounds maintenance, Nov. 2010	148.75	26.03	
		Grounds maint., Eliz. Close, Jan. 2011	42.50	8.50	
		Grounds. Maint., The Granary, Jan. 2011	52.40	10.48	288.66
402175	Green Stripe Garden Mch'y	Spare oils/filter for new ride-on mower	32.09	6.41	
		Safety gloves and spectacles	21.58	4.32	64.40
402176	Pestx Ltd	Pest control service, 3 mnths from 01/02/11	85.00	17.00	102.00
402177	Chris P. Day Limited	Make safe damaged trees in Parsons Field.	126.00	25.20	151.20
402178	C. P. Willis	Tree surgery, the cemetery & Riverside	210.00	-	210.00
402179	S.V.H.A.	Office rental & room hire, Q3 2010/11	226.25	-	226.25
402180	Grace Church	Release of police grant for Friday Night project	1376.00	-	1376.00
402181	D. Capes	Stakes for planting of trees, The Granary	18.95	3.79	
		Mileage to source and collect trees	12.00	-	34.74
402182	SLCC	Annual membership (transfer to N. Altoft)	118.00	-	118.00
402183	Clement Keys	External audit of 2009/10 annual return	285.00	49.88	334.88
402184	Anglian Water	Rates (S'thrope allots) 24/08/10 to 16/02/11	24.24	-	24.24
			<b><u>3,997.92</u></b>	<b><u>206.10</u></b>	<b><u>4,204.02</u></b>

The Clerk asked the Council to note that she is still unable to download the Talk Talk invoices for phone calls during October and November due to issues with the latter's billing system such that she remains unable to check the bills for accuracy or reclaim the VAT, even though they have been paid via Direct Debit. The query with the LCC invoice for £29.98 (for a replacement sign on Riverside which the Council had not request) is also still outstanding.

**216 2010/11 : To take any points from members, identify items for the next agenda and to note urgent items of interest.**

**216a** Councillor Armstrong reported that a street light is not working outside of Walnut Tree Farm, Butterwick Road, Susworth. The Clerk will report this to LCC for action.

**Initialled ..... Chairman**

**216b** Councillor Fillingham reported that another street light is also not working, this one being situated outside No. 10 Messingham Road, Scotter. The Clerk will add this to the report to LCC.

The Chairman declared the meeting closed at 8.46pm.

Clerk: .....

Chairman: .....

Date: .....