

SCOTTER PARISH COUNCIL

Minutes of a Meeting of the Council held on 17th January 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, M. Brown (Clerk), Mrs N. Altoft (prospective Clerk).

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

185 2010/11 : To receive and approve apologies for absence

No apologies were received, with all Councillors present. Ward Councillor Parry had sent his apologies that he would be unable to be present as he is attending a WLDC Standards Committee meeting on the same evening.

186 2010/11 : To receive declarations of interest

Councillor Day declared a prejudicial interest in relation to agenda item 7 (minute ref. 191 2010/11) as it may result in work being awarded to his company and stated his intention to leave the room for the duration of the discussion and voting on the matter, Councillor Brown to take the Chair for that item. He also declared an interest in relation to those elements of agenda items 9 (minute ref. 193 2010/11) and 13 (minute ref. 197 2010/11) that involve work that has already been carried out by his company and stated his intention to refrain from voting on those matters. Councillor Sheardown declared an interest in relation to the payment to the village hall included in agenda item 13 (minute ref. 197 2010/11), as treasurer of Scotter Village Hall Association, and stated his intention to refrain from voting on that matter. No other declarations were made at this time.

187 2010/11 : To approve the notes of the Council Meeting held on 13th December 2010

RESOLVED : To approve the notes of the Council Meeting held on 13th December 2010, as circulated, as the Minutes of that meeting. These were signed by the Chairman.

188 2010/11 : To consider an invitation to attend a DirectLinc focus group event

The Council considered the invitation received and

RESOLVED : That it be represented by the current Clerk and by her successor so that there will be continuity in the Council's approach to the project.

189 2010/11 : To consider what representation should be made to WLDC's Council Tax Focus Group event

The Council considered the letter received from WLDC regarding the event to be held at Scotter Village Hall on the evening of 25th January 2011 and

RESOLVED : That it will be represented by the Chairman, accompanied by Councillors Bullivent, Rayner and Sheardown.

190 2010/11 ; To consider a request from the Royal British Legion to hold an event during its Great Poppy Party Weekend

The Council considered the letter received from the Royal British Legion which is encouraging councils and individuals to hold fund raising events during the weekend of 10th – 12th June 2011 in celebration of the Legion's 90th birthday. Considering the lack of local support shown at previous such events, the Council did not feel it appropriate to arrange an event at the current time.

191 2010/11 : To receive a report on the safety inspection of Parson's Field and to agree a course of action in relation to the trees damaged by the recent snowfalls

Councillor Day reported that he had inspected the field on several occasions during the month and, with the exception of the ongoing issue of trees damaged by the heavy snows, had found nothing of a general safety concern. In his capacity as the Council's emergency and minor works contractor, he reported on the action that his company had taken (following the resolution made at the December Council meeting) to make safe those damaged trees close to the middle pathway that were posing an

Initialled Chairman

immediate danger to public safety. Two trees had been felled, cut into substantial pieces and placed in the most inaccessible place nearby to minimise the overall cost of the work and to prevent them being used to start fires. Councillor Day stated that there are many broken branches in trees that are currently being held in place by ivy. Whilst not an immediate danger to safety, these will need to be dealt with at some future time and care will need to be taken in their disposal to ensure that they are not utilised by local youths for bonfire building.

At this point Councillor Day left the meeting room, with Councillor Brown taking the chair. Councillor Capes commended the work done to date by the emergency contractor and commented that, during his inspection of the field, he had noted the branches referred to by Councillor Day and was of the opinion that these should be dealt with as soon as possible in case of further snowfalls this winter. He had also noticed that a large amount of basic woodland management work is required on trees adjacent to the lower pathway and reported on his recent discussions with the Tree Warden in this regard, during which it was suggested that this may be a suitable task for the Scouts to tackle on a couple of mornings, under the supervision of the Tree Warden. At the conclusion of the Council's deliberations on this matter, it was

RESOLVED : To instruct the emergency and minor works contractor to remove the broken branches that are liable to present a future risk to health and safety and to leave them in a size and in a position that minimises the risk of them being mis-used.

It further

RESOLVED : To request the Tree Warden to organise and supervise visits by the Scouts to conduct some basic woodland management work.

It was stressed that the Scouts must not attend site until the emergency contractor has completed the work to remove the broken branches. Councillor Capes will liaise with the Tree Warden in this respect.

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

192 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. Councillor Brown asked the Clerk to provide him with additional copies of the cemetery inspection report.

193 2010/11 : To receive a report from the Clerk

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

37 2010/11 : WLDC's Flood Mitigation (Match Funding) Grant Scheme

The Clerk reported that she had received a response from WLDC to her e-mail chasing payment of the grant. This should be forthcoming (via a BACS payment into the Drainage Association's bank account) in the very near future.

118c 2010/11 : Tree surgery requirement

Councillor Capes reported that he had spoken with Aspen Tree Services to urge the earliest completion of the requested work on the cemetery's copper beech tree and the willow tree on Riverside. This work (to the previously agreed price of £95) was finally carried out on 17th January 2011, after receipt by the company of a spare part for its machinery. Having noted that some large branches had broken (due to the snowfall) on the Atlantic cedar on Riverside that were posing an immediate risk to public safety and utilising the Clerk's emergency spend powers, Councillor Capes further reported that he had also instructed Aspen Tree Services to immediately remove them at a cost of £40. The Council

RESOLVED : To approve the emergency work carried out by Aspen Tree Services on the Atlantic cedar on Riverside in the amount of £40.

Initialed Chairman

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

Councillor Capes reported that all six replacement trees have now been received, four rowans for the public open space on The Granary and one rowan and one whitebeam for the open space at Granary Fold. These were more expensive than he had anticipated but are extremely good stock. He was concerned that there may be insufficient in the budget agreed for this work to cover the cost of stakes, expected to be c. £20. The Clerk reminded the Council that a sum of £150 had been received from Beal Homes and ear-marked for the purpose of replacing dead trees. The expenditure to date (exclusive of VAT) is £129.15, so there is sufficient to cover the cost of the stakes without having to allocate more funds at this stage. Councillor Capes further reported that the Tree Warden is happy to carry out the planting and may involve the Scouts in the project. As this was in line with its previous resolution, the Council asked Councillor Capes to progress this.

The Council discussed the potential delay to the creation and population of the cemetery records database that would result if the project is to be completed by the current Clerk (due to the extension of her contract of employment with the Council and the temporary loss of office facilities in her home due to extensive damage caused by a burst pipe), with the database being unlikely to be available before end April 2011 at the earliest. It also considered the workload of the new Clerk to see if this task could be managed by her but recognised the steep learning curve that she would already be managing in the early months. In consequence, it decided that the project should remain as a task for the current Clerk, to be completed at the earliest opportunity once her home has been restored, and to accept the delay that this will cause. However, as the information from the database was to form a key input to and management tool for the annual memorial inspection process, it

RESOLVED : To postpone the memorial inspection planned for 2nd February 2011.

A new date will be agreed once the database has been completed.

176 2010/11 : Precept for 2011/12

The Clerk reminded the Council that, whilst it was able to agree the various sums that it would require for 2011/12 at its precept meeting of 13th December 2010, it was unable to sign the final demand paperwork at that time as it was not known whether WLDC would move to all-out elections every four years commencing in 2011 and, thus, it was not known whether an allowance for election expenses would be necessary. The District Council has since confirmed that it has resolved to move to all-out elections, with the first such election (to include all town and parish councillors in its area) to be held on Thursday 5th May 2011. The Clerk asked the Council to formally approve the submission of the final claim form.

RESOLVED : To formally approve the signature of and submission to WLDC of the final claim form for the 2011/12 Precept in the amount of £43750, covering general expenses of £42750 and election expenses of £1000.

The form was signed at the meeting by the Chairman, two Councillors and the Clerk, as required by WLDC.

177 2010/11 : Flood protection in Scotter village

The Clerk explained that she had received a phone call on Thursday 13th January 2011 from Councillor Underwood-Frost who wished to inform the Council that he had received information from Innes Thompson (Environment Agency) regarding the latter's latest discussions with the Midlands Flood Defence Committee regarding funds for flood protection in Scotter. She reminded the Council that the Committee had previously confirmed that it would make a grant of £110k available to the Agency to provide basic flood resilience measures in the homes directly flooded by the River Eau during June 2007. Further to the meeting held in Scotter to discuss potential protection measures on 29th November 2010, the Agency had requested the Committee to consider whether that grant could be used towards the larger project of increasing the flow under the A159 bridge as an alternative. Mr Thompson had reported to Councillor Underwood-Frost that the Committee had both agreed to this request and was prepared to award a further £20k to the project, the latter being subject to a proviso. Councillor Underwood-Frost informed the Clerk that the proviso is that the Council would have to provide match funding of £20k, which the Clerk pointed out would be c. 50% of its annual precept.

Initialed Chairman

Further to that discussion, the Clerk was able to make contact with Derek Hoskins of the Agency for clarification. He confirmed that a total offer of funds of £130k has now been made by the Committee and that the latter would wish a sum of approaching £20k to be found by the local community as some form of match funding. This could be provided by any combination of the residents, the Parish Council, the District Council, etc. He also confirmed that any contribution that the Council would wish to make could be spread over several financial years. At some point, a letter will be sent to the Council explaining this in more detail. In the interim, work continues to assess the full cost of the proposed project which will highlight what the funding shortfall will actually be.

180 2010/11 : Long term stability of fir tree on the cemetery driveway

Councillor Capes reported that he inspected the fir tree on the driveway of the cemetery that is now leaning towards a property on Westcliffe Road, with branches that are almost touching that property's rear boundary fence. As the tree is clearly towards the end of its useful life and has the potential to cause future damage, he had requested Aspen Tree Services to quote for its removal with a quotation received in the amount of £75. The Council

RESOLVED : To approve the letting of a contract to Aspen Tree Services to remove the fir tree in the amount of £75.

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

The Chairman commented on his inspection of the damaged gate to The Granary open space that had been reported to the Clerk by Councillor Sheardown following the latter's weekly safety inspection. As the likely result of someone attempting to push the gate open against piles of ice/snow, the bottom hinge had twisted leading to the gate coming off its hinges. The Chairman had considered attempting to bend the hinge back but had concerns that this act may result in the uplifting or twisting of the gate post. In light of this and the fact that the hinge arrangements are very flimsy, he proposed that the Council should ask a fabricator to examine the gates with a view to proposing a method of strengthening the hinges. In the interim period, he has removed the gate for safe-keeping. Councillor Capes seconded this proposal and suggested that the contractor should also be asked to look at the installation of a closing mechanism as, currently, the gates can open outwards directly onto the footpath. The Clerk reminded Councillors of the recent excellent and highly competitive service provided by the contractor responsible for the Scotton Road playground replacement gate. In light of this, it was

RESOLVED ; To submit an enquiry to Hodson and Kauss for the strengthening of the hinges and the installation of closure mechanisms on the gates at The Granary public open space.

The Clerk then reported on the recent verbal and written complaints received regarding excessive dog fouling in these public open spaces in particular (and also in Scotter generally). Following a discussion with the Chairman, she had instructed the Village Person to attend The Granary/Granary Fold open spaces on Thursday 13th January 2011 to remove any excrement found and a very substantial amount was collected. He will visit the spaces on each of the next few Mondays to monitor the situation and to collect any arisings. The Chairman will highlight the problem in his next report in the Eau Valley Advertiser but a method of bringing the matter to the immediate attention of dog owners is required in the interim. To that end, the Clerk tabled a draft poster that she had prepared, with the Council agreeing that it should be displayed in as many places within the village as possible. Councillor Bullivent kindly offered to print and laminate the posters. In light of the specific query raised by one parishioner in respect of Dog Control Orders on the areas, the Chairman commented that (even if an Order were to be in place) the issue, as always, would be one of enforcement. The Council has no resource to carry this out and resources from WLDC are extremely stretched. However, it was agreed that the Clerk should discuss the matter with WLDC to assess what options may be available.

194 2010/11 : To receive new correspondence not already included above

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

Initialed Chairman

195a 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 November 2010 and 13th December 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 November 2010 and 13th December 2010.

195b 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 :

126246 Adjacent to 72 High Street, Scotter – a planning application for the erection of Lincolnshire Co-operative convenience food store and three shop units for A1 (shops and retail), A3 (restaurants, snack bars and cafes) or A5 (take-aways).

Granted

126540 The Paddocks, Lindholme, Scotter – a reserved matters application for one dwelling following outline planning application M05/P/0679 (means of access and siting to be considered and not reserved) which was approved on 10/10/2005.

Refused

196 2010/11 : To note income received during December 2010 and to approve the December 2010 cash book and its reconciliation to the bank statements

The Council noted the following income received during December 2010.

<u>DATE</u>	<u>PAYER</u>	<u>DETAILS</u>	<u>RECEIPTS</u>
03.12.10	Co-operative Bank	Interest - current account	4.81
08.12.10	BT	Refund of phone line rental for period 24/11/10 to 31/12/10	21.17
15.12.10	YEDL	Wayleave/rental	1.50
15.12.10	Barningham Memorials	Additional inscription to memorial on grave BA53	25.00
15.12.10	Playing Fields Committee	Re-imburement of cost of fire-expire device for litter bin	20.68
16.12.10	Barningham Memorials	Additional inscription to memorial on grave BC55	25.00
16.11.10	WLDC	Repayment of Broadband and phone line rentals, Dec '10	32.43
		TOTAL RECEIPTS	130.59

It then examined the cashbook as at end of December 2010 and its reconciliation to the bank statements and

RESOLVED : That the cashbook at the end of December 2010 should be signed by the Chairman and Clerk as a true record.

197 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 Day and Sheardown who abstained, :

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>
Direct Debit	Talk Talk (was Tiscali)	Phone calls to 23rd November 2010	15.39	2.69	18.08
402158	Silica Lodge Garden Centre	2 No. replacement trees for The Granary	47.48	9.50	56.98
402159	H.M. Customs & Revenue	PAYE & NI, Month 9	289.43	-	289.43

Initialled Chairman

402160	Mrs M. Brown	Wages	605.25	-	
		Garage alarm & batteries	20.40	3.57	
		Stationery	8.50	1.70	639.42
402161	Mr. J. Lyon	Wages	205.62	-	205.62
402162	WLDC	Litter picking service - December 2010	136.44	23.88	160.32
402163	Mitie Landscapes Ltd	Grounds maintenance, Dec. 2010	148.75	26.03	174.78
402164	S.V.H.A.	Donation	4000.00	-	4000.00
402165	Scotter United FC	Donation towards land drainage	300.00	-	300.00
402166	Grace Church	Donation towards youth work	458.50	-	458.50
402167	C. Day	Items for Friday Night project	348.87	61.05	409.92
402168	Chris P. Day Limited	Build & fit bench. Make safe damaged trees.	198.00	39.60	237.60
	Direct Debit Multidata	Phone calls, 24th to 30th November 2010	6.29	1.10	7.39
	Direct Debit Multidata	Broadband & phone line rental, Jan. 2011	32.43	5.68	38.11
			6,821.35	174.80	6,996.15

The Clerk asked the Council to note that she has been unable to download the Talk Talk invoices for phone calls during October and November due to issues with the latter's billing system. This is likely to be the case until at least the end of January 2011 and means that she is currently unable to check the bills for accuracy or reclaim the VAT. She further reported that an invoice for £29.98 has been received from LCC for a replacement sign on Riverside. As the Council has not asked LCC to carry out any such work, she has queried the invoice and awaits a response.

198 2010/11 : To take any points from members, identify items for the next agenda and to note urgent items of interest.

198a The Chairman asked the Council's views on preparing an emergency plan for minor road clearances in the event of a future snowfall of the magnitude of recent events. He pointed out that, whilst a sum of money could be easily made available by the Council from its contingency to pay for some road clearance work, he did not expect that it would be easy for local farmers/machine operators to meet the requirements of LCC for work on the public highway and that such clearances would be fraught with practical problems, such as the speed at which the clearances would need to be made, where to put the cleared snow, etc. Councillor Capes accepted the Chairman's concerns but supported the concept of organising some local road clearances in such events. To this end, the Clerk was asked to obtain information from LCC on its requirements with a view to discussing the matter in more detail at a future meeting. In her discussions with LCC, the Clerk is to raise anecdotal evidence (as supplied by Councillor Brown) of farmers who had offered assistance to LCC via WLDC and were refused. Councillor Sheardown asked the position in respect of potholes that have arisen as a result of the weather. The Clerk responded that she is reporting them as she receives reports and the response to date has been good.

198b The Clerk reported that a gouge to the verge on The Green had been caused by equipment used to clear the road of snow. This would prevent effective mowing. Councillor Fillingham reported that a large pile of topsoil (that had arisen during snow clearance work) needs to be removed from the Messingham Road footpath close to the bus stop. It was

RESOLVED : To instruct the Village Person to fill in the gouge and to remove the pile of topsoil, subject to the work being done from the verge/footpath side and not from the highway.

The Chairman declared the meeting closed at 8.23pm.

Clerk:

Chairman:

Date:

Initialed Chairman