

SCOTTER PARISH COUNCIL
Minutes of a Meeting of the Council held on 18th June 2007

PRESENT: Councillors M. Armstrong, B. Billam, J. Bullivent, J. Fillingham, S. Rayner and A. Sheardown, M. Brown (Clerk).

48 2007/08 : To Select and Appoint a Chairman

In the absence of the outgoing Chairman and Vice- Chairman, proposed by Councillor Sheardown, seconded by Councillor Billam and all agreed, it was :

RESOLVED : That Councillor Fillingham act as Chairman for this item of business.

Nominations for Chairman were then called for, with a nomination received for Councillor Sheardown who declared his preparedness to be considered. Proposed by Councillor Bullivent, seconded by Councillor Rayner, and with all agreed, it was :

RESOLVED : That Councillor Sheardown be appointed as Chairman. Councillor Sheardown signed the declaration of acceptance of this office and took the Chair, asking the Clerk to minute his thanks to the previous Chairman for his excellent work.

49 2007/08 : To receive and approve apologies for absence

Apologies were received from Councillors Allen, Brown, Capes and Day. Proposed by Councillor Fillingham, seconded by Councillor Armstrong and agreed by all, it was :

RESOLVED : To accept and approve the apologies from Councillors Allen, Brown, Capes and Day. An apology was also received from District Councillor Parry.

50 2007/08 : To Select and Appoint a Vice-Chairman

In light of the number of Councillors unable to attend the meeting, proposed by Councillor Fillingham, seconded by Councillor Bullivent and with all present agreed, it was :

RESOLVED : To defer the selection of a Vice Chairman until the next Council meeting.

51 2007/08 : To receive declarations of interest

No declarations were made at this point.

52 2007/08 : To approve the notes of the Council Meeting held on 21st May 2007 as the Minutes of that meeting.

Proposed by Councillor Rayner, seconded by Councillor Billam and with all agreed, it was

RESOLVED : To approve the notes of the Council Meeting held on 21st May 2007 (as circulated) as the Minutes of that meeting. These were signed by the Chairman.

53 2007/08 : To review the Council's Financial Regulations

The Council considered the paper prepared by the Clerk and attached as Paper A to the agenda. The recommendations were generally accepted. However, under the second point raised, the Council wishes to see a report of actual vs. planned expenditure (i) in the papers for the Precept Meeting (ii) at the January meeting and (iii) in those exceptional circumstances where an unexpected expense places a budget heading under pressure. This is to replace the current wording that such reports are to be provided quarterly. Under the fourth point raised, the Council wishes to retain the wording that it will review all of its fees and charges on an annual basis but asked the Clerk to include a comment against each item in the Precept papers stating when its fees had last been amended, to facilitate this annual review. At the conclusion of deliberations, proposed by Councillor Bullivent, seconded by Councillor Rayner and with all agreed, it was :

RESOLVED : To update the Council's Financial Regulations in line with Paper A (as amended above) and to approve the Council's Risk Management Policy Sheet, as attached to Paper A. The Clerk will make the necessary amendments to the Regulations and post the updated version onto the Council's website. In light of the identified need under the Risk Management

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Policy to review garage security, Councillor Rayner agreed to take this as an agenda item to the next meeting of the Cemetery & Allotments Working Group.

54 2007/08 : To agree a response to WLDC's request for views on the future organisation and administration of Parish Assemblies.

The Council considered the request from WLDC, circulated after the May meeting. It was agreed that the preferred venue for meetings is Gainsborough, with meetings (quarterly if possible) to be held in the evening to facilitate attendance. Monday and Friday meetings are to be avoided. It was further agreed that topics to be requested for consideration at future assemblies should include communication between the parties (difficulties with new WLDC phone system, issues of non response from WLDC officers and councillors, etc.) and update on progress on the LDF with specific regard to those areas raised as issues by parishes. The Council would also welcome open forum events, attended by WLDC's officers and Councillors at which the latter demonstrate their accountability to the local electorate. The Clerk will respond accordingly.

55 2007/08 : To approve the emergency purchase of a blower

The Council considered the background to the need for this emergency purchase and the competitive tenders obtained prior to the purchase taking place which identified a preferred make and model of blower (a Tanaka THB2510 at £187.23 plus VAT). Proposed by Councillor Bullivent, seconded by Councillor Rayner and with all agreed, it was :

RESOLVED : To approve the emergency purchase of a replacement blower.

56 2007/08 : To consider the adoption of the revised Code of Conduct

The Council considered the revised Model Code of Conduct, which had been prior circulated to Councillors together with a full guide as to its use. Proposed by Councillor Bullivent, seconded by Councillor Armstrong and with all agreed, it was :

RESOLVED : To adopt the Code of Conduct as contained within the Local Authorities (Model Code of Conduct) Order 2007 (SI No. 1159) as it applies to Parish Councils.

The Clerk will inform the Standards Board accordingly and make the necessary changes to the Council's Standing Orders. As the Council had decided, as part of the debate, not to opt in to para.12 (2) of the Code, further discussion was held on the manner in which members of the public could formally address the Council at Council or Committee meetings. Proposed by Councillor Fillingham, seconded by Councillor Rayner and all agreed, it was further:

RESOLVED : That a 10 minute public forum shall be allowed prior to the commencement of Council and Committee meetings. The forum will start at 6.50pm for Planning Committee Meetings and at 7.30pm for Council meetings, with the procedure to be implemented during July 2007.

57 2007/08 : To consider a request from a parishioner in relation to the private road on Riverside

The Clerk explained that two residents of Riverside had approached the Chairman of the Annual Parish Meeting to seek the Council's assistance in persuading the County Council to adopt the private road used to access their properties. The residents were of the opinion, having discussed the matter with LCC Highways officers, that the road would have to be adopted under the Gulliksen ruling. The Clerk referred the Council to the paper circulated with the agenda, outlining the requirements for this ruling to apply (the road/footpath needing to have been originally installed by a local authority as part of a council housing estate) and the confirmation subsequently received from LCC Highways that the Gulliksen ruling does not apply in this case and that LCC would not adopt this road as it is a private road leading to less than six dwellings. Proposed by Councillor Bullivent, seconded by Councillor Billam and with all agreed, it was :

RESOLVED : To inform the residents of the County Council's position.

58 2007/08 : To consider a request on behalf of Churches Together to hold the annual Riverside Service on 15th July 2007

The Council considered the letter from Rev. Gregg for the annual service. Proposed by Councillor Bullivent, seconded by Councillor Billam and with all agreed, it was :

RESOLVED : To approve the request, subject to the service providers having obtained the appropriate event insurance.

59 2007/08 : To approve the signature of a direct debit mandate to pay future BT bills

Proposed by Councillor Fillingham, seconded by Councillor Rayner and all agreed, it was :

RESOLVED : To approve and sign a direct debit mandate to pay BT line rental invoices.

60 2007/08 : To consider whether the Council wishes to continue in membership of the Association of Burial Authorities

The Clerk explained that LALC has informed the Council that it will no longer be acting on behalf of ABA with regard to membership renewals after the current membership period expires at the end of November 2007. If the Council wishes to renew membership, it will be necessary to contact ABA directly to arrange this. The cost for 2007 membership was £54.00. Councillor Rayner stated that he felt that good value was received for this sum from the newsletters and advice received.

However, when researching for the Council's cemetery policy, both he and the Clerk had found the website of the Institute of Cemetery and Crematorium Management (ICCM) most useful. In consequence, the Council agreed that the Clerk should investigate the cost of joining this body and that any decision as to membership of burial associations be deferred until this is to hand.

61 2007/08 : To consider whether to support the motion of Tewkesbury Borough Council to ask the government to reinstate the free parcel delivery service for service personnel and their families stationed overseas

The Council considered the above correspondence which had been prior circulated. Whilst it agreed that the aims of the approach are laudable, it also agreed that it was not something on which the Council could act on behalf of its community. Councillors who so wished were invited to lend their support as individuals.

62 2007/08 : To consider whether to support a petition asking the Prime Minister to hold a public enquiry before any proposals to store gas under Gainsborough are accepted.

The Clerk explained that a WLDC Councillor (Councillor Smith) was seeking the Council's support for a petition to the Prime Minister's Office asking that a public enquiry be held before any proposals to store gas under Gainsborough are finalised. As the old oil field in which the gas is proposed to be kept extends to the parish, proposed by Councillor Fillingham, seconded by Councillor Armstrong and agreed by all, it was :

RESOLVED : To support the petition to the Prime Minister's Office asking that a public enquiry be held before proposals to store gas under Gainsborough are finalised.

As Councillor Smith has asked the Council to show its support by means of Councillors signing the on-line petition (at <http://petitions.pm.gov.uk/gasstorage/>), Councillors will sign the petition themselves. The Clerk offered her assistance to Councillors without access to the internet.

63 2007/08 : To consider Beal Homes' proposed street name of Granary Fold for the street serving the phase 2 development off The Granary.

Proposed by Councillor Bullivent, seconded by Councillor Billam and all agreed, it was :

RESOLVED : To approve the suggested street name of Granary Fold.

64 2007/08 : To receive a report from the Cemetery & Allotments Working Group on its recent safety inspection of the cemetery.

There was nothing to report on this occasion.

65 2007/08 : To receive the Clerk's Report

The Council noted the following report presented by the Clerk :

75a 2004/05 & 47 2007/08: Public open space adoption and maintenance

The Clerk wrote to Stamford Homes to reiterate the Council's request for the installation of 4 concrete marker posts to delineate the boundary of the land from the adjacent field. Stamford Homes has now responded that it will install such posts, suggesting that they be 3" square and 24" high. Proposed by Councillor Bullivent, seconded by Councillor Rayner and agreed by all, it was :

RESOLVED : To accept Stamford Homes' suggestion, subject to its prior approval by Councillor Capes and Day considering their expertise in this area.

Work continues towards the finalisation of the contract with Beal Homes, with the Clerk providing the latter with copies of the Council's previous letters summarising all of its requirements for onward transmission to Beal Homes' solicitors. In light of minute 37 2007/08, the Clerk wrote to the Council's legal advisor to explain the Council's preferred procedure for handling the signing of the contracts. The Council discussed the legal advisor's response to this and remains satisfied that the contracts can be considered without the need for the advisor to attend the meeting.

Nothing further has been heard from WLDC Planning in relation to the outstanding conditions relating to the public open spaces at Waggoners Close and Site B, The Rookery. It was agreed that the Clerk should chase Mr Dickinson yet again.

The Clerk wrote to the developer responsible for the public open space at Site A, The Rookery, requesting supporting evidence of the wish of residents to exclude public seating from the space and details of the trees and shrubs proposed. The letter also reiterated the Council's required sum to enable it to take over responsibility for the space. A response has now been received, stating that the planting schedule proposed is as per the information previously provided, the option to vary being for the Council should it so wish. The letter goes on to ask the Council's intentions in relation to the fencing off of the Site B open space. On receipt of the Council's views in these respects, the developer will then consider increasing his offered sum for ongoing maintenance. It was agreed that the Clerk should ask Councillors Capes and Day for their views of the proposed planting and respond to the developer reiterating the fact that the Council has nothing to do with the Site B open space and referring the developer to Mr Dickinson at WLDC.

103 2006/07 : Potential Pedestrian Crossing – A159

The Clerk wrote to Councillor Underwood-Frost on 28th March 2007 to seek his assistance in progressing this matter and sent a reminder on 24th May 2007. No response has been received.

152 2006/07 : Annual Parish Meeting, 2007

The Clerk has updated the website commentary, thanking the attendees and reflecting the Council's disappointment that the turn-out was so low. She has also drafted the minutes of the meeting (which include all of the reports received) and posted these on the website. The June meeting agenda includes the first of the issues raised at the meeting – the maintenance of the Riverside private road. Further issues for discussion include litter and dog fouling and village signage.

173 2006/07 : Title deeds for Council-owned land

There is nothing further to report at this time.

189c 2006/07 : Signposting to new roads off Elizabeth Close

Nothing further has been heard from WLDC. The Clerk will chase for a formal response.

12b 2007/08 : Affordable housing status

Further to the Council's letter to the Senior Rural Housing Enabler for the district (of 30th March 2007) querying the status of some of the recently erected affordable properties in Scotter, the Clerk

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rang him on 6th June 2007 to chase for a response. The Housing Enabler explained that he had immediately passed a copy of the Council's letter to Mr Northcote at WLDC who had subsequently confirmed that it had been passed to Mr Dickinson for attention and action. The Housing Enabler has since chased Mr Dickinson to no avail. In consequence, he has arranged a meeting with Mr Northcote on 8th June 2007 and hopes to be in a position to answer the Council's queries shortly thereafter.

6 2007/08 : Notice board for Scotter cemetery.

The notice board will be delivered during w/c 18th June 2007. As the Council needs to have paid for the goods (and received confirmation from Greenbarnes of that payment) prior to the end of June 2007 to obtain the grant from WLDC, the Clerk has obtained an invoice from Greenbarnes in the correct amount and included the cheque in settlement in the payments for approval. Payment will not be effected until the goods have been received. Proposed by Councillor Sheardown, seconded by Councillor Rayner and with all agreed, it was :

RESOLVED : That the notice board be installed by the Council's term contractor for minor works and that it be placed on the island at the top of the cemetery driveway, facing the driveway. The latter is to satisfy the notice requirements of the Local Authorities Cemetery Order 1977 which states that notices need to be posted at a conspicuous place at the entrance to the cemetery. As the vast majority of cemetery visitors enter by car, positioning the notice board at the gate would not be conspicuous. However, so positioned, it would be seen by anyone going up the driveway.

17a 2007/08 : Felling of trees on Sands Lane

With thanks to Councillor Capes for his assistance, the Clerk responded to Mr Darley (LCC Highways) to ask for details of the assessment carried out by a tree expert proving that the damage had been caused by tree roots and to request the replacement of the trees by fastigate columnar varieties of oak and beech. His response is awaited.

33 2007/08 : Annual Return for 2006/07

The Clerk has now completed all of the elements of the Annual Return 2006/07 and it (with accompanying documents) was sent to Moore Stephens on the appointed date (15th June 2007). The statutory notices have been posted, advising parishioners of their rights in relation to the audit.

36 2007/08 : Fuel storage

Having obtained prices from three companies, the Clerk placed an order with Scunthorpe Lawnmower Service for 8 No. 10 litre metal fuel cans at a price of £14.00 each plus VAT. The fuel cans have been collected by the Clerk and delivered to the Village Person. It was agreed that the Clerk should dispose of the old cans.

40b 2007/08 : Grass cutting

The Clerk has responded to LCC's recent letter to remind it that work done by the Village Person on its behalf is the subject of the Council's Safe Working Procedure as approved by the County Council. She also wrote to Serviceteam to ask for its written confirmation that it strictly adheres to the requirements of LCC's SWP when working in this parish and to chase for the first cut of the season, which should have taken place during the first week in May. Subsequently, Serviceteam rang the Clerk to apologise for the lateness in starting the work and to confirm that it would attend site on 7th June 2007. In consequence, the Council decided to delay the second cut to the end of July 2007.

40r 2007/08 : Use of Riverside by Grace Church

The Clerk met with Dr Birch on 22nd May and subsequently wrote to him, outlining the Council's information requirements to enable it to properly consider a request to use Riverside. A response is awaited.

65a 2007/08 : Safety Boots

During the period, the Clerk approved the purchase of a new pair of safety boots for the Village Person at a price of £50.00.

66 2007/08 : To receive new correspondence not already included above

The Chairman explained that the following are for the attention of Councillors and (where appropriate) will be circulated after the meeting. If the need arises to take action on any piece of circulated correspondence, it will become an agenda item at a future Council meeting.

66a Lincolnshire Primary Health Trust informing the Council that it has launched a public consultation to gain people's views on its proposals for NHS services across Lincolnshire. The consultation period is 9th May to 9th August 2007 and the PHT requests the Council's own views and its support in disseminating the information. (Several copies of its consultation document are enclosed, with the Clerk having placed copies in Scotter library and the Eau Community Centre). For circulation.

66b WLDC, informing the Council of its intention to recycle Yellow Pages following the recent delivery of the new edition. Residents can place their Yellow Pages in with the other papers for recycling for uplift at the fortnightly roadside paper collection during the period to 20th July 2007. For circulation.

66c WLDC, bringing to the Council's attention the existence of the Community Amateur Sports Club Scheme (CASC) introduced by government, which provides a range of financial benefits to community sports clubs. In particular CASC registered clubs can obtain tax reliefs similar to those enjoyed by registered charities but without the regulatory burden that the latter face. For circulation.

66d LCC, enclosing a copy of its Travel & Transport Briefing, Spring 2007, for circulation.

66e WLDC, introducing its Street Force partnership between its Neighbourhood Wardens and Lincolnshire Police's PCSOs to make local areas safer and cleaner. Residents can report any concerns to one central number (01427 676676) and report the likes of fly tipping, anti-social behaviour, littering and dog fouling. A poster is enclosed, which the Clerk will place on the notice board. For circulation.

66f WLDC, introducing two informative leaflets – "Emergencies in Lincolnshire – How to Prepare, What to Expect" and "Lincolnshire Business Continuity & Disaster Recovery Guide". For circulation.

66g WLDC, informing the Council of appointees to the Standards Committee. For circulation.

66h LCC Connects, providing information on visitor numbers to the Council's website during May. For circulation.

66i Mrs A. Moss of Worksop, providing information on and a photograph of her late uncle (Flt. Sgt. R. R. Bell) who lost his life during the Second World War. Councillor Sheardown has kindly added this information to the webpage on Flt. Sgt Bell.

66j C. Brumpton of Agricultural Supplies Ltd, thanking the Council for its previous support and informing the Council that he is closing the business down after 12 years in operation following a break-in that stripped the business of all its machinery, equipment and tools. He has now joined the team at Greenstripe.

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66k CPRE, enclosing its Fieldwork magazine, June 2007. For circulation.

66kk LALC, enclosing its LALC News magazine, June 2007. For circulation.

The following items of correspondence were noted by the Council and will be filed by the Clerk :

66l WLDC informing the Council that the owners of the new property situated between nos. 25A and 25B Messingham Road intend to name the dwelling "Edenvale".

66m WLDC giving notice of its Council and Committee meetings until 18th July 2007, the agenda for its meeting of 18th June 2007 and minutes of Committee meetings published since 23rd April 2007.

66n Promotional literature from Glasdon.

67a 2007/08 : 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 meeting held on 21st May 2007. Proposed by Councillor Armstrong, seconded by Councillor Bullivent and with all agreed, it was : **RESOLVED : That the Council concurs with the actions taken by the Planning Committee and adopts the minutes of the Committee meeting held on 21st May 2007.**

67b 2007/08 : To note the receipt of results from the planning authority

The Council noted the following result received from the planning authority : **M06/P/1215 Land to rear of 87 High Street, Scotter** – an outline planning application for one residential dwelling.

Granted

120293 Land adjacent to 17a Messingham Road, Scotter – an outline planning application to erect a dormer bungalow with garage (with siting & access not reserved for subsequent approval).

Granted

68 2007/08 : To note income received during May 2007 and to approve the cash book as at the end of May and its reconciliation to the bank statements

The Council noted the following income received during May 2007.

<u>DATE</u>	<u>PAYER</u>	<u>DETAILS</u>	<u>RECEIPTS</u>
05.05.07	Co-op Bank	Interest - Current account	13.76
01.05.07	H.M. Revenue & Customs	VAT repayment	855.66
04.05.07	YEDL	Wayleaves/rentals	68.90
10.05.07	Cliff Bradley & Sons	Interment of J.P.Ormond (BF27)	50.00
		TOTAL RECEIPTS	988.32

It then examined the cashbook as at end of May 2007 and its reconciliation to the bank statements.

Proposed by Councillor Bullivent, seconded by Councillor Billam and with all agreed, it was :

RESOLVED : That the cashbook as at the end of May 2007 should be signed by the Chairman and Clerk as a true record.

69 2007/08 : To approve payments to be made

The Council examined the accounts to be paid for supplies and services received since the last meeting. Proposed by Councillor Fillingham, seconded by Councillor Rayner and all agreed, it was : **RESOLVED : That, in accordance with its powers under section 137 of the Local Government Act, 1972, the Council will incur expenditure on a skip service 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. Also, that the following payments should be approved.**

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<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	Tiscali	Broadband/phone calls, Apr. 07.	18.11	3.17	21.28
401736	H.M. Customs & Revenue	PAYE & NI, Month 2	415.75	-	415.75
401737	Mrs M. Brown	Wages	491.56	-	
		Mileage	14.80	-	
		Postage	4.90	-	
		Stationery	2.96	0.52	
		Susworth notice board rental	1.00	-	515.74
401738	Mr. J. Lyon	Wages	608.05	-	
		Mileage	33.20	-	641.25
401739	Thompson Waste Mgt	Skip service - Southcliffe Rd (10/05)	155.00	27.13	
		Skip service - Riverside (24/05)	160.00	28.00	370.13
401740	Spencer's Garage	Fuel	191.86	33.58	225.44
401741	Greenstripe Garden Mch'y	Blades & oil filter	55.38	9.69	
		Safety Boots	50.00	-	
		Tenaka Blower THB2510VS	187.23	32.77	335.07
401742	North Lincs Council	Printing costs of flyers for APM	130.42	-	130.42
401743	Agricultural Supplies Ltd	Stihl strimmer & harness	212.76	37.23	249.99
401744	Greenbarnes Ltd	Notice board for cemetery	800.29	140.05	940.34
401745	H. Desforges	Repairs to Susworth notice board	58.00	-	58.00
401746	Scunthorpe Lawnmower	8 No. 10 litre metal petrol cans	112.00	19.60	131.60
		TOTAL PROPOSED PAYMENTS	3,703.27	331.74	4,035.01

70 2007/08 : To take any points from members, identify items for the next agenda and to note urgent items of interest.

70a Councillor Fillingham mentioned that branches of the trees on the Messingham Road verge are overhanging the pavement. It was agreed that the Clerk should ask the Tree Warden whether he could attend to these. If not, the Clerk will report the issue to LCC Highways for attention.

70b Councillor Bullivent reported that he will attend a Flood Warden Training Course on 26th June 2007, followed by a Regional Meeting of Flood Wardens in Nottingham on 3rd July 2007. Considering recent weather conditions, such training could now be very timely.

70c The Chairman reported that the Council's web pages dedicated to the parish's lost servicemen have been picked up by the Roll of Honour, a national website with links to the Ministry of Defence and the British Legion. The Chairman was congratulated by members of the Council on the work that he has put into this endeavour.

71 2007/08 : To resolve 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 due to the commercially sensitive nature of the following business.

Proposed by Councillor Rayner, seconded by Councillor Armstrong and with all agreed, it was :

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 from the meeting due to the sensitive nature of the following items of business.

With the public and press excluded :

72 2007/08 : To consider correspondence in relation to memorial installation

The Council considered the exchange of correspondence between the Council's solicitor and a memorial mason in relation to standards of memorial installation and noted that a guarantee of workmanship has been provided by the mason in the form required by the Council. It also noted that,

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in consequence of receipt of this guarantee, the Clerk (having obtained the advice of Council members) approved two outstanding applications to install/re-install memorials on graves BB26 and BF64. Proposed by Councillor Fillingham, seconded by Councillor Bullivent and all agreed, it was : **RESOLVED : To confirm the acceptability of the written guarantee of workmanship from the memorial mason and to approve the actions taken by the Clerk.**

73 2007/08 : To agree arrangements for cemetery management during office closure

During the period of the office closure (Thursday 28th June 2007 to Friday 13th July 2007 inclusive), the Chairman offered to be the point of contact for funeral directors seeking to arrange interments. The Clerk will inform them accordingly. The Clerk will also discuss the postal arrangements during this period with Scotter Pre-School.

The Chairman declared the meeting closed at 9.12pm.

Clerk:

Chairman:

Date: