

**SCOTTER PARISH COUNCIL**

**Minutes of the Council Meeting held on 15<sup>th</sup> May 2006**

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

**APOLOGIES:** Councillor D. Capes

**11 2006/2007 : MINUTES OF THE PREVIOUS MEETING**

It was proposed by Councillor Fillingham, seconded by Councillor Billam and all present agreed, that the Minutes of the Council Meeting held on 24<sup>th</sup> April 2006, as circulated, be approved and signed by the Chairman.

**12 2006/07 : MATTERS ARISING**

**64c 2004/05 TRAFFIC CALMING**

The Clerk has discussed the proposed scheme with Mr Brookes of LCC Highways and agreed that the Parish Council will contribute a maximum sum of £1500 towards it. Mr Brookes anticipates that the scheme will be completed within three months. Councillor Allen raised the issue of the speed trap often used by Lincolnshire Police just after the 30mph sign on the North Moor Road entrance to the village, suggesting that better signing at this point to include signage warning of speed cameras would be more effective in slowing vehicular speeds. The Chairman suggested that, as the agreed traffic calming scheme will result in both better signage and road markings warning of the change from a 60mph to 30mph speed limit, it would be sensible to wait until the scheme has been implemented to assess whether any further warning signage is required. All were in agreement.

The Clerk reported that she had also discussed with Mr Brookes the Council's view that the re-design of the radius of the Messingham Road/North Moor Road corner needs to take into account the large amount of HGV traffic making this turn to avoid making the radius so tight that such traffic is forced into the oncoming lane to make the turn, increasing the potential for accidents. Mr Brookes fully understands the Council's concern and will ensure it is taken into account.

**75a 2004/05 PUBLIC SPACE MAINTENANCE**

Chartdale Homes has submitted a proposal from Wicksteed Leisure for an equipped play area at Elizabeth Close. As the proposed design would result in high ongoing maintenance costs due to the extensive use of painted tarmac surfaces, Chartdale Homes has agreed to review the proposal to make it more cost effective in the longer term.

The proposal from Beal Homes, as amended by agreement with the Parish Council, has been formally accepted by both the Parish Council and WLDC as satisfying the requirements of the planning condition. Beal Homes has submitted a revised drawing of the area, incorporating the agreed amendments and clearly showing the area available for further development (should the Council wish to place additional equipment on the site, funded by the Waggoners Close developer). The Clerk has sent a letter to the latter, asking their intentions in relation to their planning condition and offering an early meeting with the Chairman and Clerk to progress matters. As no response has been received to date and with the speed of progress being made by Beal Homes, Councillor Day proposed that WLDC be asked to chase the developer for an urgent proposal. This was seconded by Councillor Brown and all were in agreement.

**751 2005/06 SALTING OF SCHOOL BUS ROUTE, SCOTTER TO KIRTON**

Nothing further has been heard on this matter.

**Initialed ..... Chairman**

### **103b 2005/06 PARISH COUNCIL OFFICE**

The Clerk has prepared a list of actions necessary to set up the office. Councillor Brown has provided a specification for the required computer hardware and software. The Chairman asked Councillors with specialist skills to assist in the specification of required services (e.g. Broadband provider).

### **116c 2005/06 PARISH COUNCIL WEBSITE**

The Clerk (together with the Clerks of other parishes included in the trial) was invited to attend a meeting at LCC offices on 8<sup>th</sup> May 2006. Unfortunately she was unable to attend. LALC has since confirmed that prototype sites were shown at the meeting and that the software designers are now concentrating on producing a working model. They forecast that a “trial site” will be available during the late summer for the trial parishes to look at, using base data from Bourne Town Council. LALC further confirms that the designers intend to make it very simple to log onto the site and to update or amend it. With the timetable identified, it is unlikely that the County Council will be in a position to offer the supply of the website to parishes before late autumn.

### **117b 2005/06 LITTER – HOBBS LANE**

The Clerk wrote to the proprietors of Caddy’s Kabin on 8<sup>th</sup> March 2006 to seek their suggestions for reducing the litter problem on Hobbs Lane and sent a further chase letter on 26<sup>th</sup> April 2006. Neither letter has elicited a response. Considering the general level of litter around the village and as the Best Kept Village competition will be judged during the next three months, it was agreed that the Clerk should write to all shops and fast food outlets in the village to seek their support in encouraging their customers to place discarded packaging from purchased products into litter bins.

### **117e 2005/06 FOOTPATH – THE GREEN**

The Clerk has written to LCC Highways to ask for the footpath to be re-constructed. A response is still awaited.

### **117f 2005/06 FOOTPATH TO MESSINGHAM**

Construction work on the footpath to Messingham (up to the county boundary) has recommenced.

### **124a 2005/06 SERVICETEAM ORDER FOR 2006**

After several chases, Serviceteam completed the work scheduled for the first week of May 2006 on 15<sup>th</sup> May 2006. They have verbally confirmed that the cut requested during the second week of July has been scheduled into their work programme.

### **131a 2005/06 HIGHWAYS ISSUES, SUSWORTH**

The Clerk wrote to LCC Highways regarding the unswept footpath on the riverbank and the pothole on the bank side of Butterwick Road close to the fir tree. A response is still awaited. Councillor Armstrong reported that, whilst the worst pothole has had some attention (however inadequate) since the letter was written, there are still a number of potholes on the road. The Clerk will raise this matter with LCC Highways again.

### **3a 2006/07 INSURANCE POLICY**

The Clerk contacted the Community Council of Lincolnshire regarding its recent literature advertising insurance for parish councils, play grounds, village halls etc. The Community Council confirmed that it was only able to offer insurance on play grounds under its Village Hall insurance policy. It cannot currently add this to its Parish Council policy, although is working with its insurer to offer this at a future date. Furthermore, as its Parish Council policy specifically excludes verge mowing, the Community Council advised that the Parish Council should remain with its existing insurer at this time. In consequence, the Clerk has prepared a cheque for approval to Allianz Cornhill to cover the renewal premium of £1423.28 for the year from 1<sup>st</sup> June 2006.

**Initialed ..... Chairman**

### **3d 2006/07 SCOTTER DRAINAGE AUTHORITY AGM**

Following a discussion with Councillor Capes, the Clerk sent the Council's formal apologies for the Drainage Authority's Annual Meeting on Monday 15<sup>th</sup> May 2006 as it clashes with the May Parish Council meeting and the Annual General Meeting.

### **3e 2006/07 WEST LINDSEY TREE WARDEN CONFERENCE, 9<sup>th</sup> MAY 2006**

The Clerk wrote to Mr Long to ascertain his continued interest in tree warden work and to invite him to attend the conference on behalf of the parish. Unfortunately, whilst he remains keen to be involved in such work, he was unable to attend. In consequence, Councillor Capes attended in his capacity as Tree Warden and found the event useful and interesting. He will report further at a future meeting.

### **7b 2006/07 SUPPORTED MEMORIAL (BC09)**

The Clerk sent the agreed letter in response to the owner of the memorial on grave BC09. No further correspondence has been received.

### **7c 2006/07 REVISED CEMETERY POLICY**

The Clerk has sent the revised Cemetery Policy document, together with copies of the Memorial Application form where relevant, to local funeral directors and memorial masons. The accompanying letter asks the companies to formally acknowledge receipt of the policy and confirm their intent to implement it fully. No written responses have yet been received. It was agreed that the Clerk should chase any company who had not responded by 22<sup>nd</sup> May 2006.

### **7e 2006/07 TREE WORK, CEMETERY BOUNDARY**

The Clerk contacted the parishioner to give the Council's permission for the work to be undertaken on a without prejudice basis. The parishioner explained that events had moved on in that she had identified that the problem was being caused by a neighbouring tree, which was leaning on the tree on her rear boundary. In consequence, she has contacted her neighbour to ask them to take action.

### **9c 2006/07 INVESTMENTS**

An application for a £25k guaranteed investment bond for a period of three months has been sent to the Co-op Bank, having been signed by the Chairman and Vice Chairman.

### **13 2006/07 : CORRESPONDENCE RECEIVED**

**13a** Scotter War Memorial Playing Fields Committee, asking the Parish Council to reimburse it with the sum of £1028.13, paid to Totalturf for consultation services provided in relation to the purchase of the new playing field. As this sum is included on the monies precepted for Parish Plan projects, Councillor Brown (seconded by Councillor Fillingham) proposed that the Council should make a donation of £1028.13 to the Playing Fields. Councillor Day declared an interest and abstained. All other Councillors present were in favour.

**13b** A resident of North Moor Road, asking the Parish Council to lobby LCC Highways for the installation of a footpath from North Moor Garage/football ground to the access to the public right of way to Scotterthorpe and going on to incorporate the last two houses on North Moor Road. The Council discussed several previous and unsuccessful attempts (including a recent one related to the planning application to build several new houses on the west side of North Moor Road) to obtain such a footpath from LCC Highways but agreed that it would lobby LCC yet again on the matter. To ensure the safety of those using the footpath to access the football ground and/or the public right of way, it was further agreed that LCC should be asked to install the footpath on the west side of North Moor Road, to avoid the need to cross this busy road near the bend or along the 60mph section. It was also agreed that the Clerk should acknowledge the parishioner's letter, informing them of the proposed action.

**Initialed ..... Chairman**

**13c** LCC, enclosing a copy of its Safety Code of Practice in relation to verge mowing by parishes and asking that the Council ensures that any contractor is provided with a copy and that the contractor is compliant in every respect. It was agreed that the Clerk should write to LCC reminding them of their agreement that the work of the Village Person should be governed by the Council's Safe Working Procedures and also to Serviceteam to ask for their confirmation that they fully comply with the requirements of the Safety Code of Practice.

**13d** LALC, enclosing a copy of the County Circular April 2006. Considering the proposed changes to local government, a further submission was received regarding a Town/Parish Assembly to be held on 24<sup>th</sup> May 2006 at Anwick, specifically to discuss this topic. A draft paper entitled "Local Governance – the Way Forward" is attached to give the background. The Chairman encouraged all Councillors to read these papers very carefully when circulated and stated his intention to attend the Assembly meeting if at all possible. He asked Councillors interested in attending to let the Clerk know quickly, to enable numbers to be confirmed to LALC and travel arrangements to be made.

**13dd** Office of the Deputy Prime Minister, introducing a discussion paper on Local Authority Byelaws in England. To be circulated to Councillors.

**13e** Age Concern Lindsey, asking the Council to display attached posters/flyers on its notice board, to inform elderly parishioners of their Benefits Advice Programme. The clerk will ask the Eau Community Centre to display the poster, with copies of the flyers to be given to the Medical Centre and Good Companions.

**13f** Victim Support Lincolnshire, thanking the Council for its donation of £50 towards their work.

**13g** WLDC, informing the Council of further proposed modifications to the West Lindsey Local Plan First Review. None of the proposed amendments affect Scotter.

**13h** NALC enclosing a copy of its Local Council Review, May 2006, for circulation to Councillors.

**13i** A copy of the Clerks and Councils Direct newsletter, for circulation to Councillors.

**13j** East Midlands Development Agency, enclosing a copy of its emda news magazine, April 2006, for circulation to Councillors.

**13jj** West Lindsey Citizens Advice Bureau, thanking the Council for its donation and its willingness to review the amount of future donations when setting its 2007/08 Precept.

**13jjj** The Community Council of Lincolnshire, acknowledging receipt of Scotter's entry into the Best Kept Village competition 2006 and enclosing some competition posters for display.

**13k** WLDC, informing the Council that the owners of 27 The Rookery wish to name their property "Pride Croft". Councillor Brown, seconded by Councillor Rayner, proposed that the Council should ask WLDC to inform such applicants that they should display their house number in addition to the house name to facilitate the location of their property by emergency and postal services.

**13l** Abbey Floors, introducing the company which specializes solely in the provision and renovation of wooden flooring.

**13m** LCC, enclosing posters for parish notice boards giving contact details for County Council departments.

**Initialed ..... Chairman**

**14 2006/07 : PLANNING APPLICATIONS**

The Council was invited to endorse the following observations made to West Lindsey District Council by the Planning Committee during the period.

**M06/P/0283 WAR MEMORIAL PLAYING FIELDS, SCOTTON ROAD, SCOTTER** – a planning application for Site Boundary 1 (creation of new tarmac tennis courts with 2.75m high boundary fencing, 6 x 10m high columns and 1 x 2.75m high wall) and Site Boundary 2 (erection of up to 8 x 8m lighting columns).

**NO OBJECTION**

**M06/P/0326 REAR OF SAGANA LODGE, SCOTTON ROAD, SCOTTER** - a planning application to erect one private bungalow.

**OBJECTION**

Councillor Day, seconded by Councillor Armstrong, proposed that the Parish Council endorse the actions taken by the Planning Committee. All Councillors present were in agreement. The Council was also invited to note the following result received from the planning authority :-

**M06/P/0171 21 KIRTON ROAD, SCOTTER** – a planning application to erect a conservatory to the rear elevation.

**GRANTED**

**15 2006/07 : ACCOUNTS FOR PAYMENT**

The Council examined the cashbook as at end of April 2006 and its reconciliation to the bank statements. It also examined the accounts to be paid for supplies and services received since the last meeting. Councillor Brown, seconded by Councillor Sheardown, proposed that the cashbook as at the end of April 2006 should be signed by the Chairman and the Clerk as a true record and that the following cheques should be approved in settlement of the accounts to be paid. All were in agreement.

<b>CHEQUE NO.</b>	<b>TO WHOM PAID</b>	<b>PARTICULARS OF PAYMENT</b>	<b>NET VALUE</b>	<b>VAT</b>	<b>TOTAL PAYMENTS</b>
401606	Inland Revenue	PAYE & NI, Month 1	330.55	-	330.55
401607	Mrs M. Brown	Wages	476.44	-	
		Telephone	2.50	-	
		Mileage	5.60	-	
		Postage	18.82	-	
		Stationery	11.67	2.05	517.08
401608	Mr. J. Lyon	Wages	426.82	-	426.82
401609	Thompson Waste Mgt	Skip service - Dar Beck Rd (6/04)	159.00	27.83	186.83
401610	Scotter Bowls Club	Donation for security fencing	500.00	-	500.00
401611	Childline Midlands	Donation	50.00	-	50.00
401612	Spencer's Garage	Fuel	92.29	16.16	108.45
401613	Farmstar Ltd	Repairs to strimmer	31.91	5.58	37.49
401614	Pestx Ltd	Pest Control - 3 mnths from 01/05	85.00	14.88	99.88
401615	Allianz Cornhill	Insurance renewal from 01/06	1423.28	-	1423.28
<b>TOTAL PROPOSED PAYMENTS</b>			<b>3,613.88</b>	<b>66.50</b>	<b>3,680.38</b>

**Initialed ..... Chairman**

### **16 2006/07 : INCOME RECEIVED**

<b>DATE</b>	<b>PAYER</b>	<b>DETAILS</b>	<b>RECEIPTS</b>
03.04.06	WLDC	Precept 06/07 & cemetery expenses	47360.00
05.04.06	Co-op Bank	Interest - Deposit & Current accounts	134.93
11.04.06	Clearys Funeral Service	Memorial to I Childs (BF62)	60.00
11.04.06	Huteson & Sons	Memorial to G. Metheringham (BF56)	30.00
11.04.06	K. J. Day	Rental of Constable land	90.00
11.04.06	J. Craig	Rental of cemetery allotment no. 18	1.00
18.04.06	C. R. Pye	Rental (6 months) of Goosemoor land	155.00
		<b>TOTAL RECEIPTS</b>	<u>47830.93</u>

### **17 2006/07 CEMETERY & ALLOTMENTS WORKING GROUP**

**17a** The Council reviewed the previously circulated summary of the current position in respect of memorials assessed as being unstable and discussed the forward action plan in relation to them. At the conclusion of the deliberations, Councillor Brown, seconded by Councillor Rayner, proposed that the Council adopt the following courses of action :

- Supported memorial, owner not located – The Clerk should prepare a list of such memorials for inclusion in the next edition of the Eau Valley Advertiser and for display at the cemetery and on the Parish Council notice boards, explaining that the Council needs to contact the family of the deceased in relation to their unsafe memorial. Should this not elicit any response, the article should warn that (as the support provided is temporary only) the Council will have no option but to arrange for the memorial to be laid down on the grave during February 2007.
- Supported memorial, owner known and remedial action taken – The Clerk should write to the owners of these memorials explaining that, under the Council's cemetery safety policy, all new and re-erected memorials need to pass a health and safety pressure test of 35kg applied at their apex by a pressure testing machine within one year of their installation/re-installation (and periodically thereafter, approximately every five years). Whilst the owner can organise the test themselves and provide the Council with a test certificate from an approved and competent body to show that the memorial has passed the test, the Council is happy to employ a contractor to conduct this initial test on their behalf (and they will be invited to attend). This is likely to occur during October/November 2006, when newly installed memorials will also be tested. In usual circumstances, the Council would have to make a small charge to cover the cost of the test. However, considering the distress and expense the owners have suffered in relation to this issue, no charge would be made on this occasion. The owner is to be asked to confirm their preferred test arrangement.
- Supported memorial, owner known, no apparent remedial action taken – The Clerk should write to the owners of these memorials to explain that the Council is unaware that action has been taken in relation to their memorial and that, as the support is temporary only, a continued failure to take action will leave the Council with no option but to arrange for the memorial to be laid down on the grave during February 2007. The letter should go onto to explain the procedure should the owner arrange for action to be taken in the near future, as per the action point immediately above.
- Procedure for testing new/re-installed memorials – The Council's policy is for new and re-installed memorials to be tested for stability within one year. Engaging the services of a contractor to conduct such work is preferred due to the perceived independence of their results. The Clerk is to obtain quotations/estimates for the testing of such memorials during October/November 2006.
- Procedure for laying down unstable memorials – Considering the need for proper safe working procedures and insurance in conducting such work, engaging the services of a

**Initialled ..... Chairman**

specialist contractor is preferred. This is likely to restrict the interested parties to the local memorial masons and the Clerk should obtain quotations/estimates from them for laying down memorials during February 2007. In terms of specification for this work, the clamp is to be carefully removed and placed at the side of the garage and the stone placed flat on the grave, face up. To facilitate this, it will be necessary for the plinth to be let into the ground.

Prior to taking the vote, Councillor Allen queried whether the laying down of memorials presented a further safety hazard in the form of a tripping hazard. Following some discussion and considering the design of Scotter Cemetery, it was agreed that the laying down of the memorials presents no significant risk to safety and a significantly lower risk than leaving them in the upright position unsupported. Councillors then considered the tabled proposal and all were in agreement. Considering the sensitivity of the matter, the Clerk requested that the Cemetery & Allotments Working Group review the draft letters/articles for accuracy and tone prior to their publication and this was agreed.

**17b** The Clerk reported that the Council had received a formal request to allow the exhumation from Scotter Cemetery of the cremated remains buried in grave plot BC34. The Council considered the request from the deceased's family sympathetically and Councillor Billam, seconded by Councillor Armstrong, proposed that the Council approve the request and instruct the Clerk to complete the required paperwork. All were in agreement. The exhumation will be supervised by a funeral director and the memorial stone will be uplifted by the memorial mason.

**17c** Three members of the Working Group conducted a safety inspection of the cemetery on 13<sup>th</sup> May 2006. All was found to be in good order, with no issues identified.

**17d** The monies requested for 2006/07 cemetery expenses have now been received from WLDC. These include specific sums for "one-off" expenditure related to the purchase of hedging for the new portion of cemetery and to the purchase of 10 band-type memorial supports. Considering the forward action plan determined in relation to memorial safety, it was agreed that the Clerk should include the purchase of the memorial supports in the agenda for the September Council meeting.

**17e** The Council discussed the Village Person's verbal request that the safe working procedure be amended to allow the mowing of the top of the bank on Kirton Road by the Husqvarna mower. Having considered the request and the advice received from the independent health and safety expert when the risk assessment was undertaken, the Council was of the opinion that such an amendment would increase the risk to personal safety (to the Village Person and to third parties) to an unacceptable level. In consequence, the Council decided that the safe working procedure must remain as currently written, such that the Husqvarna mower must not be used to mow this bank. The Clerk is to write to the Village Person accordingly.

### **18 2006/07 : PARISH PLAN**

There was nothing to report on the Parish Plan

### **19 2006/07 : PARISH CLERK**

**19a** The Council having reviewed the report produced by the Clerk on the 2005/06 annual return, Councillor Sheardown proposed that, subject to the receipt of an unqualified report from the internal auditor (R.N. Store), the Chairman and RFO should sign the return with respect to the statement of accounts, that the Council should approve the explanations given for significant year-on-year variances and that the Chairman and Clerk should sign the return with respect to an affirmative statement of assurance. This was seconded by Councillor Brown and all present were in agreement. Councillor Sheardown further commented that the significant variance explanations may be more

transparent if provided in a tabular, rather than descriptive, form for future years and the Clerk will attend to this.

**20 2006/07 : POINTS FROM MEMBERS/URGENT ITEMS OF INTEREST**

**20a** Councillor Sheardown reported on progress made with Land Registry in terms of regularising the Council's land holdings. As part of the process, it will be necessary for the Clerk (as Proper Officer of the Council) to make a statutory declaration in relation to the holdings in front of a solicitor. As the Council does not have an agreed legal advisor, Councillors proffered suggestions of local solicitors who may be interested in taking on this work.

**20b** Councillor Armstrong reported that the recent heavy rain had resulted in flooding at the Laughton Lane end of Scotter Road and queried whether the culvert had become blocked. The Clerk will raise this with LCC Highways.

There being no other business, the Chairman closed the meeting at 9.22pm.

Clerk: .....

Chairman: .....

Date: .....