

SCOTTER PARISH COUNCIL
Minutes of the Annual Meeting of the Council held on 18th May 2009

PRESENT: Councillor C. Day (Chairman), Councillors N. Altoft, B. Billam, M. Brown, J. Fillingham and A. Sheardown, Ward Councillor C. Underwood-Frost, PCSOs B. Thomas and W. Bonney (part only), four members of the public (part only), M. Brown (Clerk).

As the members of the public present did not wish to address the Council during the public open forum, the meeting commenced at 7.32pm.

22 2009/10 : To elect a Chairman of the Council and to receive the Chairman's declaration of acceptance of office (or, if then not received, to decide when it shall be received)

RESOLVED : To appoint Councillor Day as Chairman. Councillor Day signed a declaration of acceptance of this office.

23 2009/10 : To receive and approve apologies for absence

Apologies were received from Councillors Armstrong and Capes who are on holiday and from Councillor Bullivent who is unable to attend due to a work commitment. An apology was also received from Councillor Rayner who would be late due to being delayed at work.

RESOLVED : To accept and approve the apologies from Councillors Armstrong, Bullivent, Capes and Rayner.

Ward Councillor Underwood-Frost also tendered the apologies of Ward Councillor Parry.

24 2009/10 : To elect a Vice-Chairman of the Council

RESOLVED : To appoint Councillor Brown as Vice-Chairman

25 2009/10 : To appoint representatives to the Village Hall Association, the Playing Fields Committee and the Eau Community Centre Management Committee

RESOLVED : To appoint Councillor Billam as the representative to the Village Hall Association and Eau Community Centre Management Committee and to appoint Councillor Bullivent as the representative to the Playing Fields Committee.

26 2009/10 : To appoint a Flood Warden

RESOLVED : To appoint Councillor Bullivent as Flood Warden

27 2009/10 : To appoint a Planning Committee

RESOLVED : To appoint Councillors Altoft, Billam, Brown, Capes, Fillingham and Rayner as the Planning Committee and to formally delegate to that Committee the function of responding to planning applications (as allowed under section 101(1) of the Local Government Act, 1972).

The Committee will elect a Chairman at its next meeting.

28 2009/10 : To appoint a Cemetery & Allotments Working Group

RESOLVED : To appoint Councillors Brown, Capes, Day and Rayner as the Cemetery & Allotments Working Group. The Working Group will elect a Chairman at its next meeting.

29 2009/10 : To appoint an Asset Management Working Group

RESOLVED : To appoint Councillors Capes, Fillingham and Sheardown as the Asset Management Working Group. The Working Group will elect a Chairman at its next meeting.

30a 2009/10 : To receive declarations of interest

Councillor Day declared an interest likely to be seen as prejudicial in relation to item 15 on the agenda (minute reference 31 2009/10) due to his chairmanship of the Playing Fields Committee and his

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capacity as contractor to Scotter Junior Football Club and stated his intention to withdraw from the room during the discussion. No other declarations were made at this point.

30b 2009/10 : To approve the notes of the Council Meeting held on 20th April 2009 as the Minutes of that meeting.

RESOLVED : To approve the notes of the Council Meeting held on 20th April 2009 (as circulated) as the Minutes. These were signed by the Chairman.

As the members of the public present were specifically interested in the discussion of agenda item 15, the Chairman moved that this item should be considered next.

RESOLVED : To alter the order of business to take agenda item 15 as the next item. In light of his earlier declaration the Chairman left the room, with the Vice-Chairman temporarily taking the chair.

31 2009/10 : To consider a verbal report received from a parishioner regarding the state of the playing fields.

Councillor Brown summarised his earlier discussion with a member of the committee of Scotter Juniors FC during which the latter had raised his concern that the playing fields are unsafe for children to play football on and had asked for this to be discussed by the Parish Council. Subsequent to this discussion, a letter had been received by the Council from WLDC (copy available for Councillors at the meeting) recommending that urgent action be taken to fill in the rabbit holes and make the surface safe to play on. As the Council is not the legal entity responsible for the land, the Clerk passed the letter to the Playing Fields Committee which had taken the immediate step of banning the use of the affected field until such times as its condition can be improved. Councillors Sheardown and Altoft commented that the fields had suffered from damage by rabbits over many years despite the erection of rabbit-proof fencing and that it had consequently been the case that the football club had inspected the fields prior to play and filled in any holes that were present, thereby ensuring the safety of the children.

In terms of the Council's role, Councillor Brown stated that there is nothing further that the Council can do until and unless it is approached by the Playing Fields Committee (either alone or in conjunction with Scotter Juniors FC) with a formal request for financial support towards an agreed and costed plan of rectification. He further reminded Councillors that, as no specific sum had been requested nor set aside for field repairs at the time of setting the 2009/10 Precept, the amount of any financial support that may be available during 2009/10 will inevitably be restricted. At this point, a member of the public indicated his urgent wish to address the Council on the matter and the Vice-Chairman proposed that Standing Orders be suspended to allow the parishioner to speak.

RESOLVED : To suspend Standing Orders.

The parishioner reiterated the football club's concerns about the state of the playing fields (particularly for a village of Scotter's size) and encouraged the Council to do whatever it could to resolve the situation. The Clerk reminded all present that the matter would have already been resolved had the Parish Plan's scheme for the playing fields been delivered. However, despite significant financial investment by the Parish Council, external funding had not yet been attracted to enable the scheme to go ahead due to funds being redirected towards the 2012 Olympics. Work continues to try to implement the scheme, such that the current problem is likely to be of a short to medium term duration. This needs to be taken into account when considering any remedial action. Councillor Brown again reminded the parishioners that, as the playing fields do not belong to the Council, the Council's courses of action have to be guided by the Playing Fields Committee, the legal entity responsible for them. As the discussion at this point was becoming repetitive in nature, Standing Orders were reinstated and it was :

RESOLVED : To await a formal request from the Playing Fields Committee for any financial assistance it may require towards an agreed and costed rectification plan.

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Ward Councillor Underwood-Frost offered his assistance, if required, in bringing the parties together to progress the matter with all due speed. With this item being concluded, the members of the public left the room.

Councillor Day returned to the meeting room at this point and resumed his duties as Chairman. As the PCSOs had arrived during the previous debate, the Chairman asked if they would wish to address the Council prior to the next item of business. PCSO Will Bonney introduced himself as the replacement for PCSO Penny Smith and informed the Council that PC Lindsay Postles had been temporarily appointed to the position of Community Beat Manager for Gainsborough Rural North due to PC Leggott's ongoing ill-health. She will commence work on 19th May 2009. The PCSOs then left the room.

32 2009/10 : To review the Council's Standing Orders & Financial Regulations

The Council reviewed its Standing Orders and Financial Regulations and :

RESOLVED : To approve both documents as currently written.

33 2009/10 : To approve the renewal of the Council's insurance policy

The Council considered the paper produced by the Clerk in respect of the renewal of the Council's insurance policy and, with the sums assured being appropriate to the Council's needs,

RESOLVED : To renew its insurance policy for the year commencing 1st June 2009 at a premium cost of £1600.

34 2009/10 : To consider the report produced by Community Lincs following community engagement on the youth issues

The Council considered the executive summary of the report and other information prior circulated against the background of a verbal summary of the report given by the Chairman from his perspective. In consequence of the discussion, it was :

- RESOLVED : a. To support the development of the inter-generational and cross-border working groups and to welcome the deployment of two detached youth workers in Scotter.**
b. To comment that the recommendations do little to address the fundamental issue of large gatherings of young people drinking alcohol on the streets of Scotter.
c. To raise the Council's continued concerns regarding the advertisement of the public consultation event and the potential double counting of questionnaire responses from young people.
d. To state the Council's strong objection to the continued intimation that the Parish Plan has not been followed up by the Council and to provide evidence to the contrary.
e. To state the Council's concern that the majority of recommendations require local volunteers to deliver them at a time when volunteers are few in number and already over-committed. Ongoing support and commitment is needed from the key agencies if the problem is to be resolved.
f. To state the Council's disappointment that there are no recommendations in relation to the availability of alcohol for the consumption of underage drinkers.
g. To query the relevance of references to the 2001 Census within the report, considering the significant increase in the population since it was taken.

35 2009/10 : To consider a letter from WLDC regarding dykes, ditches and watercourses

The Council considered the letter, sent on behalf of the Strategic Flood Working Group (principle partners including WLDC, LCC, EA and Internal Drainage Boards) which has identified that one of the significant flooding risks in the area is from watercourses (including ditches and dykes) that are not maintained or have been filled in and asking for information to be provided on potential problem areas. Following discussion, it was :

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RESOLVED : To report the dyke to the west of the main A159 bridge over the River Eau that runs behind the bungalows on Messingham Road, the condition of which significantly contributed to the flooding of three such properties during June 2007. Also to include an article in the next edition of the Eau Valley Advertiser to ask members of the public to report any issues of poor maintenance directly to WLDC.

36 2009/10 : To consider a request from the Over 45's Activator to attend a future Council meeting.

The Council considered the request from Mr Christian Wallis, employed by Lincolnshire Sports Partnership as Over 45's Activator for the West Lindsey district, and

RESOLVED : To invite him to attend the June Council meeting.

37 2009/10 : To receive a report from the Cemetery & Allotments Working Group on its recent safety inspection of the cemetery

During the period Councillor Brown, on behalf of the Cemetery & Allotments Working Group, had inspected the cemetery and confirmed that there were no matters of a safety concern to report on this occasion. He further reported that the alarm has now been fitted to the garage.

38 2009/10 : To receive a report from the Chairman on his recent inspection of Parson's Field

The Chairman reported that he had carried out a number of inspections of the field during the period and there has been no further evidence of use by horses. An amount of litter has been removed, including two broken pallets. In terms of a potential future safety issue, the Chairman reported that some of the tree branches, particularly on the middle pathway, are approaching head height when heavy with rain.

RESOLVED : To ask the Tree Warden to lift the canopies where necessary and appropriate.

39 2009/10 : To receive a report from the Clerk

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

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

The Clerk updated the Council with the information received from the Planning Officer regarding the Astley Crescent development. Whilst this explains that many of the outstanding matters now rest between the developer and the County Council, it does not address the issue of the unsafe fencing surrounding the incomplete public open space. The Clerk has written to the Planning Officer again to ask for urgent action to be taken to make the fencing safe.

127 2008/09 : Fire safe

Following the installation of the fire safe it was

RESOLVED : That a letter of thanks be sent to Messrs C. Lidgett, J. Lidgett and J. Gray who ably assisted the Chairman in installing the safe.

202 2008/09 : Use of a private garden for commercial purposes

Following receipt of WLDC's response in relation to the above, which stated that a letter had been sent to the resident confirming that such use is unauthorised, it has been noted that offers of vehicles for sale continue to be made. As WLDC's Development Services Manager is attending the Council's Planning Committee Meeting on 1st June 2009 (to discuss the changes that WLDC proposes to make to the structure and operation of its Planning Services department),

RESOLVED : To raise the matter with the Development Services Manager at that meeting.

225 2008/09 : Best Kept Village Competition 2009

The Clerk reported that various groups of young people in the village are organising litter picks in readiness for the judging of the competition. The school has already carried out one event with the

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support of the PCSOs and the Guides have planned two events (which will also include fence painting at the village hall and the filling of rabbit holes on the playing fields) during early June. Beavers have also planned an event for Thursday 21st May 2009 and have asked if a member of the Council would attend to welcome them and set them off. With no Councillor available at the early start time of 5.30pm, it was

RESOLVED : That the Clerk be asked to represent the Council on this occasion.

The Clerk has obtained litter picking equipment on loan from WLDC to support the activities of the Beavers and Guides.

227 2008/09 : Letter from a parishioner in relation to general litter and issues associated with litter and road surfacing on private land

The Council considered the response received from the County Council as to the parties responsible for the maintenance and upkeep of the access road leading from The Green to the churchyard gate and

RESOLVED : To send a letter to the parties identified by the County Council as responsible for the maintenance of the access road to inform them of the complaints received regarding the hazardous nature of the road.

240 2008/09 : Contract for grass cutting services

The Clerk informed the Council that the contractor had been in contact with her following his first cut in the village, asking whether the work carried out had been satisfactory considering that his main flail mower had been out of action and conditions for full riverbank strimming had been unsafe due to the potential of slipping on the very wet grass. The Council considered the quality of work that had been done and

RESOLVED : To instruct the contractor to return to the village, at a suitable time and at his own cost, to carry out remedial works to the standard required by the Council.

6 2009/10 : LCC's proposal to erect a barrier on the public footpath on Clay Lane to prevent access and subsequent damage by horses.

The Council considered the latest conversation between LCC's officer and the Clerk regarding the above and

RESOLVED : That it does not wish to influence the positioning of the barrier. However, LCC may wish to place signage warning of the barrier's existence at the opposite end of the track to ensure that the footpath is not used by horses.

39 2009/10 : Unsafe litter bin

The Clerk reported that the bin installed at the playground in 2004 became unsafe during the period as the metal had rotted through at the base, leaving sharp edges. In consequence, she had instructed the emergency contractor to make safe, with the bin removed and the foundation concreted over.

With the exception of Councillor Day who declared an interest and abstained,

RESOLVED : To approve the emergency action carried out by the Clerk.

Photographs of the failed bin have been taken and the Clerk will liaise with the supplier to see if she can obtain any redress, considering the short life-span of this expensive item.

40 2009/10 : To receive new correspondence not already included above

Items of correspondence (not already considered above and received prior to the Annual 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 become an agenda item for consideration at a future meeting.

41 2009/10 : To receive the Minutes of the Planning Committee meeting published since the last Council meeting and adopt the recommendations contained therein

The Council considered the minutes of the Planning Committee meeting of 2nd March 2009 and

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RESOLVED : To concur with the actions taken by the Planning Committee and to adopt the minutes of the Committee meeting held on 2nd March 2009.

The Council also noted that no results were received from the Planning Authority during the period.

42 2009/10 : To note income received during April 2009 and to approve the April 2009 cash book and its reconciliation to the bank statements

The Council noted the following income received during April 2009.

<u>DATE</u>	<u>PAYER</u>	<u>DETAILS</u>	<u>RECEIPTS</u>
01.04.09	WLDC	Precept & cemetery subsidy for 2009/10	39750.00
03.04.09	Co-op Bank	Interest - current account	0.35
03.04.09	Co-op Bank	Interest - deposit account (6months)	55.65
03.04.09	H M Revenue & Customs	VAT repayment	544.32
06.04.09	Mrs K.J. Day	6 months rental of Constable land	100.00
08.04.09	J. E. Thurlby (Funeral Director)	Excl. Right to BF68 & interment of R.T. Robinson	100.00
23.04.09	Miss V.E. Brix	Permit to erect a memorial on garve BF70	80.00
27.04.09	R.J. & S.E. Marris	6 months rental of Goosemoor land	275.00
TOTAL RECEIPTS			<u>40905.32</u>

It then examined a facsimile of the cashbook as at end of April 2009 (the actual cashbook currently in the hands of the Council's internal auditor as part of the review of the 2008/09 Annual Return) and its reconciliation to the bank statements and

RESOLVED : That the cashbook at the end of April 2009 should be signed by the Chairman and Clerk as a true record on its return from the internal auditor.

43 2008/09 : To approve payments to be made

The Council examined the accounts to be paid for supplies and services received since the last meeting and :

RESOLVED : That the following payments 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	BT	Line rental, Q1 2009/10	44.61	6.69	51.30
Direct Debit	Tiscali	Broadband/phone calls, March '09.	25.25	3.79	29.04
401970	H.M. Customs & Revenue	PAYE & NI, Month 1	352.28	-	
		Less incentive payment for on-line filing	-75.00	-	277.28
401971	Mrs M. Brown	Wages	435.62	-	
		Mileage	4.00	-	
		Postage	1.56	-	
		Woodstain for parish seats, etc.	20.85	3.13	465.16
401972	Mr. J. Lyon	Wages	691.49	-	691.49
401973	Spencer's Garage	Fuel	134.24	20.14	154.38
401974	Green Stripe Garden Mch'y	Oil & oil filter change - ride-on mower	31.83	4.77	
		Spare engine oil	14.50	2.18	53.28
401975	Harlequin Office Furniture Ltd	Fire safe for key documents	465.00	69.75	534.75
401976	Allianz Insurance plc	Insurance renewal premium	1600.00	-	1600.00
401977	Pestx Ltd	Pest control, 3 months from 01/05/09	85.00	12.75	97.75
401978	GIDB	Drainage rate, assessment no. 76	2.40	-	
		Drainage rate, assessment no. 77	1.50	-	3.90
			<u>3,835.13</u>	<u>123.20</u>	<u>3,958.33</u>

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44 2009/10 : To take any points from members, identify items for the next agenda and to note urgent items of interest.

44a Councillor Billam stated that, at the last meeting of the Eau Community Centre Management Committee, it had been reported that the opening hours on a Saturday at Gainsborough library were to be reduced by 3 hours. Against the background that this is the library that Scotter residents are supposed to use when Scotter library is closed and that Scotter library is now showing the fastest growth in users in the district, the Centre's management committee believes that this reduction should be compensated for by an increase in opening hours at Scotter. It was

RESOLVED : That the Clerk should write to LCC to check the veracity of the position in respect of Gainsborough library and to remind LCC that the Council has yet to receive a response to its submission as part of the latest consultation on library provision.

44b Councillor Billam asked whether the Tree Warden had been asked to raise the canopies on the trees outside the Eau Centre. The Clerk responded in the negative. She also queried when the new cemetery sign is to be erected. The Clerk stated that both it and the new notice board will be erected when YEDL has completed its work installing underground cables at the cemetery. As a final point, Councillor Billam asked whether the Council intended to plant a hedge around the newly laid part of the cemetery. The Chairman responded that a slow-growing hedge had been planted many months ago in recognition of the need.

45 2009/10 : To consider whether, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press should be temporarily excluded from the meeting.

RESOLVED : That, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press should be temporarily excluded for the following items of business on the basis that the first and second relate to commercial matters and the third to a legal matter.

With no members of the public present :

46 2009/10 : To agree a contract for the installation of memorial foundations in the newly laid area of Scotter Cemetery

The Council considered the recommendation made by the Cemetery & Allotments Working Group following the issue of a competitive tender for the work and

RESOLVED : To place a contract on the terms proposed by the Working Group.

47 2009/10 : To consider whether amendments are necessary to the cemetery policy in light of the Ministry of Justice's recent publication "Managing the safety of burial ground memorials"

The Council considered the report from the Cemetery & Allotments Working Group regarding the potential implications of the recommendations contained within this publication and the information received from the Council's insurer in advance of the latter's issue of a proper guidance note on the topic and

RESOLVED : To suspend the requirement in the cemetery policy for mechanical testing of memorials and to restrict inspections of memorials to visual inspections only, such position to be reviewed on receipt of formal guidance from the Council's insurers.

On the topic of memorial safety, the Clerk raised the issue of a recent application to erect two non-standard memorials (i.e. ones that are not covered by the current cemetery policy) at Scotter Cemetery. The Council considered the proposed memorials and, having noted that they will not compromise safety,

RESOLVED : To approve the application request.

48 2009/10 : To consider correspondence from the Council's legal advisor in relation to the Southcliffe Road verge

The Council considered the correspondence received from the legal advisor in relation to the public verge on the corner of Southcliffe Road and Gainsborough Road and

RESOLVED : To approve the course of action proposed by the legal advisor.

The Chairman declared the meeting closed at 8.45pm.

Clerk:

Chairman:

Date: