

SCOTTER PARISH COUNCIL

Minutes of a Meeting of the Council held on 18th October 2010

PRESENT: Councillor M. Brown (Vice Chairman and acting Chair), Councillors M. Armstrong, B. Billam, J. Bullivent, D. Capes, J. Fillingham and S. Rayner, M. Brown (Clerk).

With no members of the public present, the meeting commenced at 7.32pm. In the absence of the Chairman, the Vice Chairman took the Chair, as agreed at the September Council meeting.

121 2010/11 : To receive and approve apologies for absence

Apologies were received from Councillors Day and Sheardown who are attending the Issues and Options briefing session at the Guildhall and from Councillor Baker who is on holiday.

RESOLVED : To accept and approve the apologies from Councillors Baker, Day and Sheardown.

122 2010/11 : To receive declarations of interest

Councillor Billam declared an interest in relation to item 118c 2010/11 of the Clerk's Report and stated her intention to refrain from voting on the matter. No other declarations were made at this time.

123 2010/11 : To approve the notes of the Council Meeting held on 20th September 2010

With the exception of Councillor Rayner who abstained, it was :

RESOLVED : To approve the notes of the Council Meeting held on 20th September 2010, as circulated and amended for an error on page 6, as the Minutes of that meeting. Once the error was corrected, these were signed by the Chairman.

124 2010/11 : To consider a bid for lottery funding to continue the Friday night drop-in at the Eau Centre and to finance the Parish Plan review

The Council considered the paper prior circulated in relation to this item and

RESOLVED : To support the submission of a bid for funding to the Big Lottery Fund in the approximate amount of £22k per annum for a period of three years to support the Friday Night project and community development work.

The Clerk is to inform the Community Development Officer accordingly.

125 2010/11 : To consider making a representation on plans to hold local elections every four years

The Council considered the special edition of WLDC's Parish Matters newsletter that asked for comments on its proposal to hold elections once every four years. Considering the savings to be made from this approach and even though it will mean that the term for the current members of the Council will be reduced by one year, the Council :

RESOLVED : To write to WLDC in support of the proposal to move to all-out elections once every four years.

126 2010/11 : To agree a course of action on the maturity of the Council's Guaranteed Investment Deposit Account

The Clerk informed the Council that the above account, currently valued at £25000.00 before the payment of interest, matures on 22nd October 2010. With a minimum term of three months for such investments and existing liquid funds down to c. £11k prior to the payment of the October cheques, the Clerk recommended to Council that the sum plus interest on maturity be transferred to the Council's current account, as it is paying the higher level of interest for readily available funds.

RESOLVED : To transfer the sum with interest on maturity into the current account.

In line with the Council's bank mandate, two members of the Council signed the maturity instruction form at the end of the meeting.

Initialed Chairman

127 2010/11 : To agree a date for the 2011/12 Precept meeting

RESOLVED : That the 2011/12 Precept meeting will be held on Monday 6th December 2010, commencing at 7.30pm.

128 2010/11 : To receive a report on the safety inspection of Parson's Field

The Clerk reported that Councillor Day had inspected the field on several occasions during the month and had found nothing of a safety concern. The litter picker has made substantial progress in reducing the amount of litter.

129 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 the Clerk is to ask Councillor Sheardown whether he is also prepared to continue with the inspections of the playgrounds/associated open spaces. The Clerk reported that, during a recent visit to the cemetery, she noted that the bunkers were approaching full. It was

RESOLVED : To instruct the emergency and minor works contractor to empty the bunkers at the earliest opportunity.

130 2010/11 : To receive a report from the Clerk

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

202 2009/10 : Wireless internet connection at Scotter Village Hall

The Clerk reported that the first payment has been received from WLDC, via BACS, to cover the Council's costs for Broadband rental for the months of September and October 2010. However, WLDC has covered the full costs (inclusive of VAT), even though the Council had already reclaimed the VAT element from HM Revenue & Customs. WLDC has been informed of its error and the Clerk awaits notification as to how the over-paid element will be reclaimed.

231a 2009/10 : Community Beat Manager

The Council welcomed the news that the Assistant Chief Constable will attend the November Council meeting to discuss the loss of the CBM for the Gainsborough Rural North beat. Considering the support received from other councils within the beat to the position taken by the Council in this matter, it was

RESOLVED : That invitations be extended to representatives of Blyton, Laughton and Scotton Parish Councils to attend the discussion.

36b 2010/11 : Items requiring the attention of the Cemetery & Allotments Working Group

The Clerk stated that there are now a number of items that require the attention of the Working Group, including such matters as the recent RoSPA report, the revision to the Trees for Communities scheme and the procedure for memorial inspections. It was agreed that a meeting of the Working Group will be held on Monday 1st November 2010 to commence after the Planning Committee meeting has ended (at c. 7.30pm), should the latter be required. If no Planning Committee meeting is required, the meeting of the Working Group will commence at 7pm.

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

The Council was pleased to note that the full amount of match funding requested (i.e. £1550) has been allocated by WLDC to the scheme for the installation of a grid on the culvert of the Dar Beck. The Clerk explained that she had been in contact with the Chairman of the Dar Beck Drainage Association to discuss the conditions placed upon the offer of funding and the recommendations made by WLDC in terms of how the Association should proceed legally (access, riparian responsibilities, etc.) and in relation to inspection processes and procedures. Subsequently, she responded to WLDC to inform it that the installation work has commenced and to give a progress report on the Association's current position in respect of the recommendations. She has, however,

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explained to the Association's Chairman that WLDC's recommendations on the inspection procedure are due to the fact that, as currently drafted, it takes no account of the various risks that might be faced by the person undertaking the inspection nor provides any form of mitigation for those risks (e.g. the provision of a safety harness, safety gloves, etc.). Councillor Rayner confirmed that, from his professional experience, a proper risk assessment needs to be carried out of the activity and the procedure revised accordingly to minimise/eliminate the risks.

62 2010/11 : Litter bin on The Green

The Clerk reported the she has now received a letter from Severn Trent Water stating that it will only supply the requested sewer location map on the submission of a formal application form accompanied by a fee of £20 plus VAT. The Council

RESOLVED : To formally request the supply of a sewer location map of The Green at a cost of £20 plus VAT, the cheque to be written and signed at the meeting.

Councillor Rayner pointed out that, whilst receipt of all of the maps showing the locations of the underground services is a very useful starting point, maps are always supplied with a disclaimer that states that positions are approximate only, such that it remains the Council's responsibility to ensure that the installation contractor is not placed in any danger (particularly from electrical cables). With the bin's ground anchor being at 860mm below-ground depth, this could certainly interfere with services in the area. To this end, he proposed that a cable detector device should also be hired. The Council discussed this proposal and

RESOLVED : To instruct the installation contractor to hire a cable detector device at an approximate cost (for one day's hire) of c. £30 plus VAT to fully scan the area prior to installing the bin.

82 2010/11 : Preliminary consultation on the Central Lincolnshire Core Strategy

The Council noted that the consultation period for the Issues and Options phase of the LDF will formally commence on 25th October 2010 for a period of 6 weeks. In the case of the WLDC Issues & Options consultation, a draft response was prepared by the Chairman of the Council and the Chairman of the Planning Committee with the assistance of the Clerk and was subsequently discussed and approved at a Council meeting prior to a formal response being made. The Council was happy that this approach had worked well and

RESOLVED : That a draft response to the Central Lincolnshire Issues and Options consultation should be prepared by the Chairman of the Council, the Chairman of the Planning Committee and the Clerk for consideration and approval at the November Council meeting.

94a 2010/11: Councillor Initiative Fund

The Council was pleased to note that an application had been submitted for items in support of the Friday Night project. The Clerk was asked to investigate options for insuring the equipment whilst in storage and also in relation to accidental damage, in the event that the application is approved.

113b 2010/11 : Cemetery allotments agreements

The Clerk reported that she has received 15 signed rental agreements, with one outstanding. A chase letter has now been sent in relation to this. She further reported that she had also received another complaint (this time in writing) in relation to dog fouling at the allotments. She has responded, explaining the action that the Council has taken. With the dog owner giving notice of his intention to terminate his allotment agreements at the end of September 2011, the Cemetery & Allotments Working Group was asked to consider whether agreements from 1st October 2011 onwards should preclude dogs at the allotments.

118c 2010/11 : Tree surgery requirement

Councillor Capes reported that he had examined the copper beech tree in the cemetery and noted that large branches were overhanging two properties on Westcliffe Road which needed to be removed

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and that some pruning was required on a branch on the cemetery side. He met with Mr Willis of Aspen Tree Services to discuss the work scope and, during that discussion, Mr Willis commented that the willow tree on Riverside is once again shielding and interfering with the street light due to growth. Mr Willis had carried out pruning work on the willow to solve this problem some years ago. The cost of the two packages (the copper beech tree and the willow) was quoted at £95 and Councillor Capes proposed that Aspen Tree Services be engaged to carry out the work. The Council discussed this proposal and, with the exception of Councillor Billam who abstained, **RESOLVED : To instruct Aspen Tree Services to carry out the required tree surgery on the copper beech tree at the cemetery and on the willow tree on Riverside, at a cost of £95.**

131 2010/11 : To receive new correspondence not already included above

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

132a 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 meeting of 5th July 2010 and **RESOLVED : To concur with the actions taken by the Planning Committee and to adopt the minutes of the Committee meeting held on 5th July 2010.**

132b 2010/11 : To note the receipt of results from the planning authorities

The Council noted the following result received from the Planning Authority during the period : **125956 The Paddocks, Lindholme, Scotter** – an outline planning application for one dwelling (means of access and siting to be considered and not reserved) to replace extant planning permission M05/P/0679. **Refused.**

133 2010/11 : To note income received during September 2010 and to approve the September 2010 cash book and its reconciliation to the bank statements

The Council noted the following income received during September 2010.

<u>DATE</u>	<u>PAYER</u>	<u>DETAILS</u>	<u>RECEIPTS</u>
03.09.10	Co-operative Bank	Interest - current account	2.13
		TOTAL RECEIPTS	2.13

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

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

134 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 :

RESOLVED : That the following payments should be approved.

<u>CHEQUE</u>			<u>NET</u>		<u>TOTAL</u>
<u>NO.</u>	<u>TO WHOM PAID</u>	<u>PARTICULARS OF PAYMENT</u>	<u>VALUE</u>	<u>VAT</u>	<u>PAYMENTS</u>
402125	H.M. Customs & Revenue	PAYE & NI, Month 6	433.16	-	433.16
402126	Mrs M. Brown	Wages	556.87	-	
		Mileage	3.20	-	
		Postage	3.84	-	
		Stationery	8.82	1.54	574.27
402127	Mr. J. Lyon	Wages	700.86	-	
		Mileage	32.80	-	733.66

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402128	WLDC	Litter picking service - September 2010	136.44	23.88	160.32
402129	Spencer's Garage	Fuel	77.97	13.65	91.62
402130	Mitie Landscapes Ltd	Grounds maintenance, Sept. 2010	148.75	26.03	174.78
402131	Green Stripe Garden Mch'y	Replacement oil filter	11.28	1.97	13.25
402132	Chris P. Day Limited	Removing seat; supply/install slabs	174.00	30.45	204.45
402133	LDTBF Ltd	Rental of Parson's Field (6 months)	5.00	-	
		Rental of access way (6 months)	0.50	-	5.50
402134	Severn Trent Water	Map of sewer location, The Green	20.00	3.50	23.50
			2,313.49	101.02	2,391.01

135 2010/11 : To take any points from members, identify items for the next agenda and to note urgent items of interest.

135a Councillor Armstrong reported that the police van that was recently scheduled to attend the Trentside villages, to allow residents to raise issues with officers, had not turned up. The Clerk was asked to raise this with Lincolnshire Police.

135b Councillor Bullivent reported that there was a water leak on Kirton Road, near to the junction with Riverside. The Clerk is to report this to Anglian Water.

135c The Clerk extended to Councillors and their families an invitation, received from Scotter Village Hall Association, to attend an evening of celebration of the hall's 25th anniversary, commencing at 7.00pm on Saturday 23rd October 2010 with a slide show (given by Councillor Capes).

135d The Clerk reported that a letter had been received from Hill Holt Wood, asking again that the Council invite the company to the next Council meeting to discuss opportunities for the Council to work jointly with Hill Holt Wood, WLDC and The Future Jobs Fund staff to complete projects and tasks around the parish. The letter suggests that other local parishes are interested in progressing schemes but that these cannot go ahead without Scotter's involvement. The Clerk reminded the Council of the discussion held when the original letter was received (minute ref. 84 2010/11) during which it agreed that, whilst the scheme appears an interesting and useful one, the Council has no tasks that could be suitable for it. In consequence, it was resolved at that time to pass a copy of the letter to the football clubs and the bowls club for action. In light of the latest letter and as the Council still does not have any suitable tasks, the Clerk was asked to respond to Hill Holt Wood reconfirming the Council's position in the matter.

136 2010/11 : 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 relates to a legal matter and the second to confidential personal information.

137 2010/11 : To consider what further action to take in relation to the Southcliffe Road verge

The Council considered the paper provided in support of this item and

RESOLVED : To approve the legal advisor's costs to date in the amount of £300 plus VAT and to approve the future course of action proposed by the legal advisor, subject to the additional costs for such action being limited to £370 plus VAT.

The Council asked the Clerk to confirm with the legal advisor that, should the proposed informal approach to the potential landowners result in an objection to the plan, he will close the file at that point to avoid any further expenditure.

138 2010/11 : To agree which applicants for the position of Clerk/RFO are to be invited for interview

The Council considered the paper provided in support of this item and, specifically, which candidates should be invited to interview, the date and timing of interviews and the make up of the interview panel. At the conclusion of its deliberations, it

RESOLVED :

- To concur with the list of six applicants to be invited to interview.
- To conduct the interviews on the evening of Tuesday 2nd November 2010, with the interview panel to be made up of Councillors Bullivent, Capes and Rayner.
- To prior agree a standard list of questions for interview purposes, based on the person specification.

The interview panel will then make a recommendation to Council as to the most suitable candidate at the November Council meeting.

The Chairman declared the meeting closed at 8.26pm.

Clerk:

Chairman:

Date: