

Hemswell Cliff Parish Council

Minutes of the Ordinary Meeting of the Parish Council held on Monday 4 February 2019 in the Room of Requirement at Hemswell Cliff Primary School.

Present: Councillors Prestwood (Chairman), Beevers, Kirman (Vice Chairman) and Richardson.

Parish Clerk H Reek

In Attendance:

District Councillor Howitt-Cowan

Shay Towns, West Lindsey District Council (WLDC)

PCSO Julie McFaul (Minutes 185 to 186)

Members of the Public - one

Apologies:

County Councillor Perraton-Williams

PC Toyn

Minute Number	Item
<u>Procedural Items – items not requiring written notice</u>	
180/1819	<p>Apologies</p> <p>Apologies for absence were received and accepted from Councillor Hann because of illness.</p>
181/1819	<p>Declarations of Interest</p> <p>Cllr Prestwood in accounts.</p>
182/1819	<p>Minutes of the Ordinary Meeting held on Monday 7 January 2019</p> <p>RESOLVED:</p> <p>That the minutes of the meeting be accepted as a true and proper record subject to amending 'November' to 'December' in Minute 168.</p> <p>All actions from the Ordinary meeting had been actioned (Minute 178 refers) except for the following which were still work in progress:</p> <p>HR – chase up End of Grant Form GP - send map of Grit Bins to the Highways Officer</p>

	HR – Highway matters were still outstanding even though contact had been made.
183/1819	<p>Update from the Neighbourhood Plan Committee</p> <p>VK provided a verbal update at the meeting. A Neighbourhood Plan Committee meeting had been held on Monday 21 January 2019. Steve Kemp and Simone Landucci from Open Plan were in attendance. They had produced a definitive timeline for completion of the Plan. In accordance with the timescales, the Committee wanted to hold an event in late February to consult with residents about the sites to be allocated in the village. The Committee requested the Parish Council to loan funding for the cost of this event and it would be returned when the next grant money had been received. The Committee was meeting informally on 5 February to finalise the date and the format of the event. It was expected that the draft plan would be completed in August 2019 and the referendum would be held around November 2019.</p> <p>She added that the Committee had completed a lot of work on the vision and objectives and the meeting in January with Open Plan had been very productive.</p> <p>She also added that Open Plan had suggested considering adopting a Neighbourhood Development Order which would need further consideration.</p> <p>The Clerk had been asked to pursue the next grant application. It was also noted that if sites were allocated this could increase the grant by a further £8,000.</p> <p>RESOLVED:</p> <p>(1) That the Parish Council loan the Neighbourhood Plan Committee an amount of up to £600 from reserves for the consultation event to be held in February 2019 and the amount be repaid when the next Neighbourhood Plan grant funding was received.</p> <p>(2) That the Neighbourhood Plan Committee scheduled for Monday 18 February be rescheduled to Tuesday 5 March 2019 and the website amended accordingly.</p>
184/1819	<p>Update from the Ball Park Committee</p> <p>No further meeting had been held since the previous Ordinary Meeting of the Parish Council. The only issue to raise was that there was a lot of broken glass being found on the weekly litter pick which was to be monitored.</p>

185/1819	<p>Public Questions</p> <p>A number of questions had been received from members of the public and are summarised as follows:</p> <p><u>Straw on the roads and footpaths</u> The Chairman had responded to a question on clearing the straw. He had been informed that the power station might provide money and would investigate further.</p> <p><u>Gullies update</u> He had also responded to a query about the gullies which would be discussed in more detail in Chairman's remarks (Minute 186 refers).</p> <p><u>Litter picking</u> A resident had asked about the litter picking schedule and in particular Minden Place. Residents paid an additional sum to the management company and shouldn't all streets receive a litter picking service. The recent litter pick was held because the shrubbery and bushes had been cut exposing litter. It may be that further litter picks could be organised. At present, WLDC was contracted to pick litter for three hours per week and focused on the key areas in the village and not every street. The shareholders meeting was being held on 13 March and this issue could be raised. A number of suggestions including alternate schedules for litter picking were mentioned.</p> <p><u>Public Space Protection Order (PSPO)</u> A resident asked about the enforcement since the new signs about not parking on the grass had been installed. ST and PCSO Julie McFaul both raised the issue about the difficulty the WLDC might have in accessing vehicle owner details. It was agreed that PCSO McFaul would speak to colleagues in the Police and WLDC to discuss further.</p> <p><u>5mph sign on Lloyd and Minden Place</u> A resident asked if the current signs could be raised higher. ST responded that the street signs in the village are being cleaned, possibly replaced if damaged and re-positioned. The signs mentioned in this question are scheduled as a priority in March.</p>
186/1819	<p>Police, crime and anti-social behaviour update</p> <p>It was resolved by the Parish Council to consider this item next. PCSO McFaul said that a couple of anti-social behaviour incidents were being investigated during January. She also gave an update on PC Toyn's new role of covering more villages between Kirton in Lindsey and the Showground. It was noted that PC Toyn had spoken to the shopkeeper about the prominent light recently fitted outside the</p>

	shop. PCSO McFaul was also aware of the broken glass in the Ball Park.
187/1819	<p>Chairman's remarks</p> <p>a) Flood Light - The Chairman had received messages about a new flood light outside the shop which was very bright and causing problems for householders who lived in direct view. The shop owner agreed to re-position the light and if that didn't work then would consider other measures to rectify the situation.</p> <p>b) Trent-Cliff Gazette – Incorrect information had been included in the Trent-Cliff Gazette about the Parish Council identifying land for allotments. Any future articles would be shared with the Parish Council and Clerk before submission. To date, five residents had expressed an interest in an allotment and the threshold was six. The Clerk was asked to research the process.</p> <p>c) Noticeboard – A metal and magnetic noticeboard now replaced the previous one outside the shop. JB would have the key and manage the contents. He thanked JR for the interim arrangements.</p> <p>d) Grit Bin – The Chairman and JR had sited the new Grit Bin at the end of Spital Lane. It was agreed to put the purchase of grit on the next agenda.</p> <p>e) Big Lunch – The Chairman read out an email received from the Hemswell Residents' Association asking if the Parish Council would consider assisting with the Big Lunch event in June 2019 by requesting:</p> <ul style="list-style-type: none"> • a contribution towards costs • help volunteering on the day; • arranging for stalls for the event <p>Funding had been received from Tesco's. They also requested that the Parish Council consider whether to include the cost of this event in future year's precept. A response was requested by 9 February when the Group was holding a meeting.</p> <p>After a discussion the following was agreed:</p> <ul style="list-style-type: none"> • If any Parish Councillor wanted to volunteer, they were to contact the contact on the email direct; • The Chairman to draft a response and circulate it to the Parish Council for comment about not participating this year and that we couldn't precept on this event but there might be an opportunity for the group to apply for a grant in future years.

	<p>f) Litter Pick – The litter pick has been held and twelve people turned up.</p> <p>g) Public Space Protection Order (PSPO) Publicity – The Chairman had raised awareness of the signs warning not to park on grass on facebook and the website. He asked ST to find out whether the management company could enforce on caravans parking on front lawns.</p> <p>h) Everyone Active Survey – The survey produced by Matt Snee had been publicised and to date eight responses had been received with residents prepared to travel. As a result, Matt was widening the consultation to neighbouring villages.</p> <p>i) Dog Kennel Lane Bus Shelter – The insurance company had been in contact with the Parish Council.</p>
188/1819	<p>Clerk's report</p> <p>a) The Clerk reported that Lindum Rotary Club in partnership with the Lincolnshire Wildlife Trust is running its annual Environmental Awards Competition.</p> <p>b) The Clerk circulated a report she had produced after attending New Clerk's training in November 2018. It was agreed that:</p> <ul style="list-style-type: none"> the establishment of a Personnel Committee be considered at the next meeting; two Councillors check the monthly bank reconciliation and invoices paid during the meeting; develop a lone working policy in accordance with good practice; and consider holding an event at the School for people wanting to find out more about becoming a Parish Councillor.
189/1819	<p>WLDC Officers' Report</p> <p>Shay Towns gave a verbal report at the meeting. She had engaged with the Directors of HRC who were happy for the Parish Council to adopt the play parks but were concerned about the amount of money being requested. ST reported that there may be a small amount of funding available to help towards improving the standard of the play parks prior to adoption. Further discussion would be needed.</p> <p>A priority this year was to review street lights and look to adopting where appropriate. There was also the need to find more resource for the administration of the contract.</p> <p>She expressed concern about the costs of the grounds maintenance work being offered by the WLDC contract was significantly higher than the Parish Council was currently paying. It was agreed that the Chairman speak direct with the WLDC office Anna Grieves.</p>

	<p>Other works are the Capper Avenue Play Park fencing which is to be repaired and re-coated between February and April 2019. The fencing around the small play park is to be removed. The Parish Council was asked if the sign posts at the entrance to the Old Sergeants' Mess could be removed which was agreed. She also asked about the goal posts and as they are currently used by children, they are to stay.</p> <p>She had emailed those involved in the C2 Connecting Communities Walkabout if they were interested in further involvement in the project.</p>
190/1819	<p>District and County Council update</p> <p>The Chairman reported that Councillor Perraton-Williams had been in contact with the Highways Officer about the gullies. Unfortunately, the solution suggested to connect the gullies to main drains wasn't possible because of soakaways. The Chairman had sent a drainage map and we would wait for a response as to a possible course of action.</p> <p>Councillor Howitt-Cowan then gave his update. WLDC had approved the precept submitted by this Parish Council and added that the WLDC precept had increased by 3%.</p> <p>He had met with the County Council about the forthcoming review of Heritage Services and gave an outline of the draft proposals. There would be a period of consultation starting in mid-February to mid-April.</p> <p>The West Lindsey Churches Festival would be held in May.</p> <p>A developer would be submitting a detailed planning application for phase 1 of the development off Foxby Hill in Gainsborough.</p> <p>There would be a review of the Central Lincolnshire Local Plan.</p> <p>The Council was also looking at relocating its waste services operation from two depots to one depot in the District.</p> <p>He also confirmed that he had been re-selected to stand as a District Councillor in the May elections.</p>
191/1819	<p>Parish Councillor update</p> <p>Cllr Kirman and Cllr Beevers All matters were considered elsewhere on the Agenda.</p> <p>Cllr Richardson</p>

	<p>He had noticed a lot of bales and other material on the industrial site. Councillor Howitt-Cowan would discuss this further with development control.</p> <p>He also reported that the sign on the A15 had not yet been repaired.</p>
<u>Business Items – Items requiring written notice</u>	
192/1819	<p>Finances</p> <p>A) Payments for approval</p> <p>Resolved:</p> <p>That the following payments be approved, cheques drawn up after the meeting and electronic payments made by the Clerk where indicated (all costs include VAT where applicable):</p> <ol style="list-style-type: none"> 1) MKS Grounds Maintenance – £265.20. 2) Rialtas Business Solutions Limited - £142.80 (previously reported) 3) Cllr Prestwood (Fuel) - £6.14 4) Glasdon UK Ltd. Grit Bin - £225.80 5) H Reek printer paper - £7.00 6) H Reek toner for the printer - £87.98 <p>Council noted that the following payments were made between the last meeting of Council and this one for contractual reasons, legal reasons, following a decision of Council or were made through delegated powers:</p> <ol style="list-style-type: none"> 1) H Reek Clerk Pay for January - £276.38 2) HMRC January - £68.00 <p>B) Bank Balances and accounts reconciliation</p> <p>The Chairman and Clerk had completed analysis on the spend for this year. The spreadsheet was circulated prior to the meeting. It was noted that if the VAT was not ring-fenced then there would be a slight underspend of just under £1,400.</p> <p>RESOLVED:</p> <p>That the 2018/19 budget position as at the end of January be agreed.</p> <p>The bank reconciliation for January had been completed and a balance of £62,38.68 as of 31 January 2019.</p>

	C) 2019/20 Precept Nothing further since the previous meeting.
193/1819	Planning Matters No new planning applications to consider at this meeting.
194/1819	War Memorial Grant VK reported that she would be completing the form on-line but would also be seeking estimates for the work required. She would expect the work to be completed before this year's Remembrance Sunday service.
195/1819	Request for a Street Light GP had spoken to parents about the request for a street light near the bus stop. The Clerk provided details of school services to and from the village and the shelter in question was the one near to the shop. GP suggested that perhaps the traffic bollard situated on the road crossing could be converted to a street light which might solve the problem. ST added that WLDC did have some potential funding for street lights. RESOLVED: That highways be contacted to find it the feasibility of changing the traffic bollard to a street light and to consider further at the next meeting.
196/1819	Straw on the Road Councillor Howitt-Cowan and the Chairman had met with Sir Edward Leigh MP. Edward Leigh had written to the interim Chief Executive of Lincolnshire County Council. Councillor Howitt-Cowan had contacted Councillor Perraton-Williams about the issue.
197/1819	First Aid Course The Clerk had received an email today and the Chairman would consider the contents and report back at the next meeting.
<u>Next Ordinary Meeting – items not requiring written notice</u>	
198/1819	Items for inclusion on the next Ordinary Meeting agenda

	<p>The following items are to appear on the agenda for the next Ordinary Meeting:</p> <ul style="list-style-type: none"> • Creation of a Personnel Committee • War Memorial Grant. • Request for street light. • Straw on the Road. • First Aid Course. • Becoming a Parish Councillor event. • Dates of meetings for the next municipal year. • RAF Hemswell Day 2019 (defer to a later meeting)
199/1819	<p>Actions to be undertaken before the Next Ordinary meeting</p> <p>HR – chase up End of Grant Form and draft up the next grant application. GP – send map of Grit Bins to the Highways Officer. GP – read the email on the First Aid course. HR – Chase up outstanding Highway issues and inform Councillor Perraton-Williams HR – contact highways about the bollard and the street light. HR – Draft lone working policy. GP – Contact Anne Grieve about Grounds Maintenance.</p>
200/1819	<p>Date and time of the next Ordinary Meeting</p> <p>The date and time of the next Ordinary Meeting of the Parish Council was confirmed as: Monday 4 March 2019, starting at 7:30pm. The meeting will take place in the Room of Requirement at Hemswell Cliff Primary School.</p>

Meeting started at 7:30pm and closed at 10.00pm

Document published on

Signed:

Print Name:

Date:

Minutes Verification. Signature: Date: