

**COLSTERWORTH and DISTRICT PARISH COUNCIL**  
**Minutes of the meeting held on Tuesday 1<sup>st</sup> May 2018**

**Public Forum**

- The Vice Chairman opened the meeting for the Public forum at 7.30 p.m.
- There were two members of the public present who said they were there to observe with interest.

**Present**

Councillors: D Bellamy, C Hainsworth, L McShane, F Selby, C Russell, A Walden, J Walden, J Weston, G Henton

**In Attendance**

Helen and Steve Bill, Neighbourhood Watch. At 19.50hrs District Councillor Bob Adams joined the meeting.

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18/1. **APOLOGIES**

The Chairman reported apologies for absence with valid reasons had been received from Cllrs Cooper, Scorrer, Metcalf and Carsley

18/2. **CHAIRMAN'S REMARKS**

Vice Chairman Walden read out a resignation letter from the Chairman D Cox. Vice Chairman Walden wished Mr Derek Cox well for the future and thanked him for his long service to the Parish Council.

18/3. **Elections**

3.1 Election of Chairman

It was proposed, seconded and

**Resolved** Vice Chairman J Walden was proposed as Chair of Council. He agreed and signed for the acceptance of office.

3.2 Election of Vice Chairman

**Resolved** Councillor C Hainsworth was proposed as Vice Chair of Council and accepted.

18/4. **TO RECEIVE DECLARATION OF INTEREST IN ACCORDANCE WITH LGA2000**

The Clerk declared an interest in item 10 of the Agenda.

18/5. **MINUTES OF THE PREVIOUS MEETING**

It was proposed, seconded and

**Resolved** That the official minutes of the meeting of the Parish Council held on 3<sup>rd</sup> April be approved as a correct record and duly signed and dated by the Chairman

18/6. **Co-Option of Cllr for Lobthorpe and North Witham**

No applications.

18/7. **Election for Lead Councillors**

7.1 Finance and Administration Committee x 3

It was proposed, seconded and

**Resolved** That Chairman J Walden, Vice Chair C Hainsworth and Cllr J Weston would form the committee.

7.2 Environment and Amenities Committee x 3 Councillors

It was proposed, seconded and

**Resolved** That Cllr A Walden, Cllr F Selby and Cllr C Russell would form the committee.

7.3 Footpaths and Highways Committee x 3

It was proposed, seconded and

**Resolved** That Cllr D Bellamy, Vice Chair C Hainsworth and Chairman J Walden would form the committee.

18/8. **GDPR compliance**

8.1 To appoint as the Council's Data Protection Officer

It was proposed, seconded

**Resolved** To wait for further guidance from LALC which was expected imminently.

18/8.2 To adopt the Data Map (previously circulated)

It was proposed, seconded

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**Resolved** Agreed.

18/8.3 To adopt the Data Protection Police, Subject Access Request Procedure, Data Breach Policy and Retention Police (previously circulated).

It was proposed, seconded

**Resolved** Agreed.

18/8.4 To adopt the Privacy Notices (previously circulated)

Proposed, seconded,

**Resolved** Agreed

18/8.5 To receive completed Security Compliance Checklists from all Councillors (previously circulated)

Proposed, seconded

**Resolved** Agreed

18/8.6 To note that the Council is already registered with the Data Controller with the ICO.

Proposed, seconded

**Resolved** Agreed

**18/9. Wicksteed Play Area Inspection (previously circulated)**

Proposed, seconded

**Resolved** Forward Agenda to June. The Clerk to obtain three competitive quotations.

**18/10 Review of Parish Clerk's Position (closed session)**

The Clerk and two members of the public left the meeting while it was in closed session.

18/10.1 Agree to offer permanent position to the Clerk following probationary period and review by Chairman and Vice Chairman regarding suitability for the post.

Proposed, seconded

**Resolved** Unanimously agreed.

18/10.2 Subject to 1 above agree to implement the auto-enrolment of pension entitlement for Clerk effective 1<sup>st</sup> June 2018 in line with terms of contact and regulatory responsibility, costs to be incurred.

Proposed, seconded,

**Resolved** Unanimously agreed.

18/10.3 Formally agree salary

Proposed, seconded

**Resolved** Salary agreed at £10.739 per hour.

18/10.4 Review Clerks contract of 15hrs per week with regard to the increased workload is increased to 25hrs per week to be reviewed again in the September meeting.

Proposed, seconded

**Resolved** Agreed

**18/11 Projects and Priorities**

11.1 Derelict Garage High Street

Proposed, seconded

**Resolved** The Clerk to investigate as to whether the Council has already registered and interest with the Land Registry.

**18/12 CLERKS REPORT AND ITEMS ARISING FROM THE MINUTES**

1. The Clerk has arranged a local Website provider to set up a Domain name and the provision for specific email addresses for Parish Councillors and the Clerk.
2. The Parish Council's Insurance Company selected J & J Builders quotation to replace the Stainby Bus Shelter. The contractor has been informed and has commenced work on this.
3. The Clerk has appointed a new Internal Auditor and the Internal Audit has been completed.
4. Derelict Garage. The Clerk has contacted East Midlands Building Control who have visited the garage. Gareth Jones from East Midland Building Control has visited the garage and reported back to the Clerk that he considered the garage not to be immediate danger and would be investigating ownership of the building and report back to the Clerk his findings.
5. The Clerk has ordered a new Dog Waste Bin to be situated at the corner of Spring Lane and School Lane.

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6. The Clerk has written to Stoke Rochford to formally initiate the agreed rent for Woolsthorpe Playing Field. Renewable annually.
7. Muddy Footpath 17 & 18 – Countryside Access Report received stating that the footpath was as expected for the time of year and usage. No resources for gravel.
8. Old Post Lane Cemetery Mole infestation – The Clerk has arranged for a local Mole catcher to catch the moles and try and deter them from coming back.
9. Nature Trail – The Clerk completed a Risk Assessment on the Nature Trail.
10. All Defibrillators were checked 22<sup>nd</sup> April 2018.
11. Broken gate at Little Legs Nursery. The gate suppliers Hilltrident have agreed to repair the gate free of charge.

#### 18/13 GROUP REPORTS

- 18/13.1 RTG Report – Signage survey to be completed. Looking for volunteers to gather information and to urge people to report traffic issues to Vice Chairman Hainsworth. Report appended
- 18/13.2 Standing Orders working Group –

#### 18/14 CORRESPONDENCE (TO 30 APRIL 2018)

1. Lincolnshire County Council Local Bus Update received and circulated.
2. Email received requesting that the tap is turned back on at Woolsthorpe Road Allotments. And that the bonfire area is being used for fly tipping. The Clerk is scheduled to carry out allotment inspections at the end of April.
3. Letter received regarding Lincolnshire Waste Strategy Consultation.
4. Email received regarding Old Post Lane Cemetery – Reporting that the tap does not work, mole hills, the pile of stones and dirt needs removing and request for a bin similar to that in Grantham Cemetery.
5. Lceicester Countcy Council advising of carriageway repairs to the B676, Saxby Road, Freeby, Leicestershire.27/04/18 closed overnight. Diversion signposted. 10-11 May 2018 two way light control in place.
6. Letter received complaining of Ragwort growing strongly in the field adjacent to Woolsthorpe Road Allotments which belongs to Stoke Rochford. The Clerk has written to Stoke Rochford Estates advising them of the issue and requested that it is dealt with.
7. Email received regarding speeding limits on the B676. Complaint of motorcyclist noise as they travel east towards Stainby on the Leicestershire boarder.
8. Leicestershire Minerals & Waste local plan to the Secretary of State.
9. Invitation from SKDC for the Best kept village and small towns competition/best kept community competition. Something to think of next year as there was a tight turnaround this year.
10. Request from the Focus Group for the Parish Council to provide a laminated poster size map of Colsterworth for the scarecrow competition 7/8 July 2018. To be displayed in a prominent position in the village. The Parish Council felt that there was a perfectly good map available on the Parish Website and the scarecrow locations could be supplied to the Clerk who could upload them onto the website.
11. Request from the Nature Trail to purchase 4 x long handled loppers from the remaining budget of £112.92. Agreed

#### 18/15 PLANNING APPLICATIONS

##### SKDC Planning Permission Approval

S17/2468 Simon Fearn Application to vary condition 2-8 of S16/0624. COOP

##### SKDC Planning Refusal

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S18/0062	Demolition of at least part of equestrian manage and hay store and construction of 3 x residential dwelling
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**SKDC Planning Withdrawal**

S17/2138 Mr P Shaw Land at Bridge End. Withdrawn by applicant.

**18/16 FINANCE**

18/16.1. Approval of Annual Governance Statement section 1.

Proposed, seconded

**Resolved** – The Annual Governance statement section 1 was approved.

18/16.2 Sign Annual Governance statement section 1

Proposed, seconded

**Resolved** – The Annual Governance Statement Section 1 was signed by Chairman J Walden and the Clerk.

118/6.3. Approval of Annual Governance Statement section 2.

Proposed, seconded

**Resolved** – The Annual Governance Statement section 2 was approved.

18/16.4 Sign Annual Governance statement section 2 was signed by Chairman J Walden and the Clerk.

Proposed, seconded

**Resolved** – The Annual Governance statement Chairman J Walden and Clerk S Grant signed section 2.

18/16.5. Approval of Accounting Statements 2017/2018

Proposed, seconded

**Resolved** – Approved.

18/16.6 For Council to agree Budget setting for 2018/19

Proposed, seconded

**Resolved** – To forward agenda this item to June Meeting.

18/16.7 Accounts for payment

Proposed, seconded

**Resolved** – Payments approved and cheques signed by HSBC signatories Chair J Walden and Cllr C Russell.

CHEQUE NUMBER	SUPPLIER	DETAILS	VALUE £'s
103609	Community Heartbeat Trust	Replacement battery for defib	282.00
103610	Cathederal Stationery	High Viz vests x 15 Nature Trail	53.82
103611	Harrison Printers	In Touch Printing	262.50
103612/103 613	Parish Council	Staff Wages & Expenses	1294.46
103614	Wicksteed	Play area inspections	216.00
103615	Terry Brown	Internal Audit	110.00
103616	Graham Brumpton	Grass Cutting	565.00
103617	Cliff Banks	Mole Catching - Old Post Lane Cmty	75.00
103618	Stuart Whitcombe	In Touch Editing	50.00
		Sub Total	2908.78
DD's			
DD	BT	Office phone	58.22
DD	Anglian Water	Allotments	37.30
DD	Anglian Water	Allotments	11.70
		Sub Total	107.22
		Grand Total	3016.00

**Approved by Parish Council to Date**

Income	<b>18,477.86</b>
Expenditure	<b>2,438.41</b>
<b>SURPLUS</b>	<b>16,039.45</b>

**Bank Balances at 30<sup>th</sup> April 2018**

Community Account	<b>£ 35,733.82</b>
Deposit Account	<b>£ 29,169.57</b>
<b>TOTAL</b>	<b>£ 64,903.39</b>

**Included in Balances above allocation for:**

Community Fund	£181.81
War memorial maintenance	£2,000.00
Nature Trail	£1,000.00
<b>TOTAL</b>	<b>£4,181.81</b>

**18/17 MATTERS REQUIRING ATTENTION SUCH AS POTHOLEs**

18/19 **DATE OF ANNUAL PARISH MEETING**:- 20 April 2018 at 7.00 p.m. in the Village Hall

18/20 **DATE OF NEXT PARISH COUNCIL MEETING**: 05 June 2018

There being no other business the meeting was closed at 20:50 hrs

**SIGNED:**

**CHAIRMAN**

DATE:

**Attendance to date (May 2018 to April 2019) – annual maximum**

Name	Constituency	Attended	Apologies	Absent
D Bellamy	North Witham & Lobthorpe	1		
A Carsley	Colsterworth		1	
M Cooper	Colsterworth		1	
Vacancy	Colsterworth	-	-	
C Hainsworth	Stainby (Co-opted)	1		
G Henton	Colsterworth	1		
L McShane	Colsterworth	1		
L Metcalfe	Woolsthorpe		1	
C Russell	Woolsthorpe	1		
F Selby	Colsterworth	1		
B Scorrer	Colsterworth		1	
A Waldon	Woolsthorpe	1		
J Waldon	Woolsthorpe	1		
J Weston	Stainby	1		
Vacancy	North Witham & Lobthorpe	-	-	

**ROAD TRAFFIC GROUP REPORT**  
**To Parish Council Meeting 01 May 2018**

1. There has been no road traffic monitoring in the Parish since last meeting.
2. No specific traffic incidents have been reported to Cllr Hainsworth although there have been specific issues in respect of flooding and potholes dealt with by the Clerk.

3. Thanks go to District/County Cllr Bob Adams who shared information received from Lincolnshire Fire Service.
4. Cllr Bellamy has reviewed the data and has made the assumption that the incidents outside Lincolnshire will be Rutland which covers the stretch on the A1 from South Witham to Stamford or Nottinghamshire north of Grantham to Newark. It is estimated that this would cover approximately 20 miles. It shows incidents which would cause diverted traffic either because the road would be closed or severely disrupted on nearly a weekly basis.
5. This information is extremely useful as an insight into any data used by the Department of Transport when they present their survey and give us a comparison on what they produce.
6. It is noted that a quarter of the incidents within Lincolnshire are extractions which we would assume must be fairly serious.
7. Cllr Hainsworth will be looking at conducting the road signage survey (as recommended by DVSA last year) over the next few months and will be asking Cllrs to assist along with any volunteers in the villages around the Parish.
8. Cllrs are reminded that any road traffic incidents are reported to her, particularly in relation to the High Street/Bridge End since the relocation of the Co-op ready for when LCC are asked to review this area.
9. It is noted that Mr Rowan Smith from LCC Highways had attended the Skillington Parish Council Meeting in March 2018 and had reported

*"that although items reported are not necessarily actioned immediately, they are put on a list for future reference. Mr Smith had discussed the general lack of funding and reduction in the number of his staff but advised that his department had recently had additional funding available. He advised that re-surfacing issues should be reported to [cschighways@lincolnshire.gov.uk](mailto:cschighways@lincolnshire.gov.uk) rather than through the Highways portal and that the portal was in the process of being updated in order to feed back better information. Mr Smith was given a quick tour of the village and noted the general deterioration in many of the road surfaces along with taking photographs of specific areas and said that Skillington would be considered for works in the future."....*

Source: <http://www.skillingtonlife.co.uk/pcm.html> (March 2018 Parish Council minutes)

10. Hopefully we may be able to extend this invitation to Mr Smith to visit Colsterworth & District Council which was an action formally proposed and approved in April 2017 but not formally taken any further at that time.

**Cllr Hainsworth  
22 April 2018**

**GROUP REPORT TO COLSTERWORTH & DISTRICT PARISH COUNCIL 01 MAY 2018  
STANDING ORDERS WORKING GROUP (Item 13.2)**

1. Cllrs Walden and Hainsworth met on 13 April 2018 to consider the forward agenda for the Standing Orders and Scheme of Delegation approved at the meeting 03 April 2018.
2. Terms of reference for the three Committees of the Council have been formulated and will be presented to the May 2018 meeting for the formation of and election of Councillors to those Committees.
3. There is now a forward agenda to be considered as a result of the discussion paper put forward to Council on 06 March 2018. These will inform the continued development and implementation of the Council's policies and procedures which fall within the known areas of responsibility.
4. Some areas identified are not within the direct responsibility of the Council, however, important community assets and facilities potentially supported by joint working and grants.
5. It is anticipated that much of the work around this, will be carried out by those Committees in conjunction with the Clerk for final approval by Council and can include:

Area of Responsibility	Delegation/Authority to Act
Allotments	<ol style="list-style-type: none"> <li>1. The Parish Clerk shall be responsible for collecting all allotment rents by the due dates and maintain a record which includes a map of the allotments and the names of the tenants indicated on the map against the allotment they rent.</li> <li>2. When a vacancy arises the vacant allotment shall be offered to the person at the head of the waiting list.</li> <li>3. The Parish Clerk shall maintain the waiting list in date order</li> <li>4. Every allotment holder will have an agreement, which will be signed by the tenant and the Parish Clerk.</li> <li>5. Any tenant who fails to abide by the terms of the agreement will have his agreement terminated.</li> <li>6. Committee will draw up the rules in respect to the Allotment and implement via Council in an approved Allotment Agreement</li> <li>7. Committee will review the rent for the allotments and the date on which the rent shall be due reserving the right to review at any time the yearly rent and bring into effect any revised charges</li> </ol>
Cemeteries	<ol style="list-style-type: none"> <li>1. The Parish Clerk shall be responsible for collecting fees and management and maintenance of the Old Post Lane Cemetery</li> <li>2. The Parish Clerk will maintain a record which includes a map of the cemeteries with names indicated on the map using agreed and approved software purchased by the Parish Council.</li> </ol>
Planning Applications	<ol style="list-style-type: none"> <li>1. The Parish Clerk shall, as soon as it is received, record electronically the following particulars of every planning application notified to the council:</li> <li>2. the date on which it was received</li> <li>3. the name of the applicant</li> <li>4. the place to which it relates</li> <li>5. a summary of the nature of the application</li> <li>6. The Parish Clerk shall refer every planning application to Council Members within 48 hours of receiving it</li> <li>7. Councillors with internet facilities can review them on the SKDC planning website</li> <li>8. The Parish Clerk shall obtain expert advice where necessary</li> <li>9. Councillors may wish to make comments to the Parish Clerk for consideration as an agenda item at the next Council meeting</li> <li>10. If timeframes do not allow, comments will be reviewed by Committee to collate comments and formulate any response to SKDC from the Council as a Corporate body</li> </ol>
War Memorial	To be confirmed
Pay areas and equipment	To be confirmed but include requirements for inspections, leases, etc
Nature trail	To be confirmed; support and grants for volunteer group and future projects
Newton Project	To be confirmed; support and grants
Community Project Fund	To be confirmed; support and grants
Youth club	To be confirmed; support and grants for volunteer group and future projects
Village Hall	To be confirmed; include such things as relationships, support and grants
Millenium pond	To be confirmed
Heritage	To be confirmed; include such things for example as relationships with Churches and Woolsthorpe Manor
Newsletter	<p>Communications: Collating content, advertisers, distribution, frequency and delivery</p> <ol style="list-style-type: none"> <li>1. The Parish Clerk shall be responsible for collecting the advertising revenues from the 'In Touch' magazine – see Financial Regulations</li> <li>2. The Council will be responsible for setting the advertising rates for the In Touch newsletter subject to recommendations from the Finance and Administration Committee – see Financial Regulations</li> </ol>

Area of Responsibility	Delegation/Authority to Act
	3. The Parish Clerk will work with the Editor of the Parish Newsletter to submit items for publishing
Website	<p>Communications:            To be confirmed but to include:</p> <ul style="list-style-type: none"> <li>• Management of and updating</li> <li>• Advertising</li> <li>• Publications Scheme</li> <li>• Content such as latest local news, Parish Council minutes, events calendar, notices, legal obligations</li> </ul>
Noticeboards	Communications: Upkeep and maintenance and agreed content

**Cllr Hainsworth and Cllr A Walden**  
**22 April 2018**