

Sutton Bridge & Wingland Parish Council

Minutes of the Parish Council meeting held 7pm Tuesday, 24 September 2019 in the Farmers' Room at The Curlew Centre, Sutton Bridge.

Present: Cllrs: S Booth (Chairman), Scarlett (Vice-chair), M Booth, Brewis, Clery, Cook, Davies, Ebbs, Goodwin.
Clerk: Mr R Smith
Public: 5 present
Press: Ms Lynne Harrison, Spalding Guardian

Cllr S.Booth greeted everyone present.

1 member of the public requested to speak during the public forum and the following items were discussed:

- It was agreed that the Clerk would request the District's (SHDC) road sweeper to attend to Nenelands.
- It was noted that there were low hanging branches on trees on the Village Green. This would be looked at and reported by the Clerk, as required.

174.19 Apologies (1)

Apologies were received from Cllr York.

175.19 Declarations of disclosable pecuniary or other interests not previously notified to the Monitoring Officer and any written requests for dispensation. (2)

None.

176.19 Signing of the minutes (3)

- i. It was **resolved** to approve the minutes of the meeting held 30/07/19 as an accurate record.
- ii. It was **resolved** to thank Cllr Scarlet for chairing the June meeting so well, in awkward circumstances.

177.19 Police matters (4).

- i. It was noted that Police had been called to the Village on 15/09/19, following a fight on the pavement.
- ii. At a meeting with SHDC's Performance Monitoring Panel, it was reported that Insp. Gareth Boxhall stated that despite PCSOs no longer attending Parish Council meetings, the reporting of incidents and the normal dialogue between the Parish Council and the Police should continue.

178.19 Chair's remarks (5)

See [Appendix 1](#).

179.19 Clerk's report (6)

- i. The website had been updated.
- ii. Planning comments had been submitted as resolved.
- iii. Formal handover of the goal posts donated to SBUFC was to take place on Saturday 28th September.
- iv. Payment authorities for electronic payments from bank accounts was in progress.
- v. The superfast broadband was installed on 31st July 2019. Invoices received from BT since the transfer had been disputed. To be reported on further when matters had been clarified.
- vi. Letters and notices had been sent to garden allotment holders, as resolved.
- vii. Notices to quit and notice of rent increases had been sent to all tenants, as resolved.
- viii. The estate agents indicated that the completion of the sale of Parish Council land at Kenzie Drive was likely to be completed in October. A response had been made under a Freedom of Information request relating to the sale.
- ix. Following the overflowing of the surface water drain at the front of the Curlew Centre car park, this had been cleared @ £165 + VAT, authorised under Clerk's delegated powers. The nature of the blockage had been determined and a proposal to permanently deal with the problem of flooding in the car park was being investigated.
- x. The trial of security patrols had been extended as resolved. Brief reports on the patrols were now being given. As no reports had been received for the previous 2 weeks these patrols were not charged for.
- xi. Due to a clash with the Parish Council meeting, Freedom of Information & Data Protection training for councillors had been cancelled. New dates for training would be circulated, when scheduled by LALC.
- xii. A meeting had been arranged with the District to discuss a vehicle electric charge point for the Curlew Centre car park. To be reported on at the next Parish Council meeting.
- xiii. The grass cutting contractor had been asked to submit proposals for next year, including cutting grass at the lighthouse picnic site, which the County Council was looking to outsource
- xiv. Improved shackle' fittings had been put on the new metal framed swing at no cost to the Council.
- xv. Councillors confirmed that they wished to continue the Council's current offer of a £100 reward for information about vandalism in the area leading to a prosecution.

180.19 To receive reports from County and District Councillors (7)

Cllr M. Booth reported on the latest meeting of SHDC's Performance Monitoring Panel:

- i. The Police continued to advocate the use of CCTV.
- ii. The Police were aware of the problem of youths performing bicycle wheelie's in traffic and were looking into how they could effectively discourage this dangerous activity.
- iii. In the next 3 years Lincs Police were hoping to have 350 additional officers, excluding retirements.
- iv. Anti-Social Behaviour should be reported via the proper channels i.e. via 101 or on the SHDC web site.

- Social Media channels were not monitored.
- v. The District's car parking charges were under review.
- vi. A new community warden had been employed bringing the complement back to two.

CLlr Brewis reported:

- vii. All grit bins were being checked and were to be inspected regularly. The damaged bin on East Bank was to be repaired.
- viii. Roadside weed spraying was now budgeted to take place twice a year instead of once.
- ix. The new PA system paid for through the District Councillors had worked well at the Propeller Service and was available for use on request.
- x. Improved rail services on the Peterborough Lincoln Line are expected to improve with double the number of trains beginning to run in the next 12 months.
- xi. Increasing the length of green light spells favouring A17 traffic was expected to reduce delays during the Cross Keys Swing Bridge resurfacing works, and would discourage 'rat running' though the Village.
- xii. Lincs NHS Healthy Conversation emphasised prevention and looking after one's own health.

181.19 **Financial matters (8)**

i. Schedule of Payments to 24/09/2019:

Payee	Detail	Type	Net £	VAT £	Total £
Amazon	CSW Tally Counter	CP	£7.29	£1.46	£8.75
Co-op Foodstore	Mem Service Refreshments	CP	£5.82		£5.82
Mr R Smith	Expenses	BP	£181.44		£181.44
Savills	Allotment Rent	BP	£835.00		£835.00
The Unicorn Diner	Mem Service Buffet	CHQ	£227.50		£227.50
The Curlew Centre	Office Rent	BP	£1,000.00		£1,000.00
Mr D Large	MP maintenance	BP	£180.00		£180.00
123 Reg	Domain Renewal	CP	£19.98	£4.00	£23.98
HMRC	Tax & NI	BP	£1,672.26		£1,672.26
Lincs Pension Scheme	Pension Scheme	BP	£643.09		£643.09
Staff Salaries	September	BP	£1,994.68		£1,994.68
LALC	Training	BP	£18.00	£3.60	£21.60
Mrs K Croxford	Expenses	BP	£10.32		£10.32
XBM	Photocopier	DD	£4.11	£0.82	£4.93
Heronwood Landscapes	Parish Mowing	CHQ	£705.00		£705.00
AGS	Security Patrols	BP	£400.00	£80.00	£480.00
CLlr D Cook	Expenses	CHQ	£19.80		£19.80
PKF Littlejohn	External Audit	CHQ	£400.00	£80.00	£480.00
TOTAL			£8,324.29	£169.88	£8,494.17

It was **resolved** to approve payments as above.

- ii. The following receipts were noted: interest £158.64; Garden Allotments £196.75.
- iii. The receipt of the external auditor's report and certificate with qualifications was noted.
- iv. The signing of a variable direct debit mandate for the land registry office was noted and it was **resolved** to grant the Clerk authority to spend up to £50 on land searches, any spending to be reported to the Parish Council at the earliest opportunity.
- v. There were no grant applications.

182.19 **The following correspondence were noted (9)**

- i. LCC recommendations for Highways 2020 contracts.
- ii. LCC Minerals & Waste Local Plan, Statement of Community Involvement
- iii. LCC update on scheduled works to the bridge.
- iv. Appreciation received from LCC Chairman for the Propeller Memorial Service.
- v. NCC road closure notice for Gooses Lane, Walpole for fire hydrant repairs from 2/10 - 4/10/19.
- vi. Norfolk Minerals & Waste Local Plan Consultation 18/09/19-30/10/19.
- vii. LALC News
- viii. Lincolnshire Pension Fund Annual Report & Accounts 2019.
- ix. New community speed watch training session 6pm Monday 7th October.
- x. Resident offer regarding vandalised memorial corner in the park.

183.19 **Planning matters (10)**

- i. New applications
 - H18-0709-19: Land east Chestnut Terrace Reserved matters. It was **resolved** to make no comment.
 - H18-0893-19: 101 Bridge Road. 2 dwellings. Reserved matters. It was **resolved** to make no comment.
 - H18-0903-19: Works to Tree Preservation Order. It was **resolved** to support the application.
 - H18-0924-18: Non-Material Amendment. 72 Princes Street. It was **resolved** to make no comment.
- ii. Decided applications
 - None.

184.19 **Highways & footways (11)**

- i. Update on outstanding matters
 - The Bridge Road zebra crossings had been repainted with coloured areas due to be completed shortly.
- ii. New matters.
 - Request to be made for the District's road sweeper to attend to Nenelands and Railway Lane South.
 - To commemorate the 75th anniversary of the end of WWII, Cllr Booth was looking to finance the cost of wildflower seeds (poppies, daisies, cornflowers) through District/County Councillors budgets, to be planted either side of the Old Lynn Road footpath. Local schools to be asked to participate with the planting. Thanks were expressed to the Parish Council's litter picker and volunteers who had helped clear the path of rubbish earlier in the year. It was noted that the eastern gate to the path still needed replacing.
- iii. It was **resolved** for the Clerk to invite the Highways' Officer for an annual tour of the Parish.

185.19 **Committees and working party reports (12)**

- i. Cllr Booth would pass local footpaths & byways map to the Cllr Brewis for circulation. It was **resolved** for the item to be included on next meeting's agenda in order to allocate areas for councillors to walk & inspect.
- ii. Sutton Bridge Charter of Friendship town twinning working party.

Standing Orders were suspended at 7.50pm to allow a member of the public to address Council.

Standing Orders were reinstated at 7.51pm.

- It was **resolved** that the Clerk find out information and make contact with the twinning counterpart.
- It was **resolved** that Mr Grimwood be co-opted to help assist on the matter as required.

186.19 **Outside bodies' representatives reports (13)**

- i. The Power Station Liaison Committee was meeting 04/11/19. Council members were welcome.
- ii. It was **resolved** to nominate Cllr Brewis to the Lincolnshire ALC County Committee.

187.19 **Open spaces**

- i. It was **resolved** to proceed with the electrical report on the pavilion as quoted @ £200 + VAT.
- ii. It was **resolved** to proceed with works for fence repairs to the children's play area as quoted @ £60.
- iii. Noting that there was (most of) a picnic table stored at the back of the old toilets, it was **resolved** to proceed with works to move benches from the memorial corner to the concrete surface in the park @ £150 with an additional approved reserve of £50 to allow for any repairs.
- iv. As raised under correspondence, it was **resolved** for the Clerk to liaise with the resident offering to assist with the vandalised memorials in the park.

188.19 **Community Speed Watch**

- i. It was **resolved** to approve the purchase of an additional 4 x hi vis vests @ £17.51.
- ii. It was noted that for safety reasons hi vis vests should be worn during roadside training exercises.

189.19 **Burial Ground official signage**

- i. It was **resolved** to proceed with the application for official signage to the Burial Ground. The initial Highways' fee was £150.00. Further associated cost were anticipated to be up to £1,000.
- ii. It was **resolved** that the sign should be marked 'Cemetery', facing in both directions.

190.19 **Garden allotments**

- i. It was **resolved** to delegate a decision on the action required relating to the condition of allotment 544b to the Allotments Working Party, including whether to issue a notice to quit.
- ii. It was **resolved** to appoint Cllr Goodwin as a member of the Allotments Working Party.
- iii. Following agreement that the recent decision to allow allotment 16b to be worked as a garden allotment had created too many problems, being positioned in the middle of a commercially farmed area, it was **resolved** that the allotment should revert back to a farm tenancy and incorporated into a larger plot.
- iv. Having received a notice to quit from a tenant, a garden allotment vacancy would arise at the Parish Council's West Bank allotments in April.

191.19 **War memorial (14)**

- i. Cllr Brewis stated that he did not believe that the tilt angle of the war memorial had worsened in recent years and that the angle had not affected the memorial's stability. The memorial exhibited no movement and otherwise appeared secure. It was therefore agreed that the substantial works that would be required to straighten the memorial were not required.
- ii. It was agreed that Cllrs S Booth, Cllr Ebbs and Cllr Brewis would further consider proposals for the cleaning and restoration of the war memorial and would produce a report for consideration by Council.

192.19 **New pavilion**

Cllr S. Booth restated his previously declared pecuniary interest in land affected by proposals relating to the location of a new pavilion. Cllr S. Booth stated that he would neither speak nor vote on the matter.

Cllr S. Booth handed over the chair of the meeting to the Vice-chair Cllr. Scarlett.

Cllr M Booth noted that although a dispensation had been granted relating to his personal interest in land affected by new pavilion proposals, he would neither speak nor vote on the matter.

- i. Cllr Brewis reported that following a meeting with the Henry Smith's Trust land agent, subject to

discussion with the Trustees, several sites had been identified as areas potentially available and suitable for siting a new sports pavilion and facilities. If a positive response from the Trust was received, District planners would then be contacted for pre-planning advice. Cllr Brewis agreed to keep the Council informed of developments.

- ii. A pre-application advice request had been submitted by the Clerk to District planners about building the pavilion and associated facilities on land in Sutton Bridge, as resolved by the committee.
- iii. It was **resolved** to keep the matter of the new pavilion on the agenda.

Cllr Scarlet handed back the chair of the meeting to the Chairman Cllr S. Booth

193.19 BT telephone kiosk removal consultation

- i. It was resolved to object to the proposed removal the public telephone kiosk located outside 129 Bridge Road, on the grounds that it was at a key location in the Village.
- ii. It was resolved to object to the proposed removal the public telephone kiosk located outside 124 Railway Lane South, on the grounds that it was at a key location in the Village and it was the only public telephone on the south side of the Village separated by the A17.

194.19 Bridge Hotel

- i. Investigations had concluded that the District Council had adequate powers to deal with the issue of any derelict building specifically the Town & County Planning Act 1990 s.215.
- ii. Indicative costs for the building's demolition had recently been requested by the Clerk.
- iii. The value of the site of the Bridge Hotel after clearance was considered to be £200k - £300k.
- iv. The Council considered options put forward as a written composite resolution (see [Appendix 2](#)). The proposal was rejected.
- v. It was **resolved** for the Clerk to invite the District's Portfolio Holder – Place, to an ordinary meeting of the Parish Council, or for an extra-ordinary meeting to be arranged for the purpose, if required.

195.19 General Data Protection Regulations (GDPR)

- i. It was **resolved** to defer a decision on the adoption of a privacy policy until the next meeting.
- ii. It was **resolved** not to reappoint an independent Data Protection Officer as allowed for under the exemption to Parish Councils provided by the Data Protection Act 2018 ch.2 s.7 (3) (a).

196.19 Cross Keys Marina

A request for information had been made to the County Council, as previously resolved. No response had yet been received.

197.19 Parish Council land at Kenzie Drive

The Clerk had been informed that purchasers were awaiting a response from District Planners to a pre-application enquiry. Completion was expected in October 2019.

198.19 Christmas Lights

- i. The contractor had been asked for the lights to be turned on Saturday 24th November. No response received to date.
- ii. Cllr Cook was in the process of organising a Christmas Craft Fayre utilising a room donated free of charge by the Curlew Centre, to support fund raising for the Christmas Lights. Father Christmas would be in attendance in the carpark.
- iii. It was **resolved** to purchase the number of lights and reconditioned motifs as allowed for in the budget.

199.19 To receive members' requests for consideration at the discretion of the chair.

- i. Cllr Clery reported that he had provided two hard copies of the Good Councillor Guide 2018 to the Parish Office for reference purposes. Electronic copies were also available from the Clerk.
- ii. Cllr M. Booth made a statement about his reasons for leaving the last meeting early (see [Appendix 3](#)).

200.19 It was resolved to move into closed session on the grounds of confidentiality by virtue of the Public Bodies (Admission to Meetings) Act 1960 s.1(2).

5 members of the public and one member of the press left the meeting at 9.02pm

201.19 Car park

- i. It was **resolved** for the Clerk to obtain further quotes to address the car park drainage issues.
- ii. Given the view that antisocial behaviour at the rear of the Curlew Centre had reduced, it was **resolved** to keep the matter of the security fencing at this location under review.
- iii. It was **resolved** to allow the agreement for security patrols to lapse at the end of the current extended trial period. The matter would then be kept under review.
- iv. Cllr M. Booth would speak to the District's Community Wardens about site visits to Sutton Bridge and reporting on antisocial behaviour.

202.19 Farm tenancies.

Cllr S. Booth and Cllr M. Booth restated their previously declared interest in Parish Council owned land and both stated that they would neither speak nor vote on these matters.

Cllr S. Booth handed over the chair of the meeting to the Vice-chair Cllr. Scarlett.

- i. Following the issuing of notices of rent increase and notices to quit, correspondence received from one tenant was noted.
- ii. It was **resolved** that new agreements for tenancies commencing 11th October 2020 should be drafted

and that a review of plot sizes should take place.

- iii. It was **resolved** for these matters to be delegated to the Allotments Working Party before being brought back to full Council for ratification.

Cllr Scarlet handed back the chair of the meeting to the Chairman Cllr S. Booth

203.19 **Staffing matters**

- i. It was noted that the litter picker would be reverting to Winter times (5 hours per week) from next week.
- ii. It was **resolved** that a meeting of the Personnel Committee should be convened to elect a new Chairman and to consider current issues for recommendation to full Council, including the Lincolnshire Pension Fund Annual Report & Accounts 2019.
- iii. It was **resolved** to appoint Cllr Goodwin as a member of the Personnel Committee.

There being no further business the meeting was declared closed at 9.25pm.

Signed:
Chairman - Sutton Bridge Parish Council

Date: