

# Sutton Bridge & Wingland Parish Council

## Minutes of the Parish Council meeting held 7pm Tuesday, 17 December 2019 in the Farmers' Room at The Curlew Centre, Sutton Bridge.

Present: Cllrs: S. Booth (chairman), Clery, Cook, Davies, Ebbs, Summers, York

Clerk: Mr R Smith, Admin Assistant Mrs K Croxford

Public: 3 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:

- A resident reported on information he had received from Lincolnshire County Council (LCC) about the Sutton Bridge marina. A surplus of £10,000 had been reported on the first year of operation (April 2017-March 2018), which ought to be available for the benefit of Sutton Bridge.
- Thanks were given to Cllr Michael Booth for his help in dealing with fly-tipping outside an address in Wharf Street.

### 250.19 Apologies (1)

Cllr M Booth, Cllr Brewis, Cllr Goodwin, Cllr Scarlet (Vice-chair).

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

- i. Cllr S. Booth declared an interest in agenda item 12 (261.19) as a Parish Council farm tenant.
- ii. Cllr S. Booth declared an interest in planning application H18-1189-19 as a near neighbour.
- iii. Cllr Summers declared a personal interest in agenda item 9.iv (258.19)
- iv. Cllrs Summers & S. Booth declared an interest in item 9.v. being a member of the Constitutional Club.

### 252.19 Signing of the minutes (3)

It was **resolved** to approve the minutes of the meeting held 26/11/19 as an accurate record.

### 253.19 Police matters (4).

- i. Following vandalism of the South Holland District Council (SHDC) toilets in the Curlew Centre car park, a meeting with a police officer, the SHDC anti-social behaviour (ASB) & enforcement officer, the clerk, and the administrative assistant, took place in the Parish Office on 27/11/19. The SHDC officer would chase up the following matters:

- a response from SHDC regarding the cost of CCTV monitoring.
- a crime prevention assessment being undertaken for the Memorial Park and car park
- whether additional attendance of Community Wardens could be made available, charged to the Parish Council.

The police would look into the police room being included for local drop-in sessions.

It was noted that the Parish Council should encourage ASB reporting on the SHDC website.

- ii. The first police drop-in session attended by PCSO Bennett took place last 11/12/19 with the next session was due Friday 20/12/19 between 1500hrs and 1700hrs. Councillors and members of the public were encouraged to come along to meet the PCSO and discuss policing concerns. Subject to these drop-in sessions generating sufficient interest, further sessions were expected to be arranged.
- iii. Following complaints about speeding being brought up at the last drop-in session, PCSO Bennett had asked for the Parish Council's Community Speed Watch group to become operational as soon as possible.

### 254.19 Chairman's remarks (5)

The Chairman wished everyone a merry Christmas and a happy New Year.

### 255.19 Clerk's report (6)

- i. The website had been updated.
- ii. Planning comments had been submitted as resolved.
- iii. A site investigation by Lincolnshire County Council (LCC) to provide a formal quote for the new cemetery sign had been requested, as resolved.
- iv. A new desktop PC had been ordered, as resolved.
- v. As resolved, LCC had been informed that the Parish Council wish to enter into a grass cutting agreement for 2020. Documentation will be forwarded by LCC in the New Year, as it had already been resolved for our current grass cutting contractor to cut the highway's verges in the Village on the same terms as 2019, an offer from South Holland District Council (SHDC) to undertake the highway's work @ £4,598.37 had been declined.
- vi. The Parish Council's agency litter reclaim had been submitted to SHDC for payment.
- vii. A meeting with SHDC to discuss Princes' Street Park and the play equipment was to be arranged in the New Year.
- viii. An order had been placed for the reference book Arnold-Baker on Local Council Administration 11 edition, as resolved.
- ix. Following approval for the purchase of a disease resistant Elm @ £31.50 to replace the TPO tree felled in the Memorial Park, the contractor had stated that no stocks of saplings of the minimum required size

were available. The only suitable sapling that could be found was 10-12ft from Barcham Trees in Soham @ £180. It was **resolved** to proceed with the quote received @£180.00.

256.19 **To receive reports from County and District Councillors (7)**

None present.

257.19 **Financial matters (8)**

i. Schedule of Payments to 17/12/2019:

Payee	Detail	Type	Net	VAT	Total
Amazon	Office Stationary	CP	£20.21	£4.04	£24.25
Mr R Smith	Office Equipment - Desk PC	BP	£972.50	£194.50	£1,167.00
Mr R Smith	Office Software	BP	£66.84	£13.37	£80.21
RBLPA	Poppy Wreath	CHQ	£34.00	£0.00	£34.00
The Curlew Centre	Office Rent	BP	£1,000.00	£0.00	£1,000.00
SLCC	Office Stationary - 11th edition	CP	£107.99	£ 0.80	£108.79
Lincs Pension Scheme	Pension Scheme	BP	£623.82	£0.00	£623.82
Staff Salaries	Salary	BP	£1,883.44	£0.00	£1,883.44
HMRC	Tax & NI	BP	£1,710.86	£0.00	£1,710.86
Cozens	Xmas lights	BP	£750.00	£150.00	£900.00
Anglian Water	Water Rates Pavilion	BP	£26.23	£0.00	£26.23
Heronwood	Grass Cutting	CHQ	£75.00	£0.00	£75.00
Mr D Large	Tree Works	BP	£150.00	£0.00	£150.00
Xbm Ltd	Photocopier	DD	£1.61	£0.32	£1.93
<b>TOTAL</b>			<b>£7,422.50</b>	<b>£363.03</b>	<b>£7,785.53</b>

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

- ii. The following receipts were noted: interest £134.10; cremation plots & interments £500.00; grave plots & interments £400; vault plots & interments £2,400; farm tenancy rent £762.50; VAT refund £2,274.87.
- iii. It was noted that in order to address concerns raised by a customer regarding a vault burial, the clerk had arranged for the relocation of three saplings @ £89.00.
- iv. It was noted that in order to facilitate the upgrade of the laptops to Windows 10 the clerk had upgraded the RAM @ £66.84 plus VAT. It was **resolved** that this would be additional expenditure to the £2,070 previously resolved (min ref 242.19 ii) for the two desktop computers.
- v. Incorporating Personnel Committee changes into the budget, as circulated, it was **resolved** to set the precept for 2020/21 at £65,759
- vi. It was **resolved** to donate one of the office outdated reference books to the library and to sell the remaining 3 books at the discretion of the clerk.
- vii. There were no grant applications.

258.19 **Recent correspondence (9)**

- i. Further information had been received on the LCC consultation on the school's admissions policies the consultation would run from the 9<sup>th</sup> December 2019 to 20<sup>th</sup> January 2020
- ii. Call Connect Christmas service – from 23/12/19-02/01/20 offer of £1 one-way travel for adults and free travel for 15-year olds and younger, if booked in advance
- iii. LALC newsletter had been circulated to councillors. To book any course please contact the office.
- iv. An email had been received thanking a resident who had cleared up the old A17, details were also provided of parking problems outside the Boat House. It was **resolved** to send a letter of thanks to the person concerned and for the clerk to contact LCC regarding the current situation of marking out the bus stops and report back at the next meeting.
- v. An email regarding the future of the Constitutional Club had been received. It was **resolved** to thank the resident for their email and inform them that the Parish Council had no power to help due to the fact the Constitutional Club was a private entity.

**Late correspondence:**

- vi. It was **resolved** to approve the request for the fair to book the Memorial Park arriving on Sunday 29<sup>th</sup> March 2020, opening from Thursday 2<sup>nd</sup> April – Saturday 4<sup>th</sup> April and leaving on the 5<sup>th</sup> April 2020 terms and conditions as per last year.
- vii. A request for help with petitioning to change Bridge Road zebra crossings to pelican crossings had been received. It was **resolved** for the clerk to investigate the implications for a new pelican crossing and the possibility of a crossing warden.

259.19 **Planning matters (10)**

i. New applications

- [H18-1167-19](#): Reserved matters. Land North: Nightingale Way, PE12 9RG. 60 dwellings and associated works - outline approval [H18-0435-18](#). It was **resolved** to make no comment.

**Late applications**

- [H18-1182-19](#): 92 Peters Point Road. Proposed extension and alterations. It was **resolved** to support the application subject to no objections from neighbouring properties
- [H18-1189-19](#): Land East: Bridge Auto's Bridge Road, PE12 9SL. Proposed pair of semi-detached houses (re-submission of H18-1048-18). Currently car park. It was **resolved** to make no comment.
- [H18-1160-19](#): Reserved Matters Adj. 217 Bridge Road. Erection of dwelling - outline approval H18-0209-18. It was **resolved** to make no comment.

- ii. Decided applications
  - [H18-1028-19](#): Land off: Kenzie Drive, PE12 9SW. Erection of 2 dwellings. Approved.

260.19 **Highways & footways (11)**

- i. Update on outstanding matters
  - The damaged 30mph sign on edge of Village on New Road had been reported.
  - The east side footpath was being investigated.
- ii. New matters.
  - Cllr Davies had reported dangerous mud on Bridge Road. Clerk to report. It was noted that further reports of dangerous mud should be reported on 101 at the time of the incident.
  - Cllr Summers reported small stones on the footpaths along the Bridge Road. It was **resolved** to request SHDC mobile sweeper to clear the area.

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

- i. Allotments and Farm Tenancy Working Party.
  - It was **resolved** to change the name to 'The Garden Allotments & Farm Tenancy Working Party' as recommended by the Working Party.
- ii. Garden allotments:
  - It was noted that an improvement notice had been written to a plot holder, action as delegated to the Working Party by the Parish Council.
  - It was also noted that the clerk would map out the Wright's Lane allotments in order to identify previously existing pathways for reinstatement.

**Cllr S Booth left the meeting at 8.20pm having previously declared an interest in the following item**

- iii. Farm tenancies:
  - It was **resolved** to instruct the clerk to arrange a meeting with farm tenants to get feedback on the idea of rationalizing farm tenancy areas on the 'Speechleys' land, to improve farming efficiency, as recommended by the Working Party.
  - It was noted that the Working Party were looking to obtain examples of Farm Business Tenancy agreements suitable for use by the Parish Council. It was **resolved** for the clerk to invite and discuss with local land agents, the terms under which they would advise on and manage the farm tenancies and report back at the January meeting.

**Cllr S Booth returned to the meeting at 8.30pm**

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

- i. It was reported that the Allen's charity had provided a post educational grant in extenuating circumstances in order to help a student buy a new laptop.
- ii. Cllr York reported that over 150 Christmas food parcels had been given out to those in need, he thanked all those that had donated, especially the local press who without their help and support it would not have been possible. The council thanked Cllr York for his work arranging the event.
- iii. The Grange Wind Farm Community Benefit Fund deadline for grant applications was on the 1<sup>st</sup> January 2020. Cllr Clery reported that this would be mentioned in the Bridge magazine.

263.19 **Parish Meeting Speaker (14).**

It was **resolved** not to appoint a speaker for the annual parish meeting on the 10<sup>th</sup> March 2020

264.19 **To receive members' requests for consideration at the discretion of the chairman (15).**

- i. None received

265.19 **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). (16).**

3 members of the public and one member of the press left the meeting at 8.35pm.

266.19 **Parish Council land at Kenzie Drive (17)**

- i. It was noted that the planning application for the buyer's development proposals had been approved.
- ii. It was **resolved** to take action as considered appropriate.

267.19 **Burial ground matters (18).**

- i. A confidential report from the clerk was circulated. It was **resolved** that the Parish Council only offer single depth vaults in the 'Garden of Rest'
- ii. It was **resolved** that the price for exclusive rights of burial in a vaulted grave remain at the current rate/vault, but for a single vault only.
- iii. It was **resolved** that, where appropriate, the Parish Council would continue to offer double depth standard graves. Cemetery information and documentation was to be amended to ensure that it was clearly stated that ground conditions might change and that in this event, while an adjacent grave would be offered at no additional cost, the location of plots may be subject to change.
- iv. It was **resolved** that the price for standard grave double plot, whether double depth, or side by side, remain at £100.
- v. Thanks were given to the clerk for his work on the report.

268.19 **Staffing matters (19)**

- i. A number of confidential contractual matters were resolved as considered appropriate.
- ii. It was **resolved** to close the parish office for two weeks over the Christmas period. The last day the office will be open in 2019 is Thursday 19th December, with the office reopening in the New Year on Tuesday 7th January 2020.
- iii. It was **resolved** to approve the 2020/21 draft salaries budget as circulated.
- iv. Staff appraisal forms were circulated to councillors. In order for comments to be considered in appraisals the forms were to be returned to the chairman of the personnel committee by 28/01/20.

There being no further business the meeting was declared closed at 8.50pm.

Signed: .....  
Chairman - Sutton Bridge Parish Council

Date: .....