

Sutton Bridge & Wingland Parish Council

Minutes of the Parish Council meeting held 6pm Tuesday, 30 June 2020 via remote attendance.

Present: Cllrs: S. Booth (chairman), Scarlet (vice-chair), M Booth, Brewis, Davies, Goodwin, Summers, York
Absent: Cllr Ebbs,
Clerk: Mr R Smith. Admin Asst: Mrs K Croxford
Public: 2
Press: Ms. Kat Wakefield - Spalding Guardian

Cllr S Booth greeted everyone present and informed them that the meeting would be recorded.

20.088. No apologies were given (1).

20.089. Disclosable pecuniary or other interests (2) were declared by:

- I. Cllr S Booth declared an interest in agenda item 11 (xiv & xi) as a tenant of the Parish Council
- II. Cllr M Booth declared an interest in agenda items 11 (xiv & xv) as related to Cllr S Booth
- III. Cllrs Davies, Goodwin & Scarlett declared an interest in agenda 10 as members of Jelly's & Jolly's

20.090. Public participation (3)

Two members of the public raised the following representations:

- Referring to agenda item 15, disappointment was expressed that the Parish Council's letter to Lincolnshire County Council (LCC) & the Borough Council of Kings Lynn & West Norfolk (BCKLWN) had no mention of the investment of £270,000 of S106 funds, the promised up-lift of £200,000 p.a. and lack of return to the Parish. LCC had written a letter to the member of the public stating there were no intentions of making any recompense from past or future earnings. It was asked whether the Parish Council would take up this matter in further discussions to obtain a proper return on the investment for the benefit of Sutton Bridge?
- Regarding agenda item 3 'farm tenancies' the question was asked as to what the Parish Council was doing to regularise the situation and would all farmers be allowed to tender for all or part of the land, or would it be offered to existing tenants only?
- An expression of thanks was made to Cllr York for his involvement with the foodbank filling over 800 food parcels for the local community.

20.091. It was **resolved** to approve the minutes of the meeting held 26/05/20. (4)

20.092. It was **resolved** to approve the minutes of the extraordinary meeting held on 02 June 2020. (5)

20.093. The following police matters (6) were noted:

- I. Incidents of paint thrown on path at back of Curlew Centre and in the Memorial Park. CCTV footage from the Curlew Centre had been passed to the Police.
- II. Reports of antisocial behaviour in the Memorial Park (to be discussed under agenda item 16).
- III. Report of vandalism at East Bank Lighthouse was noted.
- IV. Fly tipping of lavatory and cistern reported on north side of Gunthorpe Lane. This had now been cleared.
- V. Arson attack of haystack on East Bank

6.44pm Two members of the public left the meeting

- VI. Report of accident at junction of Bridge Road and Nightingale. It was **resolved** to write to builder recommending the relocation of vehicles to nearby layby and contact the Police about the matter.
- VII. Antisocial behaviour outside the Riverside Bar & Restaurant was noted.

20.094. Chairman's report (7)

See appendix 1.

20.095. Clerk's report (8)

- I. The website has been updated.
- II. The notice for the period of public rights had been posted on the notice board and website.
- III. The Annual Governance and Accountability Return (AGAR) had been submitted to auditors.
- IV. The unaudited annual return had been published on the website.
- V. In line with the latest government advice, following a risk assessment, it was intended to reopen the children's play area and outside gym equipment from Saturday 4th July. All outside groups/users to provide an updated risk assessment.
- VI. Following confirmation from the District Council, notices had been posted that the casual vacancy resulting from the resignation of Mr Peter Clery was to be filled by co-option
- VII. The electric utility vehicle had signage added and since 23rd June was now in use by the litter picker. This included emptying the Parish Council bins on Bridge Road, and agency litter picking at the East Bank picnic site. Sponsorship of the vehicle is to be considered under agenda item 20.
- VIII. Remote invoice approval procedures using e-signatories by two members of the Finance Committee was now in operation.
- IX. Quotes for ground works at the cemetery were still awaited.
- X. The following works remain pending:

- i. Agreed electrical works in the Parish Office.
- ii. Additional quotations for the adaptation of the old toilet block to provide garaging of the new utility vehicle.
- iii. New Farm Business Tenancy Agreements for implementation October 2020.
- iv. Quotations for the design and build of a new sport's pavilion.
- v. Drawings for improved drainage in the car park.
- vi. Follow up for a Community Speed Watch co-ordinator.
- vii. Streetlight licence for the Christmas lights.

20.096. To receive reports from District & County Councillors (9)

I. Cllr Brewis reported

- i. Compliments were given to local shops, the health centre, pharmacy, and refuse & recycling, being kept open during the pandemic and doing a good job. Support of the local community should be encouraged.
- ii. A new highways community team would be visiting the Parish in September. Members having requests for matters to be raised should contact Cllr Brewis.
- iii. Long Sutton Market operating in the Market Place.

II. Cllr M. Booth reported:

- i. The next District Council meeting would consider a report on the Railway Lane Industrial Units
- ii. Discussions were taking place on devolution matters.
- iii. Fly tipping out of car windows had increased with recent opening of takeaways.

20.097. Financial matters (10)

I. It was **resolved** to approve the May bank reconciliation.

II. It was **resolved** to approve payments to 30 June 2020, as below:

Payee	Detail	Net	VAT	Total
Talk Talk	Calls & Broadband	£26.95	£5.39	£32.34
XBM LTD	Photocopier Ink postage	£5.40	£1.08	£6.48
Npower	Electricity 25/02/20-23/03/20	£49.45	£2.47	£51.92
Mr R Smith	Travel	£18.68		£18.68
Mr R Smith	Adobe Acrobat monthly subscription	£12.64	£2.53	£15.17
Mr R Smith	Electric vehicle charging cables	£22.49	£4.50	£26.99
Mr R Smith	Zoom meetings monthly subscription	£11.99	£2.40	£14.39
Mr R Smith	Mobile telephone - June	£8.33	£1.67	£10.00
Mr R Smith	Wheel Security Clamp	£14.16	£2.83	£16.99
Mrs K Croxford	Travel	£6.03		£6.03
Mrs K Croxford	Mobile telephone - June	£8.33	£1.67	£10.00
Mr D Emerson	Picnic Site Travel Expenses	£13.50		£13.50
Heronwood	Parish Grass Cutting	£220.00		£220.00
Heronwood	Highways Grass Cut	£160.00		£160.00
Heronwood	LCC Picnic Area Grass Cut	£30.00		£30.00
Heronwood	Cemetery Grass Cut	£130.00		£130.00
The Curlew Centre	Office Rent	£1,000.00		£1,000.00
Auditing Solutions Ltd	Internal Audit	£280.00	£56.00	£336.00
Staff Salaries	Salary	£2,207.62		£2,207.62
Lincs Pension Fund	Pension Scheme	£780.24		£780.24
HMRC	PAYE	£1,618.63		£1,618.63
BHIB Insurance	Electric Vehicle Insurance	£203.84		£203.84
Kwik Signs	Lettering to Electric Utility Vehicle	£60.00	£12.00	£72.00
St Matthew's PCC	Churchyard Maintenance Grant (LGA 1972 s.214)	£2,500.00		£2,500.00
XBM LTD	Photocopier charges	£1.58	£0.32	£1.90
Total		£9,389.86	£92.86	£9,482.72

- III. The following receipts were noted: interest £175.46; allotment rent £11.75; farm rent £1,237.50; pavilion & pitch fees £310.00; pavilion utility cost reimbursement (50%) £293.13; burial receipts £480.00.

Cllrs Davis, Goodwin & Scarlett declared an interest in the following agenda item and did not participate in discussions.

- IV. It was **resolved** to approve a grant of £500 to Jelly's & Jolly's community project (LGA 1972, s137).

20.098. Recent correspondence (11)

- I. NALC consultation on new model code of conduct for members was noted.
- II. It was resolved to approve a request for Memorial Park hire for fitness classes subject to the necessary risk assessment including coronavirus prevention measures.
- III. It was resolved to write to LCC, copy to Pippa's Pantry, stating that the Parish Council had no objections to it using the Village Green and adjacent grass areas, subject to the business undertaking a proper risk assessment, with road safety concerns particularly relating to the close proximity of the sharp turn in the road into High Street being closely considered.
- IV. It was noted that following a request for the Sutton Bridge No.1 footpath to be cut, although it was LCC responsibility, Cllr Booth had kindly agreed to cut the accessible part of the footpath.
- V. Receipt of LCC bus travel Covid-19 advice posters was noted.
- VI. It was **resolved** to monitor reports of overnight parking of a vehicle at the cemetery and in the Memorial Park carpark.
- VII. A report of pavement obstructed by vegetation on New Road had been reported to LCC. Cllr

Brewis & Cllr M. Booth would report at District.

- VIII. A further report of pavement obstructed by hedges at 350 Bridge Road had been reported to LCC. Clerk to report a further obstruction on New Road.
- IX. Discussions took place regarding a complaint of overnight parking of lorries on Bridge Road layby. It was noted that the Council had previously resolved that it did not to support the closure of laybys (October 2019, minute ref. 213.19 iii) and that this position should stand.
- X. A letter of thanks received from Sutton Bridge in Bloom for its grant was noted. Thanks were expressed to Cllr S Booth for his work in cutting a grass area at the western side of the village on Bridge Road and weeding and planting the planter.
- XI. It was **resolved** to appoint Cllr M Booth to the Pavilion Projects working party and organise a meeting for mid-July.
- XII. It was **resolved** to request an extension from Grantscape for the new pavilion project.
- XIII. Information of the George Clarke Scholarship would be put on the website and notice board.

Cllr S Booth & Cllr M Booth declared an interest in the following agenda item and did not participate in discussions. Cllr A Scarlett (vice-chair) took over the meeting.

- XIV. A freedom of information request of 28/05/2020 and its response were noted.
- XV. A freedom of information request of 23/06/2020 and its response were noted.

Cllr S Booth resumed his position as chair of the meeting.

- XVI. It was **resolved** to approve request for use of the Memorial Park by U3A group subject to a risk assessment including coronavirus prevention measures.
- XVII. xvii It was noted that the Curlew Centre would re-open on the 6th July 2020 and a new Covid 19 booking agreement was in place. It was **resolved** to review NALC recommendations before any consideration is given to resume monthly Council meetings.
- 20.099. There were no planning decisions reported on behalf of the Parish Council (12)
- 20.100. The following SHDC planning decision (13) was noted:
 - I. H18-0309-20: 146 Bridge Road. Change of use to residential. Approved.
- 20.101. The clerk reported that the sale of Parish Council land at Kenzie Drive (14) was proceeding. It was **resolved** to move a report and discussion on contractual matters into closed session as they related to terms of tenders, or proposals in negotiations.
- 097.20 A response had been received from LCC to the Parish Council's letter regarding the Cross Keys marina 'Sail the Wash' scheme (15). It was **resolved** to move the matter into closed session as it related to terms of tenders, or proposals in negotiations.
- 20.088. It was **resolved** to arrange a meeting with the Chairman of the Curlew Centre regarding action to address reported antisocial behaviour in the Memorial Park and car park (16)
- 20.089. It was **resolved** to consider costs involved with loss of use of the pavilion and pitch during the 2021/22 season for SBUFC and review at the July meeting. (17)
- 20.090. It was **resolved** to approve the following recommendations from the Burial Ground Committee (18):
 - I. To permit both NAMM and BRAMM accredited stone masons to undertake cemetery works.
 - II. To permit, as an alternative to concrete, a headstone foundation slab to be made of granite.
 - III. To modify memorial applications to allow for the inclusion of a wooden cross.
 - IV. To keep current cemetery prices unchanged with the next review for take place November 2021 implementation April 2022.
- 20.091. Quotes were still to be received for the upkeep and maintenance of Parish Council assets (19)
- 20.092. It was **resolved** to authorise the clerk to seek sponsorship from local businesses for the Parish Council's electric utility vehicle, by providing advertising space on the vehicle (20)
- 20.093. It was **resolved** to arrange for the placement of a fireproof dog and waste bin for West Bank picnic site subject to costs being reimbursed by LCC (21)
- 20.094. No items were received from members to be included on the agenda for the next meeting (22)
- 20.095. It was **resolved** for the next full Council meeting to take place 6pm, on **Tuesday, 28 July 2020**, via remote attendance (23)
- 20.096. 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). (24)
- 20.097. The Council **resolved** on matters relating to the sale of Kenzie Drive. (14)
- 20.098. It was **resolved** for the clerk to respond to a member of the public concerning questions raised regarding the Sutton Bridge Marina 'Sail to Wash' scheme (15).

Cllr S Booth & Cllr M Booth declared an interest in the following agenda item and did not participate in discussions.

- 20.099. It was **resolved** for the clerk to draft a response to a member of the public concerning questions raised on farm tenancies. To be approved by the vice-chair & chair of the allotment working party.

20.100. Staffing & administration matters (25). It was resolved that staff continue to work from home. The matter was to continue to be reviewed at each Parish Council meeting.

20.101. It was **resolved** for the clerk to write to a councillor regarding legal meeting requirements.

There being no further business the meeting was declared closed at 8.30pm.

Signed:
Chairman - Sutton Bridge Parish Council

Date:

APPENDIX 1: CHAIRMAN'S REMARKS

I would like to welcome everyone to the June meeting.

At this time we are looking forward to the relaxing of government guidelines and the return to normality. A word of caution as a parish council, I feel we must move forward slowly. After seeing the spike in cases at nearby Leicester, I would not want our area to come back under lockdown by being too hasty.

Moving forward cautiously, we have seen a return to work by our outside operative, and I am pleased to see the electric truck now coming into use, proudly advertising its Sutton Bridge Parish Council logo.

After hearing that the Curlew Centre may be reopening, I will be pleased to see Council meetings back in the building, but not before a robust risk assessment is carried out and all guidelines can be adopted. I am sure we will need to use a bigger venue than we have in the past. I am sure farmers were never meant to be that snug anyway.