

**MINUTES OF THE WOODHALL SPA ANNUAL PARISH COUNCIL MEETING
HELD ON TUESDAY 16 MAY 2017 AT 7.15 PM IN THE COUNCIL CHAMBER
STANHOPE AVENUE**

PRESENT

Councillors: D Clarke (Chairman), A Wilson, I Clarke, T Clapton, R Sanderson, S Phelan and N Ford

IN ATTENDANCE

A Bushell (Acting Clerk), ELD Cllr Gorst and 1 member of the Local press

190/17 ELECTION OF CHAIRMAN

It was proposed, seconded and unanimously RESOLVED that Cllr Clarke be elected to the office of Chairman. Cllr Clarke signed his declaration of acceptance of office form which was witnessed by the Clerk.

191/17 ELECTION OF VICE CHAIRMAN

It was proposed, seconded and unanimously RESOLVED that Cllr Wilson be elected to the office of Vice Chairman.

192/17 CHAIRMAN'S REMARKS

The Chairman made no remarks.

193/17 APOLOGIES FOR ABSENCE WITH REASON GIVEN

Apologies were received and reasons given were accepted from Cllrs J Frost, M Williams, S Williams, A Hunter and L Sisley.

**194/17 DECLARATION OF MEMBERS' INTERESTS IN ACCORDANCE WITH
THE LOCALISM ACT 2011**

There were no disclosable pecuniary interests declared in matters on the agenda, which had not already been declared to the Monitoring Officer at ELDC.

**195/17 REQUESTS FROM MEMBERS FOR A DISPENSATION ON ANY ITEMS ON
THE AGENDA**

There were no requests for a dispensation.

**196/17 TO APPOINT COUNCILLORS ONTO COMMITTEES, WORKING GROUPS
AND OUTSIDE BODIES**

The following appointment were agreed:

PLANNING COMMITTEE	Cllr D Clarke, Cllr Sanderson, Cllr Sisley, Cllr M Williams, Cllr Clapton and Cllr Hunter
PERSONNEL COMMITTEE	Cllr Sanderson, Cllr D Clarke, Cllr S Williams and Cllr Clapton
FINANCE COMMITTEE	Cllr D Clarke, Cllr Sisley, Cllr Sanderson and Cllr Clapton
TREE GROUP	Cllr Wilson
HERITAGE COMMITTEE	Cllr Frost
CHAMBER OF TRADE & TOURISM	Cllr Sanderson
NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP	Cllr Sisley, Cllr D Clarke and Cllr Sanderson
CHRISTMAS LIGHTS	Cllr I Clarke
PARISH COUNCIL WEBSITE	Cllr D Clarke
COMMUNITY EMERGENCY PLAN	Cllr M Williams, Cllr S Williams and Cllr D Clarke
CCTV	Cllr Sanderson, Cllr Clapton, Cllr Phelan, Cllr Hunter
REMEMBRANCE DAY	Cllr I Clarke, Cllr D Clarke & Cllr T Clapton
LORD LEONARD CHESHIRE	Cllr M Williams, Cllr S Williams, Cllr Hunter & Cllr Wilson (Reserve)

It was agreed that representatives were not required on Woodhall Spa In Bloom and the Neighbourhood Policing Panel; and the following Working Groups were disbanded: ELDC Transformation, and Discussions with ELDC on Local Plan and Development in Woodhall Spa.

197/17 TO REVIEW THE FREQUENCY OF PARISH COUNCIL SURGERY SESSIONS IN THE LIBRARY

It was proposed, seconded and unanimously RESOLVED to continue holding surgery sessions on a quarterly basis, but review the decision again in 6 months time. It was suggested that it would be better if the surgeries took place on the third Saturday of the month rather than the first, so that they could be advertised in the Woodhall Wapentake Magazine. It was agreed to change to the third Saturday of the month if this was convenient for the library, but Junes Surgery session would remain on the first Saturday because it had already been advertised. The Clerk was asked to re-send out the surgery sessions rota.

198/17 NOTES OF THE MEETINGS HELD ON 18TH APRIL TO BE APPROVED AS THE MINUTES

Subject to changes to the Chairman's remarks (min ref. 119/17) and a clarification to be added to the public forum notes, it was proposed, seconded and unanimously RESOLVED to approve the notes as being a true record of the meeting. The Chairman signed the notes.

199/17 REPORTS FROM CLERK AND COUNCILLORS ON MATTERS OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES

- Parking on grass verges (129/17): Cllr I Clarke had looked through the archive files for information about a parking bye-law, but she was unable to find anything. She suggested that the Cottage Museum should be contacted to ask if the documents that were past to them could be looked through.

The meeting was informed that no response had been received from The Inn about locating a bus shelter on their land, and GN Construction had not responded to a request for an update on the Spa Baths and Car Park in the woods.

200/17 TO CONSIDER SUBMITTING A FURTHER RESPONSE TO PLANNING APPLICATION S/215/00136/17 – LAND TO THE REAR OF 101 WITHAM ROAD

Since the only new documents relating to this application on the planning pages of the ELDC website were an odour report and comments from Natural England, it was felt that it was not necessary to submit any further comments because there were still no comments from LCC Highways.

The ELDC Planning Officer was still unsure when the application would be decided by the ELDC Planning Committee.

201/17 COMMITTEE NOTES

a. To receive the minutes of the Personnel Committee meeting held on 20th April

The notes were received, there were no questions.

b. To receive the notes of the Planning Committee meeting held on 2nd May

The notes were received, there were no questions.

c. To receive the notes of the Personnel Committee meeting held on 4th May

The notes were received, there were no questions.

d. To receive the notes from the Finance Committee meeting held on 4th May

The notes were received, there were no questions.

202/17 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

ELD Cllr Gorst spoke about the Public Space Protection Order consultation, and she was informed that the Parish Council would be considering it at the June meeting. It was suggested that the Cricket Club should be made aware of the existence of the consultation.

203/17 2016/17 YEAR END ACCOUNTS

a. To receive the internal auditors report and take appropriate action arising from it

A copy of the internal auditors report had been sent to all members of the Council prior to the meeting. The internal auditors report was approved and it was confirmed that the Parish Council had addressed the issues that were raised in last year's report, and there were no new issues raised.

b. To complete Section 1 – Annual Governance Statement of the Annual Return form

It was proposed, seconded and unanimously RESOLVED to answer yes to all the boxes and approve the signing of the form by the Chairman and the Clerk.

c. To approve the accounting statements for year ending 31 March 2017

It was proposed, seconded and unanimously RESOLVED to approve the Accounting statements for year ending 31 March 2017. The Chairman signed Section 2 of the Annual Return form.

204/17 FINANCIAL MATTERS

a. To receive a financial report for 2017/18 financial year

The Council received the report and acknowledged that the Youth Club had transferred £4,800 to the Parish Council to be put in an earmarked reserve for a community Youth Club; and approximately £300 towards insurance costs for the assets that had been passed to the Parish Council for safekeeping and use by the community. It was confirmed that a letter would be received from Young Union confirming this. The Parish Council had also received

a £300 anonymous donation to cover the repairs to the ornamental village sign that was damaged on Stixwold Road.

b. To approve retrospective and payments to be made

It was proposed, seconded and unanimously RESOLVED to approve the following payments:

Retrospective payments

Recipient	Details	Amount
CPRE	Best Kept Village competition entry fee	£15.00
Linda Sisley	Reimbursed for refreshments purchased for APM	£5.34
Npower Business	Gas at Parish Council office	* £205.51

Payments to be made

Recipient	Details	Amount
Amanda Bushell	Wages – May & holiday pay	£865.71
HMRC	PAYE & NI Contributions – May	£130.06
LCC Pension Fund	Pension contributions – May	£276.44
Continental Landscapes	Grave digging – April	£1,070.00
Viking	Shredder	✓ £38.39
Chapel Business Services	Internal Audit	£110.00
SSE	Electricity at Royal Square	* £81.22
Welton Garden Services	Cemetery and Village Maintenance – March	✓ £468.00
Anglian Water	Water at Parish Council office	✓ £59.37
Graham Keegan	Costs for Parish Council website for 2015 & 2016	£278.99

✓ Includes 20% VAT which will be reclaimed from HMRC.

* Includes 5% VAT which will be reclaimed from HMRC

205/17 TO RECEIVE THE RESUBMITTED ROTARY CLUB 2016 CHRISTMAS FAYRE ACCOUNTS, AND TO CONSIDER THE APPLICATION FOR GRANT FUNDING TOWARDS THE 2017 CHRISTMAS FAYRE

The Council received and was happy with the resubmitted 2016 Christmas Fayre accounts. The grant application was considered and members felt that by increasing the stall holders fees the Christmas Fayre could break even without the need of a grant from the Parish Council. It was proposed, seconded and unanimously RESOLVED to ask the Rotary Club for a copy of the budget for the 2017 event so that the Parish Council could see if a grant was required. The application would be reconsidered when the budget was received.

The Clerk was asked to inform the Rotary Club that if they needed any equipment purchasing then instead of the Parish Council giving a grant, it could instead purchase the equipment and donate it to the Rotary Club which would offer a saving as the Parish Council would be able to reclaim the VAT.

206/17 TO CONSIDER MAKING A PUBLIC STATEMENT AS REQUESTED BY A MEMBER OF THE PUBLIC DURING THE PUBLIC FORUM OF THE 2ND MAY 2017 PLANNING COMMITTEE MEETING THAT ‘THE PARISH COUNCIL WOULD NOT SANCTION ANY LARGE EXTENSIONS TO WOODHALL SPA ON THE SOUTHERN BOUNDARY’

Members were reminded that the Lincolnshire Association of Local Councils (LALC) had advised the Parish Council that it should not be predetermining planning applications, and it

was acknowledged that it was not beneficial to the village for the Parish Council to predetermine its position on an application because it would then lose the right to comment on individual applications, and members were reminded that each planning application had to be judged on its own merits.

The Parish Council considered a statement that had been sent out with the agenda, and subject to some amendments it approved a statement which would be sent to the local press, District Cllr Gorst, and published on the Parish Council website.

207/17 TO RESOLVE TO APPROVE THE MEETING WITH DEVELOPERS, LAND OWNERS AND/OR LAND AGENTS POLICY

The Chairman had produced a draft policy which was displayed and considered by the Council. Members commented on the policy and some changes were made to it. It was proposed, seconded and RESOLVED by 6 votes and 1 abstention to approve and adopt the policy. The policy would be sent to any developer that requested to meet with the Parish Council so that they were aware of the guidelines.

ELD Cllr Gorst left the meeting at 8.10pm and did not return.

208/17 DOG EXERCISING

a. To resolve to set up a Working Group to explore and research where in the village people could exercise their dogs

Cllr Phelan explained why he asked for this to be an agenda item, he also provided the meeting with feedback from the meeting between the Cricket Club and dog walkers. Members considered whether identifying land for people to exercise their dogs on was the remit of the Parish Council, and agreed that even if suitable land could be identified it was not reasonable for the Parish Council to say that the land could be used for exercising dogs on. The Chairman informed the meeting that the Parish Council already had information on green spaces in the draft Neighbourhood Development Plan. It was agreed not to set up a Working Group at the current time, but instead wait and see how the trial period were residents were allowed to continue to exercise their dogs on the Cricket Field went, and then review again in six months time whether a Working Group was required to identify areas to exercise dogs.

b. To consider the need for more litter and dog waste bins

Cllr Clapton, Cllr M Williams and the Clerk met with Officers from ELDC who advised against having a bin audit carried out because it might identify that there are too many bins within the village and it may result in bins being removed. It was agreed to defer this matter to a future meeting so that Cllr S Williams could attend because she requested this item.

209/17 TO CONSIDER SUPPORTING THE REGISTERING OF A PUBLIC RIGHT OF ACCESS FROM STIXWOULD ROAD ACROSS THE REAR OF THE CRICKET FIELD

Members were informed that the belief was that a public pathway existed in front of the school along the rear of the Cricket field, but the way of getting a footpath registered on the Definitive Map was a very long and drawn out legal process, so to get a footpath formally registered could take years. It was agreed that the easiest way for residents to confirm if the pathway could be used by the public would be to approach the Cricket Club. Cllr Phelan agreed to encourage residents to contact the Cricket Club to enquire if it was happy for people to use the route across the rear of the Cricket field.

210/17 TO CONSIDER THE FEEDBACK ON CCTV FROM THE ANNUAL PARISH MEETING AND TO AGREE THE NEXT COURSE OF ACTION

Members acknowledged that the CTT meeting and APM had not provided conclusive evidence as to whether CCTV was wanted or needed in the village. It was therefore suggested that the Parish Council should put a stand-alone article in the Wapentake magazine highlighting the pros and cons, and the article would also promote an on-line survey which would be agreed at June’s Parish Council meeting along with the wording for the article.

The reporter from the local press left the meeting and did not return.

211/17 REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES

TREE GROUP

The comments on the two current tree applications had been agreed by the Tree Group and would be sent to the Clerk.

212/17 CORRESPONDENCE RECEIVED SINCE THE LAST MEETING

The Council noted the following items of correspondence which had been received since the last meeting.

Sender	Details	Outcome
Anglian Water	Confirmation that the Parish Council office has passed its water comply inspection	For info
East Midland Rail Franchise	Consultation on train and station facilities	E-mailed to councillors. Response required before May PC meeting
Lincolnshire County Council	Notification that the Lincolnshire Minerals and Waste Local Plan: Site Locations (Pre-submission Draft) document was submitted to the Secretary of State for Communities and Local Government on 3rd April 2017 for independent examination.	For info
LCC Highways	Update on Highways grass cutting	Letter sent to councillors with the agenda
LCC Highways	Update on the progress on the new way that Highways services are operating	Letter sent to councillors with the agenda
LCC Highways	Notification of Highways work for financial year 2017/18	E-mailed to councillors
St Hugh's School	Response to letter sent to them about visitors to the school parking on the road and verges	Letter sent to councillors with the agenda
Jubilee Park Bowling Club	A thank you for the grant awarded to the club to purchase chairs; and an invite for visit the club.	Displayed at Parish Council Office
Resident	Enquiring if there is any update on the matter which he brought to the attention of the PC in January - problems with the visibility at the Tattershall Road/Victoria Avenue junction	The Clerk responded and explained that the County Council had been contacted about this, but as yet no response had been received and she would chase it up.

Woodhall Spa Twinning Committee	Request for a grant towards the cost of hosting the 30th Anniversary visit from 24th to 28th May 2017.	The Clerk sent a copy of the grants awarding policy to the Twinning Secretary, and explained that grants would not be considered again until November.
Central Lincolnshire Joint Strategic Planning Committee	Notification that on 24th April 2017, the Central Lincolnshire Local Plan was adopted, and now forms part of the Development Plan for the area and will be used by the relevant local planning authority in making decisions on planning applications.	For info
East Lindsey District Council	Consultation on Public Space Protection Orders	June agenda item

213/17 ITEMS FOR THE NEXT AGENDA

The following items had been suggested and members were asked to feed any other suggestions into the Clerk:

- ELDC Public Space Protection Orders consultation
- To review the Closed Churchyard Banner policy
- To review the Grants/Donation awarding policy
- To review the complaints procedure
- To review the Village Sign policy
- To receive an update on the issue of parking on verges and to decide how to progress with this matter

214/17 DATES AND TIMES OF NEXT MEETINGS

- Tuesday 6th June at 2.00pm – Planning Committee meeting
- Tuesday 20th June at 7.00pm – Parish Council meeting

Personnel and Finance Committee meetings would be scheduled when the new Clerk was in post.

215/17 TO RESOLVE TO MOVE INTO CLOSED SESSION TO DISCUSS STAFFING MATTERS

It was proposed, seconded and unanimously RESOLVED to move into closed session.

216/17 TO APPOINT A NEW PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

The Chairman informed the Council of the process which the Personnel Committee had gone through to appoint a new person, and the Council was provided with a recommendation of which of the two applicants that were interviewed to appoint.

It was proposed, seconded and unanimously RESOLVED to appoint Mrs Joann Greer as the new Clerk and Responsible Financial Officer from 17th May 2017, subject to satisfactory references being received.

The new Clerk would be informed that she was expected to attain the CiLCA qualification within a year.

The Council agreed the salary, probationary period and notice period for the new Clerk which would be detailed in her contract of employment.

The Chairman declared the meeting closed at 9.00pm.

Notes from the public forum (7.15 – 7.30pm)

There were no members of the public in attendance.