

**MINUTES OF THE WOODHALL SPA PARISH COUNCIL MEETING HELD ON
TUESDAY 21ST FEBRUARY AT 7.40 PM IN THE COUNCIL CHAMBER
STANHOPE AVENUE**

PRESENT

Councillors: D Clarke (Chairman), M Williams, J Frost, T Clapton, R Sanderson, A Wilson, L Sisley, I Clarke, A Hunter and S Phelan

IN ATTENDANCE

A Bushell (Parish Clerk)

1/17 CHAIRMAN'S REMARKS

The Chairman made no remarks.

2/17 APOLOGIES FOR ABSENCE WITH REASON GIVEN

Apologies were received and reasons given were accepted from Cllr S Williams.
ELD Cllr Gorst and ELD Cllr Leyland had also sent apologies.

**3/17 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.

**4/17 REQUESTS FROM MEMBERS FOR A DISPENSATION ON ANY ITEMS ON
THE AGENDA**

There were no requests for a dispensation.

Cllr Sisley left the meeting at 7.42pm

**5/17 TO CONSIDER AND RESPOND TO PLANNING APPLICATION
S/215/00136/17 – LAND TO THE REAR OF 101 WITHAM ROAD**

The Chairman gave some background information about the application and explained that it had been suggested that a public meeting should be called and the application be considered at March's Parish Council meeting, but if the application was being decided by ELDC at the April Planning Committee meeting then the Parish Council's response was required before March's meeting. It was acknowledged that responses from other Statutory Consultees had not yet been submitted to ELDC so it was agreed that a preliminary response would be reached at this meeting and the Parish Council would consider the application again once comments from Highways and the Drainage Authority had been submitted.

It was pointed out that the previous planning application by Jackson Homes had two different traffic assessments submitted which contained differing information, so it was suggested that ELDC should be asked to commission its own independent traffic report.

Members discussed the state of Abbey Lane and how it was being used as a 'rat run' and would benefit from improvements.

After a lengthy discussion it was proposed, seconded and unanimously RESOLVED to strongly object to the application for the following reasons:

- One access point would be inadequate
- Highways safety due to the creation of a staggered junction
- Impact on nearby listed Heritage Assets
- Encroachment into the countryside and impact to the rural nature of Abbey Lane

- Loss of outlook to residential amenity
- Traffic congestion within the development and along Witham Road
- Concern about future maintenance of the ditches and ponds

As well as objecting for the reasons mentioned above, ELDC would be asked to:

- Consider the two proposals by Jackson Homes to develop the land to the rear of 101 Witham Road as one application as they were effectively on the same piece of land and phase 2 could not go ahead without phase 1 (S/215/01572/16).
- Consider the application in light of the previous application and the effect that a total of 300 homes on a single site would have on the village.
- Commission an independent traffic report, and to examine any traffic reports and the comments from Highways to ensure that a single access point located near a staggered junction would be acceptable for 300 homes.
- Clarify who would be responsible for the car park being proposed near Abbey Lane

The Parish Council's response letter would also contain the following points:

- The need for green space separation between the proposed houses and Abbey Lane
- Concern about the impact on the village infrastructure
- Concern and anger from residents who did not receive a letter notifying them about the application.

It was confirmed that Cllr D Clarke would attend the ELDC Planning Committee where the application was being decided, to speak in objection to it.

Cllr Sisley returned to the meeting at 8.24pm

It was agreed that the Parish Council's response letter would be displayed on the Parish Council website and a press release would be produced about this planning application. The contents of the press release was discussed.

6/17 NOTES OF THE MEETING HELD ON 17TH JANUARY TO BE APPROVED AS THE MINUTES

It was proposed, seconded and RESOLVED by 8 votes and 2 abstentions to approve the notes as being a true record of the meeting. The Chairman signed the notes.

7/17 REPORTS FROM CLERK AND COUNCILLORS ON MATTERS OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES

The following matters were reported:

- Remembrance Parade Arrangements (9970): The responses from the Police Events Planning Team and the Woodhall Spa Branch of the Royal British Legion (RBL) were sent out with the agenda. The Police has confirmed that they could not provide officers to assist on the day, and the RBL have confirmed that they were not able to provide financial support. A meeting with the Police Events Planning Team to go over the proposed plan has been organised for early in March and the RBL would be invited to this meeting. Councillors interested in being involved with the Remembrance Parade arrangements were encouraged to attend, and it was agreed that there would be an item on March's agenda to get an update and to set up a Working Group.
- Letter sent to ELDC ref. concerns over planned growth of the village (9969): The Planning Committee responded to the reply from ELD Cllr Fry and invited him and his colleagues from the Planning Department to attend a meeting. Cllr Fry was willing to meet with the Council, but couldn't confirm a date as the Planning Policy team were

busy working on the Local Plan to get it submitted on time, so he informed the Clerk that the meeting might have to be at a much later date.

- Blocked drain under Jubilee Park road (9973): The Cricket Club had asked that if it gave the money for the survey to the Parish Council would it pay for the survey to be carried out by Ajet Drain Services on the Cricket Clubs behalf. The Parish Council was reminded that at the January meeting it had agreed not to pay for any additional work. The Clerk was asked to inform the Cricket Club that the Parish Council would give them permission to get the survey done, but would not be organising it.
- Grass verge cutting (9860): Members of the Personnel Committee had met with Welton Garden Services who had been awarded the grass cutting contract and taken a walk around the village to look at certain areas. Welton Garden Services had been provided with maps showing which verges were not to be cut and explained where the village boundary was. Since it was the first year that the Parish Council had taken over responsibility for the grass cutting it was acknowledged that it would be a bit of a learning curve for both parties. The first cut would take place in April. LCC Highways had written to the Parish Council to ask for it to confirm that it would be taking on the responsibility of the verges and to offer to contribute 4.2p/m²/annum. The Clerk had responded to confirm that the Parish Council would be paying for the grass verges to be cut, and to accept the offer of a financial contribution. The Clerk had asked LCC to confirm how much the contribution would be, but had not yet received a reply.
- Planning Inspector Public Inquiry Public Footpath Modification Order (9995): Several residents had contacted the Parish Council about this to raise concerns and to ask if a member of the Parish Council would be attending the public inquiry on 22nd February. The Parish Council had previously supported the retention of a footpath in this location, but acknowledged that the route needed to be modified as it passes through a house. Cllr D Clarke agreed to attend and speak.

8/17 COMMITTEE MEETINGS

a. Planning Committee meeting held on 12th January

The minutes were received. There were no questions.

b. Planning Committee meeting held on 7th February

The notes were received. There were no questions.

9/17 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

There were no District or County Councillors in attendance.

The Clerk informed the Council that ELD Cllr Leyland had invited County Cllr Davies who was the Executive Councillor for Highways and Transport to attend a walk around the village to highlight local concerns about highway and footpath maintenance and current conditions; and councillors who wished to be involved with the walk around the village with District Cllr Leyland and County Cllr Davies were asked to make the Clerk aware because a date had yet to be confirmed.

10/17 TO RECEIVE A REPORT ON CCTV AND AGREE THE NEXT COURSE OF ACTION

The CCTV Working Group had produced a report which had been sent to councillors prior to the meeting, and the members of the working group were thanked for producing such a comprehensive report.

The report was discussed and it was agreed that the Parish Council needed to establish why CCTV was needed in the village and who the users of it would be. In order to identify whether the business community had a need for CCTV it was suggested that a letter be sent

to the village businesses asking them if they had a need for CCTV and whether they would be willing to contribute towards the cost of it. Councillors felt that it would be difficult to get residents to be happy with the Parish Council incurring a large cost for providing CCTV in the village and possibly increasing the precept, if the businesses were receiving all of the benefit from it. As well as the businesses it was important to find out if residents felt that it was needed or even wanted it.

One of the options in the report was a local CCTV system with equipment located in a centralised hub, and the report had identified that the ideal location for the hub would be the Police Station, but the Working Group had been informed that there was a possibility that the Police Station would be closing later in the year and moving to the Fire Station, so the Working Group would be writing to the Police to find out its plans for the Police Station. It was proposed, seconded and unanimously RESOLVED to write to the local businesses and raise the matter of CCTV at the Annual Parish Meeting (APM) in May to try and establish if it would be welcomed in the village. There would be an item on the next Parish Council meeting to confirm arrangements for the APM.

11/17 TO RECEIVE THE OFFER OF A FINANCIAL CONTRIBUTION FROM BROADGATE HOMES TOWARDS A REACTIVE SPEED SIGN; AND TO DECIDE WHETHER TO PURCHASE ANOTHER SIGN

Members were informed that Broadgate Homes was willing to contribute £500 towards a reactive speed sign, but the signs actually cost £2,278.00 and there were no funds in the budget to purchase one since the Parish Council already owned one sign and only had 4 approved locations in the village to site the sign.

It was proposed, seconded and unanimously RESOLVED to ask the Lincolnshire Road Safety Partnership (LRSP) if it would allow a permanent reactive speed sign to be located on Witham Road, and if it would then the Parish Council would look at purchasing a cheaper reactive sign which did not record data.

The matter would be discussed again at the next meeting.

12/17 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
Talk Talk Business	Telephone calls, line rental & broadband	✓ £37.74
Npower	Gas at Parish Council office	* £101.20
SSE	Electricity at Royal Square	* £104.96
Malcolm Brown	PA System at Christmas Carol Service	£100.00
A Bushell / Discounted Stamps	Stamps	£61.20

Payments to be made

Recipient	Details	Amount
Amanda Bushell	Wages – February	£1,016.77
HMRC	PAYE & N.I contributions – February	£254.17
LCC Pension Fund	Pension contributions – February	£405.47
Welton Garden Services	Village & Cemetery maintenance	✓ £528.00
R.G Hygiene	Office cleaning – February	✓ £24.00
Continental Landscapes	Grave digging – January	£72.00
Anglian Water	Water at PC Office	£43.69
Talk Talk Business	Telephone calls, line rental & broadband	✓ £37.74

A Bushell / Wilko	Cleaning supplies	✓ £2.00
Page Paper	Stationery & extension cable	✓ £21.84

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

* Includes 5% VAT which will be reclaimed from HMRC

13/17 REPORTS FROM COMMITTEES AND WORKING GROUPS

TREE GROUP

It had considered 4 tree work applications and the comments made by the Tree Group had been supported by the Planning Committee.

14/17 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
LCC Highways	An offer to contribute towards the costs of grass verge cutting for 2017/18 financial year (4.2p/m2/annum)	Letter scanned in and sent out with agenda e-mail
ELDC Portfolio Holder for Operational Services	Update on the Transformation Programme in particular the review of the public toilet provision	Forwarded to members of the Transformation Working Group
LCC Highways	Letter regarding changes to how Highways services are delivered	Forwarded to councillors
Resident	Objection letter to Witham Road planning application	Letter scanned in and sent out with agenda e-mail
The Pensions Regulator	Confirmation of receipt of declaration of compliance for auto enrolment	Filed
Woodhall Spa branch of the Royal British Legion	Response letter to the request to contribute to the Remembrance Parade arrangements	Letter scanned in and sent out with agenda e-mail
JPWS	Informed PC that the fence around the salt store in Jubilee Park was rotten and had fallen apart. PC asked what it wanted to do about it.	Clerk asked to get quotes and the matter was passed to the Finance Committee to deal with at the next meeting. It was suggested that the work be funded from the balance of the SIP budget.
Coronation Road resident	E-mail about grass verges being ruined by parked vehicles. Also concerns about dangerous parking and speeding traffic in Coronation Road area.	Clerk informed the resident that the PC was seeking permission from LCC Highways to put marker posts on the verges to stop parking.

15/17 TO DECIDE WHO WILL ATTEND THE ELDC AREA FORUM ON 20TH MARCH

No councillors expressed an interest in attending the forum, so it was agreed that nobody from the Parish Council would attend.

16/17 TO CONFIRM ATTENDANCE AT THE PLANNING ENFORCEMENT WORKSHOP ON 21ST MARCH ORGANISED BY ELDC

Five councillors and the Clerk expressed an interest in attending the workshop, but they couldn't commit to attending until the time of the workshop was confirmed. The Clerk would notify ELDC.

17/17 TO DECIDE WHETHER TO ALTER HOW THE PARISH COUNCIL MINUTES ARE NUMBERED

The Parish Council was presented with options for numbering the minutes, and it was agreed that the method of numbering needed to change.

It was proposed, seconded and unanimously RESOLVED to number the minutes from 01 at the first meeting in January each year and put the year after the minute ref, to show which year the minute related to, and number consecutively including Committee meetings for the entire year.

The new numbering system would start immediately.

18/17 ITEMS FOR THE NEXT AGENDA

The following items were suggested:

- To co-opt a new councillor
- To consider supporting the cricket club to stop people exercising their dogs on the Cricket field
- To receive a financial report
- To review earmarked reserves, and decide which funds to earmark from the 2016/17 budget
- To review the IT and Social Media policy
- To review the Risk Management policy
- To approve the insurance renewal
- To approve to purchase a duplex printer for the Clerk's office from the IT budget
- To approve to purchase a new litter bin to replace the temporary one on Stanhope Avenue
- To confirm arrangements for the Annual Parish Meeting
- To revisit the planning application for Witham Road
- To receive feedback from the LRSP on a permanent reactive speed sign to be located on Witham Road
- To receive an update on Remembrance Parade arrangements and to set up a Working Group
- To receive an update from GN Construction on the Spa Baths redevelopment
- To consider writing to Section 106 recipients to check how section 106 money was being spent
- To receive an update from the Petwood Hotel on the enabling housing development

19/17 DATES AND TIMES OF NEXT MEETINGS

- Thursday 2nd March at 2.30pm – Personnel Committee meeting
- Tuesday 7th March at 2.00pm – Planning Committee meeting
- Tuesday 7th March at 3.00pm – Finance Committee meeting
- Tuesday 21st March at 7.15pm – Parish Council meeting

The Chairman declared the meeting closed at 9.05pm.

Notes from the public forum (7.00 – 7.40pm)

There were 21 members of the public in attendance.

- Mrs Patricia Bradwell informed the meeting that she would be standing in the forthcoming County Councillor elections in place of Dennis Hoyes. She questioned whether the Parish Council wished to be involved with a meeting with County Cllr

Richard Davies to look at the roads and pavements in the village, and the Clerk made Mrs Bradwell aware that she had been informed about the meeting by District Cllr Leyland. Mrs Bradwell was asked about street lights not working on Witham Road, and she informed the meeting that as part of the Transformation Programme the street lights were due to be changed to LED in March. The meeting was also told that Mrs Bradwell had noticed that some of the street lights in the centre of the village were being switched off at night when they shouldn't be and this was because they were on a different system. It was confirmed that LCC were looking into getting this sorted.

- Several residents from Witham Road raised concerns about the application to build a further 150 homes on land rear to 101 Witham Road, and they explained why they felt the application should be refused. Many of the residents in attendance brought to the attention of the Parish Council the fact that they had not received a letter from ELDC informing them about the new planning application, and many residents thought it was the same application.

The single access point to the proposed development continued to be a concern to residents, along with the staggered junction which would be created on Witham Road, and the green spaces and ditches which were to be maintained by a Management Company. Questions were also raised about who would be responsible for the proposed car park adjacent to the football pitch.

Residents felt angry that their concerns about the previous application for 150 homes were ignored, so questioned whether they would be ignored again.

Residents queried why ELDC did not have an adopted Local Plan, and the Parish Council Chairman explained what stage the draft ELDC Local Plan was at.

Residents were encouraged to send letters of objection to ELDC and contact the local MP – Victoria Atkins, and they were informed that the developer had been encouraged to hold a public meeting.

Comments were made about Abbey Lane being used as a 'rat run' and how dangerous the road was as it was now being used by a substantial amount of traffic.

Questions were asked about the Old Railway Line and culverting ditches.

Residents were informed that the Parish Council was currently carry out discussions with ELDC about housing numbers and infrastructure deficiencies, and once these discussion were complete the Parish Council would consider how to make the information public

Residents were encouraged to attend the Annual Parish Meeting on 9th May.