

MINUTES OF THE WOODHALL SPA PARISH COUNCIL MEETING HELD ON TUESDAY 18th JULY 2017 AT 7.00 PM IN THE COUNCIL CHAMBER STANHOPE AVENUE

PRESENT

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

IN ATTENDANCE

J Greer (Parish Clerk) and District Councillor S Gorst.

295/17 CHAIRMAN'S REMARKS

The Chairman did not make any remarks.

296/17 APOLOGIES FOR ABSENCE WITH REASON GIVEN

Apologies were received and reasons given and accepted from Councillors M Williams, S Williams, District Councillor C Leyland and County Councillor P Bradwell.

297/17 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.

298/17 REQUESTS FROM MEMBERS FOR A DISPENSATION ON ANY ITEMS ON THE AGENDA

There were no requests for a dispensation.

299/17 THE NOTES OF THE MEETINGS HELD ON 20TH JUNE TO BE APPROVED AS THE MINUTES

It was proposed, seconded and agreed to approve the notes as being a true record of the meeting. RESOLVED. There were however some typing errors which were highlighted and amended. The Chairman is to sign the amended copy for the records.

300/17 REPORTS FROM CLERK AND COUNCILLORS ON MATTERS OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES

The Clerk updated the Council on progress regarding the grass verges on Spa Road and Coronation Road. Ian Mickleborough from the Highways Department was going to visit the area again and report back with options available and procedures to ask for relevant permission to the Highways Department regarding damage to the verges caused by cars parking on them.

Councillors had sight of an e-mail from County Councillor Bradwell regarding the verge on Spa Road, it was felt that Councillor Bradwell had not fully grasped the concept of the issue. The Clerk is to write to Councillor Bradwell asking her to wait before progressing further with the matter until the Council adopt a Grass Verge Policy, scheduled for the September meeting.

The Chairman sought an update regarding the start date of building works where planning applications that had been granted permission but had not been physically started. The Clerk is to follow this up with the Planning Department.

301/17 TO CONSIDER AND RESPOND TO PLANNING APPLICATION S/215/01063/17 – 39 WITHAM ROAD, INSTALLATION OF 4 VELUX WINDOWS.
The Parish Council SUPPORTED this planning application.

302/17 TO CONSIDER AND RESPOND TO THE NEW OSTLERS FOREST DESIGN PLAN
Councillors made no comments regarding the design plans, however it was felt that Kirkby-On-Bain Parish Council should be included in the consultation list as the woods were in their parish.

303/17 COMMITTEE NOTES

- a. **To receive the minutes of the Planning Committee meeting held on 4th July**
The notes were received, there were no questions.
- b. **To receive the notes of the Finance Committee meeting held on 4th July**
The notes were received, there were no questions.

304/17 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS
District Councillor Gorst reported that the Witham Trading Co. planning application was now active.

305/17 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	Telephone & Broadband	✓ 38.39
Swalec	Electricity	*65.50

Payments to be made

Recipient	Details	Amount
Welton Garden Services	Cemetery, closed cemetery & village grass	✓ 2202.00
LALC	Newsletter	5.00
R.G.Hygiene	Office Cleaning	✓ 24.00
Viking	Kitchen / WC Consumables & folders	✓ 70.37
CPRE	Annual Membership	36.00
Joann Greer	Clerk July Salary	1037.89
HMRC	PAYE / NI	124.70
LCC	Pension Fund	318.76

- ✓ Includes 20% VAT which will be reclaimed from HMRC.
- * Includes 5% VAT which will be reclaimed from HMRC

306/17 FINANCIAL MATTERS

- a) The Financial Regulation were reviewed, no amendments were required.
- b) To resolve to pay utility bills by Variable Direct Debit. It was proposed, seconded and unanimously RESOLVED to continue with this process.
- c) To resolve to continue with electronic payments. It was proposed, seconded and unanimously RESOLVED to continue with electronic payments.

307/17 TO RESOLVE REPLACEMENT COUNCILLOR AND COUNCILLOR NUMBERS ON THE PLANNING AND FINANCE COMMITTEE

It was proposed seconded and RESOLVED to add Councillor Phelan to the planning Committee.

Councillor Hunter expressed an interest in the Finance Committee, however is unable to attend daytime meetings due to work commitments. It was agreed to look at scheduling options of Committee Meetings in September.

308/17 TO AGREE THE CONTENT OF THE NEXT ISSUE OF THE PARISH COUNCIL WAPENTAKE NEWSLETTER

Articles for the next edition are to reach the Clerk by August 2nd. Content suggested include: The Remembrance Day Parade, CCTV Survey Monkey, Councillor Vacancy, Grass Verge Update and an explanation regarding the Parish Councils New Format for Major Planning Applications.

309/17 TO CONSIDER AND RESOLVE OPTIONS FOR FUTURE WAPENTAKE ARTICLES, SIZE, LAYOUT, FREQUENCY AND COST

Currently the Parish Council supply 2 A4 page size of information and articles every quarter. Councillors liked the option of a smaller size article, produced on a monthly basis including more time relevant articles and some photos. The decision was deferred until the September meeting when all the costs associated with the article would be available.

310/17 TO CONSIDER OPTIONS FOR THE REMEMBRANCE DAY PARADE IN THE EVENT OF A LACK OF ADEQUATE NUMBER OF CROWD AND TRAFFIC CONTROL MONITORS

Police support for such events has now been withdrawn leaving organisers now responsible for finding suitable crowd control. The Council identified a minimum of 20 volunteers would be required to manage the event. It was suggested by a Councillor that some Parish Council members could make up the short fall. The Clerk is to write to the Bowls Club, Football Club, Tennis Club and Jubilee Park and other organisations within the village to ask for volunteers for the parade. Councillor Ford offered to produce posters for local shop windows requesting volunteers for the event.

The Council agreed to look at the response at the September meeting.

311/17 TO CONSIDER CONTACTING ALL BUSINESSES ON ANY CHANGES THAT MAY BE NEEDED TO SUPPORT THE 2017 CHRISTMAS TREE EVENT

The Council agreed to write a letter to go out to all businesses explaining the requirements of the electric supply and costs of the Christmas Tree Event

312/17 TO CONSIDER CORRESPONDENCES RECEIVED SINCE THE LAST MEETING

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

Sender	Details	Outcome
Fleetwood Heir Hunters	Request for notification of any abandoned properties in the parish.	Council declined the request.
Clerk & Councils Direct	Monthly magazine covering aspects of national parish council news.	

		The magazine was noted and would be left in the office for Councillors to browse.
LALC	Quarterly newsletter from the Lincolnshire Association of Local Councils.	The magazine was noted and would be left in the office for Councillors to browse.

313/17 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES

TREE GROUP

The group supported 2 recent applications. 1 at Wildersdale and one at 34 Woodland Drive.

HERITAGE COMMITTEE

The minutes of the Heritage Committee are to be forwarded to all Councillors.

The Clerk is to request an update from GN Construction regarding the start date of the Kinema car park.

The Chairman was invited to their next meeting and stated he would attend.

Councillor Sanderson attended a Councillors Network session hosted by LALC.

New legislation regarding the Data Protection Act is due in May 2018. There was also information shared at the meeting regarding green spaces being sold and developed on.

Councillor Frost requested a polite notice be posted next to Councillors telephone numbers, asking for consideration when choosing to contact a Councillors and suggested after 9.00 am and before 8.30 pm.

314/17 ITEMS FOR THE NEXT AGENDA

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

- Remembrance Parade Volunteers
- Annual Parish Meeting – 1940’s review
- Dates for APM and Precept meeting

315/17 DATES AND TIMES OF NEXT MEETINGS

- Tuesday 19th September at 7.15pm – Parish Council meeting