

# Hemswell Cliff Parish Council

**Draft Minutes of the Ordinary Meeting of the Parish Council held on Monday 1 July 2019 in the Room of Requirement at Hemswell Cliff Primary School.**

**Present:** Councillors Prestwood (Chairman), Beevers, Hann, Kirman (Vice Chairman), Richardson, Sankey and Shaw.

Parish Clerk H Reek

Members of the Public – six.

Shay Towns, West Lindsey District Council (WLDC)

## Apologies:

District Councillor Howitt-Cowan  
Tracy Williams, Director Hemswell Residents' Company (HRC)  
PC Toyn and PCSO McFaul – Lincolnshire Police

Minute Number	Item
<b><u>Procedural Items – items not requiring written notice</u></b>	
<b>55/1920</b>	<b>Apologies</b>  None.
<b>56/1920</b>	<b>Declarations of Interest</b>  Cllr Prestwood in accounts.
<b>57/1920</b>	<b>Co-option to the Council</b>  WLDC had informed the Parish Council that they had not received requests from ten electors for an election to take place, following the recent Notice of Vacancy. The Parish Council may co-opt Councillors.  <b>RESOLVED:</b>  (1) That Will Hann be co-opted to the Parish Council.  (2) That Jayne Sankey be co-opted to the Parish Council.
<b>58/1920</b>	<b>Minutes of the Ordinary Parish Council Meeting held on Monday 3 June 2019</b>  <b>RESOLVED:</b>

	<p>That the minutes of the meeting be accepted as a true and proper record, subject to the months referenced in Minute 42/1920 for payment to HMRC (page 5) and the period 2 budget monitoring being amended to May.</p> <p>All actions from the meeting had been actioned (Minute 27 refers) except for the following which was still work in progress:</p> <p>VK – Actions for RAF Hemswell Day. HR – Submit grant application for a street light.</p>
<b>59/1920</b>	<p><b>Public Questions</b></p> <p>It was resolved to consider Public Questions before agenda items 5 and 6.</p> <p>A member of the public sought support from the Parish Council if he had to seek planning permission for a burger van on his driveway. The Parish Council could not commit to this at this stage but suggested that he might want to consider applying to trade on Parish Council land if he had all the correct licences and permits to trade. They also mentioned that he would need to check whether the covenants related to the property would permit trading from the driveway. There was also a discussion about litter picking which could be considered further. Shay Towns also advised that he contact WLDC planning department and she would speak to them to mention this.</p> <p>There were four additional questions as follows:</p> <ul style="list-style-type: none"> <li>• Can the Parish Council do anything about Sunday parking and the answer was no.</li> <li>• Is there anything that the Parish Council can do about bringing communities on Capper Avenue together? The Chairman explained that the Parish Council had duties and powers that it had to work within.</li> <li>• Why do you have to book the village green when you don't do so in other areas? The Chairman explained that the liability fell on the Parish Council and any resident could book free of charge to use the space but agreed to take any liability.</li> <li>• Is it possible to have larger bins near to the Ball Park? This is something the Parish Council had considered and would re-considered. It had originally not been pursued because of the cost.</li> </ul>
<b>60/1920</b>	<p><b>Update from the Neighbourhood Plan Committee</b></p> <p>The Clerk reported that the remainder of the basic grant of £4,950 for the Neighbourhood Plan had been approved. The decision on an additional £8,000 for the technical fund would take longer. Cllr</p>

	<p>Kirman gave an update since the previous meeting. The Committee had met on 10 June 2019 to review WLDC's response to the five Call for Sites. The draft Neighbourhood Appraisal was being drafted and the history of the Parish had been completed.</p>
<b>61/1920</b>	<p><b>Update from the Ball Park Committee</b></p> <p>The Chairman reported the weekly litter pick continued and there had been a notable increase in cups and plastic food trays in the ball park area. The Committee would consider whether larger bins were needed but they would need to be vandal proofed. Two other bins had been persistently vandalised hence the need for a weekly litter pick.</p> <p>The school had accepted the picnic benches.</p> <p>There would be a Rospa inspection during August 2019.</p>
<b>62/1920</b>	<p><b>Chairman's remarks</b></p> <ul style="list-style-type: none"> <li>a) The RAF Benevolent Fund had requested publicising their support on noticeboards and the website.</li> <li>b) Dog Kennel Lane Bus Shelter – the Chairman had replied back to the insurance company that we would not accept the offer but wanted to restore the shelter to the condition before the damage. The insurance company had increased their offer to £3,000 as a final offer. Following discussion, it was agreed to accept the final offer and purchase a new shelter. The Chairman was to send Cllr Shaw pictures of the damage.</li> <li>c) Positive Futures Grant – it was confirmed that the equipment to be purchased with the grant would be held by the Youth Club. The Clerk was asked to arrange payment of the grant.</li> <li>d) He and Cllr Richardson had measured the benches and they were slightly too long. It was agreed to investigate whether they could be reduced to fit near to the war memorial.</li> <li>e) LALC had no concerns with the Parish Council putting the CCTV picture onto its facebook page once we had received it from the Police.</li> </ul>
<b>63/1920</b>	<p><b>Clerk's report</b></p> <ul style="list-style-type: none"> <li>a) The 2018/19 accounts had been sent to the External Auditor.</li> <li>b) The Clerk wasn't able to charge the mobile phone so this would be investigated.</li> <li>c) The Chairman and Clerk were attending training on 11 July 2019.</li> </ul>

<b>64/1920</b>	<p><b>Police, crime and anti-social behaviour update</b></p> <p>Updates from PC Toyn and PCSO McFaul had been sent prior to the meeting. It was explained that the though the number of reported incidents had increased to 18 they related mostly to isolated family incident. On detailed analysis there were no trends to be concerned about.</p>
<b>65/1920</b>	<p><b>District and County Council update</b></p> <p>Cllr Howitt-Cowan had circulated an update prior to the meeting. It was noted that Cllr Perraton-Williams had arranged for the grass cutting maps to be sent to the Parish Council. There were two contractors one for the area within the 30mph limit and another for the other areas.</p>
<b>66/1920</b>	<p><b>WLDC Officers' Report</b></p> <p>Shay Towns had met with Debbie Barker from Lincolnshire County Council's Youth Service about looking at ways to continue funding the Positive Futures activity on Monday evenings.</p> <p>Grass cutting was scheduled on a fortnightly basis on a Saturday and the next one would be on 6 July.</p> <p>Footpath works were scheduled for 4 and 5 July 2019. The removal of the posts had been delayed because of the weather.</p> <p>Contact had been made with Northern Power Grid for them to carry out the sub-station works.</p> <p>A Family Fun Day was to be held on 27 August 2019 in the Children's Centre.</p>
<b>67/1920</b>	<p><b>Parish Councillor update</b></p> <p><b>Cllr Hann</b> The Big Lunch event had taken place and there would be a de-brief.</p> <p><b>Cllr Shaw</b> All matters were considered elsewhere on the Agenda</p> <p><b>Cllr Kirman</b> She had noticed that rubbish was being deposited behind the bus shelter on Dog Kennel Lane including garden waste. Consideration would be given to installing a bin in the shelter. The Chairman of Reapham Parish Council was collating information on footpaths in the area to present to LCC.</p>

	<p><b>Cllr Beevers</b> She reported that an electric bike that had been stolen had been found.</p> <p><b>Cllr Richardson</b> All matters were considered elsewhere on the Agenda but he did mention the planning application that had been withdrawn at Caenby Corner.</p>
<b><u>Business Items – Items requiring written notice</u></b>	
68/1920	<p><b>Finances</b></p> <p><b>A) Payments for approval</b></p> <p><b>Resolved:</b></p> <p>That the following payments be approved, cheques drawn up after the meeting and electronic payments made by the Clerk where indicated (all costs include VAT where applicable):</p> <ol style="list-style-type: none"> <li>1) G Prestwood – 1&amp;1 IONOS website £7.13</li> <li>2) WLDC elections - £123.37</li> <li>3) Total Accounting payroll - £24.00 (inc. VAT)</li> <li>4) G Prestwood – NationBuilder £183.89</li> </ol> <p>Council noted that the following payments were made between the last meeting of Council and this one for contractual reasons, legal reasons, following a decision of Council or were made through delegated powers:</p> <ol style="list-style-type: none"> <li>1) H. Reek Clerk Pay for June – £246.40</li> <li>2) HMRC June – £61.60</li> <li>3) Glendale Managed Services - £155.08 (exc. VAT)</li> </ol> <p><b>B) Budget 2019/20</b></p> <p>The budget monitoring for period 3 (June) had been emailed prior to the meeting. It set out the commitments and provided comprehensive information for Cllrs.</p>
69/1920	<p><b>Planning Matters</b></p> <p>The District Councillor referenced planning application 139638 which related to request for confirmation of compliance with two planning conditions. The Parish Council would not submit any comments but the Clerk was asked to investigate why the Parish Council was not notified.</p>

<b>70/1920</b>	<p><b>Insurance Summary</b></p> <p>A summary of the current insurance cover had been circulated prior to the meeting. The Parish Council was satisfied there was adequate cover.</p>
<b>71/1920</b>	<p><b>Allotments</b></p> <p>The Chairman had contacted Anglian Water and there was no record of the soakaway. It was noted that the piece of land with the soakaway belonged to the MoD prior to 2015. The soakaway was installed in 2007.</p> <p>Cllr Shaw had learnt at his recent new Parish Clerk training that Anglian Water had to provide a tap and water supply in relation to allotments.</p> <p style="text-align: center;"><b>RESOLVED:</b></p> <p>That the Chairman appeal on facebook for any local knowledge about the soakaway and seek advice on the next steps.</p>
<b>72/1920</b>	<p><b>Village Signs</b></p> <p>The re-installation of the sign had been delayed due to poor weather. It was rescheduled for Thursday 18 July. It was agreed that everyone bring examples of other signs to the next meeting to consider further.</p> <p>The Clerk was asked to contact highways on the overgrown hedge.</p>
<b>73/1920</b>	<p><b>Grounds Maintenance</b></p> <p>The Chairman had spoken to the operator and had received quotes for additional grass cutting around the war memorial and to take on the highways part. The Clerk had contacted highways for approval to take this on and receive the costs for the three cuts per annum.</p> <p style="text-align: center;"><b>RESOLVED:</b></p> <p>That the additional costs covering the area mentioned above which equated to a further £200 per annum be approved, subject to confirmation by Lincolnshire County Council to incorporate their verge.</p>
<b>74/1920</b>	<p><b>Straw on the Road</b></p> <p>There had been an issue with the gullies following the recent heavy rain as reported by Cllr Beevers. The Chairman had spoken to the manager who had organised immediate cleaning of the gullies and assurance this wouldn't happen again.</p>

<b>75/1920</b>	<p><b>War Memorial</b></p> <p>The Chairman had spoken to a contractor who had suggested some work to reduce the hazard at a cost of approximately £600.</p> <p style="text-align: center;"><b>RESOLVED:</b></p> <p>That two further contractors be contacted and asked for their solution and a price and report to the September meeting.</p>
<b>76/1920</b>	<p><b>Hemswell Market</b></p> <p>Following the dog incident notification by the District Councillor, it was agreed to defer this item until the next meeting for the District Councillor to feedback.</p>
<b><u>Next Ordinary Meeting – items not requiring written notice</u></b>	
<b>77/1920</b>	<p><b>Items for inclusion on the next Ordinary Meeting agenda</b></p> <p>The following items are to appear on the agenda for the next Ordinary Meeting:</p> <ul style="list-style-type: none"> <li>• War Memorial</li> <li>• Allotments</li> <li>• Village Signs</li> <li>• Bus Shelter</li> <li>• RAF Hemswell Day</li> <li>• Standard items for the Annual Parish Council meeting</li> </ul>
<b>78/1920</b>	<p><b>Actions to be undertaken before the Next Ordinary meeting</b></p> <p>HR – Final settlement with the insurers regarding the bus shelter  GP – send details to the Clerk of the insurers  HR – Pay Positive Futures about the grant  GP – Send and share on the media the RAF benevolent fund poster.  GP – Send AS pictures of the damaged bus shelter  VK – Actions for RAF Hemswell Day  GP/JR/AS/WH – re-fit the east end village sign  GP – Seek advice on groundworks for allotments  GP – Facebook appeal on allotment grounds  HR – Submit grant application for street light  GP – Advise Glendale about additional works  HR – Clerk send out formal paperwork regarding Grounds maintenance  VK- Find estate manager  GP – Seek two more quotes and method for works on the war memorial</p>

	<p>ALL – look at other village signs                  HR – Speak to her Dad about reducing the length of the benches.                  WH/JC – complete register of interests and send to WLDC                  GP – speak to Glendale about the additional grounds maintenance                  GP – Set up a Parish Council email address for the new Cllr.</p>
<p><b>79/1920</b></p>	<p><b>Date and time of the next Ordinary Meeting</b></p> <p>The date and time of the next Ordinary Meeting of the Parish Council was confirmed as Monday 2 September 2019, starting at 7:30pm. The will take place in the Room of Requirement at Hemswell Cliff Primary School.</p>
<p><b>80/1920</b></p>	<p><b>Clerk’s Appraisal</b></p> <p><b>RESOLVED:</b></p> <p>That the meeting move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the Clerk’s appraisal.</p> <p>The meeting continued in the absence of press and public. Not for publication by virtue of Section 100(a) para.4 of the Local Government Act 1972. the item being of a confidential nature.</p> <p>The Personnel Committee reported that the annual appraisal for the Clerk had been completed and there were no concerns to report. A review of the salary scale would be carried out once the Clerk had completed the Cilca qualification.</p>

**Meeting started at 7.30pm and closed at 9.50pm**

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