

# Hemswell Cliff Parish Council

## Minutes of the Ordinary Meeting of the Parish Council held on Monday 4 November 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 – none.

County Councillor Perraton-Williams (Minutes 138 to 148)

Tracey Williams - HRC (Minutes 138 to 149)

Minute Number	Item
<b><u>Procedural Items – items not requiring written notice</u></b>	
138/1920	<p><b>Apologies</b></p> <p>Apologies for absence were received from District Councillor Howitt-Cowan, Shay Towns from WLDC and PCSO Julie McFaul.</p>
139/1920	<p><b>Declarations of Interest</b></p> <p>Cllr Kirman in relation to payments.</p>
140/1920	<p><b>Public Questions</b></p> <p>None</p>
141/1920	<p><b>Minutes of the Ordinary Parish Council Meeting held on Monday 7 October 2019</b></p> <p><b>RESOLVED:</b></p> <p>That the minutes of the meeting be accepted as a true and proper record.</p> <p>All actions from the meeting had been actioned (Minute 133 refers) except for the following which was still work in progress:</p> <p>GP – Alter the benches. HR- Seek quotes on the village signs.</p>
142/1920	<p><b>Police, crime and anti-social behaviour update</b></p> <p>The Chairman read out an update from the Police in relation to incidents in the previous month.</p>

Minutes Verification. Signature: ..... Date: .....

<b>143/1920</b>	<p><b>District and County Council update</b></p> <p>Cllr Perraton-Williams requested that she be informed of any issues with gullies and drains. It was noted that the Parish Council had reported problems with the drain on the west side of the Harpswell Hill roundabout. Tracey Williams added that a highway officer had met with the HRC to look at drainage around Capper Avenue and Buchanan Road. HRC was considering additional gullies at the top of Lloyd Avenue/Minden Place. The biggest issue in Hemswell Cliff was the drainage was soakaways. Anglian Water did not provide any surface water drainage.</p> <p>The issue of the Hemswell Court hedge had still not been dealt with. Cllr Perraton-Williams would engage with highways to find out whether any further progress had been made.</p> <p>Cllr Richardson reported two issues at Spital. One was in relation to flooding near the bungalows and the footpaths adjacent to the A15.</p> <p>Cllr Howitt-Cowan had circulated his report prior to the meeting.</p>
<b>144/1920</b>	<p><b>WLDC Officers' Report</b></p> <p>Shay Towns had sent a report prior to the meeting. This included an update on the Grounds Maintenance work.</p>
<b>145/1920</b>	<p><b>Update from the Ball Park Committee</b></p> <p>The Chairman reported that four of the signs had been salvaged and sought approval to purchase a new ownership sign.</p> <p>The Memorial clean up would be held this Saturday and/or Sunday.</p> <p style="text-align: center;"><b>RESOLVED:</b></p> <p>That a new ownership sign be purchased at a cost of £20 plus VAT.</p>
<b>146/1920</b>	<p><b>Chairman's remarks</b></p> <ul style="list-style-type: none"> <li>a) WLDC had asked for nominations for a volunteer who would be able to assist with Standards complaints concerning the Code of Conduct for Councillors. If any councillor was interested, then they would need to contact Alan Robinson.</li> <li>b) LCC had sent out its draft Corporate Plan to Town and Parish Councils for comment by the end of November. The Clerk had written to the community engagement team about the deadline as it would have been worthwhile to consider it properly at a meeting.</li> <li>c) The memorial works had now been completed.</li> </ul>

147/1920	<p><b>Clerk's report</b></p> <p>The Clerk reported that the Parish Council had been successful in obtaining further grant funding of £4,050 for technical support regarding the Neighbourhood Plan. If we wanted to secure the remaining technical support then we would need to have produced an End of Grant report by January 2020 to ensure funding this financial year. A decision is awaited on the Housing Needs Assessment. The Clerk would speak to WLDC about the Strategic Environmental Assessment screening.</p> <p>Cllr. Kirman added that a community engagement event following the completion of the Call for Sites Assessment had been arranged on Thursday 21 November 2019 at the school from 7pm to 8pm. Flyers were being circulated to households.</p>
148/1920	<p><b>Parish Councillor update</b></p> <p><b>Cllrs Richardson, Shaw and Sankey</b> All matters were considered else on the Agenda.</p> <p><b>Cllr Hann</b> There had been no further activity in relation to the Residents' Association and he gave an update on the Neighbourhood Plan progress.</p> <p><b>Cllr Kirman</b> Following the meeting with WLDC regarding the Neighbourhood Plan which had been attended by Cllr Hann, she mentioned that WLDC had spoken about harmonising the front of the estate in the Food Enterprise Zone. Clarity should be sought about what that meant.</p> <p><b>Cllr Beever</b> She raised the issue of cars parking in the bus lay-by when visiting Hemswell Market. Cllr Perraton-Williams would discuss this with highways.</p>
<b><u>Business Items – Items requiring written notice</u></b>	
149/1920	<p><b>Finances</b></p> <p><b>A) Payments for approval</b></p> <p style="text-align: center;"><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> <p style="text-align: center;">1) Total Accounting Payroll £20 (plus VAT)</p>

	<p>2) A K O Groundworks – war memorial work £600</p> <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 October – £327.25</li> <li>2) HMRC October – £65.40</li> <li>3) Glendale Managed Services - £174.53 (plus VAT)</li> </ol> <p><b>B) Budget 2019/20</b></p> <p>The budget monitoring for period 7 (October) had been emailed prior to the meeting. It set out the commitments and provided comprehensive information for Cllrs. The current budget position was noted.</p> <p><b>C) Precept 2020/21</b></p> <p>Cllr Prestwood had circulated a draft budget for 2020/21 and some options using the precept calculator for consideration. He reminded Councillors about the advice from Alan Robinson about incremental increases in order that we could be in a position to consider taking on the play parks from HRC. The cost of village signs would be found from reserves.</p> <p>Five options were considered.</p> <p style="text-align: center;"><b>RESOLVED:</b></p> <p>That an increase of 6.3% equating to a budget of £13,000 be submitted to WLDC as a draft precept by the deadline of 25 November.</p>
<b>150/1920</b>	<p><b>Planning Matters</b></p> <p>There were no new planning applications to consider. It was reported that the Parish Council had been notified of three decision notices by LCC in relation to the Anaerobic Digestion on Learoyd Road (references 139884, 139888 and 139890).</p>
<b>151/1920</b>	<p><b>Allotments</b></p> <p>A meeting with those interested in an allotment was being held on Wednesday 6 November 2019. It would be attended by Cllrs Prestwood and Kirman.</p>

<b>152/1920</b>	<p><b>Bus Shelter</b></p> <p>The model of the bus shelter was confirmed as that included in the specification. Following discussion about the colour, it was agreed that the shelter would be green. The Clerk was asked to order the PAL colour palettes and a decision would be made at the next meeting.</p>
<b>153/1920</b>	<p><b>Grit Bins</b></p> <p>The Chairman had removed the screws from the grit bins. Most were full and there was spare grit in storage. Cllr Kirman would check the grit bins at Canberra Crescent and Hemswell Court.</p>
<b>154/1920</b>	<p><b>Straw on the Road</b></p> <p>This had been discussed earlier when Cllr Perraton-Williams was present. The cleaning of the straw was being managed except for on the A15 where it couldn't be cleaned. Cllr Richardson reported that it did end up in gardens for those in Spital.</p>
<b>155/1920</b>	<p><b>SLCC Membership</b></p> <p>The Parish Council considered funding the Clerk's membership to the Society for Council Clerks. This had been funded for previous Clerks.</p> <p style="text-align: center;"><b>RESOLVED:</b></p> <p>That the cost of £89 per annum plus a one off fee of £8 be approved.</p>
<b>156/1920</b>	<p><b>Tree Works</b></p> <p>Cllr Shaw had met with Cllr Prestwood to look at the scope of the work. He would report back to the next meeting.</p>
<b>157/1920</b>	<p><b>A631 Memorial</b></p> <p>The Council considered whether to purchase a wreath for the memorial on the A631.</p> <p style="text-align: center;"><b>RESOLVED:</b></p> <p>That a wreath be purchased from Flowers by Design at a cost of £30.</p>

<b><u>Next Ordinary Meeting – items not requiring written notice</u></b>	
<b>158/1920</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>• Precept 2020/21</li> <li>• Allotments</li> <li>• Village Signs</li> <li>• Bus Shelter</li> <li>• Tree Works</li> <li>• Standard items for the Annual Parish Council meeting</li> </ul>
<b>159/1920</b>	<p><b>Actions to be undertaken before the Next Ordinary meeting</b></p> <p>HR – Order the colour palette for the bus shelter.  HR – Chase the street light request  GP – Alter the benches  GP – Order the ownership sign for the Ball Park  ALL – Memorial clean up  HR – Chase outstanding actions for the Neighbourhood Plan  AS – Organise site visits and quotes for the tree  HR – Join the SLCC  HR – Obtain all the quotes for the village sign  VK – sort out the wreath for the A631 war memorial  GP – speak to the school about the intercom phone not working</p>
<b>160/1920</b>	<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 December 2019, starting at 7:30pm. The will take place in the Room of Requirement at Hemswell Cliff Primary School.</p>

**Meeting started at 7.30pm and closed at 9.15pm**

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**Signed:** .....

**Print Name:** .....

**Date:** .....