

## **MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 23 SEPTEMBER 2019 AT 7.30PM IN THE PARISH HALL ANNEXE**

**Present:** Cllr D Sayer (Chairman)  
Cllrs Ms C Fleming (Vice Chairman), Cllrs J Leighton, N Barker, A Rock,  
Dr J Entwistle, A Newton and G Nelson

**In Attendance:** 3 members of the public, Tom Livsey Speed watch Co-ordinator and  
Denise Gascoyne Parish Clerk

### **Public Forum:**

Mr Livsey told the parish council that the Community Speed Watch group would be taking part in the Edward project on 26 September and have arranged two roadside checks, one in the morning and one in the afternoon. The speed checks had run well through the summer, it was hoped there would be as much enthusiasm through the winter months.

At a previous meeting, the possibility of a locked box for the equipment had been discussed. It was agreed we should be following this up along with a keypad, possibly in the boiler house.

Three members of the public attended the meeting with an interest in forming a new committee for the playing field. They already were involved with the cricket, football, and social club. The former committee had resigned at the AGM and nothing had happened since then. A notice had been put in the Around Ancaster asking for volunteers. Part of the field is infested with grubs which leather jackets (crows) eat and this needs immediate treatment, there were four different options. The zip line in the play area also needed attention. The Chairman thanked them for attending and this would be discussed at Item 15(a).

The meeting began at 7.50pm

### **1.Chairman's Welcoming Remarks:**

The Chairman Cllr D Sayer welcomed everyone to the meeting.

### **2.Apologies for Absence:**

The Clerk confirmed that apologies for absence with valid reasons had been received from Cllr Mrs J Pearsey and Cllr Ms E Ruggaber.

It was proposed, second and

**Resolved:** that apologies for absence with valid reasons be accepted from Cllr Mrs J Pearsey and Cllr Ms E Ruggaber.

### **3.Declaratons of Interest:**

There were none.

### **4.To approve and accept as a true record the notes of the meeting of 15 July 2019.**

It was proposed, seconded and

**Resolved:** that the minutes of the meeting held on Monday 15 July 2019 be approved and accepted as a true record. These were signed by the Chairman.

### **5.Report from County Councillor/District Councillors:**

a. County Cllr R Wootten had met with the Area Highways Manager. In summary he had discussed a speed limit reduction at West Willoughby, Resurfacing of Rookery Lane Sudbrook, HGV restrictions through the village, Potholes, A proposed bus shelter at the top of

Rookery Lane on the A153. A bollard for Water Lane, and flooding of a driveway at West Willoughby. He would report back when he had heard from the Area Highways Manager.

It was proposed, seconded and

**Resolved:** to ask County Cllr Wootten to request a timeline for the work above.

b. Confirmation had been received from the Area Highways manager that an order is in place to replace the kerb stones on the A153.

It was proposed, seconded and

**Resolved:** to ask County Cllr Wootten to request a timeline for the work above.

c. Highways have been requested to cut back the hedge from Water Lane to Pottergate. To date no reply had been received.

It was proposed, seconded and

**Resolved:** to chase again.

### **6.To approve and re-adopt the following policies en-bloc:**

The following policies had been circulated to all Cllrs

- Complaints Procedure
- Data Breach Policy
- General Privacy Notice
- Councillor Privacy Notice
- Email Contact Privacy Notice
- Purchase of Exclusive Rights Privacy Notice
- Data Map
- Consent to hold contact information

It was proposed, seconded and

**Resolved:** to accept and re-adopt the policies en-bloc.

### **7. Speed Watch:**

a. This had been discussed in the Open Forum.

### **8.Highways Issues:**

a. Stone dust covering the carriageway at Copper Hill Quarry had been reported to both SKDC and LCC. SKDC had reported that it was a matter for LCC to investigate. LCC had registered the matter and said an investigation and a site visit would be undertaken soon

It was proposed, seconded and

**Resolved:** to request an update from the Senior Planning Enforcement Officer.

b. Recommendations for Highways 2020 contracts had been circulated to all Cllrs. FOR INFORMATION ONLY.

c. Complaints had been received re the visibility of road signs in Ancaster and Sudbrook.

It was proposed, seconded and

**Resolved:** for forward the complaint to County Cllr Wootten.

d. A complaint had been received re flooding into a property on Mercia Drive. The Clerk commented that she believed this had been reported a couple of years ago and Anglian Water had repaired the track.

It was proposed, seconded and

**Resolved:** that the Clerk looks for the paperwork and forward it to Cllr Newton to see if this is the same property.

e. A complaint had been received re overgrown footpath A153 between Rookery Lane and Woodland Waters saying in places the footpath is less than 24" wide. This had been forwarded

to Cllr Wootten who said he would pass on the details to Highways but was not hopeful of a solution.

### **9.Parish Clerk Update:**

a. A Bus Shelter Grant Scheme was still available, and we were waiting for approval from Highways to site one.

It was proposed, seconded and

**Resolved:** to chase Highways for permission to site the bus shelter at the top of Rookery Lane.

b. The GDPR Security Compliance Checklist had been forwarded to all Cllrs. Cllrs were asked to fill in the forms and return to the Clerk at their earliest convenience.

### **10.Correspondence:**

a. LALC Weekly updates – circulated to all Cllrs

b. ICCM Updates – circulated to Cllr Newton and Cllr D Entwistle

c. SKDC Updates – circulated to all Cllrs

d. LCR (National Association of Local Councils) Magazine – passed to Cllr Ms Fleming

e. Temporary Road Closure Sudbrook Level Crossing 22.00hrs 21.09.19 to 08.00hrs 22.09.19  
FOR INFORMATION ONLY

f. ICO (Information Commissioner) Newsletter – circulated to all Cllrs.

g. Making Risk Simple (Zurich) – circulated to all Cllrs.

h. Community Lincs SKDC Cluster Meeting 02.10.19 Harlaxton village – circulated to all Cllrs

i. Latest information from ICO re GDPR – circulated to all Cllrs

k. Clerks & Councils Direct – passed to Cllr Dr Entwistle

l. LALC Issue No. 170 – circulated to all Cllrs.

m. LALC Annual Report – passed to Cllr D Sayer

n. ICCM Autumn 2019 – passed to Cllr A Newton

o. Adoption of the LCC statement of Community Involvement (SC)2019 – circulated to all Cllrs.

### **11. Cemetery/Newton Meadow/Churchyard:**

a. Cllr Newton reported that the audit of cemetery had been completed. Also, the ragwort pulls.

b. Cllr Newton reported that no money was available from the Conservation & Enhancement Scheme.

c. Cllr Newton reported that there had been recent activity from moles in the cemetery. This would be dealt with.

d. Cllr Newton reported that we should have been in receipt of green hay from Lincolnshire Wildlife Trust but had slipped through the net.

e. Cllr Newton had responded to non-domestic rates revaluation 2021 cemetery.

f. Cllr Newton suggested that due to new legislation we should change our burial charges document to read 'still born after 24 weeks of pregnancy' instead of 'who's age at the time of death did not exceed one month'

It was proposed, seconded and

**Resolved:** to change our burial charges document in line with new legislation.

### **12. Grass Cutting/Grounds Maintenance:**

a. Orders had been placed for cutting grass to the new village gates, Cemetery hedge and Newton Meadow Hedge. The Newton Meadow Hedge had been cut.

b. An order for cutting the hedge on Wilsford Lane had been placed. This work was now complete.

c. The contract with our current contractor had been mutually terminated. Orders had been forwarded to EnvironmentSK who would complete the two final cuts. One in September and

one in October. Quotations would be sought for the work next year. It was proposed, seconded and

**Resolved:** that contracts would be on a yearly basis.

d. The rose bush and sign in Angel Court had been damaged by the former contractor. Cllr Newton had investigated prices for a new rose bush and new sign. An order had been placed with Viking Signs for the sign and a rose bush purchased.

It was proposed, seconded and

**Resolved:** to withhold the cheque due to the former contractor and inform him of the prices for a new rosebush and sign. An order had been placed for the new sign and a rose bush would be purchased.

e. Complaints had been received re visibility issues near ornamental gates. The resident of 2 West View could not see up the road because of overgrown vegetation in the area. Also, complaints had been received from motorists coming out of Waterwell Lane.

It was proposed, seconded and

**Resolved:** to forward the complaint to Highways as it is their verges.

### 13. Finance:

a. The Approval Lists of BACS Payments had been circulated. These had been checked by Cllr Sayer.

It was proposed, seconded and

**Resolved:** to accept the BACS Payments retrospectively amounting to £1504.70 paid in August.

b. The Approval List of Cheque/DD payments had been circulated. These had been checked by Cllr Sayer.

It was proposed, seconded and

**Resolved:** to accept the Cheque/DD payments paid retrospectively in August. These had been signed by Cllr Sayer and Cllr Ms Fleming.

101373	L.A.L.C	Subscription	£17.50
101374	PKF Littlejohn	External Audit Fees	£240.00
101375	Lunn & Partners	Sudbrook Phone Box	£148.90
101376	S.K.D.C	Trade Waste Bins	£45.50
DD	Opus Energy	Electricity	£67.95
DD	ICO	Data Protection	£35.00

c. The Approval List of BACS Payments had been circulated. The amounts and orders had been checked by Cllr Sayer.

It was proposed, seconded and

**Resolved:** to authorise the BACS Payments amounting to £1504.70 as per the approval list.

d. The Approval List of Cheque/DD Payments had been circulated to all Cllrs. The amounts and invoices had been checked by Cllr Sayer.

It was proposed, seconded and

**Resolved:** to authorise the following cheque payments. The cheques were signed by Cllr Sayer and Cllr Ms Fleming

101377	Town & Country***	Grounds Maintenance	£1008.00
101378	A Newton	Cemetery expenses	£19.73

101379	Willoughby Homes & Gardens	Newton Meadow Hedge	£375.00
101380	D Gascoyne	Expenses May to September	£77.54
DD	Opus Energy	Electricity	£75.13

The cheque to Town & Country would be withheld pending their comments on the damaged rose bush and sign (see Item 12d).

e. The Bank Reconciliations, Bank Transfers and Cashbook to 31 August 2019 had been circulated to Cllrs.

It was proposed, seconded and

**Resolved:** to accept the Bank Reconciliations, Bank Transfers and Cashbook to 31 August.

f. The Clerk had contacted HSBC re the bank mandate. The information given was shared with the Cllrs and the new bank mandate was signed. FOR INFORMATION ONLY

g. The Notice of Completion of Audit had been received. Section 1 and 2 and the Certificate of Completion had been placed on the notice board and website. FOR INFORMATION ONLY

h. An email had been received from Ancaster Pre-School saying they were unable to pay the outstanding debt of £412.50 for the hire of the hall during March and April.

It was proposed, seconded and

**Resolved:** To leave this as a debt.

i. The Clerk confirmed LCC had been invoiced for £534.65 for their contribution to Urban grass cutting, for a minimum of 3 cuts. FOR INFORMATION ONLY.

j. Cllrs Dr Entwistle and Cllr Fleming along with Cllr Newton had been auditing the cemetery. This all now needed to be put onto the Epitaph system. The price to licence an additional user is £108 per user charged on a pro-rata basis.

It was proposed, seconded and

**Resolved:**

The Parish Council have their own laptop for finance and admin. It was proposed we purchase a second laptop solely for cemetery management.

It was proposed, seconded and

**Resolved:** to purchase a laptop for cemetery management. This would be held by Cllr Newton.

#### 14. Planning:

a. S19/0973 Planning permission for installation of LPG tanks, erection of triple garage etc Sudbrook House. FOR INFORMATION ONLY.

b. S19/0794 Listed Building Consent for alterations to listed building incl. demolition of single storey extension Sudbrook House. FOR INFORMATION ONLY.

c. PL/0110/19 Confirmation our comments were sent and recorded by 20 July re Sudbrook Pit. FOR INFORMATION ONLY.

d. S19/1098 Planning permission to top and crown Cotoneaster Tree 19a Ermine Street. FOR INFORMATION ONLY.

e. S19/0892 Planning permission for change of use from garden room to barber shop 29 Ermine Street. FOR INFORMATION ONLY.

f. The Clerk had requested an update as to whether a planning application had been submitted on land northside of Willoughby Road. To date nothing had been received.

It was proposed, seconded and

**Resolved:** to request an update on any planning application

g. S18/1224 Appeal dismissed to replace 2 double glazed timber windows within attic to double glazed UPVC. FOR INFORMATION ONLY.

h. S19/1051 Planning permission for erection of garage Sudbrook House. FOR INFORMATION ONLY

i. S19/1244 confirmation SKDC have no objections only comments to application for the determination of new (updated) conditions Sudbrook Quarry. County Cllr Wootten believed this planning application would not go to planning committee until after Christmas.

j. S19/1510 Planning application for erection of detached, double length garage 9 Paddock Close

It was proposed, seconded and

**Resolved:** to make no comments on this application.

k. Regulation 25 Planning Application S19/1244 – circulated to all Cllrs.

l. PL/0417/19 Planning application to retain a solid recovered fuel open storage area New Earth Solutions (West)Limited (former Mid UK)

It was proposed, seconded and

**Resolved:** to make no comments on this application.

m. S19/1626 Planning application to prune various trees in Conservation Area 21 Ermine Street.

It was proposed, seconded and

**Resolved:** to make no comments on this application.

#### **15. Playing Field:**

a. Following on from the Open Forum. Cllrs discussed the playing field in full. They were concerned that part of the field was infested with leatherjackets (grubs of the daddy long-legs) and agreed treatment was needed. The zip line either needed making safe or replacing. Cllr Sayer suggested that a committee of 9 should be sought. Nobody knew how much money was in the account.

It was proposed, seconded and

**Resolved:** The Clerk to contact the former Treasurer and ask for the details.

#### **16. Sudbrook Village Hall Site:**

a. The committee had requested that the notice board be relocated from the wall to the site.

It was proposed, seconded and

**Resolved:** that there was no objection to this request.

b. The committee requested to share the LCC Ancaster Parish Council website.

It was proposed, seconded and

**Resolved:** that a page be set up for Sudbrook and West Willoughby village hall on the Ancaster website. All items for the website should be forwarded to the Clerk.

c. The committee asked why Ancaster Parish Council had stopped the maintenance on the site. When the committee took over they agreed the area of benefit was for Sudbrook and West Willoughby and exclude Ancaster. Therefore, a vote was taken as to whether Ancaster Parish Council take over the maintenance of the site. Vote resulted in 8 against taking over the site 1 abstention.

It was proposed, seconded and

**Resolved:** that it is the committee's responsibility to cut and maintain the site.

d. The committee asked to locate a first aid kit in the former telephone box which now houses the defibrillator.

It was proposed, seconded and

**Resolved:** that there was no objection to this request.

e. The committee asked if it would be possible to put the minutes in the parish magazine

It was proposed, seconded and

**Resolved:** that it was up to the committee to contact the editor of the Around Ancaster magazine.

f. A request had been received from the committee to use the annexe free of charge for meetings.

It was proposed, seconded and

**Resolved:** the committee may use the annexe free of charge but must contact the Booking Clerk to book the annexe.

### **17. Parish Hall:**

a. A quotation had been received from Safelincs Ltd for the supply of new fire extinguishers at the parish hall. It appeared that we had more extinguishers that were needed. 3 would be enough, but the caretakers requested 4 so we could have one either side of the main hall. These had a 10-year guarantee and the caretakers would be able to check them once a year as they come with 2 gauges and a supplied magnet to test the gauge. Councillors asked for further information and if they were acceptable by our Insurance Company.

It was proposed, seconded and

**Resolved:** The Clerk contact our insurers and ask if these types of extinguishers were acceptable.

b. The caretaker had requested we purchase a scaffold tower so he can change any bulbs/lighting etc. At present we must employ an electrician just to change a bulb

It was proposed, seconded and

**Resolved:** we look at costs for replacing all bulbs with LED lighting.

c. A light is broken in the kitchen and needs replacing. The caretaker had suggested we replace them all with LED lights.

It was proposed, seconded and

**Resolved:** we replace all bulbs with LED lighting.

### **18. Training:**

a. Cllrs Ms E Ruggaber and Cllr Dr Entwistle had both attended New Councillor Training. Cllr D Entwistle said it was very informative. She said one suggestion was to hold a councillor's surgery, or stand in the Co-op, coffee morning, something so the public could approach without having to attend a parish council meeting.

It was proposed, seconded and

**Resolved:** to put the item on the agenda for the next meeting.

b. The Clerk had attended Code of Conduct training and was pleased to report that Ancaster Parish Council adhered to all that was needed. There was just one word of warning with social media, if comments were made ensure that recipients know that the remarks are of a personal nature and not made on behalf of the parish council if not been agreed at a vote.

c. The clerk confirmed a place had been booked for Cllr Dr Entwistle on the Cemetery Management Course at Deeping St James on 25 October 2019

**19. Date of next meeting:**

a. It was noted that the date of the next parish council meeting would be 21 October at 7.30pm in the parish hall annexe.

This part of the meeting closed at 9.25pm

**20. To resolve to move into closed session:**

a. It was proposed, seconded and

**Resolved:** that the Parish Council in accordance with the Public Bodies (Admission to Meetings Act) 1960 due to the confidential nature of the business about to be discussed move into closed session.

The meeting continued in the absence of the public. (Not for publication by virtue of Section 100(a) Para 4 of the Local Government Act 1972, the items being of a confidential nature.

a. Following a short discussion, it was proposed, seconded and

**Resolved:** that the recommendations within the recent Staff Appraisals be approved.

There being no further business the meeting closed at 9.30pm

**It is important to understand that the information given above represents notes of the meeting which took place and do not become Minutes of ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL until accepted or otherwise at the following meeting.**