

ANCASTER , SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL

MINUTES OF ANCASTER, SUDBROOK AND WEST WILLOUGHBY PARISH COUNCIL MEETING HELD VIA VIDEO LINK (ZOOM) AT 7.30PM ON MONDAY 15 JUNE 2020.

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

In Attendance: County Cllr R Wooten, District Cllr I Stokes, District Cllr Mrs R Kaberry-Brown and Denise Gascoyne Parish Clerk

Absent: Cllrs Mrs J Pearsey and Cllr Mrs V Nelson

Public Forum:

There were no members of the public present.

Cllr Ms Fleming commented on the number of large lorries travelling through the village, often in convoy. She asked County Cllr Wooten if he could contact the quarry and ask for a little more consideration.

Cllr Mrs Kaberry-Brown also commented on the size of the lorries travelling through Sudbrook. The sign on the A153 says 'not suitable for HGV's' It was suggested that the names and telephone number on the lorry could be taken and then write to them. District Cllr Mrs Kaberry-Brown said that there were rats around the barn on Heath Lane. The Clerk was asked to contact the landowner.

Cllr I Stokes also said that shops are slowly reopening and free carparking was to be extended for a further month.

Councillors were concerned about Grantham Hospitals A & E being downgraded and turned into a Covid-19 free green site. County Cllr Wooten said he would be attending the Health Scrutiny Committee and there was cross party support opposing the downgrade and loss of services. A silent protest had also been held at the hospital.

The meeting began at 7.45pm.

1. Chairman's Welcoming Remarks:

Cllr Sayer welcomed everyone to this video meeting.

2. Apologies for Absence:

The Clerk reported that apologies for absence with valid reasons had been received from Cllr Mrs V Nelson and Cllr Mrs J Pearsey (text on the night)

It was proposed, seconded and

Resolved: that apologies for absence with valid reasons be accepted from Cllr Mrs V Nelson and Cllrs Mrs J Pearsey.

Initialed

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3. Declarations of Interest:

There were none.

4. To approve as a true record the notes of the meeting held on 19 May 2020. The notes had been delivered to the Chairman for signing.

It was proposed, seconded and

Resolved: by a show of hands that the minutes of the meeting held on 19 May 2020 be accepted as a true record. The Chairman signed the minutes, and these would be returned to the Parish Clerk.

5. Report from County Councillor/District Councillor:

a. See 7 Highways

6. Speed Watch:

a. A resident had contacted the parish council asking when the speed warning sign would be outside 17 Ermine Street. This was now in situ.

The Lincolnshire Road Safety Partnership had carried out a survey in Ancaster. Wilsford Lane recorded a daily average of 941 vehicles with an average speed of 27.0pmph. Willoughby Road 6307 vehicles average speed 40.6mph. Ermine Street North 2697 vehicles average speed 29.5mph. Ermine Street South 2674 vehicles average speed 28.1mph. Councillor Sayer said if we had known this survey was taking place we would have asked them to include Sudbrook and West Willoughby.

Cllr Dr Entwistle said that the Community Speed Watch group were looking at restarting. They were to do a risk survey as per government guidelines.

7. Highways Issues:

a. The community works gangs would be in Ancaster from 27 July. Cllr Wootten had forwarded our list of work which had now been returned with comments.

The Chairman said that the footpath along the A153 should be 4' wide but in places was down to 18". Also, the drain on the A153 near the crossroads was still blocked solid. The Clerk to email Cllr Wootten.

Cllr Barker asked Cllr Newton about the resurfacing near the bridge. Highways had reported that they were looking at the High Dyke to Cranwell with a view to patching the area using the community maintenance funding for the current financial year. Decisions have not yet been made which sites will be included.

b. County Cllr Wootten had contacted LCC with questions raised last meeting about Sudbrook Quarry. He had received a response which had been circulated to all Cllrs. Cllr I Stokes will be presenting the parish council on the forthcoming planning committee meeting about the quarry on 24 June. A parish councillor could also speak on behalf of residents and the Chairman agreed he would be spokesperson.

8. Parish Clerk Update:

a. A Calendar of meetings had been circulated to all Cllrs. It was proposed, seconded and

Resolved: by a show of hands to accept these dates but agreed they could be changed if necessary. A copy would be put on the website.

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b. A parishioner had asked to plant trees on a stretch of grass he cuts in West Willoughby. Cllrs had no objection to this and suggested he contacted The Woodland Trust and request free trees.

9. Correspondence:

- a. ICCM updates – circulated to Cllrs Newton, Sayer, and Dr J Entwistle.
- b. Local Councils Update – circulated to all Cllrs
- c. LALC e-news circulated to all Cllrs.
- d. LCC advice for managing social distancing – circulated to all Cllrs
- e. LCC Town & Parish Council newsletter – circulated to all Cllrs
- f. LCR (Official magazine of NALC) – passed to Cllr Sayer
- g. SKDC Update 2 – circulated to all Cllrs
- h. SKDC Certificate of Appreciation Volunteers Week 2020 – circulated to all Cllrs
- i. Arts at home e-news – circulated to all Cllrs

10. Cemetery/Newton Meadow/Churchyard:

a. Cllr Newton confirmed that with help from Cllr Entwistle and her family the cages were now all up to protect the thrift. The North East section has no cages and has been mown. This is in accordance with the CES Agreement. He said the next would be the ragwort pull which would take place in the next few weeks.
Cllr Barker had removed the dead tree and the lower branches on the Yew tree.

11. Grass Cutting/Grounds Maintenance:

a. SK Environmental are our contractors for ground maintenance. There have been a couple of areas missed, but that has now been put right. They have changed the way they invoice which is a lot more detailed and will certainly help with future budgets.

12. Finance:

a. The Approval List of Staff BACS Payments had been circulated to all Cllrs. It was proposed, seconded and

Resolved: by a show of hands to accept Staff BACS Payments amounting to £1494.70 and to authorise the Clerk to make payments.

b. The Approval List of BACS/DD Payments had been circulated to all Cllrs. It was proposed, seconded and

Resolved: by a show of hands to accept the following BACS/DD Payments and to authorise the Clerk to make payments.

D G Ancliffe	Bulkhead disabled toilet	£70.00
Environment SK	Grass cutting	£398.86
Glasdon UK	Dog bags	£91.50
I Bradford	Remove and replace bollards	£450.00
Opus Energy	Electricity	£58.35
Prowebs	Setting up laptop updating both laptops	£100.00

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c. The Bank Reconciliations, Bank Transfers and Cashbook for May had been circulated to all Cllrs. It was proposed, seconded and
Resolved: by a show of hands to accept the Bank Reconciliations, Bank Transfers and Cashbook for May.

d. The grant for 3 hours per week from SKDC for the Community Cleaner had been received. FOR INFORMATION ONLY.

13. Planning:

a. The Clerk had once again written to SKDC Enforcement Officer re land north side of West Willoughby. He had replied saying a site visit would be made this week. There had been delays through Covid-19 restrictions.

b. PL/0056/20 Planning application for proposed reinstatement of building 3B, replacement of building 4 and erection of building (4B) including installation of internal fixed plant to accommodate materials recovery operation. New Earth Solutions(West). It was proposed, seconded and

Resolved: by a show of hands to make no comments on this application, other than to ask for fire suppression equipment to be mandatory.

c. PL/0029/20 Planning permission to continue the restoration of the historic section of Copper Hill Quarry and to continue to operate. FOR INFORMATION ONLY.

14. Parish Hall:

a. The Clerk had circulated the latest from ACRE to the Chairman and Caretakers about the re-opening of village and community halls. It was proposed, seconded and
Resolved: to contact ACRE and the Venue to see what plans, if any they had in place.

b. Two quotations had been received for the decorating of the main hall
It was proposed, seconded and

Resolved: by a show of hands to accept the one for £4790.00

c. There was a blown double-glazed windowpane in the annexe.
It was proposed, seconded and

Resolved: by a show of hands to contact the Window Doctor for a price.

d. The curtains needs replacing. It was suggested we replaced them with vertical blinds.

It was proposed, seconded and

Resolved: by a show of hands to get quotations for vertical blinds.

e. The external door in the annexe needed replacing

It was proposed, seconded and

Resolved: by a show of hands to get prices for replacing the external exit door.

f. The bollards had now been replaced in front of the village hall. INFORMATION ONLY

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15. Reports from Councillors:

a. Cllr Leighton asked that we chase up the proposed grant for the bus shelter. We have the necessary planning permission and someone to lay the base.

It was proposed, seconded and

Resolved: by a show of hands to request an update on grant status.

b. Cllr Dr J Entwistle told the meeting that a virtual governors meeting had been held and the school are interested in looking at what can be done to create a 'community' area in the playing field. This would have to wait until the current Covid-19 situation is over.

c. The Chairman had circulated prior to the meeting an idea for the Parish Meeting 2020 to celebrate the end of no social gatherings with an exhibition of old and new photos of the parish. Cllr Sayer suggested to Cllr Stokes and Cllr Kaberry-Brown they might like to donate an amount from their allowance towards this project. It was proposed, seconded and

Resolved: this would be the format for the next meeting. An initial working party of Cllr Sayer, Ms Fleming and Mrs Nelson would be set up.

16. Training:

a. The Clerk would circulate any training which Cllrs may be interested in. At this present time this would all be via Zoom.

17. Date of Next Meeting:

a. It was proposed, seconded and

Resolved: by a show of hands that the next meeting will take place on 20 July 2020 at 7.30pm - format to be via Zoom, unless advised otherwise.

The Chairman thanked everyone for attending and closed the meeting at 20.39pm

18. To resolve to move into Closed Session:

a. It was proposed, seconded and

Resolved: by a show of hands that the Parish Council move into Closed Session in accordance with the Public Bodies (admission to meetings) Act 1960 due to the confidential nature of the business about to be transacted.

The meeting continues in the absence of the public and press. (Not for publication by Virtue of Section 100(a) Part 4 of the Local Government Act 1972, the items being of a confidential nature

Following a full discussion, it was proposed, seconded and

Resolved: by a show of hands to request the Chairman continue with his investigations.

This part of the meeting closed at 20.51pm

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Signed:
Chairman Ancaster Parish Council

20 July 2020

It is important to understand that the information given above represents notes of the Virtual (ZOOM) meeting which took place on 15 June 2020 and do not become Minutes of ANCASTER PARISH COUNCIL until accepted or otherwise at the next meeting.

ANCASTER , SADBROOK, AND WEST WILLOUGHBY PARISH COUNCIL

MINUTES OF ANCASTER, SADBROOK AND WEST WILLOUGHBY PARISH COUNCIL MEETING HELD VIA VIDEO LINK (ZOOM) AT 7.30PM ON MONDAY 20 JULY 2020.

Present: Cllr D Sayer (Chairman)
Cllrs A Rock, A Newton, N Barker, Ms C Fleming, J Leighton, Ms E Ruggaber, Dr J Entwistle, Mrs J Pearsey, G Nelson and Mrs V Nelson

In attendance: County Cllr R Wootten, District Cllrs I Selby and Mrs R Kaberry-Brown and Denise Gascoyne Parish Clerk.

Absent: All in attendance

Public Forum:

1.Chairman's Welcoming Remarks:

Cllr Sayer welcomed everyone to this video meeting.

2.Apologies for Absence:

There were none.

3.Declarations of Interest:

There were none.

4.To approve as a true record the notes of the meeting held on 16 June 2020. The notes had been delivered to the Chairman for signing.

It was proposed, seconded and

Resolved: by a show of hands that the minutes of the meeting held on 16 June 2020 be accepted as a true record. The Chairman signed the minutes, and these would be returned to the Clerk.

5. Report from County Councillor/District Councillor:

a. Sudbrook quarry - County Cllr Wootten reported that a provisional date had been set for the application to be heard on 05 October. He had received an enquiry as to whether the entrance on the A153 at West Willoughby would be used to the quarry. He said no planning application had been submitted. District Cllr Mrs R Kaberry-Brown asked if a site visit was being planned before the application was heard. County Cllr Wootten believed there would be. District Cllr Mrs R Kaberry-Brown thanked the Chairman for his contribution and comments at the SKDC Planning meeting regarding the quarry.

Small teams visit – Cllr Wootten was asked if the LCC small teams working party was still visiting Ancaster from the 27 July. He said he would check and report back.

b. District Cllr Mrs R Kaberry-Brown was asked to request SKDC Building Inspector to look at the 8ft stone wall which has collapsed along Church Lane, also the garage adjacent to 42 Ermine Street.

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6. Speed Watch:

- a. Cllr Newton told the meeting that the Speed Watch Co-Ordinator was waiting for guidance from LRSP before recommencing.

7. Highways Issues:

- a. Several potholes have reappeared on Ermine Street and Fir Tree Lane. Cllr Mrs V Nelson reported that although the gullies near the entrance to the valley had been cleared when it rains it still floods. Also, there were overhanging bushes which needed cutting back on the High Dyke. Cllr Mrs V Nelson agreed to put these problems on Fix My Street.

8. Parish Clerk Update:

- a. LCC Senior Transport Assistant (Capital Projects) had received the application for a grant for the Bus Shelter at the top of Rookery Lane. A grant of £3000 has been awarded. There was a short fall of £850 for the shelter and the base would cost a further £1200.

It was proposed, seconded and

Resolved: by a show of hands that the parish council would cover the short fall of £850 for the shelter and pay for the base. The Clerk to provide the necessary orders.

- b. A complaint had been received from the Post Office re excessive noise on the play equipment, and in the playing field.

It was proposed, seconded and

Resolved: by a show of hands to contact PCSO Barbara Mooney and forward the complaint.

Cllr Ms E Ruggaber said there was also a problem with litter on the playing field. She and her daughters had collected two bags of rubbish.

It was proposed, seconded and

Resolved: by a show of hands to purchase a new litter bin for the field.

9. Correspondence:

- a. Updates from ICCM – circulated to Cllr Newton and Cllr D J Entwistle
- b. Railwatch – circulated to Cllr Newton
- c. Rail Lincs June 2020 – circulated to Cllr Newton
- d. Letter from Community Cleaner – for information – circulated to all Cllrs
- e. ICCM Summer 2020 – circulated to Cllr Newton
- f. LCC parish council community newsletter – circulated to all Cllrs
- g. LALC e-news 29.06.20 – circulated to all Cllrs
- h. Lincoln to Ancaster Water pipeline – circulated to all Cllrs
- i. ICCM Updates – circulated to Cllrs Newton, Dr Entwistle and D Sayer
- j. Latest news from the ICO – circulated to all Cllrs
- k. Clerks and Councils Direct – forwarded to Cllr Sayer
- l. Confirmation had been received that insurance had continued for the Deae Matres sculpture on display at The Collection and tombstone and milestone (in store) FOR INFORMATION ONLY
- m. SKDC Parish Update – circulated to all Cllrs
- n. Local Councils Update – circulated to all Cllrs

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10. Cemetery/Newton Meadow/Churchyard:

a. The pathways in the cemetery had deteriorated badly and were now in need of refurbishment. Cllr Sayer had produced a specification. Two quotations had been received.

It was proposed, seconded and

Resolved: by a show of hands to accept the quotation from Alyson Hire. The Clerk to produce a purchase order

b. Notification had been received that Natural England would pay £100 towards the clearance and disposal of cuttings after mowing and strimming etc as per the CES Agreement.

11. Grass Cutting/Grounds Maintenance:

a. Cllr Newton reported that the additional grass verge on St Martin's Way and Station Approach Road had been added to the grass cutting contract.

b. Cllr Newton updated the parish council on the complaint from a parishioner re our grass cutting contractor. He said the discussion was now between the complainant and EnvironmentalSK insurance.

c. Cllr Newton suggested we purchase bulbs for the village gates etc. He told the meeting about a wholesaler who was very responsible.

It was proposed, seconded and

Resolved: by a show of hands that Cllr Newton purchase the bulbs necessary and be reimbursed by the parish council.

12. Finance:

a. The Approval List for Staff BACS Payments had been circulated to all Cllrs. It was proposed, seconded and

Resolved: by a show of hands to accept the Staff BACS Payments amounting to £1494.70 and to authorise the Clerk to make payments.

b. The Approval List of BACS Payments had been circulated to all Cllrs. It was proposed, seconded and

Resolved: by a show of hands to accept the following BACS Payments and to authorise the Clerk to make payments.

D G Ancliffe	Supply and installation LED Lights	£445.00
Selby Office	Toner	£89.05
Environment SK	LCC Verges	£264.78
D G Sayer	Light bulbs etc	£19.98
D G Sayer	Paint	£492.30
Opus Electricity	Electricity	£52.96
D G Sayer	Toilet roll holder	£16.31
D G Ancliffe	New lights toilets	£325.00

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c. It was proposed, seconded and

Resolved: by a show of hands to accept the following BACS payment retrospectively.

PASS Ltd	Sanitising equipment	£131.96
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d. The Bank Reconciliations, Bank Transfers and Cashbook to 30 June 2020 had been circulated to all Cllrs. It was proposed, seconded and

Resolved: by a show of hands to accept the Bank Reconciliations, Bank Transfers and Cashbook to 30 June 2020.

e. Financial Regulations 2.2 stated to appoint a Councillor (not Chairman) to verify bank reconciliations and sign bank statements. It was proposed, seconded and

Resolved: by a show of hands to appoint Cllr Ms Fleming to verify and sign bank statements.

f. Financial Regulations 6.7 stated to confirm that the utility supplier for electricity can still be paid by variable direct debit. It was proposed, seconded and

Resolved: by a show of hands that the utility supplier for electricity can still be paid by variable direct debit.

g. Financial Regulations 6.9 stated that bank details etc should be passed to the Chairman in a sealed dated envelope. The Chairman confirmed he had received the envelope.

h. Confirmation that Data Protection is due for renewal in August 2020 and £35.00 will be taken by Direct Debit on or around 21.08.20. For Information Only.

13.Planning:

a. See 5a above.

b. A site visit had taken place to the land North Side of Willoughby Road. The static caravans have been brought in to replace the touring caravans and this remains unauthorised. The matter was due to be discussed week commencing 22 June. To date nothing further had been received.

It was proposed, seconded and

Resolved: by a show of hands to request an update.

c. S20/0948 Planning application for alterations and extensions to existing house The Paddock 24 Angel Court.

It was proposed, seconded and

Resolved: by a show of hands to make no comments on this application.

14. Parish Hall:

a. The Clerk had produced a Risk Assessment for the parish hall and hirers. A questionnaire had been sent to all regular hirers. A positive response had been received from hirers. It was proposed, seconded and

Resolved: by a show of hands to provisionally look at reopening the Parish Hall on 01 September 2020.

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b. Cllr Sayer had suggested we employed a window cleaner once a year inside and every three months outside. Cllr Mrs V Nelson recommended one and would forward the details to the Clerk.

c. Premier Blinds had measured up for the supply and fitting of Six VBC Vertical Blinds in the parish hall for the price of £415.00

It was proposed, seconded and

Resolved: by a show of hands to accept the quotation. An order would be raised by the Clerk.

d. The stage curtains were beyond repair and new ones were required.

It was proposed, seconded and

Resolved: by a show of hands the Clerk to look for a price for new curtains.

e. Councillors discussed re-varnishing the main hall floor.

It was proposed, seconded and

Resolved: by a show of hands to obtain a price for re-varnishing the main hall floor.

f. Councillors had received quotations for supply of heaters for the annexe. As the annexe was not used that often it was thought this was expensive. Cllrs discussed infra-red heaters and were also concerned that other heaters may be a fire hazard if people put coats over them.

It was proposed, seconded and

Resolved: by a show of hands to ask the Insurance company for their view on heaters.

15.Policies and Procedures:

The following policies and procedures had been circulated to all Cllrs.

- Standing Orders
- Financial Regulations
- Annual Investment Strategy 2020/2021

It was proposed, seconded and

Resolved: by a show of hands to accept the above policies and procedures en-bloc and these would be put on the website.

The following Risk Assessment was circulated to all Cllrs.

- Risk Assessment for the resumption of Council meetings in public

It was proposed, seconded and

Resolved: by a show of hands to not accept this Risk Assessment as things were constantly changing, and Cllr Dr J Entwistle had already tweaked it.

16. Report from Councillors:

a. Cllrs D Sayer, Ms C Fleming and Mrs V Nelson had formed a working party to plan the Parish Meeting in May 2021. They agreed to have a Zoom meeting and report back to the parish council.

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17.Training:

a. The Clerk confirmed that ‘refresher training’ was available for the new website. The Clerk would forward details to the Chairman.

18. Date of Next Meeting:

a. It was proposed, seconded and

Resolved: by a show of hands that the next meeting will take place on 21 September at 7.30pm – format to be via Zoom, unless otherwise stated.

The Chairman thanked everyone for attending and closed this part of the meeting at 21.09pm

19. To resolve to move into Closed Session:

a. It was proposed, seconded and

Resolved: by a show of hands that the Parish Council move into Closed Session in accordance with the Public Bodies (admission to meetings) Act 1960 due to the confidential nature of the business about to be transacted.

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

Following a full discussion, it was proposed, seconded and

Resolved: by a show of hands to request the Chairman to continue with his investigations.

This part of the meeting closed at 21.16pm

Signed:
Chairman Ancaster Parish Council
21 September 2020

It is important to understand that the information given above represents notes of the Virtual (ZOOM) meeting which took place on 20 July 2020 and do not become Minutes of ANCASTER PARISH COUNCIL until accepted or otherwise at the next meeting.