

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 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.

Initialled

ANCASTER , SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL

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

Initialled

ANCASTER , SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL

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

Initialled

ANCASTER , SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL

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
----------	----------------------	---------

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.

Initialed

ANCASTER , SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL

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.

17.Training:

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

ANCASTER , SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL

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

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.