

ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL

Parish Clerk: Denise Gascoyne 82 Ermine Street ANCASTER NG32 3QP
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<http://parishes.lincolnshire.gov.uk/Ancaster>

16 September 2019

Dear Councillor,

You are hereby summoned to attend the next meeting of **ANCASTER, SUDBROOK AND WEST WILLOUGHBY PARISH COUNCIL** to be held on **23 September 2019** in the Parish Hall Annexe at 7.30pm.

Prior to the commencement of the meeting there will be a 10-minute Public Forum when members of the public may address or put questions to the Parish Council on any matter connected with the Agenda, or for inclusion on a future Agenda. They are welcome to stay for the remainder of the meeting but can take no further part in proceedings.

Denise Gascoyne
Parish Clerk

AGENDA

1. Chairman's Welcome and Housekeeping Arrangements.
2. **Apologies for Absence:** To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.
3. **Declarations of Interest:** To receive Declarations of Interest under the Localism Act 2011 – being any pecuniary or non-pecuniary interest in Agenda items not previously noted on Members' Register of interest and any written requests for dispensation.
4. **To approve and accept** as a true record the notes of the meeting of the Council held on **15 July 2019** and to authorise the Chairman to sign the official minutes.
5. **Report from County Councillor/District Councillor:**
 - a. Update from Cllr Wootten re meeting with Highways Manager
 - b. Confirmation an order is in place to replace kerb stones on A153

- c. To confirm Highways have been requested to cut back hedge Water Lane/Pottergate
6. **To approve and adopt** the following policies en-bloc:
- 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
7. **Speed Watch:**
- a. Update from volunteers and any interest in 'Day of Action' planned for 26 September.
8. **Highways Issues:**
- a. Reply from SKDC/LCC Enforcement re white stone dust Copper Hill Quarry
 - b. Recommendations for Highways 2020 contracts – circulated to all Cllrs
 - c. Complaints re visibility of Road signs Ancaster and Subbrook
 - d. Report flooding Mercia Drive
 - e. Complaint of overgrown footpath A153 between Rookery Lane and Woodland Waters – forwarded to County Cllr Wootten
9. **Parish Clerk Update:**
- a. Update on bus shelter grant
 - b. To complete GDPR Security Compliance Checklist – circulated to Cllrs
10. **Correspondence:**
- a. LALC Weekly updates – circulated to all Cllrs
 - b. ICCM updates – circulated to Cllr Newton and Cllr Dr Entwistle
 - c. SKDC Updates – circulated to all Cllrs
 - d. LCR (National Association of Local Councils) Magazine
 - 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 2.10.19 Harlaxton – circulated to all Cllrs.
 - i. Latest information from ICO re GDPR – circulated to all Cllrs
 - j. Opus Energy Update
 - k. Clerks & Councils Direct
 - l. LALC Issue No.170 – circulated to all Cllrs
 - m. LALC Annual report
 - n. ICCM Autumn 2019
 - o. Adoption of the LCC statement of Community Involvement (SC) 2019 – circulated to all Cllrs

11. Cemetery/Newton Meadow/Churchyard:

- a. Report from Cllrs Newton and Dr Entwistle re Audit of cemetery and ragwort pull.
- b. Update on Conservation & Enhancement Scheme CES000234
- c. Update on pest control
- d. Update on Lincolnshire Wildlife green hay
- e. Confirmation Cllr Newton has responded to non-domestic rates Revaluation 2021 cemetery
- f. To approve change of wording on Burial charges document as per new regulations

12. Grass Cutting/Grounds Maintenance:

- a. To confirm orders have been placed for cutting grass to new village gates, cemetery hedge and Newton Meadow Hedge
- b. To confirm an order has been placed and work completed cutting hedge on Wilsford Lane.
- c. To confirm contract with current contractor has been mutually terminated and quotations are being sought for future grass cutting.
- d. To discuss purchase of rose bush and repair of sign Angel Court
- e. To report visibility issues overgrown near ornamental gates 2 West View

13. Finance:

- a. To approve BACS payments retrospectively from August – approval list already circulated.
- b. To approve Cheque/DD Payments retrospectively from August – approval list already circulated
- c. To resolve to approve BACS Payments as per the approval list – circulated to Cllrs prior to the meeting.
- d. To resolve to approve Cheque/DD Payments as per the approval list – circulated to Cllrs prior to the meeting
- e. To resolve to accept Bank Reconciliations, Bank Transfers and Cashbook
- f. To complete new bank mandate. FOR INFORMATION ONLY
- g. Confirmation Notice of Completion of Audit has been received. Section 1, 2 and Certificate of Completion has been placed on notice board and website. FOR INFORMATION ONLY
- h. To discuss whether to 'write off' outstanding debt from Pre-School Playgroup
- i. To confirm invoice has been sent to LCC for reimbursement of grass cutting
- j. To discuss licencing 2 additional Cllrs to use Epitaph at £108 per user on a pro-rata basis and to purchase a second laptop for sole use of Cemetery matters.

14. Planning: To consider and make observations on all planning applications.

- a. S19/0793 Planning permission 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 including demolition of single storey extension Sudbrook House. FOR INFORMATION ONLY
- c. PL/0110/19 Confirmation our comments were sent by 20 July 2019
- d. S19/1098 Planning permission top and crown Cotoneaster tree 19a Ermine Street
- e. S19/0892 Planning permission for change of use from garden room to barber shop 29 Ermine Street
- f. Update on land northside of Willoughby Road
- g. S18/1224 Appeal to replace 2 double glazed timber windows in attic to double glazed uPVC. Appeal dismissed.
- 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
- j. S19/1510 Planning application for erection of detached double length garage 9 Paddock Close
- k. Regulation 25 Planning Application S19/1244 circulated to all Cllrs
- l. PL/0147/19 Planning application to retain a solid recovered fuel open storage area New Earth Solutions (West)Ltd
- m. S19/1626 Planning application to prune various trees in Conservation Area 21 Ermine Street.

15. Playing Field:

- a. To discuss the way forward with the playing field

16. Sudbrook Village Hall Site

- a. Relocation of Notice Board
- b. Shared website with APC
- c. To discuss grass cutting and maintenance
- d. Location of first aid kit – former telephone box
- e. To put minutes in the parish magazine
- f. Permission to use parish hall annexe for meetings.

17. Parish Hall

- a. To discuss purchase of new style fire extinguishers
- b. To discuss purchase of scaffolding tower
- c. To consider changing lights to LED in kitchen – one broken and needs replacing.

18. Training:

- a. Report from Cllrs Ms E Ruggaber and Cllr Dr Entwistle on Councillor training.

- b. Report from the Clerk on Code of Conduct Training.
- c. Confirmation Cllr Dr Entwistle will attend the Cemetery Management Course at Deeping St James on 25 October 2019

19. Date of Next Meeting:

- a. To note date of next meeting as 21 October 2019

20. To resolve to 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 discussed in relation to the following matters.

- a. To receive the recommendations of Cllrs/Clerk - Staff Appraisals