

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>

08 July 2019

Dear Councillor,

You are hereby summoned to attend the next meeting of **ANCASTER, SUDBROOK AND WEST WILLOUGHBY PARISH COUNCIL** to be held on **15 July 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 **10 June 2019** and to authorise the Chairman to sign the official minutes.
5. **Vacancy for a Parish Councillor:** to co-opt parish councillor

6. **To approve and re-adopt** the following policies en-bloc:
 - Publication Scheme
 - Disciplinary Procedure
 - Equal Opportunity Policy
 - Grievance Policy
 - Health and Safety Policy
 - Lone Working Policy and Procedure
 - Media Policy
 - Protocol on Communications

7. **Staff Appraisals:** To nominate councillor to complete Staff Appraisals for all employees of the parish council

8. **Report from County Councillor/District Councillor:**
 - a. County Cllr R Wootten report from meeting with the Highways Manager

9. **Speed Watch:**
 - a. To discuss purchase of a container for the speed equipment
 - b. Report from Tom Livsey re joint crime/speed watch event 02.07.19
Heydour village hall

10. **Highways Issues:**
 - a. Confirmation request had been granted to angle the village gates from the Highways Manager

11. **Parish Clerk Update:**
 - a. To note Cllr Dr Entwistle would be an Associate Member on the School Board of Governors.
 - b. Update on visibility issues re new village gates
 - c. Confirmation Sudbrook defibrillator has been registered.

12. **Correspondence:**
 - a. ICO June 2019 update – circulated to all Cllrs
 - b. Rail Lincs/Rail Future Newsletter
 - c. ICCM Summer edition
 - d. LALC weekly updates – circulated to all Cllrs
 - e. Railwatch
 - f. Royal Air Force Benevolent Fund – poster on noticeboard
 - g. Temporary Road Closure Rookery Lane as and when required 05.08.19 to 20.08.19.
 - h. Community Lincs update – circulated to all Cllrs
 - i. Clerk and Councils Direct – passed to
 - j. ICCM June/July update – forwarded to Cllr Newton and Cllr Dr Entwistle
 - k. Confirmation the BBC Countryfile episode in Ancaster Cemetery aired 14.7.19
 - l. Railwatch Mailing pack data breach -circulated to Cllrs Sayer, Newton and Dr Entwistle

- m. Local Council Review sample – and confirmation subscription remains the same.
- n. Additional Powers for PCSOs – circulated to Cllrs
- o. Call Connect summer offer – on notice board
- p. Mobile Library Service update – FOR INFORMATION ONLY
- q. Clerks and Councils Direct

13. Cemetery/Newton Meadow/Churchyard:

- a. Update from Cllr Newton/Cllr Dr Entwistle re Conservation & Enhancement Scheme

14. Grass Cutting/Grounds Maintenance:

- a. To receive quotations for grass cutting to new village gates

15. Finance:

- a. To resolve to approve BACS Payments as per the approval list – circulated to Cllrs prior to the meeting.
- b. To resolve to approve Cheque/DD Payments as per the approval list – circulated to Cllrs prior to the meeting
- c. To resolve to accept Bank Reconciliations, Bank Transfers and Cashbook
- d. To complete Bank Mandate to supersede all previous mandates
- e. GDPR/Data Protection Registration due 21.08.19 – will be paid by DD – FOR INFORMATION ONLY

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

- a. S19/0742 Planning permission for proposed double garage Spring Cottage Main Street Sudbrook. FOR INFORMATION ONLY
- b. S19/0705 Planning permission for two storey side extension 12 Meadowbrook. FOR INFORMATION ONLY
- c. PL/0110/19 Determination of new conditions Sudbrook Quarry. To discuss parish council comments/objections and report on meeting held.
- d. S19/1098 Top and crown Cotoneaster tree, reduce to allow clearance of telephone lines 19a Ermine Street
- e. S19/1051 Planning application for erection of garage Sudbrook House
- f. Planning appeal listed building consent to replace 2 existing double-glazed timber windows within attic to double glazed UPVC.

17. Parish Hall:

- a. To discuss outstanding invoice and equipment left at parish hall by Pre School
- b. To consider quotations for replacing concrete bollards with cast iron bollards already purchased outside the parish hall.

18. Playing Field:

19. Report from Councillors:

- a. Report from Cllr Dr Entwistle as Associate Member of School Board of Governors.

20. Training:

- a. Confirmation Cllrs E Ruggaber and Dr J Entwistle attending Councillor Training 16.07.19 at Carlton Scroop
- b. Confirmation Clerk attending Code of Conduct Training NKDC Offices 18.07.19

21. Date of Next Meeting:

- a. To note the next meeting as 16 September 2019 or 23 September 2019 at 7.30pm in the parish hall annexe