

ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL

Parish Clerk: Denise Gascoyne 82 Ermine Street ANCASTER NG32 3QP

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07 April 2025

Dear Councillor,

You are hereby summoned to attend the meeting of **ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL** to be held on **14 April 2025** 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

1. Chair'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 Interests and any written requests for dispensation.
4. **To approve and accept** as a true record the notes of the meeting of the Parish Council held on **11 March 2025** and Extraordinary meeting held on **24 March 2025** and to authorise the Chair to sign the official minutes.
5. **Report from County Cllr/District Cllr.**
 - a. Update on Litter Picking Copper Hill/Roadworks
6. **Chair Update.**
 - a. Update on Parish Hall Annexe
 - b.

7. Planning.

- a. S25/0205 Planning application to vary Condition 2, S16/1844 (approved plans) North of Sudbrook House
- b. S25/0202 Planning application to vary Condition 2, S16/1776 (approved plans) North of Sudbrook House
S25/0501 Removal of infill timber roof between garage and house and replace with solid infill garden room. 1 Ermine Street.
- c. S24/2192 Listed building consent reconstruction of stone dormer window etc Sudbrook House. FOR INFORMATION ONLY.

8. Highways/Policing/Speed Watch.

9. Parish Clerk Update.

- a. Update on Track/verge bordering Hillside and Playing Field
- b. Confirmation 50 Aqua-Sac have been ordered from SKDC.
- c. Commercial Waste Annual Renewal
- d. Confirmation letter sent to Co-Op asking them to consider solar panels in their planning application.
- e. Update on cleaning Village Gates
- f. Update on Speed Indicator Device Chargers
- g. Update on dog waste bins
- h. To consider request from Welby Parish Council
- i. To discuss new mandatory rules for email.

10. Correspondence.

- a. How your Council Tax will be spent on fighting crime
- b. How to report anti-social behaviour.
- c. Have your say of the draft Public Rights of Way Improvement Plan closed 09.06.25.
- d. ICCM Spring Journal
- e. NBB Recycled Furniture
- f. Railfuture AGM 05.07.25
- g. Railwatch
- h. LALC e-news
- i. LCC Town & Parish Newsletter March 2025
- j. Survey on behalf of the LALC Pay, Recruitment and Retention Working Group

11. Cemetery/Newton Meadow/Orchard.

12. Grass Cutting/Grounds Maintenance.

- a. Confirmation first cut has taken place.

13. Parish Hall

14. Report from Cllrs.

- a. Cllr. Hollick - SKDC Design Code Workshop Stage - 2 03.04.25 6pm-8pm
(Postponed)

15. Playing Field.

16. Finance.

- a. To resolve to approve and accept Bank Reconciliations, Bank Transfers, and Cashbook (already circulated) to **31 March 2025** and for Chair to sign.
- b. To resolve to approve and accept Retrospective BACS Payments as per the Approval List (already circulated) and authorise the Chair to sign.
- c. To resolve to approve and accept Staff BACS Payments as per the Approval List (already circulated) and authorise the Chair to sign and Clerk to make the payments.
- d. To resolve to approve and accept other BACS/DD Payments as per the Approval List (already circulated) and authorise the Chair to sign and Clerk to make the payments.
- e. Confirmation Business Rates for the Parish Hall are NIL.
- f. To confirm 1/3 subscription to SLCC.
- g. To confirm subscription to ICCM.

17. Policies and Procedures

- a. To approve and accept the following policies and procedures.
- Lone Working Policy

18. Training.

- a. LALC Training Schedule March 2025s

19. Date of Next Meeting.

- a. To confirm the date of the next meetings as **19 May 2025** starting with the **Annual Parish Meeting** at **7.00pm** followed immediately by the **Annual General Meeting** and **Parish Council Meeting** in the Parish Hall Annexe.