

## **BILLINGBOROUGH PARISH COUNCIL**

Minutes of the Parish Council Meeting held on  
Monday 6<sup>th</sup> March 2017 at Billingborough Primary School

**Present:** Cllr M King – Chairman, Cllr R Free – Vice chairman, Cllrs R. Stafford, P. Jepson, C. Jepson, C. Woodhead & A. Hesslewood  
Clerk to the Council – M Free

The Meeting opened at 6.35pm for the Public Forum. There were 2 members of Linkwell Community Scheme (Chairman and Treasurer) who briefed the Council on the aims and plans of the scheme.

1. **Apologies for absence.** Cllrs P. Pocock and S. Stock were absent. The Council accepted the reason given for the absence of Cllr Pocock. No reason was given for Cllr Stock's absence.
2. **To approve the Minutes of the Annual Parish Meeting & General Meeting on 9<sup>th</sup> January 2017.**  
The minutes were unanimously accepted as a true record of the meeting. The Chairman signed the file copy.
3. **Finance Report.**
  - a. **2016/17 Accounts to date.** The Clerk presented the Council with the previously circulated accounts for the financial year 2016/17 to date. The LALC Membership invoice had now been received. The Chairman reported that Horbling Parish Council had deferred the decision on their owed contribution to their next meeting (May) so, payment would not be received this FY. As part of the February review, Cllr Woodhead had looked at the Allotment Fence process from start to finish and felt the process could have been tighter and the amended price that had been emailed should not have been handwritten. Comments noted by the Clerk.
    - i. **The Council approved all the payments and receipts. Cllrs King and P Jepson signed the payments on the attached list and agreed to authorise the electronic payments.**
4. **Parish Matters.**
  - a. **Vandalism Update.** The Clerk informed the Council that reports on any vandalism had reduced. It was too early to tell if this was due to the weather or the recent installation of the CCTV at the Recreation Ground.
    - i. An incident of fly tipping in the Play area had been reported by a resident. Unfortunately there was insufficient evidence for SKDC to prosecute on this occasion. The situation will be monitored.
  - b. **Recreation Ground:**
    - i. **CCTV Installation.** Cllr C Jepson informed the Council that the CCTV installation was now complete. The quality of the images was good and the focal points of the cameras would be reviewed and adjusted. The policy document was in progress. The Chairman thanked the team for their efforts in bringing this project to fruition.
    - ii. **Tennis Court Refurbishment.** Cllr Free briefed that replacement fence had been installed. Prices for the replacement tennis net had been sourced. It was also recommended to remove the nets in winter. Refurbishment of the surface was needed in addition to the white lining, with the option for multi-sport markings on the other court. Concern was raised at the level of use versus the level of investment. **It was resolved to purchase a mid range tennis net. Clerk to action. Rec Team to source detailed quotes for the resurfacing options and court marking.**
    - iii. **Play Equipment Inspection Report.** The Rec Team had reviewed the report on site. Cllr Free had cleaned the Adventure Trail log ready for treatment in the spring. The medium and above items had been addressed. The Team advised the Council that it may be more cost effective to replace the whole wetpour surface rather than patch repair. Longer term, a review of the older play equipment was needed. **It was resolved that the Rec Team would review the surfacing options for a decision at the next meeting.**
    - iv. **Caretaker Responsibilities.** It was believed that a number of the Caretaker's responsibilities were not being carried out as diligently as they could be and a number of comments had been received. **Clerk to contact the Caretaker.**
    - v. **Entrance Gates & Height Bar Insurance Claim.** After taking advice from the insurers and the legal team, the Clerk had submitted an insurance claim to recover the cost of the repair.

- c. Grass & Hedge Cutting Contract.** The delegated Contract Panel had reviewed the 6 hedge and 4 grass cutting tenders. The Panel had unanimously awarded the grass cutting to Glendale Grounds Management and the hedge cutting to DGM Grounds & Forest. Contract acceptance letters had been received and the other bidders had been informed. The Clerk had written to the developer responsible for the Blasson Way common areas with regarding to grass cutting.
- i.** The Aveland site hedge has not been maintained and now contained some trees. The option to cut it back now was considered. It was resolved to review the situation later in the year.
- d. Allotments.** The Chairman informed the Council that Philip Chapman had agreed to harrow the allotment. The ground was currently too wet but it would be done as soon as possible. Cllr P Jepson reported that the standpipes had now been fitted but there was no water to test the system; Anglian Water had still not yet connected the meter. A formal handover date to BAGS was discussed. The allocation of plots was also discussed as the draft list had not been done in accordance with the agreement. **It was unanimously agreed to handover the reins to BAGS on 1<sup>st</sup> April, and that the allocations must be done in accordance with the agreement and based on the original list. Clerk to reiterate allocation in list order to BAGS and notify planned handover date.**
- e. Linkwell Community Scheme.** *Item discussed after Item1 with Council agreement.* The Council discussed making a start up donation. A copy of the scheme's constitution had been received. Reassurance on the qualifications and training of committee members and volunteers was given. The number of Billingborough residents helped by the service would be recorded. As Secretary to the scheme, Cllr Woodhead declared an interest and abstained from the vote. **It was resolved to make a £300 start up donation to the scheme.**
- f. Newsletter Printing.** The Chairman informed the Council that PCC were replacing their photocopier with a smaller item and would no longer be able to print the Newsletter after the June edition. Due to other commitments for Cllr King, the task of writing the Newsletter also needed to be reviewed. **Cllr Free to contact Fovia for a quote.**
- g. Entrance Planters.** A decision on the supplier for the planters was required but the other quotes from Cllr Stock were not available. The Clerk had received a quote from the previous supplier. **It was unanimously agreed to delegate the decision on drought resistant plants for the 3 entrance planters to Cllr Stock and the Clerk to a maximum spend of the received quote. Clerk to liaise with Cllr Stock.**
- 5. Review of Policies & Regulations.** The previously circulated amendments to the following documents were discussed: Standing Orders; Financial Regulations; Cemetery Regulations, Risk Management Policy; Safeguarding Policy; FOI & Data Publication Scheme and Equal Opportunities Policy. Mandatory training for new cllrs was considered but this may deter some full-time residents from applying. **It was unanimously agreed to accept the circulated amendments and include a statement to encourage all councillors to complete a training course in the SO. Clerk to action.**
- 6. Planning: S16/2800:** A non-compliance with Listed Building Consent had been issued to 10 Low Street following the recent work. **S16/2613:** Application to build on land adjacent to 12 Brewery Lane had been approved. **S16/1939:** Application to build in the garden of 8 Folkingham Road had been called to Committee. A Council representative was required to attend **It was resolved for Cllr C Jepson to attend the committee meeting and apply to speak on behalf of the Council.**
- 7. Clerk Report.** The Clerk presented the previously circulated report. The NCS were looking for venues for their community projects. The Pavilion may be an option and use could be worked around the cricket and bowling activities. Clerk to ask Cllr Stock to liaise with NCS as Youth Coordinator.
- 8. Items for inclusion on next Agenda.** Cllr Stafford asked for the work to the Spring Wells Island to be included. Cllr King stated that repair to the sluice gate and a weedcatcher was still needed to help prevent the water erosion. **Cllr King to chase Black Sluice in the interim.**
- 9. Other business.** The Chairman informed the Council that he had been given a bigger role as a District Councillor which resulted in greater commitments. This meant he had to consider his Parish Council roles. He would let the Council know his decision before the May meeting. There was no other business deemed urgent by the Chairman.

The Chairman closed the meeting at 9.30pm.