

BILLINGBOROUGH PARISH COUNCIL
Minutes of the Parish Council Meeting held on
Monday 3rd July 2017 at Billingborough Primary School

Present: Cllrs C. Woodhead (Chairman), R Free (Vice chairman), P Pocock; M King (from item 10.e), R Stafford, P. Jepson & C. Jepson **In Attendance:** M Free (Clerk to the Council)

The Meeting opened at 6.35pm for the Public Forum. There were no members of the public present so it was unanimously agreed to commence the Meeting.

1. **Chairman's Opening Remarks.** The Chairman acknowledged that all the councillors gave their time voluntarily and thanked everyone for the positive difference they make. She also thanked everyone for meeting with her 1:1 after she took on the role of Chairman, and for their continued support. The role of Chairman was clarified and a reminder to cllrs to respond to emails and be prepared for meetings. With 2 cllr vacancies there may be a need for cllrs to take on extra roles in the interim.
2. **Apologies for absence.** Cllr King was absent. No reason was given. (Cllr King arrived during item 10.e)
3. **Receive any new Declarations of Interest.** Cllr Free stated that he would be abstaining from the discussion and decision at item 9.c.
4. **To approve the Minutes of the Annual Parish Meeting & General Meetings on 24th May 2017.** The minutes were unanimously accepted as a true record of the meeting. The Chairman signed the file copy.
5. **Receive any External Reports.** No reports received.
6. **Possible Co-option of News Cllrs.** Despite some interest, no applications had been received. Cllrs were encouraged to discuss the possible co-option with suitable residents and neighbours. Pending any applications, an interview panel was discussed. **It was unanimously resolved for Cllrs Woodhead, Free and P. Jepson to form an interview panel, subject to any knowledge of the applicant.**
7. **Insurance Renewal.** The insurance is due for renewal 18th August. This would be the second of a 3 year agreement with Zurich. The Clerk had updated the Asset Register but a decision was required on the amount of cover for the Tennis Court fencing and CCTV. **It was unanimously resolved to insure the Tennis Court fencing and CCTV for purchase cost. No additional cover was required for replacement. Clerk to notify Zurich, confirm the cost and raise the payment for approval.**
8. **CPRE Membership Renewal.** Renewing the annual CPRE membership was discussed. It was unclear what benefit this membership provides the Council. **It was agreed to defer the renewal decision until the September Meeting. Clerk to circulate membership details and planning support information to cllrs.**
9. **Finance Report.**
 - a. **2016/17 Accounts.** The Clerk confirmed that the Accounts had been sent to the External Auditor. The Inspection Period for residents, and press, commenced on 26th June and ran to 4th August. No requests received to date. The Caretaker cheques had still not been cashed. Clerk monitoring.
 - b. **2017/18 Accounts to date.** The previously circulated accounts were discussed. With the News Sheet Printing now being contracted out, the forecast outturn would exceed the original budget.
 - i. The previously circulated payments and invoices were presented for approval. **It was unanimously resolved to approve the payments. In the absence of Cllr King, Cllrs Free and P. Jepson signed the cheques, payments sheet and would authorise the BACS payments.**
 - c. **Review of Clerk Hours.** Cllr Free and the Clerk left the room for the discussion and vote on the review of the Clerks hours. **It was unanimously agreed to increase the Clerk's hours to 8 per week. Clerk to notify the Chairman if the work becomes habitually more than 8 hours. Chairman will monitor and ensure an appraisal is carried out.**

10. **Parish Matters.**
- a. **Recreation Ground:**
- i. **Picnic bench installation.** Cllr Free informed the Council that the repaired picnic bench had been returned to the Recreation Ground. The Youth Offenders were going to stain the bench to cover the graffiti. Item closed.
 - ii. **Tennis Court Surface Refurbishment.** The Council discussed the 3 quotes and resurfacing options circulated by Cllr Free. **It was unanimously agreed to accept the Soft Surfacing Solutions quote. Both courts would be refurbished with tennis court markings. The second court would also have 5-a-side football and Basketball 1 v 1 key markings, and the holes for tennis nets. The colour coating would be done in the next financial year. Once the work is complete the Caretaker would be asked to lock the fence gates overnight.**
 - iii. **CCTV Policy.** The previously circulated DRAFT policy, code of practice and procedure were discussed. A register of incidents and downloaded data was also required. Cllr Free was thanked for researching and producing the documents. **It was unanimously agreed to approve the Policy, code of practice and procedure. Clerk to action. Cllr C. Jepson to contact the supplier for a register template.**
- b. **Cemetery Maintenance.** The Clerk had spoken to the Community Cleaner who was happy to take on the Cemetery. Following the Open Gardens, she would assess the area and provide an estimate of the time required to get it up to an acceptable level. Cllr Free had pruned the roses. The Community Cleaner Contract would need to be updated.
- c. **Solar powered Speed Feedback Signs.** Cllr Free informed the Council that D.Cllr Davies had responded with his support. Cllr Free had subsequently contacted Highways to request guidance on the way forward.
- i. **Speeding vehicles.** Concern was raised on speeding vehicles on Station Road/Folkingham Road and the lack of 30mph signs within the village boundary. Billingborough was felt to be a low priority for traffic control vans. **Cllr C. Jepson agreed to contact the TMU.**
- d. **Allotments.** Cllr P. Jepson updated the Council. Only 2 half plots are believed to be vacant. The allotments are being well used. Reports had been published on Facebook regarding some tenants using hosepipes and sprinklers. The BAGS Secretary was writing to the tenants. **It was unanimously agreed to monitor the situation and allow BAGS to address issues, but remain on hand to support BAGS if required. BAGS to be invited to September Meeting to update the Council on the progress and any issues. Clerk to send invite.**
- e. **Grass Cutting.** Cllr Free raised concerns at the overgrown state of the entrance verges. Complaints had also been published on Facebook. This area was not currently part of the Council's grass cutting contract. BAGS were arranging a mower to cut the allotment access roads and volunteers had also cut some area. **It was unanimously agreed that the Council should maintain the entrance area. Clerk to contact Grass Cutting Contractor to cut the entrance and remove the cuttings.**
- f. **Grass, Footpaths & Verges.** The Cemetery was not looking presentable on a 3 week cutting frequency. Cllr King arrived and briefed the Council on the SKDC's Big Clean Project to tackle 'grotspots', which includes overgrown footpaths and verges. Target areas were discussed. **It was unanimously resolved to change the Cemetery grass cutting to fortnightly intervals. Clerk to notify contractor. Cllrs to notify Clerk of village grotspots for submitting to SKDC.**
11. **Aveland Site Ownership.** Cllr King had submitted the Council's signatory details to the relevant parties. Approval from the Secretary of State and Crown Estate was still outstanding with no timescale available. Given the current vacancies, Cllr King was happy to remain on the Council.
12. **Emergency Plan.** Cllrs Pocock and Stafford had met to discuss the current Plan. Cllr Pocock has a list of volunteers and businesses. These needed to be checked, updated and published. It was aimed to have a meeting of volunteers at the end of September. No storage facility for the sand for sandbags had been found. The availability of the Village Hall for out of ours emergency access needed to be confirmed, and the viability of being a key holder. The Emergency Box was located in an area accessible by all cllrs. The contact list needed updating. Cllr Pocock would be absent until after the next Meeting. **It was resolved for Cllr Pocock to forward the contact list to Cllr Stafford for updating.**

13. **Planning.**
- a. **Response to S17/1111.** The Council discussed the response to the planning application. **It was unanimously resolved to submit a 'no objections' response to S17/1111. Clerk to submit.**
 - b. **FOI Requests.** The Council's response to the third FOI request was discussed. A response was required by 12th July. **It was resolved for the Clerk to respond as per the discussions. Draft letter to be approved by Chairman and Vice.**
14. **Clerk Report & Correspondence.** The Clerk presented the previously circulated report, which included the consultation for the Local Plan to 2036 and the SKDC Big Clean. Cllr King gave an overview of the Local Plan. Cllr Stafford was requesting a hardcopy of the Local Plan from SKDC. The Pavilion electricity fixed price contract was due for renewal on 11th September. **Clerk to serve Notice on Eon for a decision on quotes at the September Meeting.**
15. **Urgent Matters Arising.** Given the amount of pertinent information, **it was resolved to issue an August News Sheet. Cllr Free to make arrangements and DRAFT the News Sheet for approval.**
- a. **Items for the next Agenda:**
 - i. **Emergency Plan**
 - ii. **Telephone Box**

The Chairman closed the meeting at 9.20pm.