

BILLINGBOROUGH PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Monday 6 November 2017 at Billingborough Primary School

Present: Cllrs C. Woodhead (Chairman), R. Free (Vice), R. Stafford, P. Pocock, P. Jepson & C. Jepson
In Attendance: M. Free (Clerk)

The Meeting opened at 6.30pm for the Public Forum. There were no members of the public, so it was unanimously agreed to commence the Meeting.

1. **Chairman's Opening Remarks.** The Chairman welcomed everyone to the Meeting and informed the Council that, due to a change of work commitments, Cllr Irvine had resigned. It was also confirmed that Cllr Free was happy to remain as Vice Chairman until the AGM in May.
2. **Apologies for absence.** Apologies were received and accepted from Cllr King.
3. **Receive any new Declarations of Interest.** None given.
4. **Councillor Co-option.** The application for the original vacancy and recommendation from the interview panel was discussed prior to the vote; the applicant was not present at the Meeting. **It was unanimously resolved to Co-opt Fiona Stevenson onto the Council. Clerk to arrange completion of the Acceptance of Office and DPI prior to next Meeting. Vacancy notice to be updated and SKDC notified of the cllr changes.**
5. **To approve the Minutes of the 4 September Meeting.** The Minutes were unanimously accepted as a true record of the meeting. The Chairman signed the file copy.
6. **External Reports: SKDC.** Chairman delivered an update from D.Cllr King. The Government have increased the annual house building quota. For SKDC, this is an increase from 625 per annum to 785. There was no information regarding the build areas for the increase.
7. **Community Group Reports: BAGS.** Clerk informed the Council that the BAGS Secretary had relinquished the role but remains on the Committee; BAGS Chairman remains the point of contact.
8. **Finance Report.**
 - a. **2016/17 Accounts.** As previously circulated, the External Audit report had been completed and published on the website and notice board as required. Report included recommendation for all contractors to be paid electronically to avoid a delay in cheques clearing; contractors informed.
 - b. **2017/18 Accounts to date.** The previously circulated accounts were discussed. In preparation for the DRAFT Budget Meeting, the income and expenditure forecast outturn had been highlighted to show areas expected to be under/over Budget. Clerk still awaiting cllr personal details to add additional account signatories.
 - i. Cllr C. Jepson had inspected and signed the finance documents and records, and was satisfied with the financial management of the accounts.
 - ii. The previously circulated payments and invoices were presented for approval. A set of steps had been purchased to provide safe access to view the CCTV. The Council does not own a printer or suitable laptop and has always used the Clerk's. **It was unanimously agreed to research suitable IT options for decision at the next Meeting. The payments were unanimously approved; £25 was agreed for the RBL Poppy Wreath donation. Cllrs Free and P. Jepson signed the cheques and payments sheet, and to authorise the BACS payments.**
9. **Parish Matters.**
 - a. **Remembrance.** The Clerk had received the poppy wreath. A cllr was required to lay the wreath at Sunday's Remembrance Service, and the rehearsal. **It was unanimously agreed for the Chairman to lay the wreath; Vice Chairman to be on standby.**
 - b. **The Big Clean.** The Chairman briefed the details of the initial clean, reported issues, Clerk meeting with SKDC Officer, and the team's return visit, which included correcting the poorly painted graffiti wall. The team were not expected back this FY but would hopefully return next year. It was resolved to keep reporting issues and encourage residents to do the same.

- c. **Tree Survey.** Following storm damaged trees in a neighbouring parish, Clerk highlighted the option to utilise NKDC Team to carry out 3-yearly survey on Parish Council trees. Not a mandatory requirement but insurance may be invalid if damage is caused through poor husbandry; no details of a previous survey in the Council records. The costs through NKDC were minimal compared to a private company. **It was unanimously agreed to join the NKDC Tree Survey programme for the trees under Council responsibility. Clerk to arrange.**
 - d. **Traffic Management Update.**
 - i. In addition to the battery and solar powered speed feedback signs, Cllr Free briefed the Council on the mains powered options now available from LCC Highways; an option to transfer lifetime maintenance was also available. **It was unanimously agreed to purchase a permanent mains LCC sign, with the lifetime maintenance option. Cllr Free to arrange.**
 - ii. A trial for a parish council/community handheld speed gun had been announced. Speeding vehicles was a frequently reported concern by residents so involvement in the trial was considered. **It was unanimously agreed to declare interest in participating in the speed gun trial. Residents to be invited to get involved via the News Sheet. Cllr C. Jepson to submit Council interest to TMU.**
 - iii. A Turner Strip to monitor traffic and speeds had recently been placed on Pointon Road. No feedback had been received. **Cllr C. Jepson to contact TMU for speed survey feedback.**
 - e. **Grass & Hedge Cutting 2018.** As per the contract, the option of extending the term for a second year was discussed. **It was unanimously agreed to roll over the current grass and hedge cutting contracts, subject to confirmation of prices. Clerk to confirm 2018 prices with both contractors.**
 - f. **Recreation Ground & CCTV:** The issue with the CCTV had been reported and was due to be addressed shortly. Cllrs Free and P. Jepson had completed the repair of the play area wet pour. The tennis court resurfacing was complete. The company had returned to address the area of weeds, and were due to make good the surface this week. The Council has been advised to weedkill a border around the perimeter fence to limit grass cuttings spreading onto the courts; a qualified person was required. Budget options for consideration are purchasing tennis court maintenance equipment (e.g. leaf blower and brushes); court colour coat and diverting the dead-end path from the Pavilion to the car park.
 - i. **Skate Park damage.** Cllr Free briefed the Council on the recent damage to the skate park fence. The incident had been caught on CCTV and the footage had been shared with the Police; investigations were ongoing. Posters had been displayed in the area to encourage the culprit/s to come forward, and more CCTV signs had been ordered.
 - g. **Cemetery Maintenance.** An application had been received for the Cemetery Caretaker contract; they were also interested in the vacant cllr position, which could be a conflict of interest. Suitability of the applicant was discussed. Clarification on the applicant's preference was required. **Clerk to contact the applicant to clarify preference.**
10. **News Sheet.** Confusion with the distribution of the last News Sheet had led to some residents not receiving the November issue; the undelivered sheets had been placed in the Post Office. This was a genuine mistake and would be addressed for the next issue.
Post Mtg Note: The distributors kindly collected and delivered the News Sheet to the relevant homes.
11. **Aveland Site Ownership.** The Chairman gave an update from Cllr King. A draft contract had been written, and was awaiting comment from the Crown Estate. Cllr King would review it and brief the Chairman. Cllr Stafford requested sight of the draft. Chairman to request an opportunity for all cllrs to review and comment on the draft contract.
12. **Planning Update.** The applications for the former Grimer's Site (S16/1155 and 1197), and S17/1982 (2 Chapel Street) were still pending. The former Aveland School Site was now being advertised for residential development, as per S14/1316. The applications listed below had been granted since the last meeting; as previously agreed, Council objections had been submitted for a, e and g:
- a. **S16/1939** – 8 Folkingham Road. Outline permission two storey dwelling. Granted on appeal.
 - b. **S17/1047** - 1 Chapel Street (The Old Grapes). Listed Bldg Consent for alterations.
 - c. **S17/1353** – 5 Sampey Way. Front Porch extension.
 - d. **S17/1460** – 14 Grosvenor Road. Single storey side extension.

- e. **S17/1474** – 4 dwellings on land off Cardinal Close, Birthorpe Road.
 - f. **S17/1488** – 68 Pointon Rd. Single storey, side and rear extension. Garage conversion.
 - g. **S17/1527** – 35 Birthorpe Road. 2 storey dwelling in grounds of existing property.
13. **Social Media Policy.** The Chairman raised the need for a policy to outline cllr and Council use of social media. As the Council has no social media accounts, the requirement could be stated in existing policies. **Clerk to distribute examples for Council approval at the next Meeting.**
14. **2018 Meeting Dates.** As previously agreed, based on the second Monday of alternate months, the proposed dates for 2018 were discussed. **It was unanimously resolved to hold Meetings on the following dates: 8 January; 12 March; 14 May; 9 July; 10 September; 12 November; 10 December. Clerk to publish the dates and book the venues.**
15. **Clerk Report & Correspondence.** The previously circulated report was discussed. In addition, nominations were invited for members to join the NALC Committee. Interested cllrs to contact the Clerk.
- a. The new village Funeral Director had contacted the Clerk for information on the burial requirements for the Birthorpe Cemetery, and the bariatric interment fee. Cllrs raised concern on where any vehicles/ hearses would be parked. **Clerk to make enquiries on vehicle parking arrangements. A bariatric interment fee to be included on next Agenda.**
 - b. The Burial Course attended by the Chairman and Clerk had highlighted the need for a backup of the burial records. Due to its size, the Burial Record book would need professionally scanning, in order for it to be stored in a secure flood/fire box, along with other key records. **Cllr Stafford to transfer tenancy agreement documents and deeds to the Clerk.**
 - c. A resident had reported a lack of dog waste bins in the village. The Clerk had responded to confirm the resident was aware that bagged dog waste could be disposed of in any Council landfill bin, and request details of the specific location/s lacking bins.
 - d. Chairman highlighted the need for the Clerk's appraisal. Following Council agreement, two cllrs were required to deliver the appraisal; Cllr Free would abstain from the Appraisal process.
16. **Urgent Matters Arising.** None.
- a. **Items for the next Agenda (DRAFT Budget Meeting):**
 - i. Clerk Appraisal
 - ii. 2018/19 Projects; including Tennis Court colour coat; Recreation Ground access path.

The Chairman closed the meeting at 8.10pm.