

BILLINGBOROUGH PARISH COUNCIL

Minutes of Meeting held on Monday 2nd November 2015
at Billingborough Primary School

Present: Cllr M King - Chairman Cllr R Free - Vice-Chairman
Cllrs M Cummings, R Stafford, J North, M Peace, and P Pocock
Clerk to the Council – M Free

The meeting opened at 6.50pm for the Public Forum. There were two members of the public present. The Chairman welcomed them and reiterated the role of the public in supporting the Parish Council. The attending public raised no points and it was agreed for the Chairman to start the main agenda.

1. **Chairman's Remarks.** The Chairman welcomed the progress that was now being made to the ongoing Parish projects. The Chairman informed the Council that he had hastened a decision on the Police Box being allocated to the Parish, and highlighted the need for a meeting to set the 2016/17 Budget.
2. **Apologies for absence:** The Council accepted Cllr Bain's absence.
3. **To approve the Minutes of the meeting dated 14th September 2015.** One minor amendment was made to the draft minutes: Paragraph 7.c. referred to the Church instead of the Crown Estate. Once corrected the minutes were approved and the file copy signed.
4. **Police Matters.** There was no attendance by a Police Officer. None was required. The Chairman asked the members of the public to leave, then briefed the Council on the closed topic.
5. **Finance Report**
 - a. The Clerk informed the Council that the External Auditors had not yet signed off the 2014/15 accounts, but completion was expected by the end of November. The draft accounts had been published on the Notice board from 30th September to 30th October as directed by the Auditors.
 - b. The Clerk informed the Council that their HMRC PAYE submissions were now up-to-date. The late payment charges for the last financial year had been reduced to £8.97. The Clerk would endeavour to recover the £8.97 from HMRC at year-end. **Item closed.**
 - c. The previously circulated accounts for financial year 2015/16 to date and proposed payments were discussed. The Chairman highlighted a couple of minor formulae errors between the payments and receipts summary pages. **Clerk to correct the formulae errors for the next meeting. The Council approved the payments and receipts since the last meeting. The Chairman and Vice-chairman authorised the proposed payments; see attached.**
 - d. The Standing Orders and Cemetery Regulations had not been circulated prior to the meeting. The Council reviewed the Financial Regulations and Cemetery Fees. **The Council approved the revised Financial Regulations and voted unanimously to keep the cemetery fees at the current (2013) level. Clerk to distribute the Standing Orders and Cemetery Regulations to the Council for approval at the next meeting.**
6. **Parish Matters**
 - a. **Councillor Vacancy.** The Council discussed the applications for the councillor vacancy and the subsequent interview panel. **Both applicants would be invited to interview. Cllrs King, Cummings and Stafford would form the interview panel. Clerk to invite the applicants.**

b. Spring Wells.

- i. The Clerk had written to the contractor, but the repairs to the pond edging had not yet been carried out. The contractor's busy schedule was discussed. **The Council understood the delay and agreed to wait. Cllr Stafford to monitor and hasten as required.**
- ii. Cllr Peace had sourced a local contractor to repair the existing south end tubular rails for £100. This was less than the amount agreed at the last meeting, so was approved by the Clerk and Chairman. The rails were repaired, repainted, and the sign refitted by Cllr Free. The Chairman thanked the Cllrs for their efforts. **Item closed.**
- iii. CCTV signage that complied with the new regulations was still being sourced. Cllr Free had spoken to the surgery Practice Manager, who was chasing their supplier. **Ongoing.**
- iv. The Chairman informed the Council that some concerns regarding the ducks and moorhens had been raised:
 1. Mr Cowley had concerns regarding the ongoing feeding of the ducks. The Council acknowledged Mr Cowley's concerns and would monitor the situation. **Clerk to write to Mr Cowley.**
 2. Mrs Burt, had further concerns regarding moorhen chicks entering the cistern. The Council acknowledged the concerns but felt the heritage aspects of the cistern were also important, and it shouldn't be removed. Fitting a heavy wooden top was ruled out. **Cllr Free to check the existing mesh top and repair as necessary.**

c. Recreation Ground.

- i. Due to the absence of Cllr Bain, the picnic benches update was deferred. **Ongoing.**
- ii. The invoice for the removal of the skate ramp had not yet been received. The research for the replacement options had not yet been completed. **Cllr Peace to send removal invoice to the Clerk on receipt. Decision on replacement skate ramp equipment deferred until next meeting.**
- iii. The Clerk informed the Council that the new football nets and fixings had been purchased. The boys who requested them were very grateful and thanked the Council. **Item closed.**
- iv. Cllr Peace had mapped existing and local play park facilities. Application for a District Council grant was planned, but Cllr Peace was unsure of the deadlines. Input on the preferred equipment from the two Primary Schools was still required. Establishing a sub-committee to progress the project was considered. **It was agreed that Cllrs King, Bain and Peace would work together to progress the project and hold interim meetings. Cllr King to confirm the Grant deadlines. Cllrs Peace and Bain to research the options and contact the schools for their input.**
- v. Cllr Peace had fitted the dog fouling signs but 1 had already been removed. The Council was disappointed but agreed to persevere and fit more signs and sticker notices. **Clerk to purchase 2 signs and 2 stickers, and forward to Cllr Peace for fitting on receipt.**
- vi. A quote for the replacement Bowls Club Gate had not yet been sourced. A Bowls Club member had offered to make a wooden, metal-framed Gate. Cllr Peace was attending the Bowls Club AGM to brief them on the decision. The Council voted unanimously to accept the offer and reimburse the materials costs, on receipt of a proper invoice to the Clerk. **Cllr Peace to inform the Bowls Club of the Council's decision.**
- vii. The Clerk informed the Council that the insurance company were hastening quotes to repair the damaged height bar and support posts. No quotes had been received. Two other companies were identified. **Cllr Free and Cllr Peace to each contact a company to obtain a quote for repair of the height bar, and forward to the Clerk.**

d. Cemetery Issues.

- i. Cllr Cummings confirmed that all the roses had been planted in the Garden of Remembrance and a picture taken for the website and Newsletter. The Chairman thanked Cllr Cummings, and those involved. **Item closed.**

- ii. The Clerk informed the Council that a family had been overcharged for a burial by the previous Clerk. The Council voted unanimously to reimburse the family. **Clerk to contact the Funeral Director and arrange payment.**
 - iii. The Clerk and Cllr North informed the Council that a family was still chasing a decision on the damaged headstones, and had requested a repair estimate from the stonemason. The Contractor was still denying responsibility. Damage to headstones would need to be considered when re-letting the contract. **Cllr North to meet the contractor at the cemetery to discuss the damage and seek compensation. Clerk to contact the family for a copy of the repair estimate.**
- e. **Planters Project.** Cllr Cummings presented the options for village entrances planters. The Council accepted the proposal and voted unanimously to fit winter planters onto the 3 village entrance signs. **Cllr Cummings to instruct the company. Invoice to be sent to the Clerk.**
 - f. **Speed Feedback Signs.** Cllr Free informed the Council that the Speed Feedback Sign had now been fitted at the Folkingham Road village entrance. Positive comments had already been received from residents. Options to purchase another sign were discussed, including battery or solar powered, and with/without Bluetooth. **The Council voted unanimously to purchase a second sign. Cllr Free to source a Solar powered Bluetooth sign.**

7. Aveland School Site Project.

- a. Cllr King updated the Council on the progress of the Project. Disagreements still existed between LCC and SKDC regarding the affordable housing, and the Government initiative for builders to offer discounted houses instead. Cllr King was still clarifying the details of the agreement. Cllr King had obtained 3 solicitor estimates and the Council discussed the options. **The Council agreed to instruct Double & Megson solicitors. Cllr King to obtain a formal quote.**
- b. Cllr Pocock briefed the Council on the allotment organisations, and highlighted some useful documents. The Council discussed the need for a local Allotment Society to set up and manage the allotments; a number of residents had already volunteered their services. Cllr King informed the Council that Pointon FC was still keen to use the football pitches. The need for inclusion of local footballers and the future management of the pitches was discussed. Completion of the site works was expected end July '16. Any income must cover the cost of maintaining the whole area. Concern was raised that LCC should still be maintaining the pitches. **It was resolved to contact Allotment volunteers in the New Year. Cllr Free to check the pitches were being maintained. Cllrs King, Free and Peace to meet with Pointon FC before the next meeting.**

8. Emergency Plan.

- a. The next Emergency Team meeting would take place on 5th Dec, with LIVES and Lincs Blood Bikes. Possible need for DBS checks for those helping vulnerable persons had been highlighted. Not all members wanted their contact details published. The Chairman emphasised that residents need to know who to contact in an emergency e.g. flooding. **Cllr Pocock to produce a flyer to outline the Emergency Plan and contact details. Cllr King to assist with the publishing.**
- b. The option to use the telephone box on Pointon Road for a defibrillator had been proposed; the phone appeared to be broken. The Council would need to take on any defibrillator maintenance costs. **The Council agreed with the proposal. Clerk to contact BT to see if the telephone could be removed and the ownership of the box transferred at zero cost.**

9. Planning.

- a. **S15/2723.** Two-storey extension, Chapel Street. The Council were all in favour of the application. **Cllr King to submit Council Response.**
- b. **S15/2840.** Front garden shed, Station Road. The Council had no objections. **Cllr King to submit Council Response.**

- c. **School Admissions Consultation.** The Council felt that the residents should have the opportunity to respond. **Details to be included in the next Newsletter.**
 - d. **Pharmacy Enquiry - Not a planning application.** Enquiry regarding viability for Pharmacy in local area. The Council felt that the high number of inaccuracies in the document prevented serious consideration of the “application”. **Clerk to notify the NHS England of the Council’s decision.**
- 10. Parish Council website.** In the absence of Cllr Bain, the website update was deferred to next meeting. The Clerk briefed that, in line with the new Transparency Code, more documents should be on the website. Documents included Minutes (Draft) within 1 month of meetings, Regulations, Newsletter, accounts and fees. **Clerk to provide Cllr Cummings with the documents for uploading onto the website.**
- 11. Community Correspondence/Comments.**
- a. Cllr King had received another complaint regarding large vehicles and parking on the high street, and the need for yellow lines. However, parked cars also slow the traffic. **Cllr King to contact Highways to discuss the issue again.**
 - b. The Clerk briefed the Council on a village road closure. **Clerk to publish details on the Notice board. Details to be included in the Newsletter.**
 - c. The Bowls Club had complained that the toilets and changing rooms were being left in a mess and covered in mud. **Clerk to send letter to the Cricket Club.**
 - d. A complaint had been received about lorries turning into Whiteleather Housing Estate instead of the Industrial Estate. **Situation to be monitored.**
 - e. Concern had also been raised regarding the sugar storage at Grimers. This matter had already been investigated. The storage and fire prevention levels are within acceptable limits. **No further action.**
- 12. Other Business.** There was no other business.
- 13. Next Meeting.** The next Parish Council meeting will be a special budget meeting for 2016/17 with a limited agenda, to be held on Monday 7th December at the Billingborough Primary School at 7pm.
- 14.** The next regular meeting will be at 7pm on Monday 4th January, preceded by the public forum at 6.50pm.

The Chairman closed the meeting at 10.00pm.