

## **BILLINGBOROUGH PARISH COUNCIL**

Minutes of the Parish Council Meeting held on Monday 7<sup>th</sup> March 2016  
at Billingborough Primary School

**Present:** Cllr M King - Chairman  
Cllrs R Free, A Bain, M Cummings, J North, R Stafford and M Peace (arrived after Public Forum)  
Clerk to the Council – M Free

The meeting opened at 6.50pm for the Public Forum. The LCC Youth & Community Development Officer, Niki Szwed, and her daughter were present. Mrs Szwed highlighted her availability as a liaison for the Council on anti-social behaviour, and her resources to facilitate a Youth Club. The Chairman thanked Mrs Szwed for taking the time to attend the meeting and introduce herself. The Chairman offered to include the details of her available services in the next Newsletter. The Clerk obtained the contact details and Cllr Free was tasked to confirm the Newsletter printing dates. Mrs Szwed and her daughter left the meeting and the Chairman started the main agenda.

1. **Apologies for absence:** The Council accepted the apologies from Cllrs Jones and Pocock.
2. **To approve the Minutes of the Budget Meeting dated 4<sup>th</sup> January 2016.** The minutes were unanimously accepted as a true record of the meeting. The Vice-Chairman, as Chair for the last meeting, signed the file copy.
3. **Police Matters.** Due to illness, there was no Police presence. The Clerk updated the Council on the recent spate of Vandalism. The damaged items had all been repaired/refitted but, after being damaged for a second time, the Whiteleather Ind Estate sign on Pointon Road was now missing. The Clerk had reported this to SKDC. The Clerk also updated the Council on the closed topic.
4. **Finance Report**
  - a. The Clerk briefed the Council on the completed External Auditor report for FY14/15. The documents had been displayed on the village noticeboard for the required period. **It was resolved that the Chairman and Clerk, as RFO, would complete the requested satisfaction survey.**
  - b. The Clerk presented the Council with the previously circulated accounts for the financial year 2015/16 to date. The payments and receipts since the last meeting, and the payments requiring Council approval were also presented. **The Council approved the payments and receipts. Cllrs Cummings and North signed the payments on the attached list.**
5. **Parish Matters**
  - a. **Dog Fouling.**
    - i. The Clerk briefed the Council on the complaints relating to dog control and fouling issues across the village. Cllr Peace informed the Council of his discussions with the Lincolnshire Dog Warden. The owners leaving dog mess on the Recreational Ground and in the Play Area had not yet been identified. Without the contact details or timings of the irresponsible owners, the Dog Warden was unlikely to catch the culprits. A targeted leaflet drop had been made to the owners of 2 dogs, and the houses either side, that had been reported by a number of residents for dog control concerns.
    - ii. The possibility of an existing By-Law which banned dogs from the Recreational Ground and Play Area was discussed. Positioning additional bins was discounted as the existing bins were not being used. Council expressed their concern of the lack of viable options to address these issues. Fencing off the Play Area was planned but was awaiting the outcome of the play equipment Grant Application. A significant amount of dog mess still needed clearing up. **Clerk to contact the complainants to try and identify the times the irresponsible owner(s) walked their dog(s). Cllr Peace to investigate the existence of a By-law, and contact the Dog Warden to determine the available options to clear up the mess.**

- b. **Spring Wells.**
- i. The repairs to the pond edging had still not been carried out. Cllr Stafford had written to the contractor after the last meeting, and the Clerk had spoken to him last month to ask for the work to be carried out within the financial year. After the recent wet weather, the wall was currently under water. **Cllr Stafford to continue to chase the contractor.**
  - ii. The Surgery Practice Manager had not yet sourced an additional CCTV sign from their supplier. **Cllr Free to continue to chase but to fit a basic sign as an interim measure.**
- c. **Recreation Ground.**
- i. Fitment of the new picnic benches at the Recreational Ground was discussed. **It was resolved that a Council working part would assemble and fit the benches on Saturday 16<sup>th</sup> April at 10am.**
  - ii. Cllr King briefed the Council on the progress of the Grant Application. The original submission failed, and the second had been resubmitted with 3 quotes. The overall costs were estimated at £16,424 excl VAT. The Application was for £8,900 plus £7,500 from Council funds. If approved the Council would have to bear the cost of the VAT until it could be claimed back. **The Council voted unanimously to carry the cost of the VAT.**
  - iii. Cllr Bain had attended to last Horbling Parish Council meeting to update them on the plans for the Play Area. Horbling PC may be open to making a contribution towards the development Play Area. **Once the outcome of the Grant was known, the Clerk would approach Horbling Parish Council regarding a donation.**
  - iv. Cllr Peace presented the Council with 3 designs for new Skate Park equipment. Each design proposed a different layout and equipment, and the costs ranged from £20,000 to £42,000 excl VAT. **The Council were unanimous in the vote for their preferred design. Cllr Peace to obtain 3 quotes based on the chosen equipment and layout.**
- d. **Cemetery Issues.** The Clerk had now received the invoice for the repair to the 2 damaged headstones. The families had been consulted throughout. The previous contractor was still denying responsibility for the damage. The Council still wished to recover the costs from the contractor, and the damage would have to be catalogued prior to commencement of this year's grass cutting contract. **Clerk to write to the contractor to recover the repair costs, with the option to pursue the matter through the Small Claims Court if unsuccessful. Cllr Cummings agreed to catalogue the condition of the headstones. Clerk to send Cllr Cummings a copy of the cemetery plan.**
- e. **Planters Project.** The Plantscape invoice had been received and settled and the Clerk had notified the company regarding the lack of planting in 2 planters. When they refitted the damaged (vandalism) planter, the company added some more plants to the other 2 planters however, the lack of colour was also highlighted. The Council also discussed the colour preferences for the summer planters. **The Council voted to have a red colour scheme in the summer planters. Cllr Cummings to notify the company and highlight the lack of colour.**
- f. **Speed Feedback Signs.**
- i. Cllr Free had written to LCC Cllrs Hill and Davies to highlight the refusal from Highways to authorise solar powered signs due to fairness on other councils who had paid significantly more for their signs. However, these signs had been fitted in other counties. **Cllr King to chase Cllr Davies for a response.**
  - ii. The battery life and blank data of the existing sign was also a concern. Cllr Free informed the Council that Unipart Dorman had carried out a software upgrade and replaced the battery. The battery had lasted for 3 weeks. The data issue was still tbc when the sign was next removed. **Cllr North to assist Cllr Free in removing and refitting the sign.**
- g. **Grass Cutting & Hedge Maintenance Contract Tenders.** The Council considered the 3 submitted tenders for the 2016 Grass Cutting & Hedge Maintenance Contract. The Council voted unanimously to award the contract to Glendale in principle. One specification on the tender required clarification and subject to receipt of this, the contract would be finalised. **Cllr North to liaise with the company to**

**clarify the outstanding specification. Once confirmed in writing, Clerk to write to 3 companies to notify them of the outcome.**

- h. **Youth Offenders Projects.** The Clerk and Cllr Free informed the Council that Probation Officer had brought some youth offenders to village for the last few Saturdays. So far they had cleaned the headstones and one of the Pavilion changing rooms. Everything so far had been very positive. A list of suitable tasks had been identified, and there was scope for them to assist with the allotment ground works.
  - i. **The Queen's 90<sup>th</sup> Birthday.** Cllr King briefed the Council on the activities that Horbling Council were arranging. Instead of planning similar activities in Billingborough, **the Council agreed to plant a tree with protective cage and plaque to mark the occasion. It was resolved that Cllr King would research suitable species and location and costings, to a maximum of £75. Plaques on the trees planted for the Golden Jubilee would also be fitted.**
  - j. **Post Office Refurbishment.** The Council considered the refurbishment proposals. The Council were largely in agreement with the proposals but had concerns that the reduced number of counters could extend queuing time and the extended opening times (08:00 to 18:00) may be excessive and unsustainable in the long term. **Clerk to submit the Council's response.**
  - k. **Good Neighbour Scheme.** The minutes of last month's GNS meeting were discussed. The option of making a donation to setting up the scheme was discussed. The involvement of any Billingborough residents as helpers or needing help was unknown. **The Council unanimously agreed not to make any donation to the scheme at this time.**
  - l. **Street Lights.** Cllr King informed the Council that the majority of the lights in the village were the responsibility of SKDC, but the ones on Ousemere Close and Bladdon Way estates were the responsibility of LCC. Due to the small numbers involved, they were not going to be transferred to single ownership.
6. **Policy, Risks and Regulation Review.** The Council conducted the annual review of the Council documents, and adopted the new policies detailed below.
- a. **Safeguarding Policy.** The Policy was adopted and unanimously agreed by the full Council.
  - b. **Cemetery Regulations.** The Council reviewed the Regulations and unanimously agreed to the proposed changes and cemetery fees.
  - c. **Financial Regulations.** Last reviewed in November, the Council reviewed and unanimously agreed the Regulations to bring it into line with the other documents.
  - d. **FOI & Data Publication Scheme.** The Council reviewed the scheme and unanimously agreed to the proposed changes.
  - e. **Standing Orders.** The Council reviewed the Standing Orders and voted for the proposed changes 6:1. The amendments were incorporated.
  - f. **Risk Management.** The proposed Risk Management document was discussed by the Council. The Clerk informed the Council of the requirement to identify and review the risks faced by the Council, at least annually, and to document the process. The Clerk recommended the proposed 'live' document as the easiest way to record, manage and review the risks. Cllr King felt that the document was an unnecessary burden. The councillors voted on adopting the Risk Management document. Cllrs King, Cummings and Stafford voted against; Cllrs Free, Bain, North and Peace voted to adopt the document. The document was adopted by the Council. A second vote to adapt the document early in the next financial year was passed unanimously. **Cllr Peace agreed to conduct the initial review.**

- 7. Aveland School Site Project.**
- a. **Site Ownership.** Cllr King informed the Council that the planning application to change the site to community use had been approved by SKDC. The solicitors had been appointed but the Heads of Terms had not yet been signed off. **Ongoing.**
  - b. **Allotments.** In the absence of Cllr Jepson, the Chairman updated the Council on the Allotments. A village meeting had identified a potential committee to set up and run the BAGS (Billingborough Allotment & Garden Society). Although the offers to help had been lower than expected it was early days and the councillors were working closely with the volunteers to draft the necessary agreements and constitution for approval by the Council. The proposed rent was £30pa with the income shared between the council (for ground maintenance and water), and BAGS. Another meeting was scheduled for 16<sup>th</sup> March. **It was resolved that the Clerk would contact those interested in an allotment to confirm their contact details with BAGS committee.**
  - c. **Football Club & Pitches.** There were no further developments. At the last meeting Pointon FC were still keen to manage the pitches but the Council felt that this needed to be confirmed as the number of teams at the Club had reduced. **It was agreed that Cllr Free would speak to the Club.**
- 8. Emergency Plan.** In the absence of Cllr Pocock, there was no update. Cllrs King and Free raised concerns at the delays in the publication of the Emergency Plan. **Ongoing.**
- 9. Website.** Cllr Cummings expressed her ongoing concern at the difficulties of uploading photographs and documents onto the existing site. A suitable low-cost alternative website had not yet been identified but a number of councils were still using the SKDC host site. **It was agreed to remain on the current site at present. Cllr Cummings to review the site content with assistance from the Council where necessary. All councillors to review the site ahead of the next meeting.**
- 10. Planning.** The Clerk briefed the Council on the recently approved applications. The Council discussed the following applications:
- a. **S16/0340.** Variation of condition: remove the requirement to complete the run-up and access road. The Council discussed the application and shared their concern that the requirement could become a 'ransom strip' between the 2 developers. **Cllr King agreed to submit the Council's concerns.**
  - b. **S16/0349.** Variation of condition: additional off-road parking space and boundary wall move. The Council discussed the application and had no objections. **Cllr King agreed to submit the Council response.**
- 11. Correspondence/Comments.**
- a. The Clerk had been contacted by Thames TV about filming a short piece for a local Britain's Got Talent applicant at the Recreational Ground. Thames TV had accepted the conditions stipulated by the Council and filming was due to take place on 15<sup>th</sup> March.
  - b. A Council led event/activity for Armed Forces Day had been suggested. The Council felt that as there was a large number of activities in the local area, a Billingborough one was not necessary.
- 12. Other Business.** With regret, Cllr Bain tendered his resignation from the Council. He had enjoyed his time on the Council but felt his other commitments prevented him devoting as much time as he would like to Council activities. On behalf of the Council, the Chairman thanked Cllr Bain for his efforts to date and wished him well.
- 13. Next Meeting.** The next Parish Council meeting will be the Annual Parish Meeting, followed by the Annual General Meeting held on Monday 9<sup>th</sup> May at the Billingborough Primary School at 6.30pm.

The Chairman closed the meeting at 9.55pm.