

DRAFT MINUTES: CORBY GLEN PARISH COUNCIL

Draft Minutes of the meeting held on Friday 28th June 2019 at the Willoughby Memorial Gallery, Corby Glen at 7.30pm.

Present: Cllrs Lamming (Chair), Collins, Cook, Fowler, Muir, Parker & Walsingham

In attendance: Cllr N Robins, Mrs. S. Woodman (Parish Clerk) & 2 residents.

One minute's silence was held in memory of Cllr Fox who died recently.

Open Forum:

Stephen Honeywood reported that the Charles Read students would be clearing the path behind St John's Drive next week as part of their Community Service.

Nick Robins requested that a letter be sent from the Parish Council to the resident of The Steadings requesting that the hedge which is now growing over the fence and obstructing the path between the Barleycroft and Pridmore Road be cut back.

Anne Collins reported increased dog fouling, especially in the school holidays. Possible actions were debated. It was agreed that residents be reminded via an article in The Link that dog poo bags are available free from Lily's Lavender Hut.

Co-option of a councillor to fill the vacancy left by the death of Cllr Fox will be addressed at the September meeting.

1. Apologies for absence: Cllr Hargreaves

2. District, County Councillor & Police Reports: Cllr Robins reported that a new administration was now in place following the recent elections and is responsible for the delivery of what has so far only been discussed. Cllr Robins is looking after Planning.
The cinema is due to open officially on July 18th and to the public on July 19th.

Cllr Fox's funeral is at 12 noon on July 8th at the South Lincolnshire Crematorium. It was resolved that a donation of £30 should be sent on behalf of the Parish Council.

3. Minutes of the annual meeting and the meetings of the Council held on 8th May 2019, the EGM held on 18th May 2019 and the meeting held on 12th June 2019 – approved & signed as an accurate record.

4. Councillors' Declarations of Interest: none noted.

5. Clerk's & Chairman's reports on matters outstanding:

17/19 WW1 Research Group –The planning application for cleaning war memorial has been approved. On behalf of the WW1 Research Group, Steve Honeywood reported that the Group has agreed:

- **the works required** (renovate the lettering and the surrounding fence, steam cleaning the memorial and applying Smart Water, as required by SKDC)
- **the costs** - £2,870 (+ VAT, which can be reclaimed by the Parish Council) with the work undertaken by Hirst Conservation within the budget. A formal quotation to this effect is to be procured by Damon Green and forwarded to the Council.
- **the funds available** - £1,870 held in the WW1 Research Group account, which will be transferred to the Parish Council + a grant of £1,000 approved by the War Memorials Trust and payable after the works are complete.
- All grant application paperwork is complete and a formal response from the Trust is expected in the next 2 weeks.
- Hirst Construction will need a purchase order from the Parish Council in the form of a simple

letter outlining the works to be undertaken and the cost.

- The work on the railings is to be undertaken by a sub-contractor, to be the subject of a separate purchase order and invoice. Costs included in the total above.
- Hirst and the sub-contractor will invoice the Parish Council on completion of the works, on 30 days' payment terms. The Parish Council will be able to reclaim the VAT to retain the overall cost within the funds available from the WW1 Research Group of £2,870.

The Parish Council is responsible for the Risk Assessment – to be undertaken by Cllr Cook.

No date was currently available for when the work will be carried out, but it is hoped that it will be in time for Remembrance Day. If necessary, Hirst will freshen the memorial up immediately beforehand.

The Council resolved to approve the above. All in favour. No abstentions.

09/16 Neighbourhood Planning – the clerk reported on an email update from the Neighbourhood Planning Group (to be forwarded to all councillors). The questionnaire had been delayed due to personal circumstances and will now be issued week commencing 10th July followed by confirmation of funding when available. The date proposed for the next meeting of the Group clashes with the next Parish Council meeting. Cllr Walsingham will arrange for re-scheduling.

6. Matters to be resolved:

7. Reports from:

Planning: to consider planning applications received prior to and after the publication of the agenda

Following the previous curtailed meeting, the clerk had reported the councillors' written comments on the circulated planning details to SKDC as follows :

S19/0881 (Lester 27 Bourne Road, bungalow) – objections as per previous application S18/0760

S19/0962 (Mountview Estates 17 Church St, boundary wall) – no objections

Greens Working Group: Cllr Robins reported that SKDC had undertaken a 'little clean' during the previous week. Cllrs should report any problems they observe.

8. Payments and Accounts

- (i) Bank balances - monthly update approved as set out below.
- (ii) Invoices for payment – No payments since the last meeting.

Payments and Accounts

Opening Bank balance from 1st May 2019	£19,872.21
Income received on bank statement SKDC Community Cleaner Grant	£426.92
Invoices cleared on bank statement Church Street Rooms Hire – First Aid Course Church Street Rooms Hire – Neighbourhood Planning Hampshire Flag Company – order 250 flags S. Woodman – clerk’s wages April HMRC – clerk’s PAYE MCS grass cutting April S. Woodman – clerk’s expenses April Additions – Annual Audit CDPC – Community cleaner Insurance S. Woodman – clerk’s wages May HMRC – clerk’s PAYE May S. Woodman – clerk’s expenses May T Keily – Move Flagpole CDPC – Community cleaner MCS grass cutting May A Greetham - Notice Board	£15.00 £10.00 £150.00 £237.16 £59.20 £229.00 £27.30 £80.00 £142.92 £872.68 £237.16 £59.20 £9.42 £510.00 £142.92 £229.00 £130.00
Cheques to be authorised/cleared:	
Estimated remaining NatWest bank balance (excluding Defibrillator fund & play equipment fund)	£17,158.17 £15,670.76)
<u>Defibrillator Fund</u> Total banked to date (inc. VAT refunds): Purchases to date (inc. VAT): Fund remaining:	£2,383.80 <u>£1,761.40</u> £622.40
<u>Play Equipment Fund</u> Total banked to date (inc. VAT refunds): Purchases to date (inc. VAT): Fund remaining:	£41,425.44 <u>£40,560.43</u> £865.01
<u>Neighbourhood Plan Costs (to be repaid on receipt of grant funding)</u> Costs to date Total:	<u>£371.79</u> £371.79

9. Matters to be further discussed at this meeting:

08/19 Bourne CiCLE Festival – The hand waving flags have been received and were approved. Councillors would like to support the event, although it will only pass through the village briefly. There is now insufficient time between now and the end of term to involve the schools.

Cllr Robins was requested to supply an article for the August Link (deadline July 9th). Link cover picture to feature a bicycle if possible, and to be yellow in colour.

6 second hand bicycles to be obtained. Cllr Cook to arrange for them to be painted yellow. Then bicycles to be displayed around the village.

Sponsorship packages are available from SKDC for local businesses at a cost.

18/19 The establishment of new public rights of way / footpaths (LH) –Deferred until next meeting.

27/19 Responsibilities of the Greens Working Group (Members / Responsibility / Budget) – Cllr Fowler had been unable to locate any documentation regarding this group. Responsibilities include monitoring the play equipment and trees on the green on a regular basis and reporting any damage in accordance with the Financial Regulations. The group had comprised Cllrs Fowler, Fox and Muir. Cllr Muir wished to stand down. Cllrs Collins and Walsingham agreed to join the group. Cllr Fowler to produce appropriate documentation for the September meeting.

28/19 Transfer of authority for the Bank Account – The bank account has been changed as far as on-line banking will allow from the retiring chairman to Cllr Lamming. All councillors to become designated cheque signatories. This requires the completion of a form and a visit to a branch. Clerk to obtain 5 forms, plus the form to remove ex-Cllr Honeywood as signatory. Clerk to provide Cllr Lamming with the cheque book and bank card for the visit to a branch.

29/19 Payment by BACS – electronic banking (DF) – The clerk reported that she and ex-Cllr Honeywood had verified that electronic payments can be made from the account as it stands, despite the requirement for 2 cheque signatories. She outlined a procedure used by another clerk to ensure electronic payments were endorsed by councillors. This would require an addition to the Council's Standing Orders. Clerk to add to the Agenda for July.

30/19 Defibrillator – Cllr Lamming has the key to the Defibrillator. She believes that a regular checking schedule should be in place. Cllr Parker reported that the battery had been replaced in December and has a life of approximately 2 years. The pads also have an expiry date. Bi-monthly checks were suggested, but Cllr Lamming will review the Owner's Manual first, & the clerk will contact ex-Cllr Honeywood and obtain a copy of his completed check schedule.

It was resolved to move the defibrillator to the phone box at a cost of around £100 including making good the holes in the wall of the old Methodists' Chapel and signage. Cllr Fowler has identified someone able to carry out the work.

All in favour. No abstentions.

31/19 Christmas Tree sourcing – There are a limited number of trees available at Grimsthorpe. Cllr Fowler will contact Adrian Baines to determine whether they will be able to supply a 20ft tree; Cllr Cook will also enquire of Adrian Luscombe and report back.

32/19 Churchyard Extension – Deferred until July meeting.

33/19 Renewal of subscription to Lincs Fieldpaths Association (£5 for 1 year)

All in favour. No abstentions.

34/19 Training for councillors & clerk (TL) – Clerk to email LALC Training schedule to Cllrs Cook & Hargreaves.

35/19 Local recognition (TL) – Various options were considered. Cllrs to email the clerk with suggestions for her to collate. To be discussed further at an EGM. Clerk to schedule.

36/19 3rd Annual Resilient Communities Conference - 18th July 2019 (TL) – No interest.

37/19 Feedback from Larkfleet Presentation and planning inspectors meeting by Cllr Fowler (DF) – Larkfleet report that 78 people attended and that in their view no serious objections were raised. It was noted that the development includes no bungalows and no rented accommodation. However, existing trees are to be retained and a ‘service charge’ of £150 applied to cover grass cutting and street lighting maintenance. Larkfleet will sell off parcels of land to individual developers rather than develop the site themselves.

Larkfleet propose to comply with Section 106 by making a donation to the Ron Dawson Hall for play equipment. Cllrs were dissatisfied with this approach and believe the money should come under the jurisdiction of the Parish Council to be spent for the good of the whole community.

Cllr Robins will follow this up. He believes that a Community Infrastructure Levy is more appropriate. As part of the contribution it was recommended that an additional defibrillator should be located within the village.

Cllr Robins reported that a Planning Inspection has taken place. Concerns had been raised, but no objections.

38/19 Archer Survey (DF) – The last Archer Survey was 2015, since when traffic is believed to have increased. Although there is no cost to commissioning a survey, it was felt to be of limited value as action was seldom taken as a result. However, the information could be useful in challenging any seemingly irrational Highways decisions.

The locations proposed were Tanners’ Lane, two locations on the A151, Swinstead Road and Church Street / Moreley’s Lane.

Cllrs voted 6 in favour, 1 abstention. Cllr Fowler to email details.

39/19 Village Flag (TL) – It had previously been agreed (the minutes of September 2018 were consulted) that only official flags would be flown on significant national occasions, and that Cllr Fowler would inform the council before flying other flags on other occasions. The need for this practice to be followed was re-iterated.

It is believed that the significance of the Bereavement / Celebration of Life Flag is not widely understood within the community. Cllr Fowler was requested to provide a brief explanation for The Link. It was stressed that the flag should be flown on the death of **all** village residents.

It was agreed that the new Village Flag would be officially inaugurated on July 20th at 11.00am. Liz Partridge, who designed the flag, will be invited to attend. The clerk was requested to issue reminder emails to Parish and District Councillors. Cllr Robins will contact SKDC Communications department.

The flag is to be flown at half-mast for the late Cllr Fox's funeral on July 8th. In order to avoid the flag being flown for the first time at half mast, ex-Cllr Honeywood, who is standing in for Cllr Fowler, will be requested to raise the flag on the 2 days beforehand and then lower it to half-mast on the day of the funeral. If a deputy is required in future, Cllr Fowler was requested to consult the Council.

40/19 Prune back tree on Green (DF) – This refers to the last tree on the Green / Station Road which is obstructing motorists' view. The cost for pruning is estimated at £150.

The council resolved that David Warden be instructed to carry out the work. All in favour. No abstentions.

11. Next meeting:

The next meeting confirmed to take place at **7.30pm** at the Willoughby Gallery on **Wednesday 10th July 2019**.

Meeting closed at 9.16pm.

Mrs. Sue Woodman – Parish Clerk