Utterby Parish Council



Minutes of the meeting of Utterby Parish Council held Wednesday 6th April 2016 at 7.00pm in the Parish Room

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	Action
Four residents attended the meeting. The issues reported were: a) light beacon on the refuge had been installed but is not working. The Clerk will report to LCC Highways. b) Query on allowing a development proposal to be heard without any planning application being submitted. The Chairman replied that the agents requested to consult the Parish Council on the proposal with the full understanding that it is without prejudice and the Council cannot make any commitment or decision until a planning application had been submitted. The Chairman reported that this was exactly the same stance that the Council took on a previous planning consultation.	Clerk
16/04-2 Present/Apologies Present: Cllr R Must (Chairman), Cllr A Van Spall (Vice-Chairman), Cllr J Woodward, Cllr A Woodward, Cllr N Mackin and Cllr B Frobisher Also in attendance: ELDC Ward Member Cllr D Buckley and Mrs N Must (Clerk)	
 16/04-3 Declarations of Interest a) Cllr Nicola Mackin declared her interest in Agenda item 16/04-5. The development is in close proximity to her property. b) Cllr Jackie Woodward and Cllr Alan Woodward declared their interests on agenda item 16/04-13c concerning grant allocation to St Andrew's Church and c) Cllr Brian Frobisher declared his interest on the same agenda item on behalf of Utterby Village Hall Committee. 	
16/04-4 Minutes from 2nd March 2016 It was proposed, seconded and resolved to agree the minutes of the last meeting as an accurate record and they were duly signed by the Chairman.	
The Chairman welcomed Mr Simon Williams and Ms Sian Kirwan from Masons Chartered Surveyors. The purpose was to consult and engage the Council in preliminary discussions which may help formulate the development proposal for six dwellings off Jacobs Close which Mr Williams regarded as a natural progression to the existing Jacobs Close development. However, the drawings presented were only indicative. There are still topography and aerial surveys required. Jacobs Close as an adopted road was still unresolved and the ingress and egress were still being considered. The discussions involved the impact of more vehicles coming through Chapel Lane where there are visibility issues at the A16 junction. Grange Lane is also narrow and has the same visibility issues. One Councillor said that establishing a further cul-de-sac was not in keeping with the village character. A proposal to widen Grange Lane to improve traffic visibility might allow access to the development from Grange Lane if the Parish Council was prepared to release a small piece of the village green to improve the junction. The cost of this to be paid by the developer. There may also be an opportunity for a play area to be developed, if required. Based on the discussions, Mr Williams will consult with the land owner and return with further information. The Chairman invited Masons to present the proposal at the Annual Parish Meeting in May which they have accepted.	
 16/04-6 Council Matters a) Chairman's Remarks – None b) 2016-17 Meeting Calendar – The schedule of meetings was noted and approved. c) Code of Conduct and DPI Training – Cllrs A van Spall, N Mackin and A Woodward are attending the training session on Thursday, 14th April 2016 at 6 pm. The Clerk to confirm their attendance to ELDC. d) Asset Register – The updated register was noted and approved. The IT equipment has been amended to show the recent purphase. The incurrence cover on the IT equipment and the village sign was increased to 	Cllrs A van Spall, N Mackin & A Woodward

show the recent purchase. The insurance cover on the IT equipment and the village sign was increased to

reflect replacement costs.

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16/04-7 Actions from Previous Meeting and Communications

- a) Clerk's Report Noted
- b) **Village Fete** The Council noted the meeting date to discuss this and Cllr B Frobisher will attend and report back.
- c) So Festival 2016 Noted. Poster to promote the event was left with the Village Hall Committee to put up.
- d) **Pea Hens issue** The Clerk reported that the RSPCA is willing to collect the peahens when they have been confined into a secure space which Cllr Mackin was willing to do. However, the Council was informed that the birds may have come from Ludborough. Cllr A Woodward will speak to contacts at the village and report back.
- e) **Anglian Water Pollution Watch** This was noted and the Council will invite the company at a future meeting.
- f) Notice of Election for Police and Crime Commissioner 5 May 2016 Noted
- g) Grant Thornton Accounts for year ended 31 March 2016 Noted

16/04-8 Local Policing – PCSO Sally Hewitt attended for this item. There were only two incidents relating to safety concerns and both were safe and well. Sally also reported that a replacement for lan Clark has been appointed and will be in post before lan retires in order to have a hand-over period. It was also reported that burglaries to outbuildings have increased and the Police advise that property owners check their security. There have also been reports of travellers coming to the area and the Police are monitoring the situation. PCSO Hewitt will check if the collision in Church Lane a few days ago was reported to them.

The Chairman thanked PSCO Sally Hewitt for attending. She left the meeting after this item.

16/04-9 Report from Outside Bodies – to receive reports from

- a) **ELDC Ward Member** Cllr Buckley reported that he is still pursuing the possibility of LCC Highways taking on the 24 streetlights on the Main Road. He advised that the Council needed assurance that if they take on the maintenance, ELDC will permanently own the infrastructure including insurance costs. Cllr Buckley left the meeting at 8:15 pm.
- b) LCC Ward Member Cllr Marfleet was absent.
- c) Area Forum North The Chairman and Clerk attended. The forum had a completely different agenda from previous Northern Area Committees. The session centred on how ELDC and town and parish councils could work together to deliver services that ELDC is no longer able to fund due to decreasing government funding.

16/04-10 Planning Matters

- a) Wind Farm Collaboration Group no update received.
- b) N/192/00039/16 Pear Tree Farm, Pear Tree Lane LN11 0XY Planning permission noted.
- c) N/192/00104/16 1 Jacobs Close, Utterby LN11 0GJ ELDC decided that the planning proposal did not require planning application and is covered under permitted development.
- d) N/192/00264/16 The Old Joiners Shop, Grange Lane, Utterby LN11 0TS The Clerk reported that this has now been approved.

16/04-11 Parish Council Amenities (bus shelters, village green, etc)

- a) Bus shelters/timber structures Cllr Frobisher reported that the three other businesses contacted for bus shelter maintenance had declined to quote. The Council decided that it has now taken reasonable and practicable actions to obtain alternative quotes to ensure value for money. The Council has therefore resolved to accept the only quote received from Interskills, considering the pressing need to repair the shelters.
- b) **Welcome Pack** It was reported that there were no new occupants at Benson Court. However, the new owners of St Helens have now moved in. Cllr A Woodward to send a welcome pack.

16/04-12 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc)

a) Footway Lighting – ELDC has amended its proposal and offered to retain ownership of the footway lighting and oversee management and maintenance but will recharge the full cost to the parish council. Total estimated cost for Utterby is £2321.57 which equates to an extra £20 a year for a Band D property.

Cllr B Frobisher

Cllr A Woodward

Chairman

Cllr A Woodward

Utterby Parish Council



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b) c) d)	The estimate did not include any provision for replacement light columns which cost £302+VAT. ELDC will pay for any replacement columns for the first three years. The Council agreed that all residents should be consulted before making any decision. Each property will be given a voting paper detailing implications for agreeing to keep or not to keep the lights on. The Village Hall Committee agreed to have their post box used as the ballot box. The Council also agreed to invite ELDC Councillor and relevant Officer at the Annual Parish Meeting to outline the proposal to the residents. Village Trees for TPO – The ELDC Tree Officer had informed the Clerk that there has been no decision made on the application. Funding of Town and Parish Elections – It was noted that ELDC has confirmed recharging parish councils for any local elections held after 1st April 2016. A16 Refuge – As reported by a resident, the beacon has been installed but does not light up in the evenings. The Clerk will report to LCC Highways and get an update. Parking issues at The Post House – The Clerk reported that the Neighbourhood Police Beat Manager had delivered the LCC Highways letter but did not speak to the residents. The Highways letter included a proposal that a Keep Clear marking on the road will be considered if the parking situation does not improve but there was no timescale on when this will be done. Clerk will liaise with LCC and Police on next action.	Clerk Clerk Clerk
Cllr	A Woodward left the meeting at 8:50 pm.	
16/0	04-13 Finance and Budgets	
a)b)c)	Payments – It was proposed, seconded and resolved to sign payments for April 2016 as follows: i. Parish Clerk salary and expenses for March 2016– £156.57 ii. HMRC Tax on Clerk Salary - £34.80 iii. LALC 2016/17 Annual Subscription - £103.05 iv. LALC Annual Training Scheme - £50.00 v. Mr DW Gibbs – bus shelter cleaning April 2016 - £20.00 vi. There were no other urgent payments. Year-end Accounts – The Clerk presented the year end accounting statements prepared according to proper accounting practices. The Council noted all receipts and payments for the year ending 31st March and verified the bank reconciliation. Grant applications – Cllrs J Woodward and B Frobisher left the room at 9 pm for this item having declared their interests. The remaining Councillors considered the merits of both organisations and unanimously agreed to equally split the grant budget of £150. St Andrew's Church DCC and the Village Hall Committee will both receive £75. Cheque authorisations will be prepared for next meeting. Cllrs Woodward and Frobisher returned to the meeting at 9:05pm	
16/0	O4-14 Date and time of Next Meeting Utterby Parish Council Annual Meeting on Wednesday, 4th May 2016, 7pm (This is the annual election of Chairman and Vice Chairman.) Annual Parish Meeting on Wednesday, 18th May 2016, 7 pm	
The	(This is the annual meeting of residents of the village.) meeting closed at 9:10 pm.	
Sigr	ned: Date:	