



Record of Members Present:

Present - Cllr Alan Woodward (AW) (Chair), Terry Buckley (TB), Cllr Nicola Gallant (NG), Cllr Jackie Woodward (JW) and Cllr Matthew Wright (MW).

NB: Cllr Terry Buckley arrived at 7:30pm

Not Present – Cllr John Mackin (JM) and Cllr Nicola Mackin (NM)

In Attendance - Clerk Maria Vincent, Cllr Edward Mossop (ELDC) and one member of the public.

Public Forum

A resident of the village wished to congratulate the Council for continuing to meet through the pandemic and also for the latest edition of the Utterby Voice. He also wondered about having a comments page in the Utterby Voice. The Chairman said we could consider that at a forthcoming meeting and thanked the villager for attending the meeting.

Councillor Edward Mossop said he would report on Benson Court later in the meeting.

72 Apologies Received

Cllr John Mackin (JM), Cllr Nicola Mackin (NM) and Cllr Terry Buckley will be late.

73 To receive any Declarations of Interest under the Localism Act 2011

Cllr NG and MW – item 6b as live on or close to Jacob's Close.

74 Minutes

It was **RESOLVED** to approve the minutes of the Parish Council Meeting 2nd December 2020 as correct and for the Chairman to sign a copy forthwith.

75 Council Matters, Actions and Communications

a) Co-option of Parish Councillor – NB: As only one candidate stood for co-option, the Council did not go into Closed Session. It was **RESOLVED** that Cllr Nicola Gallant be co-opted onto Utterby Parish Council and she signed the Declaration of Acceptance of Office.

b) Chairman's Report – Cllr AW firstly welcomed Nicola Gallant to Utterby Parish Council. He stated that the refuge had been damaged again but due to the pressures on Council services that we would wait to report it until it had been hit again (damage only slight this time). The benches had now been installed onto the Village Green following a site meeting to choose the location with Councillors TB, MW, JW and himself. He continued that the weather had been dreadful resulting in grass verges being badly churned and rutted by lorries. He concluded that two or three residents had contacted him following the article in the Utterby Voice to say they had not received a survey about Benson Court.

c) Clerk's Report – The Clerk reported that we had had to take very quick delivery of the benches and that she was very grateful to you all Councillors and also Mr Fitch for sorting this out so quickly. She understood that the tree contractor was currently not operating and so this will be delayed, hopefully not beyond the end of this financial year and that the very wet weather has also meant that Mr Fitch has been unable to start the wood projects. With regards to Moles, the pest control company we use is very hesitant about setting up any more mole traps as he has had 3 taken from



the village green, but did say he would try and get to look at the verges. The Clerk brought Councillors attention to the consultation regarding the revised local plan at ELDC.

The bank mandate was still in the process of being approved by HQ at HSBC. The website was due to be re-audited at the end of February by central government, but most issues were due to Lincolnshire County Council's website management platform and so she could only list the issues on the Accessibility page. She concluded by reminding Councillors that if they wanted her to report any issues with roads or pathways, that she needed the exact location, a detailed description of the issue and preferably a photo.

d) **Communications** – The Clerk had received two emails which would be discussed under planning. Via a Councillor, a text had been received notifying us that a villager who had been litter picking on the verges was pleased to assist the village in keeping it tidy. It was **RESOLVED** that the Clerk ask ELDC if they were still giving out litter picking equipment to villages?

e) It was **RESOLVED** to accept the Meeting Date Schedule for 2021-22 (first Wednesday of each month, except for January and August).

76 Finance and Budgets

a) **Payments** - It was **RESOLVED** to accept and pass the payment for January and February 2021.

1. DW Gibbs - January 2020 bus shelter cleaning £20.00
2. DW Gibbs - February 2020 bus shelter cleaning £20.00
3. Staff Salary and expenses for December 2020 £212.64
4. Staff Salary and expenses for January 2021 £193.69
5. Staff Utterby Voice Route1print - paid for my MV £86.00
6. Geoff Fitch Installing two benches onto village green £100.00

TOTAL 632.33

Bank Balance as of 18th January 2021 Bank Statement 79 £16,758.90 outstanding cheques £897.49
Actual funds available £15,861.41.

b) It was **RESOLVED** to approve the draft budget for 2021-22. See Appendix 1.

c) **Audit** - It was **RESOLVED** that we would request that Mr S Fletcher, Mablethorpe Town Clerk be asked to undertake the audit for Utterby in 2021.

d) **Precept** – Councillors noted that the precept application had been sent to ELDC along with 2021/22 tax base figures.

e) **Closed Session Item** – It was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters: **Quotations Cutting of verges and Village Green grass**. It was **RESOLVED** to agree to the cheapest quotation, that of Glendale Countryside Ltd at £1287.00 for the combined Verges and Village Green grass cutting contract.

NB: It was **RESOLVED** to move this item to the end of the agenda so that Cllr Edward Mossop could discuss and report of ELDC items further down the agenda. For the minutes this item has been kept as per agenda.

77 Planning

a) **Planning applications** – DUNHAM, CHURCH LANE, UTTERBY, LOUTH, LINCOLNSHIRE, LN11 0TJ N/192/00028/21. The Clerk read out a letter from the owners of Dunham explaining why Planning Permission had not originally been progressed. It was **RESOLVED** to support this application.



- b) **Jacob's Close building development – removal of barrier:** On the Planning Permission given for the N/192/00289/17 development (adjoining to Jacob's Close), it was noted that there was a condition that the vehicles had to access the site from Grange Lane. We had written to ELDC last February 2020 regarding this. There is a concern that now the barrier has been removed that construction traffic will try to use Chapel Lane to access the site. It was **RESOLVED** that the Clerk write to planning to request them to ask the person who applied to planning permission to re-erect the barrier – *(further to this and looking back over last year's reply from Enforcement, it was decided to discuss again at the next meeting).*
- c) **Updates of previous planning issues** – A letter was read out from the owners of Apple Tree Yard with regards to the article in the Utterby Voice highlighting issues mentioned by those living near to new developments. Cllr AW acknowledged that there had been no official complaints received regarding this particular development, but that due to very poor weather the verges were in a terrible state, made worse by lorries delivering to building sites in general throughout the village. It was **RESOLVED** to reply to the owners of Apple Tree Yard explaining this and request any help they could give to alleviate the issue with the verges becoming so rutted from traffic, would be appreciated.
- d) **Any urgent planning issues** - None

78 Parish Council Amenities (bus shelters, village green, etc)

- a) **Asset Register** – It was noted that the updated Assets Register now had the benches added. They had also been added onto the insurance policy.
- b) **Welcome Pack** – Four new residents had now moved into the village.
- c) **Utterby Tidy Up Campaign** – It was **RESOLVED** that Cllr JW could spend up to £75 on bulbs, plants and peat for the four planters in the village.
- d) **Verges and Village Green**– The Chairman reported again on the terrible state of the verges due to heavy rain and traffic. He also reported that there had been positive feedback about the new benches on the green. The Clerk reported the Mole man was loath to set more traps as three had been taken from the village green. Cllr TB reported a very old sign on the Village Green that could no longer be read and agreed he would remove it next time he went by.
- e) **Village Trees** Cllr AW reported that he had been told that Woodpecker Tree contractors were still working and we should chase the tree work. Clerk to action.
- f) **Utterby Voice** – The Chairman reported that there had been very good feedback from the new Utterby Voice.
- g) **Bus Shelters** – In good order.
- h) **Parish Meeting** - It was noted that we are no longer required to have a village meeting due to Covid 19 (This runs until May 2021).

79 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc)

- a) **Updates on previous issues** – Cllr TB reported that the drain on Pear Tree Lane as still not been fixed. Clerk to report again. It was noted that the flooding on Grange Lane, which was so extreme last year, is much better since work had been carried out by LCC.
Benson Court - Cllr Edward Mossop reported that Christine Vicary (ELDC) had been in contact with him and reported only four surveys had been returned following distribution in Utterby and surrounding villages and so they were going to have a re-think. Cllr AW reported a number of residents had not received them in the first place.



- b) **Road surface Chapel Lane** - it was reported that the road surface on Chapel Lane was very poor due to the number of lorries going down the lane to access the farm, but Cllr NG reported some work had been done to the surface recently.
- c) **Excess water on Church Lane above the last house** – Cllr AW reported that the flooding on Church Lane at the far end beyond the last house was very bad (photos shown). Residents of the village had reported the flooding and LCC had now erected flood signs. Clerk to also report on Fix My Street.
- d) **Parish Agreement** – It was **RESOLVED** that the Chairman would sign the parish agreement (LCC Highways verge cutting).

80 Notifications

- a) The Clerk reported that she had received notification of a Local Plan Review from ELDC and the Council could feedback at the next meeting in March 2021.

81 Date and time of Next Meeting

- a) Parish Council Meeting on Wednesday March 3rd 2021 – on Zoom at **7pm**

The meeting finished at 9:05pm.

Signed _____

Date _____

Financial Year drafts 2021/22 - UTTERBY PARISH COUNCIL

| Item | Budget for 2020/21 | Budget for 2021/22 | Reserves in bank as of 1st April 2020 |
|---|--------------------|--------------------|---------------------------------------|
| SPECIFIC RESERVES HELD IN BANK | | | |
| TPOs and Green Structures | 0.00 | | 900.00 |
| Reserve for Asset Replacement | 0.00 | 0.00 | 1,000.00 |
| Reserve for Elections | 0.00 | 0.00 | 900.00 |
| Contingency reserves in bank as of 1st April 2020 | | | 7,139.99 |
| Total Reserves in Bank | 0.00 | | 9939.99 |

| Item | Budget for 2020/21 | Budget for 2021/22 | Total Year End forecast |
|--------------------------------------|--------------------|--------------------|-------------------------|
| INCOME | | | |
| Precept 15th April 2020 | 8843.84 | | 8422.70 |
| expeced - ELDC verge cutting payment | | | 760.57 |
| TOTAL INCOME | 8843.84 | | |

| Item | Budget for 2020/21 | Budget for 2021/22 | Total Spent to date | Balance |
|--|--------------------|--------------------|---------------------|---------|
| MEMBERSHIP & INSURANCE EXPENDITURE | | | | |
| Insurance | 273.00 | 350.00 | | |
| Audit Fees | 40.00 | 40.00 | | |
| LALC Membership -261 parishioners | 172.00 | 170.00 | | |
| LALC Training SLCC membership | 85.00 | 85.00 | | |
| ICO Registration Data Controller Reg / DPO/ | 40.00 | 40.00 | | |
| Election costs (new for 19/20) from remaining budget | 630.00 | 300.00 | | |
| Room Rental | 360.00 | 360.00 | | |
| Membership /Insurance TOTAL | 1,600.00 | 1,345.00 | | |

| RUNNING COSTS & EXPENDITURE | | | | |
|---|-----------------|-----------------|--|--|
| Salary Clerk | 2,451.00 | 2,400.00 | | |
| Other expenses including home/office use /course refreshmen | 335.00 | 250.00 | | |
| Mileage | 200.00 | 150.00 | | |
| Stationery & postage | 150.00 | 100.00 | | |
| Office Equipment | 210.00 | 150.00 | | |
| Admin Expenses TOTAL | 3,346.00 | 3,050.00 | | |

| | | | | |
|--|-----------------|-----------------|--|--|
| Village Projects (was new signs) | 700.00 | 700.00 | | |
| Utterby Voice | 350.00 | 350.00 | | |
| Grants including S137 | 315.00 | 0.00 | | |
| Grass Cutting - Village Green | 1,000.00 | 700.00 | | |
| Verge Cutting | 1,000.00 | 1,000.00 | | |
| Bus Shelter Cleaning | 250.00 | 250.00 | | |
| Asset Repair / Maintenance New (wooden structures) | 215.00 | 600.00 | | |
| Other Green Structures /Hedges Maintenance /Pest Control | 630.00 | 500.00 | | |
| Tree Maintenance/new Trees | 0 | 900.00 | | |
| General Contingency | 400.00 | 400.00 | | |
| General Expenses TOTAL | 4,860.00 | 5,400.00 | | |

| | | | |
|---|----------|-----------------|------|
| Budget | 9,806.00 | 9,795.00 | |
| Less Income from LCC (expected) | | £ 793.49 | 0.00 |
| Less VAT Return (approx) | | £ 200.00 | 0.00 |
| TOTAL required =budget less income | | 8,801.51 | |

| | |
|-----------------------------|----------------|
| 2021-22 precept | 8843.84 |
| Tax Base | 122 |
| D Council Tax Charge | 72.49 |