

Minutes of the meeting of Utterby Parish Council held Wednesday 3rd March 2021 at 7.00pm – held remotely with Zoom



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 7:22pm

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

In Attendance - Clerk Maria Vincent and one member of the public.

Public Forum

A resident of the village asked if any celebration had been thought about for when the pandemic eased. It was thought that at the moment it was too early to suggest anything and that people would still be hesitant regarding mixing at social events. It was noted that the Church was looking at starting their Saturday Cafe at the Village Hall much later in the year (July). The resident also asked about the Village Tidy Up and mentioned there were rubbish sacks from ELDC in the village hall. The Clerk took contact details of the residents contact at ELDC as the Parish Council was in discussion with ELDC regarding litter picking.

82 Apologies Received

Cllr John Mackin (JM) and Cllr Nicola Mackin (NM).

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

Cllr NG and MW – item 6a and 6b as live on Chapel Lane. It was **RESOLVED** to give both Councillors (following their request) a dispensation to speak on these two agenda items, but not to vote.

84 Minutes

It was **RESOLVED** to approve the minutes of the Parish Council Meeting 3rd February 2021 as correct and for the Chairman to sign a copy forthwith.

85 Council Matters, Actions and Communications

a) Chairman's Report – No report given.

b) Clerk's Report – The Clerk drew the Council's attention to the tabled list of actions taken since the last meeting. No further report.

c) Communications – The Clerk had received a number of pieces of correspondence including that from the Safer Together Team, Environment Agency Routine (Maintenance factsheet) and Appletree Yard which had been copied to Councillors. Councillors also received a copy of a photo with a number of ice-cream vans parked on a bend on Church Lane. It was **RESOLVED** that the Clerk would enquire as to the legality of numbers of commercial vehicles parking on the highway.

d) Personnel Panel - It was **RESOLVED** that as the Personnel Panel had only met the once over 18 months ago, and now only two Councillors on that Panel were still on the Council, that the Panel should be dissolved at this time (being reformed if required in the future).

e) Zoom Meetings The Clerk explained that it was thought that the legislation regarding remote meetings and the requirement not to hold an Annual Parish Meeting would soon come to an end and not extended. It was **RESOLVED** that the Clerk would update the Council on any developments regarding remote meetings when available and that the Annual Parish Meeting be put on the April agenda.



86 Finance and Budgets

- a) It was **RESOLVED** that the Council would not join the LALC Annual Training Scheme this year and to pay for any course required at the time.
- b) It was **RESOLVED** to subscribe again to Zoom via LALC should the legislation for virtual meetings continue.
- c) It was **RESOLVED** to accept the Quarterly Monitoring Oct-end Dec 2020 signed by the Chairman who carried out the check.
- d) **Payments** - It was **RESOLVED** to accept and pass the payment for March 2021.

DW Gibbs - March 2021 bus shelter cleaning - £20, Staff - Salary and expenses for February 2021 £203.16, Utterby Village Hall - Storage Jan-March 21 £15.00. TOTAL £238.16

Bank Balance as of 18th February 2021 Bank Statement 80 £15,329.08 outstanding cheques 100527 £100.00 Actual funds available £15,229.08

87 Planning

- a) **Planning applications** –N/192/00231/21 | Outline erection of 2no. dwellings. | LAND OFF CHAPEL LANE, CHAPEL LANE, UTTERBY It was **RESOLVED** to object to this outline planning permission on the following grounds:

- Loss of ecological habitats.
- Loss of trees.
- New intended footpath and passing places will create further flooding on Chapel Lane due to inadequacy of drainage and bottle necks due to vehicles parking on the lane.
- Access and highway safety onto main A16 an issue due to poor visibility. Very narrow junction.
- Traffic generation of a one-vehicle lane creating further issues for damage to the fabric of the lane and there is no 'turn around' for construction traffic down the lane.
- Flood risk to intended property and neighbouring properties as previously the field had a large natural pond. The area is prone to flooding.
- Although not outside of the current village footprint, it is extending housing developments down that side of the lane where currently there are no developments.

Please note: There is already a new development estate due to be built the other side of Jacob's Close which has to access the site via Grange Lane on the traffic management scheme put in place. Access via Chapel Lane for construction traffic has already been deemed unsuitable for that development so this should be the case for this outline application also.

Once the current development the other side of Jacob's Close is complete, there will be 5 new residents' vehicles and service providers using Chapel Lane, a massive increase in vehicle accessibility which would be further compounded by the 2 more proposed properties.

- b) **Jacob's Close building development – removal of barrier:** It was **RESOLVED** that the Clerk write to the applicant of the original planning permission and ask them to re-erect the barrier to prevent construction lorries using Jacob's Close.
- c) **Updates of previous planning issues** – A reply was read out from the owners of Apple Tree Yard who confirmed that contractors would carry out remedial work to the verges within the next few weeks.



- d) **Complaint ref back of Holywell Lane** - The Council would wait for further up to date information and photos from the complainant regarding build to back of Holywell Lane.
- e) **Code of Conduct for construction industry** – the Council noted Cllr Mossop’s email and the reply which had been received from Mike Gildersleeves, Assistant Director of Planning. The Council considered the reply most disappointing and **RESOLVED** that the Clerk should email Cllr Mossop thanking him for his original email and the time he had taken to write to Mr Gildersleeves, but also stressing their disappointment with the reply.

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

- a) **Welcome Pack** – Four new residents had received welcome packs the following month.
- b) **Utterby Tidy Up Campaign** – Planters would be replanted this month – one would be added to as a few plants had been put in by a resident.
- c) **Verges and Village Green**– The Clerk reported she would remind Glendale not to mow over the daffodils when carrying out their March cut.
- d) **Village Trees** - The Clerk reported that the tree contractors were currently behind with work and were waiting for the TPO permissions before they could commence with our work (hopefully by end of March).
- e) **Utterby Voice** – It was **RESOLVED** that there would be a section in the June Utterby Voice listing businesses in Utterby. These would be included without charge.
- f) **Bus Shelters** – In good order.
- g) **Wood Maintenance Schedule** - The Clerk reported that the contractor had contacted her to explain that due to very wet weather he had not yet started, but hoped to do so now that the weather was improving.

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

- a) **Updates on previous issues** – Cllr TB confirmed that the drain on Pear Tree Lane had still not been fixed. The Clerk reported that LCC Highways had called to say they were struggling with staffing due to Covid 19.
- b) **Road surface Chapel Lane** - it was noted that this had been ‘patched up’ and was not expected to last.
- c) **ELDC Planning Review Consultation** – It was **RESOLVED** that Councillors should complete the questionnaire from a personal viewpoint and respond on that basis instead of a corporate Council response.

90 Notifications

- a) None

91 Date and time of Next Meeting

- a) Parish Council Meeting on Wednesday April 7th 2021 – on Zoom at **7pm**

The meeting finished at 8:40pm.




Signed _____

Date _____

Quarterly Monitoring Checklist - for 1st October to end December 2020

Three examples of each

1. Check cheque stubs signed twice -

100525 100526 100527
Nos   

2. Check amounts on cheque against payments page Ref

(40.00) (492.33) (100.00)
Nos 100525 100526 100527

Then check

1. All bank statements filed and up to date **Yes / ~~No~~**
2. Bank Reconciliation completed for month **Yes / ~~No~~**
3. Bank reconciliation tallies with overview of budget sheet and payments page **Yes / ~~No~~**
4. Folder has invoices in (except those being signed at meeting) **Yes / ~~No~~**

Please sign and date each sheet.

Undertaken by (name)



Signed

06.02.2021

Date

Financial Year 2020/21 - UTTERBY PARISH COUNCIL

Item	Budget for 2020/21	Reserves in bank as of 1st April 2020
SPECIFIC RESERVES HELD IN BANK		
TPOs and Green Structures	0.00	0.00
Reserve for Asset Replacement	0.00	1,000.00
Reserve for Elections	0.00	900.00
Contingency reserves in bank as of 1st April 2020		6,139.99
	0.00	8039.99

Item	Budget for 2020/21	Total Year End Forecast
INCOME		
Precept 15th April 2020	5543.84	5422.70
exped - ELDC verge cutting payment		783.62

Item	Budget for 2020/21	Total Spent to date	Balance
MEMBERSHIP & INSURANCE EXPENDITURE			
Insurance	273.00	259.29	13.71
Audit Fees	40.00	0.00	40.00
LALC Membership -261 parishioners	172.00	163.90	8.10
LALC Training scheme	85.00	78.00	7.00
Data Controller Reg / DPO	40.00	40.00	0.00
Election costs (new for 19/20) from remaining budget	630.00	0.00	630.00
Room Rental	360.00	27.00	333.00

Item	Budget for 2020/21	Total Spent to date	Balance
Parish Office & Administration			
Salary Clerk	2,451.00	1,336.32	1,114.68
Other expenses including home/office use /course refreshme	335.00	144.00	191.00
Mileage	200.00	50.40	149.60
Stationery & postage	150.00	38.22	111.78
Office Equipment	210.00	0.00	210.00

Item	Budget for 2020/21	Total Spent to date	Balance
New Signs Project	0.00	0.00	0.00
Utterby Voice	350.00	0.00	350.00
Grants including S137	315.00	0.00	315.00
Grass Cutting - Village Green	1,000.00	368.64	631.36
Verge Cutting	1,000.00	668.16	331.84
Bus Shelter Cleaning	250.00	160.00	90.00
Asset Repair & Maintenance (wooden structures)	915.00	0.00	915.00
Other Green Structures Maintenance	1,530.00	652.48	877.52
General Contingency	1,400.00	897.49	502.51
Specific Reserve Additions	0.00	0.00	0.00

Budget **11,706.00**
 Spend to date **4,883.90**
 Balance of Budget

Reserves from above **8039.99**
 Balance of budget to date **6,822.10**

VAT Refund (April 24th 2020)		£ 215.70
LCC contribution to verge cutting (7th Sept 2020)		783.62
TOTAL balance available		11,821.42

AW 06.02.2021

Bank Reconciliation - as of January 18th 2021 report

Bank Balance as of 18th January 2021 Bank Statement 79		£ 16,758.90
outstanding cheques	10082.4	£897.49
Actual funds available		£ 15,861.41

AW 06.02.2021

Date issued	To/From	Ref	Item description	Cheque no	Receipts £	Payments Inc- vat	Section 137 expenditure	VAT £	Balance	£ ment
01/04/2020	Bank c/f after payments for 18/19 - April 18								10902.15	
15/04/2020	ELDC		Precept		8843.84				£ 19,745.99	70
06/05/2020	Staff	463	salary/expenses April 2020	100392		£ 180.56			£ 19,565.43	71
06/05/2020	DW Gibbs	464	May bus shelter cleaning	100393		£ 20.00			£ 19,545.43	71
06/05/2020	LALC	465	Membership	100394		£ 85.50			£ 19,459.93	72
06/05/2020	Norris & Fisher Insurance Brokers Ltd	466	Insurance	100395		£ 259.29			£ 19,200.64	71
24/04/2020	HMRC		VAT refund		215.70				£ 19,416.34	70
03/06/2020	Staff	467	salary/expenses May 2020	100396		£ 202.57			£ 19,213.77	72
03/06/2020	DW Gibbs	468	June Bus Shelter cleaning	100397		£ 20.00			£ 19,193.77	72
03/06/2020	LALC	469	Zoom subscription 20/21	100398		£ 78.40		£ 13.07	£ 19,115.37	73
03/06/2020	Society of Local Council Clerks	470	Membership for Clerk	100399		£ 78.00			£ 19,037.37	73
03/06/2020	Glendale Countryside Ltd	471	Cutting of verges and Village Green May x 2			£ 230.40		£ 38.40	£ 18,806.97	72
01/07/2020	VOID SPOT CHECK			100501					£ 18,806.97	void
01/07/2020	DW Gibbs	473	July bus shelter cleaning	100502		£ 20.00			£ 18,786.97	73
01/07/2020	David Buckley	474	green and kissing gates May 20	100503		£ 180.00			£ 18,606.97	73
01/07/2020	Glendale Countryside Ltd	475	June (5th and 19th)	100504		£ 230.40		£ 38.40	£ 18,376.57	73
01/07/2020	Staff	476	salary/expenses June 2020	100505		£ 187.76			£ 18,188.81	73
02/09/2020	Staff	477 & 478	salary/expenses July 2020 and August 2020	100506		£368.32			£ 17,820.49	75
02/09/2020	Glendale Countryside Ltd	479 & 480	Verge and grass we 24/7 and 14/8	100507		£230.40		£ 38.40	£ 17,590.09	75
02/09/2020	DW Gibbs	481 & 482	cleaning	100508		£ 40.00			£ 17,550.09	75
07/09/2020	Lincolnshire County Council		Grass cutting contribution		783.62				£ 18,333.71	75
07/10/2020	J Woodward	483	cost of peat and flowers	100509		£ 42.48		£ 7.08	£ 18,291.23	77
07/10/2020	David Buckley	484	Hedge/kissing gate, branch removal	100510		£ 150.00			£ 18,141.23	77
07/10/2020	Staff	485	salary/expenses September 2020	100511		£ 240.76			£ 17,900.47	76
07/10/2020	Glendale Countryside Ltd	486	Verge and grass we	100512		£ 230.40		£ 38.40	£ 17,670.07	77
07/10/2020	DW Gibbs	487	October bus shelter cleaning	100513		£ 20.00			£ 17,650.07	76
04/11/2020	J Woodward	488	daffodils	100514		£ 50.00		£ 8.33	£ 17,600.07	77
04/11/2020	Geoff Fitch	489	Planting daffs	100515		£ 130.00			£ 17,470.07	79
04/11/2020	Staff	490	salary/expenses October 2020	100516		£ 192.24			£ 17,277.83	77
04/11/2020	DW Gibbs	491	Nov bus shelter cleaning	100517		£ 20.00			£ 17,257.83	77
04/11/2020	David Buckley	492	October hedges cutting and kissing	100518		£ 100.00			£ 17,157.83	77
04/11/2020	Utterby Village Hall	493	April - December 2020 £3 x 9 =	100519		£ 27.00			£ 17,130.83	78
02/12/2020	Information Commissioner	494	Registration	100520		£ 40.00			£ 17,090.83	79
02/12/2020	Staff	495	salary/expenses November 2020	100521		£ 196.73			£ 16,894.10	78
02/12/2020	DW Gibbs	496	Dec bus shelter cleaning	100522		£ 20.00			£ 16,874.10	78
02/12/2020	Glendale Countryside Ltd	497	November grass cutting	100523		£ 115.20			£ 16,758.90	79
02/12/2020	Jati Ltd	498	Cyan - 2 brammar benches and instal	100524		£ 897.49			£ 15,861.41	
					9843.16	£ 4,883.90		£ 182.08		

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