



Public Forum

- A member of the public raised concerns regarding the visual obstruction of traffic signs in the village, in particular the 40 speed limit coming into the village from Louth, which is obstructed by the tree foliage and also trees overhanging near to Benson Court. Cllr Tony Bridges (LCC) reported that he had been in contact with a senior LCC Highways officer who was currently on holiday but who would deal with this issue on his return. See **LCC Ward Member Report below and also Appendix 1** Cllr TB
- A member of the public wished to know if it was an offence to cut down overhanging branches that were obstructing the public highway/traffic signs? Cllr Tony Bridges commented that he would find out the situation on this when speaking to LCC Highways. Cllr TB
- A member of the public wished to know why we were unable to have fixed speed cameras along the main road in the village, as, he reported, on a journey in another part of the country they were very evident and this was the only way to stop speeding- if the offender was to be punished with a fine. Cllr Tony Bridges commented that he had followed this up and would report on during that specific agenda item. See **LCC Ward Member Report below and also Appendix 1**.
- A member of the public wanted to know why Grange Lane was 30mph speed limit and how this could be lowered to 20 mph. The Clerk reported that the speed limit was actually 40mph and quoted from an email received from Road Safety as to why it was 40mph (as per the June meeting minutes). There was much discussion regarding this matter which was then included in the main meeting.
- Another member of the public thanked the Parish Council for meeting with the Police and clarifying some of the issues with Grange Lane, but wanted to know why the agenda item for Grange Lane was under a CLOSED session. Cllr Graham Dalton explained that it was due to the confidentiality of letters that were being written to individual residents, the contents of which could not be discussed with the public there. The member of the public was unhappy with this situation and left the Open Forum.
- A member of the public asked if the Council could look into the matter of the field to the back of the properties on Church Close as it had not been cut for a year, was unsightly but mainly the weeds were seeding into property gardens and nettles growing over the boundaries. The Clerk is to write to owner of field. CTA

ELDC Ward Member Report - None received.

LCC Ward Member Report - Cllr Tony Bridges read out the letter he had sent to LCC Highways and the reply, inferring there would be little chance in reducing the speed limit in the village. See **Public Forum notes above and Appendix 1**

Cllr Bridges reported that he would write to LCC/Lincolnshire Police on the Parish Council's behalf to see if the speed limit could be looked at again. Cllr TB - A discussion continued as to the feasibility of having a village petition. See item 34g

Cllr Tony Bridges reported that as he understood it, Cllr David Buckley had been transferred out of the UK (the company he worked for) and would not be standing again. Cllr Bridges suggested that Utterby Parish Council wrote to ELDC to ask what the situation was with a ELDC representative councillor. CTA

Louth Rural Police Team Report - None received.

Initials



31 Record of Members Present and Apologies:

Present - Cllr Graham Dalton (Chair) Cllr Jason Garrett-Pughe, Cllr Glenda Thorndycroft, Cllr Jackie Woodward, Cllr Ann Van Spall, Cllr Terry Buckley, Cllr Tony Bridges (LCC).

In Attendance - Clerk Maria Vincent.

Apologies Received - Cllr Brian Frobisher, Cllr David Buckley (given at previous meeting).

32 To receive any Declarations of Interest on any item on the agenda

Cllr Graham Dalton and Cllr Jason Garrett-Pughe declared an interest in any matters relating to the village hall.

33 Minutes from June 6 2018

It was **RESOLVED** that the draft minutes of the June 6 2018 meeting was an accurate record. Duly signed by the Chair. Clerk to upload on Website. **CTA**

34 Council Matters, Actions and Communications

- a) Chairman's Remarks - See Appendix 2.
- b) Clerk's Report - The Clerk reported that the tree work contractor was now waiting for permission from ELDC to carry out the work on those trees with TPOs, (he applied for this on our behalf). The Clerk also reported that she had set up a Facebook page for Utterby PC (see relevant agenda item).
- c) Consideration of meeting protocols and use of closed sessions - The Clerk explained that having all questions and comments going through the Chair led to a more orderly meeting without other conversations starting up between Councillors, which also meant it was far easier for note-taking. To run the meeting this way was also a matter of courtesy. The Clerk continued that there were reasons for holding CLOSED sessions, ie commercial confidentiality in some quotation situations, discussions regarding personal details of a Councillor, but that the Council should be mindful that it also considered 'transparency' when looking at including an agenda item in a CLOSED session.
- d) Defibrillator - further information had been received from the Clerk as to ongoing annual costs. Cllr Jason Garrett-Pugh was in discussion with LIVES who are coming back to him with some costs, and then he will bring it back to the Council. **Cllr JGP**
- e) Communications received (See item j)
- f) GDPR - The Clerk explained that using personal emails addresses could compromise confidentiality if sensitive documents were mixed in with personal information. Also the Clerk explained that receiving emails through apps on phones could render 'secure' email platforms (ie gmail) insecure and that Councillors should be aware of this. The Clerk offered assistance to any Councillor if they wished her to help them set up a new email. Cllr Jason Garrett-Pugh suggested that we have a 'Council' email. The Clerk explained that this would require a domain name and also secure mail hosting which could incur substantial costs, where as Gmail (which was deemed secure) was a free service.
- g) Grange Lane
 - i. Report back from Cllr Bridges (see above under LCC Representative report) Following this discussion Cllr Glenda Thorndycroft proposed:
That we hold a village wide petition to reduce the speed limit on the main A16, and all roads leading from it, to 30mph. That the petition be held until the end of September 2018. This was **RESOLVED**. **CTA** to format a petition document. Clerk to also include information about the speed petition in the Utterby Voice. **CTA**



- ii. Discussion regarding the communications to residents of Grange Lane (CLOSED SESSION). It was **RESOLVED** to move this item to the end of the meeting.
- h) Completion the Clerk's probationary period and way ahead - It was noted that the Parish Council was happy with the Clerk's work, and now that meetings had 'settled down' that the Clerk was happy to continue, but did wish it noted that she would not tolerate poor behaviour. The Clerk acknowledged the apologies received from the Chair and Vice Chair following the Council's actions at the meeting in May. The Clerk also reported that the NALC salary guidelines had now been updated and asked the Council if her pay should go up in line with the National Salary Scales? **RESOLVED** that the Clerk's salary be increased (same increment as currently on) in line with the pay increase. (LC1 SCP 16 £18,319 pro rata).
- i) Possible unsafe trees in Church Lane - The Chair reported on correspondence that he had sent and received from Colin Horton - Arboriculture Officer. Cllr Woodward commented that she was disappointed with the reply that he didn't 'feel the tree is an immediate danger such that we should require the owner to take any action at the moment.' Cllr Thorndycroft voiced concerns over possible harm to people and cars by falling branches. Cllr Bridges reported that the previous Arboriculture Officer left some months ago, and now they had a new one.
It was **RESOLVED** to write back to Colin Horton and ask him to make further investigations.
Cllr Ann Van Spall left the room at 8:20pm to go to the bathroom returning at 8:25pm
- j) ELDC funding for social housing - The Clerk read a letter from Val Preston at ELDC regarding funding for Community Led Housing. After much discussion regarding private companies running social housing, it was **RESOLVED** not to follow up the contact and information from Val Preston. Cllr Jason Garrett-Pugh wished it noted that he voted against the **RESOLUTION**.
- k) Speed Cameras - See LCC Ward Member Report at beginning of minutes.

35 Finance and Budgets

- a) Quarterly Finance Report - noted by the Council
- b) It was **RESOLVED** to pay contractors early for July invoices*.
- c) Payments -
- Report the signing of Tudor Maintenance 1 x verge 1 x VG - £120
 - Tudor Maintenance 1 x verge 2 x VG in June £159.00
 - DW Gibbs Bus Shelters July £20.00
 - David Buckley Village Green Hedge May £80.00
 - Village Hall April June 2018 £20.00
 - Paul Wilkinson - tree survey (as not used as contractor) £120.00
 - Maria Vincent - salary + April overtime £245.95
 - HMRC Tax £55.40
 - Tudor Maintenance 1 x verge 2 x VG in July* £159.00
 - DW Gibbs Bus Shelters August* £20.00

Due to a late arriving cheque book (lost in post so a new one being sent out) it was **RESOLVED** that all payments be passed for payment and that the Clerk also be paid her salary in August, when due, instead of waiting for the September meeting. Two cheques were available and made out for the two months to Tudor Maintenance and DW Gibbs. The balance of cheques would be written out by the Clerk and passed to the Chair and one other Councillor to sign when the new cheque book arrived.

CTA

- d) Notice board lock replacement quotations - It was **RESOLVED** to contract Louth Glass Centre to replace the locks at a cost of £102.50 plus VAT.



36 Planning Matters

- a) Planning issues - Cllr Woodward asked if Planning matters should be under CLOSED sessions as it could be that Councillors felt pressured if the applicant was in the public forum. The Clerk responded that she considered this should not be the case unless it was a very controversial matter, but would take advice from LALC. CTA to consult LALC
Cllr Bridges asked if Utterby Parish Council had been consulted on the Local Plan for the area from ELDC. Clerk to find out from electronic files CTA.
- i. APP/D2510/W/18/3201259 Land off Church Lane, Utterby, APPEAL - Cllr Woodward explained the history of this planning application. It was **RESOLVED** to find the Parish Council's original comments (1st planning application) and to resend them in support of the appeal. CTA to add to planning portal
- ii. Fairlawn, Church Lane - Demolish existing dwelling and build new dwelling . It was **RESOLVED** to comment that the application was supported but that access to the field shown on the plan can only be for the use of that property. Cllr Garrett-Pugh also wished it noted by Councillors that now a Council could no longer 'call in' an application. CTA to add to planning portal.
- b) Any other urgent planning issues - N/192/00991/18 Langdale - It was **RESOLVED** to comment that there were no observations. CTA to add to planning portal

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

- a) Welcome Pack – Cllr Dalton reported that a pack had been taken to a new resident.
- b) Best Kept Village - Cllr Dalton reported that the litter pick had been less than successful and felt that they needed to flyer all the houses in the village about the next one in July. There was a discussion about the seating near the bus stop and it was requested that we looked at the possibility of having the public seating either removed or refurbished. It was **RESOLVED** to ask Interskill for a cost for refurbishing them. CTA
- c) Facebook page - This was now online and the Clerk asked to promote those those in the village who uses the platform.

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

- a) The Clerk reported on the issues with verge cutting due to long bouts of sun and rain causing the grass growth to be an issue in May. It was suggested that we add costs into next year's budget to allow for an extra cut should this weather cause excessive growth at any time. The Clerk also reported that the contractor cutting the verge had been interrupted by a resident who told him the verge was his and that the contractor should stop cutting it. The Clerk also requested that if the Councillors had any issues following grass or verge cutting, to call her and she would phone the contractor.

39 Notifications

- a) It was noted that Nadine Must had offered to help the Parish Council with any TED related grant applications they might wish to make.
- b) The Lincolnshire Countryside Annual Report was on display for Councillors to note.

9:15pm members of the public left.

The Council RESOLVED to go into a CLOSED SESSION and exclude press and members of the public under Schedule 12A to the Local Government Act 1972 - Information of a confidential nature.

Initials

Minutes of the meeting of Utterby Parish Council held
Wednesday, 4 July 2018 at 7.00pm



There was discussion regarding the communications to residents of Grange Lane. It was **RESOLVED** to make the suggested amendments to the three letters and to send these from the Clerk.

The Council **RESOLVED** to come out of CLOSED SESSION.

Date and time of Next Meeting

Utterby Parish Council Meeting on Wednesday 5th September 2018 at 7pm

The meeting closed at 9:35pm

Signed:

Date:

Initials



Appendix 1

Email correspondence between Andrew Ratcliffe (Highways LCC) and Cllr Tony Bridges which Councillor Bridges read out at the meeting.

On 27 June 2018 at 20:54:20 BST, CllrT Bridges <CllrT.Bridges@lincolnshire.gov.uk> wrote:

Good evening Andy,

I have had an email from the Clerk to Utterby Parish Council regarding highway issues in the village. Is it possible for you to attend at 7pm on 4th July. If so it would be valuable to discuss the main points of their request:

- 1) a 30 mph speed limit through the village with a speed camera positioned at the start of the village on both sides of the road which is the main A16 to Louth and Grimsby.
- 2) do away with the reflective sign of 40mph on both sides of the A16

As you are aware, the village is split in two by the A16. The residents and the Parish Council are concerned that traffic on both sides of the road infringe the current reflective 40mph signs. Your presence at the next meeting on 4th July would be much appreciated.

Kind regards,

Tony

Reply from Andrew Ratcliffe

As far as reducing the speed limit in Utterby from 40 to 30 is concerned this is very unlikely to be able to be provided. A few years ago all speed limits were assessed in line with the current speed policy on the A and B roads. Utterby was assessed as being correct at 40 and there is little scope to amend this.

I can discuss in more detail when I return from leave.

Best regards

Andy

Initials



Appendix 2

Chairman's remarks 4 July 2018 meeting

I am concerned about the amount of business we are trying to complete. At this meeting there are 26 items to discuss and I don't think that meetings ought to take longer than 2 hours. This means that councillor discussion needs to be focused and resolution of issues needs to be carried out carefully but promptly. At the 6 June meeting there was a little too much inconsequential chatter which resulted in the Clerk having difficulty in recording the details of the meeting.

At each meeting we are duty bound to discuss and vote on agenda items only and any items under Any other business/Notification only add to the congestion of the agenda. In my view any such items need to be placed on the agenda of future meetings. Anything items raised verbally at a meeting should be treated in a similar manner.

We need to focus our discussions on agenda items with regard to time and content so the Clerk can record proceedings easily and accurately.

G. Dalton 4th July 2018