



### Public Forum

- There were 6 residents in the public forum.
- A resident enquired as to progress on trees obscuring road signs and overhanging branches onto the footpath - See LCC Ward Member report below#.
- A resident thanked the Council for their perseverance with the issues in Grange Lane, but thought that no more time and resources should be spent on it; they also raised concerns about the low loader lorry with a tractor on that had been parked on the lane for a long time when there was storage facilities for the tractors. Another resident said that the tractor and low loader had been there since June and was fed up with looking at it from the window. Another resident confirmed that the owner of the low loader lorry would be moving it this week.
- A resident also commented that it had been peaceful of late in the Grange Lane / Queen's Close area with no difficulty for farm vehicles travelling the lane and asked that thanks be passed onto the farmer.
- Cllr Dalton confirmed to the Public Forum that letters had been sent to all residents of Grange Lane regarding parking matters in the lane and that the matter was now closed - there had been no response to date.

**ELDC Ward Member Report** - Nothing to report.

**LCC Ward Member Report** - Cllr Tony Bridges expressed further thoughts regarding the speed limit along the highway discussed at the July meeting. He reported that Andy Radcliffe at Highways had advised that it was very unlikely that LCC would change the main road speed limit at Utterby. Cllr Bridges suggested that as Lincolnshire Road Partnership (LRP) set up speed monitoring, that UPC should contact them for information regarding speeds along main roads. The Clerk reported that the traffic monitoring survey from last year had been amended (speed was down as 30 and not 40) and that LRP were due to download the latest stats shortly. The Clerk also reported that she had surveyed other Parish Clerks to find out if there were major A roads without schools on the highway with 30mph limit and there were very few. Cllr Bridges suggested that we write to other area Road Partnerships in the East Midlands area to find out their stats of main road speeds. **CTA.**

Cllr Bridges also reported that he had now been advised that the ELDC ward member, Cllr David Buckley, was standing again this year (previously he understood he was not).

Cllr Garrett-Pugh reported to Cllr Bridges that he felt the A18/A16 junction at Pear Tree Lane was becoming a very dangerous junction, as well as other junctions further along. He continued that the junction needed traffic control such as a roundabout. Cllr Frobisher said lorries were taking chances pulling out and nearly causing accidents. Cllr Bridges reported he was meeting Cllr Hugo Marfleet and that he would mention this to him.

With reference to the resident's public forum question above# the overhanging trees - Cllr Bridges stated that LCC Highways advised that the Parish Council write to owner, giving two weeks to reply, then, if no response, send a reminder with a further two weeks to reply (copy LCC). If no reply is received then LCC will then prune the offending trees. Cllr Garrett-Pugh reported that one tree, he believed, was a LCC tree - Clerk to send Cllr Bridges an email with details of this tree. **CTA.**

**Louth Rural Police Team Report** - Compiled is a list of incidents which cover from 05/07/18 1730 to 01/09/2018 at 19.30. Incidents recorded on our systems total 15 for Utterby. Should there be any significant change we will email you further details.

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# Minutes of the meeting of Utterby Parish Council held Wednesday, 5 September 2018 at 7.00pm



## 15 incidents

Utterby area A16 RTC x 8

Concern for safety for male walking along A16 x 1

Minor ASB issues in the village at specific address x 2

Fallen tree and or branches within village and on A16 x 2

House alarm activated and found to be faulty x 1

Broken window by resident of village x 1

## **41 Record of Members Present and Apologies:**

**Present** - Cllr Graham Dalton (Chair) Cllr Jason Garrett-Pughe, Cllr Glenda Thorndycroft, Cllr Brian Frobisher, Cllr Jackie, Woodward, Cllr Tony Bridges (LCC).

**In Attendance** - Clerk Maria Vincent.

**Apologies Received** - Cllr Ann Van Spall, Cllr Terry Buckley, Cllr David Buckley.

## **42 To receive any Declarations of Interest on any item on the agenda**

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

## **43 Minutes from July 4 2018**

It was **RESOLVED** that the draft minutes of the July 4 2018 meeting was an accurate record. Duly signed by the Chair. Clerk to upload on Website. **CTA**

## **44 Council Matters, Actions and Communications**

- a) Chairman's Remarks - Counsellors thank you for your attendance. As usual we have a number of subjects to discuss. Over the summer some fly tipping occurred at the entrance to the fishpond. ELDC removed it at the beginning of August. Geoff Wilson reported hemlock growing on the western side of the A16 near the junction with Grange Lane. This was reported to Highways. The verge and hedge along this section has recently been cut, but this situation needs to be closely monitored. At this and future meetings we need to begin to focus on long term planning, the current budget and the precept for 2019/20.
- b) Clerk's Report – I joined the SLCC (Society of Local Council Clerks) in July. Although I am now working at Louth Town Council (Clerk's assistant) I intend to continue as Clerk at Utterby, although it does mean I will not be able to respond to emails throughout the day as previously. Cllr David Buckley is looking into the planning portal issue and also the tree issue along Church Lane as both ELDC related. The Utterby Voice came out last month. I was not able to get a police report and so used a press release from the Police Commissioner. I have had problems again with HSBC. I went to the local branch as I had three extra cheque books sent after not being sent the one I wanted. They removed two of these, but since then they have sent two more. I have phoned again. The internet banking application is now held up as the bank now want a new LOCAL AUTHORITY mandate signed by ALL signatories, and even though the internet banking form has been sent to them, they wont process it until the new mandate is sent – we will attend to this later in the meeting.
- c) Annual Review of policies:
  - i. It was **RESOLVED** to accept the updated Risk Assessment Review. **CTA**
  - ii. It was **RESOLVED** to accept the information document about Utterby Parish Council which is to be included on the notice board and website. **CTA**
  - iii. Cllr Woodward and Cllr Frobisher were both of the opinion that we were only a small council and there was no need for a 2-3 year Parish Council Plan, hence it was

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**RESOLVED** that there was no need to draw up a 2-3 year Parish Council Plan or form a working group.

- iv. Following the resolution on 44iii this item was considered irrelevant (to consider designing a village survey to receive feedback from residents regarding concerns about the village or items they would like to see on a 'wish list' for the village in the future).
- v. Following discussion about previous Emergency Plans, it was **RESOLVED** that the Clerk would go through the new template for the village Emergency Plan and format a list of emergency contact numbers which can then be circulated to the School, Church, Village Hall, on the Notice Board, website and through the Utterby Voice

#### 45 Finance and Budgets

a) Clerk's Finance Report - There is little to report at present - the budget is in good shape. It may be in December we might want to review this. One thing in particular is the Office Equipment budget. The new 11th edition of the Arnold Palmer yellow book is out later this month. This will cost around £100, and currently we do not have the funds available in that budget.

b) To comply with Financial Regulations 2.2 It was **RESOLVED** that Cllr Brian Frobisher will *on a regular basis, at least once in each quarter, and at each financial year end, verify the bank reconciliations (for all accounts) produced by the RFO. He shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.*

(NB: Cllr Brian Frobisher left the meeting at 7:50pm and returned at 7:55pm)

c) Payments made in August were listed.

- i. Louth Glass Centre - new locks for notice board £123.00
- ii. Village Hall - Rent July £20.00
- iii. Maria Vincent - salary + June overtime £172.82
- iv. HMRC - Tax July £29.40

d) Payments for September - it was **RESOLVED** to note the payments in August and accept and make payments to: Tudor Grounds Maintenance services in August 7th and 29th £159.00, DW Gibbs - bus shelter cleaning £20.00, David Buckley Hedge cutting village green 16th July £70.00, Maria Vincent - salary + July overtime + expenses £318.52 this includes £112.08 = 2 x editions of Utterby Voice printing, HMRC - Tax August £47.20.

e) It was **RESOLVED** to accept signatories list from current and new signatories for the HSBC account. ALL signatories to sign new bank forms.

f) Budget & precept 2018/9 - A discussion followed regarding the budgets. Cllr Garrett-Pugh considered that we had made an error in not allowing for the grass/verge cutting costs in the financial year, ie missing out allowing for costs during March, and that next year this should be allowed, also that he considered we should allow for 3 further cuts per year. Cllr Garrett-Pugh agreed he would draw and detailed map on the Grass Cutting map LCC supplied and we would then write up a detailed specification. **Cllr J GH to action**

It was also discussed that regarding quotations, there was a concern that we would not be able to find three quotes for some work, ie bus shelter cleaning. The Clerk said that as this was only £20 per month it may be that the Council would wish at the time to make a resolution to accept a lower number of quotes for this type of contract.

#### 46 It was **RESOLVED** to accept the Appeal decisions on items a and b and the application to vary item ii

a) Notification of Appeal Refused - LAND ADJACENT HALCYON, CHAPEL LANE

b) i - Planning Inspectorate - Appeal dismissed for Land off Church Lane, Utterby -

APP/D2510/W/18/3201259 Cllr Woodward was pleased to have received a detailed report of the

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Dismissal, as now understood more fully what our classification as a medium village meant in terms of planning. Cllr Bridges said that Chris Panton (ELDC Planning) had recently attended a nearby PC meeting, and if we wished, he would ask Mr Panton to attend an Utterby meeting- this was agreed.

Cllr TB to action

ii - Application to vary condition no. 2 (approved plans), condition no. 3 (drainage), condition no. 4... - CHESTNUT HOUSE, CHURCH LANE, UTTERBY, LOUTH, LN11 0TH

## 47 Parish Council Amenities (bus shelters, village green, etc)

- a) Welcome Pack – Cllr Dalton reported he had given out two packs to new residents. A new resident was also reported to Cllr Dalton.
- b) Best Kept Village - Cllr Dalton reported that judges will have been in the village in August and now we awaited the results.
- c) Utterby Voice - Cllr Woodward commented that it was another good edition. Further to this Cllr Woodward thought that Councillors should all help deliver these on a rota system so that it didn't all fall to Cllr Dalton. It was **RESOLVED** that Cllr Dalton would draw up a rota for delivering the Utterby Voice.
- d) The Clerk reported that the Village Green grass and hedge cuts were going to plan and asked if there had been any dissatisfaction over the last two months? - none given.
- e) It was **RESOLVED** that Cllr Woodward would keep a check on the Council Assets and report any issues to the Clerk / Council.
- f) i It had been noted that posters were being erected in the bus shelter which were irrelevant. The previous agreement was that a poster for a local event could be put up without damaging the fabric. It was **RESOLVED** that posters for a local events could be put up (without damaging the fabric ie use drawing pins/map pins) and must be taken down within a week of completion.  
ii After much discussion about the bus shelter seats, it was **RESOLVED** that the Parish Council would have one seat removed (Louth end) and one seat replaced with a plastic all weather version (Grimsby end). Clerk to get quotes, which should include the removal of the bolts for the seat to be removed and also removal of old seats themselves in the costing. CTA

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

- a) The Clerk reported that there had been some progress on the tree on Church Lane as Cllr David Buckley (ELDC) had intervened and Colin Horton (ELDC tree officer) would be writing to the owner of the tree - it was noted however, CH still didn't agree that it needed urgent action cutting down the dead part of the tree. CTA and to follow up in two weeks
- b) The Clerk reported that we now had corrected stats for the speed data last year and there should be some forthcoming speed checks. It was suggested to ask that the next set of speed checks should cover a weekend as the annual stats showed speeding at the weekend was more prevalent. CTA
- c) Verges cutting seemed satisfactory.

## 49 Notifications

- a) Local Healthwatch survey, LALC Annual Report, Fire Rescue and Safety for Groups - to forward to Utterby Church CTA

## 50 Date and time of Next Meeting

- a) Parish Council Meeting on Wednesday 3rd October 2018

Meeting finished at 8:45pm

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