

**MINUTES OF THE MEETING OF SUDBROOKE PARISH COUNCIL HELD ON
THURSDAY 2ND JULY 2020.**

**DUE TO COVID 19 SOCIAL DISTANCING HAD TO BE OBSERVED AND THE MEETING WAS
HELD IN THE VILLAGE HALL CAR PARK WITH THOSE PRESENT SITTING TWO METRES
APART AND OBSERVING GOVERNMENT GUIDELINES**

PRESENT: Councillors Peter Heath (Chairman), Bob Waller (Vice Chairman),
Andy Cottam, Mrs Barbara Bingham, Mrs Lyn Etheridge, Ian Russell,
Stuart Hewson
Mrs Chris Myers (Clerk), Mrs Bridget Solly (Treasurer)
Two members of the Village Support Group

1 – 20/21 PARISHIONERS ITEMS

Items raised as follows:-

- Rusty dog bin on West Drive – Clerk to report to WLDC
- Dog bin requiring reinstating by contractors of The Parklands at the junction of West Drive/Main Drive – Clerk to write to contractors
- Blocked drain outside church – This had been reported to LCC by Clerk.

2 – 20/21 TO RECEIVE APOLOGIES AND REASONS GIVEN

Councillor Mike Turnbull. That the reason given be accepted unanimously **Resolved**.

3 – 20/21 TO RECEIVE DECLARATIONS ON ANY ITEMS ON THE AGENDA - Those noted in minute 6 20/21.

4 – 20/21 NOTES OF MEETING HELD ON 5TH MARCH 2020 TO BE APPROVED AND SIGNED BY CHAIRMAN AS MINUTES

Amendment - Minute 196 – 19/20 (a) add 'That these funds be used towards sports facilities in the village unanimously Resolved'.

Subject to the above amendment the minutes were approved and would be signed by the Chairman at a safe and convenient time.

**5 – 20/21 – TO RESOLVE TO FORMALLY RATIFY RESOLUTIONS EN BLOC AS FOLLOWS:-
COVID 19 CONTINGENCY PLANNING DECISIONS AS ORIGINALLY AGREED BY EMAIL ON
21.3.2020 BY ALL MEMBERS**

- To recognise that no business, meeting, service provision is of any importance above that of public and personal safety. As such all scheduled public meetings will be cancelled for an initial 4 month period (or as circumstances permit).

Initialled.....Chairman

Date.....

- That the Parish Council gives delegated authority to the Clerk (in consultation with the Chairman and Vice Chairman) to suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the Parish Council for no longer than 4 months (or as circumstances dictate) with the Clerk and Treasurer to compile and maintain a list of such suspensions and reasons which will be presented to a future meeting of the Parish Council.
- That as the cancellation of meetings has a direct impact on the Annual Meeting of the Parish Council (scheduled for 14th May 2020) the roles of the Chairman and Vice Chairman and the existing delegated Councillor responsibilities will remain the same until a suitable and safe public meeting is called and held.
- That as the cancellation of meetings has a direct impact on the holding of the Annual Parish Meeting (scheduled for 9th April 2020) the Parish Council will hold such meeting at a future date.
- It is noted that whilst the above decisions are contrary to existing legislation (as of 21st March 2020) the Parish Council has made these decisions in order to place public safety at the forefront.
- That the Treasurer and Clerk along with those elected members with delegated responsibility for the authorising and signing of cheque payments put measures in place with robust transparency processes to ensure effective business continuation and to minimise impact on local service delivery with ratification by the Parish Council to be made at the earliest and safest opportunity.
- That notification of planning applications be forwarded to members via email and their responses collated. Delegated powers given to the Parish Clerk to collate responses and submit to WLDC on a majority basis.
- To keep elected members (via email/telephone calls) and members of the public (via the Parish Council website and notice boards (where/when relevant and practicable) updated on advice from:
 - The World Health Organisation
 - Central Government & the NHS
 - Lincolnshire Resilience Forum (LRF/Emergency Planning Team)
 - The National Association of Local Councils
 - The Lincolnshire Association of Local Councils
 - Any other recognised public or national body
- CCTV Policy for Sudbrooke Village Hall - That this be adopted with ratification by the Parish Council to be made at the earliest and safest opportunity.

That the above be ratified unanimously **Resolved.**

Initialled.....Chairman

Date.....

6 – 20/21 TO RATIFY THE DECISIONS BELOW MADE BY EMAIL FOR CONTINGENCY PLANNING FOLLOWING EXTRAORDINARY MEETING NOT BEING ABLE TO BE HELD

1. 23.3.2020 – Suspension of Financial Regulations to set up On-line banking
2. 23.3.2020 - Following agreement from the Village Hall Management Committee that the CCTV Policy be adopted.
3. 25.3.2020 – To suspend the paper publication of ‘Sudbrooke News’.
4. 27.3.2020 – To continue with monthly play equipment inspections if safe and possible to do so by the Play Equipment Inspector.
5. 30.3.2020 – To continue not to include play equipment at Village Hall, Northfield Park and Container on Stuart Curtis field in the Insurance policy.
6. 7.4.2020 - To pay the following accounts:-

Bassetlaw District Council – Neighbourhood Plan printing - £23.06, VAT £4.62 = £27.67
Glendale – strimming - £30.00, VAT £6.00 = £36.00
Mrs C Myers - Clerks expenses March 2020 = £74.31
EKM – Play equipment repairs - £1,141, VAT £228.20 = £1,369.20 (spread over 3 cheques due to banks being closed)
Todds Office Solutions Ltd – Stationery (paper/lever arch files/square cut folders) - £30.46, VAT £6.09 = £36.55
Glendale – Village cut, Stuart Curtis sports field, Church yard - £448.64, £89.72 VAT = £538.36
Parish Magazine Printing – Printing of Sudbrooke News = £221.63
Salaries/pension payments = £824.71

7. 10.4.2020 – To apply for grant of £200 to assist the Sudbrooke Volunteer Group supporting the Vulnerable during Covid-19.

8. 17.4.2020 – Planning Application 140764 – Plot 2, Church Court, Church Lane - erect 1 dwelling - Due to Councillors not being able to meet formally and agree a corporate response to the above planning application individual Councillors have been contacted by me by email for their views and there are no objections to the proposal.

Note: Councillor Andy Cottam declared an interest as a friend and neighbour of the applicant and made no comments on the application.

9. 22.4.2020 – Planning Application 140829 – 3 Holme Drive – Conversion and extension to integral garage – Due to Councillors not being able to meet formally and agree a corporate response to the above planning application individual Councillors have been contacted by me for their views and there are no objections.

Initialled.....Chairman

Date.....

10. 25.4.2020 – Planning application 140856 – Sudbrooke House, Church Lane - Reserved matters application to erect 5 dwellings, considering access, appearance, landscaping, layout and scale, being variation of condition 4 of planning permission 137574 granted 16 June 2018 – approved drawings - Due to the Council being unable to meet formally and agree a corporate response to the above planning application, individual councillors have been contacted by me by email for their views and those who have responded wish your authority to note that there are no objections.

Councillors Bob Waller and Andy Cottam both declared an interest in the application as friends and neighbours of the applicant and have made no comments.

11. 6.5.2020 - Application 140882 – 11 Chestnut Close, Sudbrooke – Removal of flat roof to front bay and replace with hipped roof - Due to Councillors not being able to meet formally and agree a corporate response to the above planning application individual Councillors have been contacted by me for their views. One Councillor has abstained from commenting due to the poor quality of the plans, there being no drawings of existing and proposed elevations. Five members have no objections.

12. 19.5.2020 – Variation to Section 106 Agreement Poachers Lane – Following confirmation from Burton & Co Quality Solicitors that the documents perform the simple function of incorporating a new planning agreement into the existing S.106 Agreement, the benefits conferred to the Parish Council in the original S.106 and the obligations of the Parish Council remain unaltered from the original agreement. The amount of title numbers listed have increased in this agreement, however this remains the same extent of land and simply reflects the fact that the developer has commenced dividing the plots at the HM Land Registry.

There would be no legal costs incurred to the Parish Council, these would be met by Messrs Truelove.

Chairman and Vice Chairman signed the document.

13. Insurance – To take out the Parish Council’s insurance policy for one year from 1st June 2020 with Ecclesiastical Insurance. This following Came & Co Insurance Brokers obtaining quotations to meet the Parish Council’s needs.

14. 25.5.2020 - Payments for May:-

e.on – Electricity Millennium Stone = £105.00
Roy Chambers TMIET – Electrical testing @ Millennium stone = net £96, VAT £19.20, Gross £115.20
Came & Co. – Insurance = £707.63
Mrs C Myers – Expenses May 2020 = £8.23
Mrs C Myers – Disposable Gloves for Covid-19 volunteer group = net £20.00, VAT £4.00, Gross £24.00
EKM Ltd – Play equipment inspections = net £190.00, VAT £38.00, Gross £228.00
LALC – Membership = £396.53
SALARIES Total = £824.71

Initialled.....

Date.....

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15. 1.6.2020 – To publish separate editions of Sudbrooke News for July and August 2020.
16. 3.6.2020 – To repair chain link in gate at MPSA at a cost of £220.00
17. 8.6.2020 – Planning application 140764 – Plot 2 Church Court, Church Lane – erect one dwelling – No objections
18. 22.6.2020 – Request from residents to purchase land (public open space) adjacent to property in Beresford Drive – Members unanimously agreed that the land should remain POS.
19. 16.6.2020 – New Model Code of Conduct Consultation – That the Clerk collate comments from Councillors and complete the consultation survey

That the above be ratified unanimously **Resolved**.

7 – 20/21 – FINANCE

- a) **Report from Internal Auditor for accounts 2019/20** – The Internal Auditor had checked the accounts/documents and found them to be in order. He had recommended that HM Land Registry Title numbers be listed on the Fixed Assets Register.
- b) **Completion of the Annual Governance Statement 2019/20** – Members had received copies of this Statement in advance of the meeting. It was completed and signed by the Chairman.
- c) **To consider and approve by Resolution the Accounting Statements for 2019/20** – These had been prepared by the Treasurer and circulated to members prior to the meeting. That they be approved unanimously **Resolved**.
- d) **Accounts paid/for payment**

e.on – Electricity Millennium Stone = £50.00
 Glendale Countryside Ltd – Grasscutting May 2020 = Net £987.23, VAT £197.45, Gross £1,184.68
 Todds – Dividers and clear pockets = Net £13.08, VAT £2.62, Gross £15.70
 Todds – Paper = Net £12.18, VAT £2.44, Gross £14.62
 Mrs C Myers – Expenses June 2020 = £65.31
 EKM Ltd – Mend tennis court gate and unlocking of all playground gates = net £220.00, VAT £44.00, Gross £264.00
 Parish Magazine Printing – Printing of Sudbrooke News June edition = £140.00
 Salaries = £824.71

Initialed.....Chairman

Date.....

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Glendale Countryside Ltd – Grasscutting June 2020 £1019.75 net, £203.95 VAT, £1223.70 gross
Parish Magazine Printing July edition - £241.50
M J Tomlinson - Internal Audit - £50.00
Information Commissioners Office – GDPR Fee (annual renewal) £40.00
Mrs C Myers – Sanitiser/batteries for Emergency Kit - £23.00
Mr D Picksley – Sudbrooke News Management fee - £300.00

That the above accounts be paid unanimously **Resolved**.

That a Direct Debit be set up to pay the annual ICO fee unanimously **Resolved**.

8 – 20/21 TO RECEIVE DISTRICT AND COUNTY COUNCILLORS REPORTS

District Councillors Report – Bob Waller

West Lindsey District Council have now returned to the full cycle of committees, albeit using Microsoft Teams.

Questions are being asked about the financial impact of the current situation on WLDC. The Council has received over £1m of additional funding to offset the losses expected this year.

Across the district 32% of employers have applied for and received financial support to offset the impact of Covid19 under scheme 2. £16.2m has been paid in grants to over 1400 businesses.

A public Consultation process regarding the budget for 2021 started on 15th June and runs until 27th July. WLDC is urging residents to have their say.

Some councils in the country will really struggle due to the economic impact of Covid19. I am pleased to say that due to our commercial activities and other strategic plans that have been implemented over the recent years we are in a healthier position than other councils. That is not to say that hard decisions will have to be made in the future.

County Councillor Sue Rawlins, Welton Rural Division – July 2020

COVID-19 – Extract from AGM Report 26th June, 2020

Lincolnshire has weathered the virus well to date, and much better than many other parts of the country.

The overall infection rate has held steady at a little under 150 cases per 100,000 people. The England average was 276 cases per 100,000 people – almost double the rate of our county.

But sadly, this has still resulted in great costs to local people. Most notably of course, the loss of 141 loved ones.

Initialed.....Chairman

Date.....

Around 1,147 people are known to have been infected in Lincolnshire, as we have all made sacrifices to help control this disease and protect those most vulnerable.

The impact on local businesses in particular will be felt for some time - we must recognise the last few months have undoubtedly been some of the toughest they will ever have faced.

As well as helping businesses access financial support, including government loans and grants, Business Lincolnshire has helped companies diversify, operate differently and re-open safely.

Although most of our leisure and tourism sector remains closed, we will continue to help them through this period until they can welcome visitors back.

Of the 288 care homes in Lincolnshire, 71 have reported an outbreak to date. That is around 1 in 5 of our care homes compared to outbreak rates of nearly twice that in nearby rural counties.

Our schools have managed to continue to provide care for the most vulnerable pupils, and children of keyworkers, across the county. This has helped keep children and young people safe, as well as meaning that critical services could continue.

Over 3060 pupils on average attended schools each day up until the end of May. Wider, careful re-opening of schools in differing capacities has seen 17,000 pupils return to schools to date.

We applaud the work of our council staff, and in particular our dedicated social care professionals. Care workers both within the county council and in partner organisations have been very much on the frontline of keeping those most at risk safe.

We must also thank and congratulate our tremendous volunteers and residents for their efforts.

As we move away from mass lockdown and into more local and targeted control of this virus, there will still be restrictions on what we can do, and how we do things.

But the county council will be at the forefront of Lincolnshire's recovery. This includes the local implementation of the NHS 'test and track' system, where we will work with partners to spot any increase in infection rates, and take appropriate action.

This will hopefully avoid any larger scale outbreaks which could lead to a need for targeted lock down measures in the worst affected areas.

The Leader of Lincolnshire County Council, Cllr Martin Hill will chair the Lincolnshire Outbreak Management Board, overseeing the next phase supported by members and officers of other authorities, to set plans and keep them on track.

Schools - Extract form AGM Report 26th June, 2020

During the pandemic, the vast majority of Lincolnshire schools have remained open to vulnerable children and those of key workers.

And over the last couple of weeks, we have seen an increasing number of pupils returning, with 324 schools having now re-opened to children in Reception and Years 1, 6, 10 and 12.

We are now seeing over 17,000 children attending school, yet in the past month we have had only four schools with confirmed cases of coronavirus. These all appear to be isolated cases, and there are no indications of an 'outbreak' at any local school.

Initialled.....Chairman

Date.....

We continue to work closely with schools to help them maintain a safe environment and support the phased return of further pupils over the coming months.

Schools have done all they can to support online learning at home, but, even so, young people in Lincolnshire have lost hours of education and this is of huge concern. The government has announced £1bn of funding to help pupils catch-up on the work that they have missed. We look forward to receiving further details on the programme, so we can work with schools to use this funding to help our children most effectively.

The government will continue to provide free food vouchers for families during the summer holidays, which will help many during these difficult times.

A46 Dunholme & Welton Roundabout

Works to increase safety at the A46/Lincoln Road junction are scheduled to start on Monday 20 July for ten months, subject to suitable weather.

As it is now, this junction is an accident hotspot, with nearly twenty road traffic collisions resulting in injury over the past five years, along with many other non-injury collisions.

As part of the scheme, a new roundabout will be built to replace the current T-junction. The level of the hill along this section of the A46 will also be reduced by two metres to improve visibility.

Not only will these changes help improve safety and reduce congestion, but they will also support future development in the area.

A combination of road closures, one-way systems, speed restrictions and temporary two-way traffic signals will be used throughout the works.

The scheme's first major road closure will take place from Monday 20 July to Wednesday 2 September on the A46 between the A46 Welton Road / Lincoln Road junction (near the garage and car wash) and the A46 / Lincoln Road junction entering and exiting Dunholme to the south.

This will be in place 24 hours a day, 7 days a week as major earthworks are carried out on the A46.

The diversion route for this will be via the A15 / A631 / A46, and vice versa.

These works will inevitably cause some disruption, but we'll be doing our absolute best to keep traffic moving while this stretch of A46 is improved.

Please note that construction of the scheme site compound off of Lincoln Road will begin during w/c 29th June, so those living near or travelling through the area may see movement around site over the coming weeks.

9 – 20/21 EMERGENCY PLANNING

- a) Request by Support and Volunteer Group to set up permanent Food Bank Station with the village** – Mrs Anna Fane and Mr Dave Cook represented the Group and outlined their activities carried out during the height of the Covid 19 pandemic - 200 prescriptions collected from Nettleham Surgery; 40 shopping deliveries; a ton of food delivered to the Lincoln Food Bank, donated by Sudbrooke residents; donation of 10,000 eggs to the village from Wilkinson Farms.

Initialled.....Chairman

Date.....

They had spoken to the local Shop owner who had agreed to hold a box in the shop for food bank donations and Mr Cook would continue to deliver these to the Food Bank. That the Parish Council support this arrangement unanimously **Resolved**.

- b) **To consider where to store the Emergency Planning kit supplied to the village by the Emergency Planning Officer - the** contents of the box which included, megaphone, gloves, foil blankets, two way radio, first aid kit, gloves, torches, phone were on display for those present to view. Discussion took place for its storage but final agreement to be made at a future Parish Council meeting, in the meantime to be stored at Clerk's home.

10 – 20/21 CLERKS REPORT

The Clerk reported as follows:-

- Although arrangements for the operation of the Parish Council during this difficult period had been put in place at short notice the Council had run very smoothly. She thanked sincerely all Councillors and the Treasurer for responding quickly in order to make prompt decisions for the Parish.
- The new website is now available to commence working on. A generous offer has been received from a resident to assist the parish with website/parish council IT equipment if required. *Members welcomed this assistance.*
- Councillor Stuart Hewson has a list of village furniture (seats/notice boards) which he is assessing for any work required on individual items. *This would be circulated. Members instructed the Clerk to obtain quotations re repairs as necessary.*
- Opening up of the play areas – Following consultation with fellow Clerks and the Play Equipment Inspector it was suggested that the play areas at the Village Hall and Northfield Park sites be opened on 4th July following sanitation and a routine inspection. *Members agreed that this be implemented.*
- The area also has a new Police Community Beat Manager – PC Rachel Harrison. She has been invited to put an article of introduction together for the Sudbrooke News.

11 – 20/21 CHAIRMANS COMMENTS

The Chairman had written an article for the Sudbrooke News including recent events of fly tipping in the parish.

He suggested that the Parish Council continue as it had done since March continuing with email discussions for ratifying at the next meeting. That this continue unanimously **Resolved**.

Initialled.....Chairman

Date.....

12 – 20/21 - CORRESPONDENCE RECEIVED SINCE LAST MEETING

*Circulated to residents email list

- 5.3.2020 – News from the ICO
- 6.3.2020 – WYPF Pension Matters
- 11.3.2020 – WLDC Parish News
- *12.3.2020 – WLDC News
- 13.3.2020 – Lincoln YMCA/Community Lincs News Bulletin
- 15.3.2020 – NALC Information on Coronavirus
- 16.3.2020 – Message from Lincs Resilience Forum – Covid 19
- 17.3.2020 – LALC guidance re Coronavirus
- 19.3.2020 – Update on website training
- 18.3.2020 – LALC information update on Coronavirus
- 19.3.2020 – LCC Latest advice on coronavirus
- 19.3.2020 – Neighbourhood Watch Response to Covid 19
- 22.3.2020 – LCC – Village Hall contact details for use as Community Centre if required
- 23.3.2020 – Confirmation that Sudbrooke Village Hall Management Committee agreed to adopt the CCTV Policy
- 23.3.2020 - LALC News 172
- 23.3.2020 – LALC weekly news
- 24.3.2020 – LCC Notice of footway reconstruction Courtfield Close
- 25.3.2020 – Emails expressing concern about bullocks in field on FP159
- 26.3.2020 – Information from the ICO
- 27.3.2020 – WLDC - Voluntary & Community Sector Coronavirus Bulletin 27/03/2020
- 27.3.2020 – Countryside Alliance update
- 27.3.2020 – WLDC News
- 26.3.2020 – CVC Update 6
- 27.3. 2020 – CVC Update 7
- 28.3.2020 – CVC – Update 8
- 29.3.2020 – CVC Update 9
- 30.3.2020 – Copy of Village Hall Accounts 2019
- 31.3.2020 – LALC Weekly News

- 2.4.2020 – CVC Update 10
- 3.4.2020 - Notification that Councils may hold remote meetings
- 7.4.2020 – LALC Weekly news
- 8.4.2020 – VH AGM 2020 Minutes/Minutes of meeting held on 20.3.2020
- 8.4.2020 – YMCA Community Lincs bulletin
- 10.4.2020 – Communities and Volunteers newsletter.
- 10.4.2020 – WLDC – Voluntary and Community Sector Coronavirus Bulletin
- 15.4.2020 – Request from Quantum Air Fiber to attend future PC meeting,
- 16.4.2020 – LCC notification of Public Rights of way cutting
- 17.4.2020 – Lincolnshire Resilience Forum Communities and Volunteers newsletter
- 17.4.2020 – WLDC – Guidance on closure of play areas
- 22.4.2020 – LALC Weekly News

Initialled.....Chairman

Date.....

25.4.2020 – Lincolnshire Resilience Forum Communities and Volunteers Newsletter
25.4.2020 – WLDC Coronavirus Bulletin
27.4.2020 – LALC Weekly News
30.4.2020 – Secretary of State Covid letter to Town and Parish Councils

1.5.2020 - Lincolnshire Resilience Forum Communities and Volunteers newsletter
1.5.2020 – Comments of non-social distancing from resident – Chairman replied
*6.5.2020 – Welton Medical Practice News
6.5.2020 – LALC Weekly News
7.5.2020 – LCC information on reopening of Tips/Recycling Centres
7.5.2020 – New from the ICO
8.5.2020 – Lincolnshire Resilience Forum Communities and Volunteers Newsletter
13.5.2020 – LALC – notification of online Councilor training
15.5.2020 – WL - opening play areas and open spaces update
19.5.2020 – Request from British Red Cross for donation – directed to Grants Awarding Policy/application
20.5.2020 – Request from Marie Curie for donation – directed to Grants Awarding Policy/Application
22.5.2020 – Lincolnshire Resilience Forum Communities and Volunteers Newsletter
22.5.2020 – LALC Weekly Newsletter
26.5.2020 – Letter of thanks and Emergency Planning Kit from Emergency Planning Officer
28.5.2020 – Lincolnshire Resilience Forum Communities and Volunteers Newsletter

1.6.2020 – Report from resident of obstruction from bushes at corner of St Edward’s Drive/Scothern Lane
2.6.2020 – Public Rights of Way cutting programme
3.6.2020 – Lincolnshire Resilience Forum Questionnaire.
4.6.2020 – LALC Weekly News
11.6.2020 – Consultation on NALC New Members Model Code of Conduct
12.6.2020 – Lincolnshire Resilience Forum weekly newsletter
13.6.2020 – Notification of PlaySafety Play equipment annual inspection during August 2020
16.6.2020 – WLDC Survey for members on Budget Consultation 2021/22
16.6.2020 – New Model Code of Conduct Consultation
*17.6.2020 – Lincs Alert re Covid 19 Scams/fraud
17.6.2020 – Lincolnshire YMCA/Community Lincs news bulletin
18.6.2020 – News from the ICO
19.6.2020 – Agenda for WLDC Remote meeting 23.6.2020
23.6.2020 – Lincolnshire Fire and Rescue survey on Hoarding
25.6.2020 – WLDC Updated Register of Councillors Interest Form

13 – 20/21 DATE OF NEXT MEETING

Thursday 3rd September 2020. Time and venue to be arranged nearer to the date.

Signed.....Chairman

Date.....