

# SUDBROOKE PARISH COUNCIL

<http://parishes.lincolnshire.gov.uk/Sudbrooke/>

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**A MEETING OF SUDBROOKE PARISH COUNCIL WILL BE HELD ON  
THURSDAY 2<sup>ND</sup> JULY, 2020 COMMENCING AT 5.30PM  
IN THE CAR PARK OF SUDBROOKE VILLAGE HALL**

**SOCIAL DISTANCING WILL BE OBSERVED**

**RESIDENTS ARE WELCOME TO ATTEND AND MAY LIKE TO BRING A  
FOLDABLE CHAIR/UMBRELLA**

**AGENDA**

1. Parishioners Items
2. To receive apologies and reasons given
3. To receive declarations of interest on any item on the agenda
4. Notes of meeting held 5<sup>th</sup> March 2020 to be approved and signed by Chairman as minutes
5. To Resolve to formally ratify resolutions *enbloc* 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).*
  - *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 14<sup>th</sup> 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 9<sup>th</sup> 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.*

**6. 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.

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
<b>SALARIES Total = £824.71</b>

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

## **7. Finance**

- i. Report from Internal Auditor for accounts 2019/20
- ii. To complete the Annual Governance Statement 2019/20
- iii. To consider and approve by Resolution the Accounting Statements for 2019/20
- iv. Accounts paid/for payment

## **8. To receive County and District Councillor's written Reports**

## **9. Emergency Planning:-**

- a) Request by Support and Volunteer Group to set up permanent Food Bank Station within the village.
- b) To consider where to store the Community Emergency Kit supplied to the village by the Emergency Planning Officer

## **10. Clerks Report**

## **11. Chairman's comments/Any agenda items for next meeting**

## **12. Correspondence received since last meeting**

## **13. Date of next meeting.**

C M Myers 23.6.2020