

**MINUTES OF THE ANNUAL MEETING OF SADBROOKE PARISH COUNCIL HELD
REMOTELY ON WEDNESDAY 5 MAY 2021 AT 7.00PM**

PRESENT: Councillors Peter Heath, (Chairman), Bob Waller (Vice Chairman),
Mrs Tracey Bowman, Andy Cottam, Bhikhu Mistry, Ian Russell

The Chairman opened the meeting by announcing the resignation of Councillor Stuart Hewson and expressing thanks to him for the work he had carried out over the last two years whilst a member.

23 – 21/22 PARISHIONERS ITEMS

None mentioned.

24 – 21/22 APPOINTMENT OF CHAIRMAN FOR THE YEAR 2021/22

That Councillor Peter Heath be elected Chairman for the forthcoming year proposed by Councillor Ian Russell, seconded by Councillor Bob Waller and unanimously Resolved.

The Declaration of Acceptance of Office would be signed in due course.

25 – 21/22 APPOINTMENT OF VICE CHAIRMAN FOR THE YEAR 2021/22

That Councillor Bob Waller be elected Vice Chairman for the forthcoming year proposed by Councillor Peter Heath, seconded by Councillor Andy Cottam and unanimously Resolved.

The Declaration of Acceptance of Office would be signed in due course.

26 – 21/22 TO RECEIVE APOLOGIES AND REASONS GIVEN

County Councillor Sue Rawlins.

27 – 21/22 TO RECEIVE DECLARATIONS OF INTEREST ON ANY ITEMS ON THE AGENDA

None declared.

**28 - 21/22 NOTES OF THE MEETING HELD ON 1 APRIL 2021 TO BE APPROVED FOR
CHAIRMAN TO SIGN AS MINUTES**

That the notes be signed as minutes unanimously Resolved.

29 – 21/22 POLICE MATTERS

Monthly newsletter received, circulated to residents email group and published on parish website.

Initialled.....Chairman

Date.....

30 – 21/22 COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS

County Councillor Mrs Sue Rawlins had sent a report regarding Church Lane in that she had received an email from the Highways' Manager stating that the Lane is not suitable for surface dressing and has been raised with the resurfacing team as requiring works.

District Councillor Bob Waller reported as follows:

- That 63% of the population had now had their first Covid 19 vaccination.
- That Mark Harris Commercial of Scothern had been instructed by WLDC Planning Department to change the colour of the new enclosure fence.

31 – 21/22 APPOINTMENT OF MEMBER RESPONSIBILITIES FOR THE FOLLOWING:-

- Trees and Environment – Councillor Ian Russell
- Representative on the Village Hall Committee – Councillor Mrs Tracey Bowman
- Village Play areas/equipment – Councillor Peter Heath
- Sudbrooke News distribution – Councillor Andy Cottam
- Defibrillator Inspections – Councillor Peter Heath
- CCTV at Village Hall – Councillor Bhikhu Mistry
- Grass cutting – this to be dealt with by the Clerk
- Planning – Councillor Bob Waller
- Highways/Footpaths – Councillor Bob Waller
- Village Furniture – Councillor Bhikhu Mistry

32 – 21/22 BURIAL SPACE/NEW CEMETERY – UPDATE

The Chairman outlined progress to date in that a meeting had been held with Revd Canon Penny Green and the Archdeacon to which the Archdeacon had approved the site suitable for a cemetery.

It was felt that soil analysis should take place on the site in order to assess the drainage. Councillor Bob Waller to investigate through WLDC Planning Department.

The Clerk was instructed to obtain prices from solicitors for the conveyancing of the land.

It was suggested that a design concept of the area could be put together by the Church as a start towards plans being drawn up or to detailed plans being put together.

33 – 21/22 HIGHWAY ISSUES

A To consider action on suggestion by resident on proposed road signage when diversions are in place for the A158 at Scothern Lane and Lodge Lane, Nettleham – A resident had suggested a possible solution to discourage diverted drivers attempting to use Nettleham Lane as a shorter diversion route with a view to keeping traffic moving and minimising damage and danger.

Initialled.....Chairman
Date.....

This being that his company provide two folding road signs, 6 road cones and some sandbags to be stored at the home of a willing resident both at the Sudbrooke end and the Nettleham end and as soon as such a diversion is set up then the residents could be contacted and the entry lane at both points have the signage put across.

This was considered by the Parish Council and whilst it was felt the idea could work if the suggestion were to be referred to LCC Highways it would not be an option for them to use as it would be handing over power to put out road signage to unauthorised personnel (residents).

That the Clerk be instructed to write to the resident thanking him for the suggestion but outlining the above comments unanimously Resolved.

B To consider response from LCC Chief Executive, Leader of Lincolnshire County Council and Edward Leigh MP in response to Chairman's letter relating to pavements in Sudbrooke – Sir Edward Leigh had offered to walk around the village with members of the Parish Council and it was hoped that a meeting could be arranged.

34 – 21/22 MULTI-PURPOSE SPORTS AREA – UPDATE/CONSIDERATION OF QUOTATIONS FOR FENCING IF RECEIVED

One quotation had been received to date and the Clerk was instructed to send reminders to those already approached.

35 – 21/22 STUART CURTIS SPORTS FIELD

A Report by Councillor Bhikhu Mistry on site meeting and consideration of quotation for works required for improving surface, supply and fixing of gate – Councillor Mistry had met the Contracts Manager at Glendale Countryside to ascertain how improvement to the surface of the field could be best achieved.

It was suggested that the moles required eradicating; heavy roll as soon as possible; supply and apply three ton topsoil to fill rabbit damage and areas that have been undermined by the moles; weekly grass cutting between May and July – all of which would improve the surface. The cost of this would be £650.00.

That the above works be carried out unanimously Resolved.

It was also recommended that the entrance to the car park be improved together with a gate sited across the entrance to the car park to prevent unauthorised entry. Two prices for gates had been had been obtained by the Clerk.

That a gate not be fitted but that the entrance area be improved with a layer of road planings (prices to be sought), proposed by Councillor Peter Heath, seconded by Councillor Andy Cottam and Resolved.

Initialled.....Chairman

Date.....

B Report by Councillor Ian Russell on works required to the northern boundary hedge –

Councillor Ian Russell had met the Contracts Manager of Glendale Countryside when it was suggested that the northern boundary hedge be flailed back in late summer once the nesting season had finished at a cost of £245.00.

It was proposed by Councillor Ian Russell that this work be considered again in the autumn unanimously Resolved.

36 – 21/22 VILLAGE HALL PLAYING FIELD – REPORT BY COUNCILLOR IAN RUSSELL ON SITE MEETING AND CONSIDERATION OF QUOTATION FOR WORKS REQUIRED TO TREES

Councillor Russell had met the Contracts Manager of Glendale Countryside in order to discuss work required to trees on the northern boundary of the village hall which had low branches causing the grass cutting difficulty.

One dead cherry tree required removal, coppice of trees adjacent to the play area need lifting, epicormics growth and dead wood removing at a cost of £395.00.

That this price be accepted unanimously Resolved.

37 – 21/22 CCTV AT VILLAGE HALL

Mr Stuart Hewson had been asked and agreed to advise on the CCTV at the Village Hall. All members welcomed this.

Mr Hewson would meet Councillor Bhikhu Mistry and the Village Hall representative to explain the system. It was agreed that a further quotation for cameras be sought.

38 – 21/22 THE PARKLANDS – REPORT ON MEETING WITH DEVELOPERS HELD ON 13 APRIL 2021

The Chairman reported on the meeting with the building coming to the end of phase 1.

Concerns about the traffic using West Drive were raised and it was explained that BOSS had located their site office close to this road so that their vehicles could be monitored and any issues addressed. It had been stressed though that farm vehicles using the road could not be monitored.

The timing of the opening of the pub was apparently the most asked question by residents. No date for completion currently.

It was hoped that the development could be included on the Sudbrooke village map and Ben Martin had agreed to reproduce this for the parish.

It was also agreed that the developers provide a base and install the new seat, provided by the Parish Council, to be sited on Main Drive.

Initialled.....Chairman
Date.....

39 – 21/22 LITTER PICK 12 JUNE 2021 – TO APPROVE RISK ASSESSMENT

Councillor Andy Cottam had prepared the Risk Assessment.

That it be approved unanimously Resolved.

40 – 21/22 TO CONSIDER A POLICY FOR TRADING FROM THE VILLAGE HALL CAR PARK

It was noted that four food traders were now using the car park. This was working successfully but required closely monitoring when the Village Hall opened for indoor bookings and the car park was required by hirers. Mr Dave Rowley, Village Hall Bookings Secretary agreed to liaise with the traders in order to prevent clashes of use of the car park.

In the meantime the Clerk would produce a Policy for approval by Council members via email prior to the next meeting of the Parish Council.

41 – 21/22 PLAY EQUIPMENT - TO RECEIVE QUOTATION FOR MAINTENANCE WORKS

Quotation not received.

42 – 21/22 FINANCE

A Audit 2020/21 – Report from Internal Auditor – The accounts had been checked by the Internal Auditor and the Internal Audit form completed confirming that the accounts were satisfactory.

B To complete the Annual Governance Statement 2020/21 – Members were able to view this document on screen for completion. That it be signed by the Chairman proposed by Councillor Ian Russell, seconded by Councillor Peter Heath and unanimously Resolved.

C To consider and approve by Resolution the Accounting Statements for 2020/21 - These had been prepared by the Treasurer. That they be approved proposed by Councillor Bob Waller, seconded by Councillor Peter Heath and unanimously **Resolved**.

D Parish Council insurance – to consider premium quotations for 2021/22 – Quotations had been received for the Parish Council’s insurance requirements from current brokers in the sum of £724.84.

BHIB insurance brokers had quoted £693.55 which included improved cover.

That the Council insure with Aviva through BHIB unanimously Resolved.

Initialled.....Chairman

Date.....

E Accounts for payment

Mrs C. Myers - Clerks expenses = £22.71
Parish Magazine Printing – Printing Sudbrooke News November 2021 - £244.40
Dave Lenton – Painting – Benches and Noticeboards - £165.00
Dave Lenton – Painting – Park gates - £690.00
EKM – Playground Inspections (deferred from previous meeting due to lack of report)
Net £80.00, VAT £16.00, Gross £96.00
J T Accounts – Internal Audit Fee £50.00
E.ON – Monthly Direct Debit for Electricity at the Stone - £17.00
BHIB – Insurance Renewal £693.55
Salaries Total = £847.46 - will be paid via BACS on 31st May 2021

That the above accounts be paid by Bacs unanimously Resolved.

F Bank Account position:-

Current Account - £20,759.67
Instant Access Account – £36,031.04
14 Day Account - £4,433.02
Fox Covert Account - £2,159.03
Northfield Park Account – £19,172.39
Sportsfield Account - £5,452.02

Total in Accounts as at 5th May 2021 - £88,007.17

43 – 21/22 PLANNING

Application 142834 – 9 The Paddock – First floor extension above existing garage to side, dormer window extended to rear and ground floor extension to rear - No objections unanimously Resolved.

44 – 21/22 CLERKS REPORT

The Clerk reported as follows:-

That she awaited confirmation that the two new seats could be delivered to The Parklands site – the memorial seat to be then collected and sited in Northfield Park.

That Councillors Mrs Tracey Bowman and Bhikhu Mistry would be attending Planning training sessions in May and June, arranged by WLDC.

45 – 21/22 CHAIRMANS REPORT

The Chairman reported that a hedge on Park Close had been cut back severely and was much improved enabling pedestrians to walk along the path with ease.

Initialled.....Chairman

Date.....

46 – 21/22 CORRESPONDENCE RECEIVED SINCE LAST MEETING

*sent to Residents email list

- 29.3.2021 – LALC Information re remote meetings legislation after 7th May 2021
- 29.3.2021 – WLDC Business Brief
- 29.3.2021 – LCC Notification of date of surface dressing works in Sudbrooke
- 30.3.2021 – LALC Weekly E News
- 30.3.2021 – LALC News March 2021
- 1.4.2021 – Notification that Lincs Alert will be maintained by the Safer Together Team
- 11.4.2021 – Notice of Traffic restriction - Public Right Of Way (PROW) Closure Order in place 10/5/2021 to 9/11/2021 - PROW 158 (Between 190m & 375m East of Broad Dale Close / PROW 816 to PROW 160)
- 11.4.2021 – Notice of Road Closure Oder A158 between Scothern Lane Sudbrooke and Stainton Lane, Langworth – 10.4.2021 to 4.6.2021 overnight 09.00 - 06.00 as required
- *11.4.2021 – Nettleham Police Team newsletter April 2021
- 12.4.2021 – Notification of refusal of planning application 142338
- 13.4.2021 - LALC guidance on calling of meetings during a period of national mourning
- 14.4.2021 – Notice of permission for planning application 142465
- 14.4.2021 – LALC Weekly E News
- 16.4.2021 – Notification of planning courses organised by WLDC
- 17.4.2021 – Copy of reply from LCC Highways to CC Sue Rawlins re state of roads in Sudbrooke
- 18.4.2021 – Request for donation – Lincolnshire Lowland Search and Rescue – directed to complete grants application form
- 19.4.2021 – Notification of blockage in beck by village hall – notified to Witham Third Drainage Board
- 21.4.2021 – LALC E News
- 21.4.2021 – Public Rights of Way Grass cutting week commencing 12/04/21
- 27.4.2021 – LALC Weekly News
- 28.4.2021 - Notifications of Variations to 4 Lincolnshire Primary Admission Policies
- 28.4.2021 – WLDC Notification of planned training sessions for Councillors – Councillor B Mistry to attend two sessions
- 27.4.2021 - WLDC Business Brief

47 – 21/22 DATE AND TIME OF NEXT MEETING

Due to the government not extending the legislation for remote meetings and the Village Hall not being available for a face to face meeting until after 21st June the next meeting to be Thursday 1st July 2021, 7.30pm, Sudbrooke Village Hall.

It was unanimously Resolved that until the next meeting is held the Parish Council gives delegated authority to the Clerk (in conjunction with the Chairman and Vice Chairman) to suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation of the Parish Council.

Signed..... Chairman

Date.....