

## **NOTES OF THE MEETING OF SADBROOKE PARISH COUNCIL HELD ON THURSDAY 9 SEPTEMBER 2021 IN THE VILLAGE HALL, SADBROOKE**

**Present:** Councillors Peter Heath (Chairman), Mrs Tracey Bowman (from 7.45pm), Andy Cottam, Simon Crampton, Bhikhu Mistry, Dave Scott  
District Councillor Bob Waller,  
1 resident,  
Clerk Mrs Christine Myers, Treasurer Mrs Bridget Solly

### **66 - 21/22 PARISHIONERS ITEMS**

A resident attending the meeting reported the overgrowth of hedge on the A158 from the end of the houses towards Langworth crossing. The overhang from the bushes and shrub necessitated walkers having to be very close to the road and walk single file. The Clerk would report this to LCC Highways.

### **67 – 21/22 APPOINTMENT OF VICE CHAIRMAN**

That Councillor Mrs Tracey Bowman be appointed Vice Chairman proposed by Councillor Peter Heath, seconded by Councillor Andy Cottam and unanimously Resolved.

The Declaration of Acceptance of Office was duly signed by Councillor Mrs Bowman on arrival at the meeting.

### **68 – 21/22 APOLOGIES**

Councillor Ian Russell, County Councillor Mrs Sue Rawlins.

That the reasons given be accepted unanimously Resolved.

### **69 – 21/22 NOTES OF THE MEETING HELD ON 1 JULY TO BE SIGNED BY THE CHAIRMAN AS MINUTES**

That the notes be signed as minutes unanimously Resolved.

### **70 – 21/22 POLICE MATTERS**

**A Anti-social behaviour in Northfield Park** – An email had been received from the Nettleham Policing Team stating that following a report of ASB in Northfield Park the Police had carried out patrols but had nothing further to report. It was stressed that residents should be encouraged to use 101 if acts of criminal offences/ASB were seen.

Members agreed that in view of the report by the Police that the new memorial seat could now be fitted in the original location. The Clerk would arrange this with the developers of the Parklands. Councillor Bhikhu Mistry would then fit the memorial plaque which had been removed from the old seat.

**B Reply from Police and Crime Commissioner to Chairman's letter in response to the Assistant Chief Constables letter of 24 June 2021 regarding Police attendance at Parish Council meetings -**

*'ACC Davison has been reviewing these arrangements across the entire County and it is important that Lincolnshire Police provides equitable access to information for all communities. This is of course no easy task in a county the size of Lincolnshire with 507 parishes.*

*I have every faith the Force will do all it can to provide the information you seek, but a direct presence at meetings is not a sustainable approach, and we do need to recognise that and work together to find the best possible solution.*

*I would suggest you write back to ACC Davison if you feel the suggested arrangements are not appropriate.*

Members felt that the response was not satisfactory and requested that the Chairman write further to the PCC.

## **71 – 21/22 DISTRICT COUNCILLORS REPORT**

DC Bob Waller reported as follows:-

That members and Officers at WLDC had been looking into the working procedures that have been employed during the Covid pandemic. Future home and office working were being looked at.

Consultation on the Central Lincolnshire Plan closed on 24 August of which all responses would now be analysed and documented and a draft report presented to the Joint Strategic Committee in October to form the basis of the next stage of consultation that will take place across all councils in spring 2022.

The CEO of WLDC had visited the ward on a fact finding visit on 3<sup>rd</sup> September. He was shown the site of the proposed extension of the cemetery and associated ongoing issues. Issues with Planning, CIL payments, Enforcement of conditions on planning and environmental issues and the review of the Neighbourhood Plan were discussed. A response in writing to all the subjects discussed was awaited.

## **72 – 21/22 REPORTS ON MATTERS OUTSTANDING**

**A Burial space/new cemetery** – Communication had been received from Truelove property offering a land for a cemetery on the following terms:-

- All works will be completed by Truelove Property and Construction
  - Including planting
  - Including grass seeding the cemetery
  - Including gravel parking and driveway
- Cemetery 1 acre
- Parking and planting area 0.5 acre
- Overall space 1.5acre
- Truelove residential land
- Roadway which will be adopted by LCC
- Tarmac footpath, however Truelove are proposing a stone path to coincide the countryside setting

Enquiries with WLDC about the suggestion of the land near to the proposed cemetery being used for residential land had confirmed that any residential development would be against the

Sudbrooke Neighbourhood Plan - the quota for new housing for the village having been fulfilled. The site was also Greenfield. It was hoped that the original offer of the land would still be honoured.

## **B CCTV at Village Hall**

**I Update on new system** - The new system had now been installed at the Village Hall, giving a 360 degree view of the grounds of the hall.

It was noted that 'eyelids' had been ordered by the Village Hall Committee for fitting to the security lights.

A tree obliterating view of one of the cameras would need to be removed. Clerk to obtain quotations for this.

The Village Hall Committee had agreed to share the cost of the service plan.

The Clerk was instructed to write to the resident who had paid for the system and its installation thanking him for his generous donation.

**li Review of CCTV Policy** – This was reviewed with amendments. That it be adopted proposed by Councillor Andy Cottam, seconded by Councillor Bhikhu Mistry and Resolved.

**C Bullocks in field – FP159** – It was reported that the landowner had agreed to improve the fencing between the footpath and the livestock.

**D Tree – junction of Scothern Lane/Holme Drive** – LCC Highways had stated that the tree was privately owned and at this time does not pose a safety issue. Members did not agree with this and instructed that the Clerk enquire of local Arborists for an independent report on the tree. Proposed by Councillor Andy Cottam, seconded by Councillor Bhikhu Mistry and Resolved.

## **73 – 21/22 HIGHWAY ISSUES**

**Speed indicators, Scothern Lane** – Councillor Dave Scott had liaised with Scothern PC for information regarding Scothern village Speed Indicators. Cost was approximately £3000. Further assistance was available from the Lincolnshire Road Safety Partnership and Councillor Scott offered to contact them in order that an assessment could be carried out in Sudbrooke to establish areas of speeding.

DC Bob Waller stated that if Sudbrooke were to pursue the purchase of the equipment he would arrange a contribution from his District Councillors Community Fund.

## **74 – 21/22 TO CONSIDER WHETHER TO MAKE COMMENT ON THE LCC CONSULTATION RE A158 PROPOSED BUS STOP CLEARWAYS, SADBROOKE**

Following communication with LCC Highways and clarification a revised plan had been submitted.

That the revised plan be supported unanimously Resolved.

## **75 – 21/22 GROUNDS MAINTENANCE**

**To consider quotation for removing growth and tree stumps fronting the Multipurpose Sports Area** – Quotation received for this work in the sum of £495.00. That this quotation from Glendale Countryside be accepted proposed by Councillor Bhikhu Mistry, seconded by Councillor Dave Scott and unanimously Resolved.

**To consider quotation for removal of weed growth at base of hedge/spraying on Church Lane** – That the quotation in the sum of £45 be accepted from Glendale Countryside and that this work also be incorporated into the annual grounds maintenance contract proposed by Councillor Peter Heath, seconded by Councillor Bhikhu Mistry.

**To consider quotation for trimming of trees/hedges at various locations within the village** – That the quotation in the sum of £195.00 from Glendale Countryside be accepted proposed by Councillor Peter Heath, seconded by Councillor Bhikhu Mistry and Resolved.

It was noted that there were some shrubs and trees overhanging the footways in the village from residents gardens and the Clerk was instructed to write to these residents requesting that they arrange cut back.

## **76 – 21/22 VILLAGE FURNITURE**

### **A Report of Inspection carried out by Councillor Bhikhu Mistry:-**

- Village Map board – Frame, Jubilee Garden unstable and requiring repair – It was noted that this could be incorporated in the replacement of the maps when they were updated. The Parklands developers had offered to assist with this project.
- Public Footpaths Map on village hall wall – frame broken – Councillor Peter Heath to look at this and assess whether this was repairable.
- Bus shelter – requires treating.

**B To consider quotations received for treating bus shelter opposite Park Gates** – Four quotations had been sought, one company stating that it was not their line of work, one not responding, one not able to carry out the work until January, one quote received in the sum of £495.00.

That the quotation from Dave Lenton be accepted in the sum of £495, proposed by Councillor Peter Heath, seconded by Councillor Bhikhu Mistry.

## **77 – 21/22 TO CONSIDER CUTTING BACK THE SHRUBBERY ON THE JUNCTION OF SCOTHERN LANE/HOLME DRIVE TO CREATE CLEARER VISION**

Item deferred until next meeting of Council.

## **78 – 21/22 STUART CURTIS FIELD**

**A To consider quotations for laying road planings in car park** – Four companies approached for quotations, one not responded, one not their line of work, two quotations received in the sums of £1280.00 and £875.00.

That the quotation in the sum of £875.00 from AKO Groundworks be accepted proposed by Councillor Andy Cottam seconded by Councillor Peter Heath and Resolved.

**B To consider future use of field – It was reported that the field was now in a good condition for using as a football pitch.**

The Clerk had approached Welton Football Club enquiring if they could use it as an additional pitch for junior/training use and this was being considered.

**79 – 21/22 TO CONSIDER LALC OFFER OF WEBSITE MANAGEMENT SERVICE**

This service had been offered by LALC to assist Councils with maintaining the legally required website - Premium Service £15.00 per month, Basic Service - £5.00 per month.

Members considered that the website was not only for the Parish Council but all organisations in the village who wished to include items for public viewing.

That the Premium Service be subscribed to proposed by Councillor Peter Heath, seconded by Councillor Andy Cottam and unanimously Resolved.

**80 – 21/22 TO CONSIDER TRIALLING ‘PARISH ONLINE’**

Councillor Mrs Bowman offered to arrange to take up this offer of a month’s free trial in order to establish if it would be a useful addition for the Council. This was unanimously Resolved.

**81 – 21/22 CHRISTMAS TREE 2021- TO APPROVE PURCHASE OF TREE AND TO CONSIDER WHETHER TO HOLD A SWITCH ON EVENT**

That the Parish Council purchase a Christmas tree and a switch on event be held proposed by Councillor Mrs Tracey Bowman, seconded by Councillor Dave Scott and unanimously Resolved. Date for the switch on to be Sunday 28<sup>th</sup> November 2021.

**82 – 21/22 AUTUMN VILLAGE LITTER PICK – 9 OCTOBER 2021 – TO AGREE RISK ASSESSMENT**

The Risk Assessment had been circulated and it was unanimously agreed that it be adopted.

**83 – 21/22 FINANCE**

**Bank Account position:-**

Current Account - £10,776.95

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 of 9<sup>th</sup> September 2021 - £78,024.45

## **A. Payments made August 2021 – via BACS:-**

Glendale Countryside Ltd – Grass cutting – Net £1,016.85, VAT £203.37, Gross £1,220.22  
Mrs C Myers – Purchase of Padlock and Chain for Stuart Curtis field gate – Net £28.75, VAT £5.75, Gross £34.50  
Mrs C Myers – Expenses – July 2021 - £42.90  
Parish Magazine Printing – Printing Sudbrooke News Summer Edition - £268.05  
Mrs C Myers – Purchase of padlocks for vehicular access gate on play area at Village Hall - £7.16  
Todds – A4 paper – Net £11.25, VAT £2.25, Gross £13.50  
G Cullen – Removal and disposal of seat in Northfield Park - £35.00  
Marmax Recycled Products – Purchase of seat – Net £670.00, VAT £134.00, Gross £804.00  
West Lindsey District Council – Community Defibrillator Service Membership – Net £62.50, VAT £12.50, Gross £75.00  
IOC – Data Protection annual fee - £35.00  
Castle Recycling Ltd – Data Shred Lincs Ltd – Confidential Waste Disposal – Net £30.00, VAT £6.00, Gross £36.00

## **Payments to be made 9<sup>th</sup> September 2021 – via BACS:-**

Parish Magazine Printing – Sudbrooke News Printing - £271.20  
Glendale Countryside Ltd – Remedial Work to Stuart Curtis Field – Net £650.00, VAT £130.00, Gross £780.00  
Glendale Countryside Ltd – Cutting of Verges and Open Spaces – Net £621.75, VAT £124.34, Gross £746.09  
Sudbrooke Village Hall – Meeting 9<sup>th</sup> September £17.00  
AKO Groundworks Ltd – 2 posts, postcrete, labour to put posts in at the gate to Stuart Curtis Field – Net £150.00, VAT £30.00, Gross £180.00  
ROSPA Playsafety Ltd – Annual Inspection Play Areas – Net £147.50, VAT £29.50, Gross £177.00  
Mrs C Myers – Expenses August 2021 - £32.65  
PKF Littlejohn – External Audit Fee – Net £200.00, VAT £40.00, Gross £240.00  
E.on – Electricity at the Stone 3 months @ £17 per month - £51.00  
Salaries Total = £847.46 – to be paid via BACS on 30<sup>th</sup> September 2021

That the above payments be ratified and paid if not already done so, proposed by Councillor Peter Heath seconded by Councillor Andy Cottam.

**B To agree additional signatories to Parish Council bank account** – That Councillors Peter Heath, Mrs Tracey Bowman and Andy Cottam be signatories for online banking unanimously Resolved.

**C Internal Audit 2021/2022** – LALC were now able to offer an Internal Audit service. As the previous Internal Auditor for Sudbrooke PC had now retired it would be necessary to seek another Auditor.

That the Parish Council join the LALC Internal Audit Scheme unanimously Resolved.

## **84 – 21/22 PLANNING**

**A Neighbourhood Plan** – To consider review/monitoring – Following this suggestion by WLDC members considered that the developers consultation process had been utilised and the Sudbrooke Neighbourhood Plan is currently functioning as it was intended.

**B Application 143191 – Land off Poachers Lane – Revised – change of use of agricultural land to domestic garden – To ratify comments made to WLDC Planning** - 'No objections other than to mention that this will create an irregular shaped field and could lead to building outside the village boundary'. That the comments forwarded to WLDC be ratified unanimously Resolved.

**C Report on meeting with Parklands developers** – An informal meeting had been held with Councillors Ian Russell, Bhikhu Mistry and Peter Heath attending with the Landscape Architect and Project Manager for The Parklands.

It was stated that the Parklands Landscape Management plan is being implemented having been accepted by WLDC. The plan will be handed over to a management company to run after the initial works by the developer and will be paid for by a levy on the home owners of the development. The project is Phase 1A and as phase 1 is nearing completion it will soon be handed over to the company to manage, company not yet selected. The management plan is dynamic and will require changes over time with the approval of WLDC.

The progress on pathways through the wood continues and the current surfaces will be further smoothed to make a comfortable path to walk on. There has been a change to the preferred surface. Hogin was found to be inclined to mush into a paste so the decision has been taken to change to compacted hardcore. Other paths within the area will be bark mulch and also grass (frequently mown). The major change is the pathway from Northfield Park to Main Drive. It was to have been bitumen but will now be hardcore because of construction difficulties.

The wood will be thinned to allow more light into the area, small saplings being removed and some larger trees surrounding the pond. The tree trunks will be piled up to provide natural habitats. During the clearance the pond will be divided with dams to enable dredging to take place. When complete the dams will be removed. To deter vandalism of the timber piles when the pond is dredged the mud will be laid over most of the timber. The clearance should begin in September when the nesting cycle is complete. Wild flowers will also be introduced into localised areas.

## **85 – 21/22 CLERKS REPORT**

The Clerk reported that during the summer there had been campers on the Stuart Curtis Field which had resulted in the gate being chained and padlocked and bollards fitted at the pedestrian access to prevent unauthorised vehicular access. These were decisions which the Chairman and Clerk had made under delegated authority and were ratified unanimously.

The quality of grass cutting had been discussed at a site meeting with the contractor and this now had improved.

Councillors Simon Crampton and Dave Scott were attending new Councillor training via LALC in October.

The Annual play equipment report had been received. This had highlighted a finger entrapment on the climbing frame at the village hall and the Clerk had authorised urgent repairs at a cost of £50.00. This action was ratified unanimously. Further items which the report had highlighted would be discussed at the next meeting of the Parish Council.

That the Treasurer and herself had sorted the filing cabinets at the Village Hall according to the Council's Retention Policy and several bags of filing had been sent to Data Shred for confidential shredding.

## **86 – 21/22 CHAIRMANS REPORT**

The Chairman expressed regret about the vandalism in Northfield Park and stressed again the advice of the Police that if problems were experienced that residents should phone 101 at the time of the incident.

## **87 – 21/22 CORRESPONDENCE RECEIVED SINCE LAST MEETING**

\* Sent to residents email list:-

1.7.2021 – LCC letter re broadband connectivity in Lincolnshire  
5.7.2021 – Notification of planning appeal APP/N2535/W/21/3268181 – 30 Wragby Road - Planning application for removal of existing dwelling and erection of 1no. dwellinghouse with associated access alterations, vehicle parking and landscaping - 141550  
13.7.2021 – LALC News  
13.7.2021 – LALC E News  
15.7.2021 – Notification of annual inspection of play equipment.  
16.7.2021 – Police and Crime Plan Consultation  
21.7.2021 – BHIB Insurance Guide for Clerks and Councillors  
22.7.2021 – WLDC Business Brief  
23.7.2021 - Notification of Anglian Water Works, Church Lane 6.9.2021 – 8.9.2021  
23.7.2021 – YMCA Community News Bulletin  
27.7.2021 – LALC E News  
4.8.2021 – LALC E News  
4.8.2021 – West Lindsey Brief  
\*4.8.2021 – Bus Service Improvement Plan engagement survey  
5.8.2021 – PROW Cutting programme  
\*5.8.2021 – Nettleham Medical Practice newsletter  
5.8.2021 – WLDC Parish News  
6.8.2021 – Notification of temporary restriction – 4.10.21 – 9.10.21 – A158 - between Scothern Lane and Langworth level crossing  
\*6.8.2021 – WLDC Business brief  
11.8.2021 – ICO Certificate of Registration  
11.8.2021 – LALC E News  
13.8.2021 – Notification of webinar - How to use a neighbourhood plan to bring forward affordable housing - 8 September 2021  
\*20.8.2021 – Notification of rescheduling of road closure – Church Lane  
27.8.2021 – WLDC Parish News  
27.8.2021 – Notices and papers for WLDC meetings  
\*3.9.2021 – Nettleham Police Team Newsletter  
8.9.2021 – LALC E News  
8.9.2021 – LALC Reminder of AGM  
8.9.2021 – LALC Annual Report 2020-2021

**88 – 21/22 DATE OF NEXT MEETING**

Thursday 7 October 2021, 7.30pm, Bramham Lounge, Sudbrooke Village Hall