

Minutes of the meeting of Scothern Parish Council (SPC) which took place on Wednesday 28 September 2022 at 19.30 in the Methodist Church, Main Street, Scothern.

Present: Cllrs Mrs CJ Nicoll (CN) (Chair), J Johnson (JJ), R Creaser (RC), B Patchett (BP), N Reyner (NR), J Fotheringham (JF), D Canton (DC)

In attendance: Mrs M Vail (Clerk) and 6 members of the public.

127.22 Housekeeping – Given by Chair, who then welcomed Mrs M Vail as SPC's new Parish Clerk. The public were advised that the Closed Session will be moved forward; necessitating that the public leave the meeting for its duration.

128.22 External Reports

- a) Police Update (DC) – No update available. DC advised that the PCSO no longer receives updates, and that he will contact the local inspectorate himself for updates.
- b) District Councillor Report (RW) – The Chair gave a summary of the main points of D/Cllr Waller's written report.
- c) County Councillor Report (SR) – No update available.

129.22 Public Session – One resident spoke regarding expanding the bus service in the village. The Chair advised that this matter is to be discussed later in the meeting, and that LCC have communicated to SPC that they are considering one additional Lincoln to Scothern run later in the day.

One resident asked if encroaching trees on Heathlea could be dealt with; and was advised that the enquiry should be addressed to ACIS as the landowner.

Meeting started at 7.45pm.

Five members of the public then left the meeting.

130.22 Apologies for Absence: None received.

131.22 Declarations of Interest (Pecuniary or Non-Pecuniary): None received.

132.22 Notes of the Council Meeting held on 13 July 2022 – to receive, approve and sign as minutes.

RESOLVED notes of the meeting held on 13 July 2022 be signed as accurate minutes by Chair.

133.22 Update Reports:

- a) To receive an update regarding the Community Speed Initiative (DC/RC)
Noted that one new volunteer is now trained; but cannot proceed at this time although they will be included in the WhatsApp group to maintain contact.
A report detailing data collected from the speed indicator device(s) (SID) has been circulated to all.
Difficulties in relocating the SIDs were noted (from a H&S perspective) and, after consideration, **RESOLVED** to move the SID from Main Street to Sudbrooke Road as its final location, and to obtain quotes for a third SID, to be considered when agreeing the precept amount.
Actions: Cllrs Patchett/Cllr Canton to relocate SID.
Cllr Canton to obtain quotes.
- b) To receive an update on the maintenance and possible relocation of the war memorial (CN)
A quote has been received of £6500.00 + VAT. The Church are progressing with the required Faculty, and have requested a presentation to set out the reasons for this work (which are mainly H&S). The Chair is happy to prepare a report as requested. There is a need for a public consultation to support the Faculty application. The War Memorials Trust may be able to offer some funding.
Actions: Cllr Nicoll to prepare a report.
NP Group to promote at forthcoming NP nights.
Clerk/Cllr Johnson to seek residents' views via the various publicity channels.
- c) To discuss and take any necessary action regarding the best garden competition (JLF/JJ)
Prizes were presented at the Show. Cllr Johnson was thanked for her work on the competition.
Actions: Clerk to write letters of thanks to the three sponsors (Mark Harris, Scothern Nursery, Ashwell Joinery)

- d) To discuss report from RoSPA play equipment located at Scothern Recreation Centre. Identify and agree actions (JLRF)
 JLRF provided an overview of the report's findings.
Actions: Clerk to obtain quote for *essential* remedial works.
 Clerk to request that the grasscutter does not trim close to the wooden posts on play items.
- e) To discuss and take any necessary action regarding the management of the Parish Council IT arrangements
- Website and Facebook page (CJN/JJ)
 Website has been updated with the agreed layout, and there remain 2 unused hours of the Webmaster's time. The Clerk is able to carry out everyday website maintenance. User numbers increased in August. Cllrs Nicoll and Johnson are to undertake LALC's online training for website maintenance.
 JJ is looking after Facebook which has increased usage.
 - To ratify decisions taken during the recess in relation to IT and costs involved (CJN/All)
 - Extending time purchased from LALC for website maintenance/updating
 - Transfer to Microsoft "Outlook" for email provision: Completed.
 - To agree to move data from Parish Council laptop to external hard drive and to "clean" laptop: Completed. An external drive of Archived electronic files is held by the Chair.
 - To explore Clerk/Councillor email addresses to achieve consistency/security
 Further investigation is required before this can be progressed.**Action:** Cllr Nicoll.
RESOLVED to ratify decisions taken during recess in relation to IT and costs involved.

RESOLVED to move to agenda item 11, Highways, at this point in the meeting.

134.22 Highways:

- a) Update report (JLRF)
- b) To discuss and take any necessary action regarding an overgrown hedge on Lime Tree Paddock
 JLRF noted that he had met with LCC in August 2022; who had met with the homeowner with a view to taking enforcement action. SPC has received complaints over numerous years, and JLRF himself had first raised this matter in 2014.
 At this point, **RESOLVED** to suspend Standing Orders to allow the resident to speak. The resident advised that, despite living in the property for 25 years, he had only first become aware of concerns about his hedge in 2021. He has written to SPC, the County and District Councillors, and would like guidance on the way forward, feeling matters are at an impasse.
 The resident agreed to resend his email, then left the meeting at 20.22.
Action: Clerk to follow up with C/Cllr S Rawlins.
RESOLVED to re-engage Standing Orders at 20.22.
- c) To discuss and take any necessary action regarding maintenance required to the cycle path on the east side of Sudbrooke Road.
 Noted that LCC will cut the grass back on either side in due course. LCC consider that no repairs are required, although JLRF would like to see the cracks addressed.
 To be reviewed in Spring 2023.
- d) To discuss and take any necessary action regarding the resurfacing of the footpath on the west side of Sudbrooke Road.
 LCC are investigating if the surface is suitable for micro asphalt to be applied.
 To be reviewed in Spring 2023.
- e) To discuss and take any necessary action regarding the resurfacing of Dunholme Road and Main Street.
 Work is completed but the offlets are full of tarmac and other debris. Noted that LCC had undertaken that drainage works would be dealt with at the same time as the resurfacing works. Further noted that the tarmac raises up which prevents water entering the drains. Residents have commented to SPC on this matter.
Action: Cllr Nicoll to provide Clerk with photos.
 Clerk to write to LCC requesting checks of the offlets and gullies; and to jet drains (Location: Main Street up to Sudbrooke Road junction; and Dunholme Road.
- f) To discuss and take any necessary action regarding flooding on Main Street, adjacent to number 23.
 Covered within the previous item.

- g) To discuss and take any necessary action regarding the potholes on Main Steet towards Langworth Road.

This matter has already been dealt with as far as SPC is able to. No further action required.

- h) To receive an update on the request from a resident for support to get an "Unsuitable for HGV" sign at both ends of Craypool Lane.

Signage is already in situ at Main Street and Orchard Close/Claypool Lane, therefore it is considered that no further action is required.

- i) To discuss quotations received from Glendale for cutting various hedges to village footpaths and fieldpaths.

Action: Cllr Fotheringham to check that all required works have been completed.

- j) To discuss and take necessary action regarding replacement and repositioning 30mph speed signs on Heath Road.

CJN has already written to LCC. Noted that the sign requires renewal as it is not legal.

Action: Clerk to follow this up.

- k) To discuss and take any necessary action regarding flooding issues on Craypool Lane

Following an approach by a resident, CJN has raised the matter with Anglian Water who, in turn, have raised it with LCC.

Noted that the non-return valve into the beck is not working efficiently.

Action: Clerk to write to LCC with the same request.

The meeting then returned to agenda item 11b - To discuss and take any necessary action regarding an overgrown hedge on Lime Tree Paddock

JLRF summarised the situation; adding to comments made earlier in the meeting that although the hedge had been cut back every year, it had gradually spread, and that it would look awful if cut back to the boundary line. Additionally, issues with the width of the footpath were noted. After consideration, **RESOLVED** to write to LCC asking when enforcement action will be carried out

Action: Clerk to write to LCC.

At this point in the meeting **RESOLVED** to bring agenda item 9 forward, to include items on staffing matters, as JJ needed to leave the meeting at 21.00.

A resident entered the meeting at 20.43 then immediately left.

135.22 Council Functions:

- a) To discuss and take any necessary action regarding the Central Lincolnshire Local Plan Review

Noted that there is no further action which SPC can take.

- b) To discuss and take any necessary action regarding the Neighbourhood Plan review (CN/JLF)

Two public consultation events are scheduled for 19 and 22 October 2022. CJN will collect the documents and issue them for distribution. Next steps will be to discuss the results of the consultations.

JLRF briefly left the meeting at 20.44, returning at 20.46.

- c) To receive a proposal to adopt the following policies and procedures: Equality and Diversity, Training and Development, Expenses, Risk Register, Sickness Absence.

The policies/procedures had been circulated to all, with the draft Sickness Absence Policy being recirculated following a minor amendment.

RESOLVED to adopt the abovementioned policies (excluding the Risk Register).

JJ then advised that the Risk Register requires more work.

Action: Clerk/JJ to work on Risk Register ahead of the November meeting.

- d) To discuss and agree delegates to LALC AGM 12 October 2022

RESOLVED for CJN to attend.

Action: Clerk to book place with LALC.

- e) Christmas – to discuss and formulate arrangements

➤ Christmas Tree event

Actions: BP will lead on obtaining the tree and PAT testing of the lights

CJN will liaise with the school and Clancy Docwra

➤ Village Live Advent Calendar

Action: Clerk/JJ

- f) To review, discuss and take any necessary action in relation to CallConnect bus services through village (All)
 SPC has written to PC Coaches. JLRF has also spoken with them and gained the impression that they have no intention of extending bus service provision in the village.
Action: Clerk to write again to PC Coaches.
- g) To receive, discuss and take any necessary action in relation to Licence Renewal and increase of rental charge to £25 per meeting for use of Methodist Church for Parish Council meetings:
RESOLVED that CJN and the Clerk be the named persons on the licence.
- h) To discuss and take any necessary action in relation to the Civility and Respect Pledge (JJ)
 JJ summarised the Civility and Respect Pledge as a result of which, a draft Dignity at Work Policy had been circulated. **RESOLVED** to adopt the Dignity at Work Policy.
- i) To explore and agree provision of mobile telephone for Clerk's use (JLRF/JJ)
 JJ has circulated mobile phone options. **RESOLVED** to approve a 2-year contract with Tesco.
Action: Clerk/Cllr Fotheringham
- j) To explore provision of SAGE software for management of staff payroll:
 Following an explanation of Sage payroll software and its benefits, including HMRC and pension reporting, **RESOLVED** to approve the adoption of Sage at £7.00 + VAT per month.
Action: Clerk to set Sage up.
- k) To explore and take necessary action to enrol with the Local Government Pension Scheme (JLRF/JJ)
 To be discussed later in meeting.
- l) External Audit arrangements – to discuss and agree audit arrangements and appointment of external auditor (All)
 The Audit has been formally approved with no actions required other than to publicise this.
Action: Clerk to publicise.
- m) To discuss and agree members of HR and Policy Panel (All)
 The updated LALC website now allows Chairmen, HR councillors, as well as the Clerk to have access to it. **RESOLVED**, in addition to the Clerk and CJN, that JJ and JLRF as HR councillors, be allowed to access LALC website.
Action: Clerk to advise LALC accordingly.
- n) WLDC – Parish News 26 August 2022: To note budget consultation exercise
 Noted.

At this point in the meeting, **RESOLVED** to move into Closed Session as the following item contains information of a confidential or sensitive nature.

To explore and take necessary action to enrol with the Local Government Pension Scheme (JLRF/JJ)

JJ reported that the proposed West Yorkshire Pension Scheme (WYPS) includes Lincolnshire County Council, and that the regulations require that a formal Council resolution is passed specifying either named employees or a class of employees for membership of the Local Government Pension Scheme.

RESOLVED to accept the following proposal as made by Cllr Jane Johnson: that, to comply with the regulations, Michelle Vail be nominated for membership of the Local Government Pension Scheme with effect from 5 September 2022. All Officers employed by the Parish Council in future are also deemed to be herewith nominated for membership of the scheme.

Noted by the Clerk that a Discretions Policy will also be required; to be approved at the November meeting.

Actions: Cllr Johnson to present draft Discretions Policy for November meeting.
 Cllr Johnson to liaise with WYPF

JJ left the meeting at 21.09.

RESOLVED to move out of Closed Session at 21.09.

136.22 Financial matters

- a) Current financial statement (All)
RESOLVED to accept the current financial statement.

- b) To note progress of external audit for year ending 31 March 2022.
As reported earlier in the meeting.
- c) To discuss and agree to amend Bank Mandate for change of Clerk
Noted that until the Clerk is on the bank mandate, CJN will carry out the RFO function.
RESOLVED to amend the bank mandate to include the Clerk.
Action: Cllr Nicoll to update bank mandate.
- d) To discuss and take any necessary action regarding funding for the Neighbourhood Plan Review.
➤ To note receipt of grant aid
Nothing to report, other than receipt of £6250.00 grant aid which will allow for completion of the NP work.
- e) Invoices for payment to be agreed (All)
RESOLVED payment of invoices as listed. **Action:** Cllr Nicoll.
- At this point in the meeting, at 21.14, Cllr Canton left the meeting.

| Payee | Detail | Exc VAT | VAT | Inc Vat |
|------------------------|--|---------|--------|---------|
| Play Equipment a/c | Transfer VAT repayment from Main a/c | 668.00 | | 668.00 |
| Multidata (August) | Wifi Broadband provision at village hall (reimbursed by WLDC) | 44.59 | | 44.59 |
| Welton Parish Council | Inspection 29/07/22 – play equipment at village hall | 20.00 | | 20.00 |
| Pauline Sargeant | Bus Shelter cleaning x 3 – Quarter 2 July-September | 250.00 | | 250.00 |
| Glendale Countryside | Grass cutting/ground works (2 invoices for July 2022) | 581.85 | 116.37 | 698.22 |
| LALC | 10 hours for additional website work | 150.00 | 30.00 | 180.00 |
| Hammer and Nails | To paint and repair fencing through village | 1370.00 | | 1370.00 |
| RoSPA Play Safety | Play equipment annual inspection | 101.50 | 20.30 | 121.80 |
| Cllr Robert Creaser | Amazon - Ink cartridges for printing speed watch/speed reports | 34.90 | | 34.90 |
| Springbok Computers | IT work and computer set up | 74.99 | 15.01 | 90.00 |
| Multidata (September) | Wifi Broadband provision at village hall (reimbursed by WLDC) | 44.59 | | 44.59 |
| Cllr John Fotheringham | Reimbursement shortfall for prizes - Best Garden Competition | 65.00 | | 65.00 |
| Jacob Fotheringham | Siting two new village seats | 145.00 | | 145.00 |
| Jacob Fotheringham | Repairs and refurbishment of notice board | 784.00 | | 784.00 |
| Glendale Countryside | Grass cutting/ground works (4 invoices August 2022) | 1732.45 | 346.50 | 2078.95 |

137.22 Village maintenance:

- To discuss and take any necessary action regarding village maintenance (RC)
- a) To discuss and take any necessary action regarding the purchase of new village benches.
Noted that all outstanding actions have been dealt with.
- b) To discuss and take any necessary action regarding the purchase of a new notice board for the Dunholme Road bus shelter (RC)
Some prices have been obtained but further research is required.
Action: Clerk to obtain further quotes.
- c) To receive quotations, discuss and take any necessary action regarding maintenance to village benches/5-bar gate on Grange Park.
Work on the benches has been completed, with positive comments having been received. JLRf opined that the 5-bar gate is repairable in the short term; noting that a new gate would cost in the region of £2000.00. He also noted that he would not be voting on this matter.
RESOLVED to accept the quote from Ashwell Joinery, and to also request a new latch be fitted to the small hand gate.
Action: Clerk to place order, and to advise unsuccessful bidders.

138.22 Planning matters:

- a) 142777 – Land adj. The Croft, 22 Dunholme Road – Planning Appeal to convert and extend garage to form 1no. dwelling – Approved by Planning Inspector
- b) 144969 – Pyewipe Farm, Northing Lane – planning application for proposed extensions and alterations consisting of replacement conservatory with single storey lounge extension, new link block and conversion of existing garage, new portico porch, first floor bedroom extensions and detached garage block – Determined, APPROVAL GRANTED
- c) 145096 - Hybrid planning application for proposed 57km pipeline scheme between Elsham and Lincoln, a 1.5km spur at Welton and associated above ground infrastructure at Elsham, together with outline planning application for associated ground infrastructure at Welton with access to be considered and not reserved for subsequent application – No objections. WLDC had been notified of this decision during recess.

- d) 144176 - 22 Sudbrooke Road, Scothern - Planning application for removal of conservatory, rear extension, car port and creation of first floor with ridge lift – to discuss and take any necessary action regarding compliance with planning conditions – noted that the ridge height in reality appears higher than as shown on the drawings. WLDC had advised that the ridge height is in accordance with planning.

RESOLVED no action to be taken on this occasion, and to request dimensions in future applications.

139.22 Field paths

To discuss any maintenance due to the village fieldpaths (BP)

Fieldpaths continue to be monitored; and these are currently being reinstated following harvesting. A query was raised concerning the fieldpath to Sudbrooke.

140.22 Reports – to receive update reports:

a) Grange Park (CN)

- i. To receive an update regarding work to the damaged fence Grange Park - Barbers Farm.
The order has been issued to repair the fence.

ii. To receive an update from the working group

Some tree work has taken place. Bluebells have arrived for planting. The Orchard required minor remedial work. Grasscutting requirements are as per the previous year. A new 'Legend' map has been displayed. A Golden Elm is on order to mark the Queen's Platinum Jubilee.

b) Scothern Recreation Centre and Spirit of Scothern – receive update report (JLRF)

JLRF's report included noting that the finances in total stand at £96,450; and that the Produce Show, which had gone very well, made £317. Autumn events are: Flix in Stix, restarting 30 Sept; a Fashion Show on 31 October; and an Xmas Tea on 3 December.

141.22 Correspondence – for information only

The following were listed to show what type of correspondence is typically received. All present agreed that, moving forward, it would not be necessary to have these circulated unless they contain relevant and useful information.

- a) LALC newsletter - 14 July 2022, 26 July 2022, 10 August 2022, 16 August 2022, 23 August 2022
- b) LALC News 178
- c) Correspondence from resident regarding Dunholme Road/Main Street road surface
- d) Rural Bulletins – 18 July 2022, 3 August 2022, 23 August 2022,
- e) NALC newsletters – 19 July 2022, 29 July 2022, 10 August 2022, 16 August 2022, 17 August 2022 (2), 19 August 2022, 24 August 2022,
- f) WLDC Parish News – 26 August 2022
- g) WLDC – council meeting information
- h) Public Sector Executive – 19 August 2022
- i) Correspondence from resident – reinstatement of Church Street following recent works
- j) Correspondence from resident – grass cutting adjacent new development Dunholme Road
- k) Lives – Afternoon with LIVES
- l) WLDC – Celebration of Life
- m) Neighbourhood Planning Newsletter – 29 July 2022
- n) Zurich Insurance – insurance documents
- o) Correspondence from resident – ownership of hedge rear of properties on The Alders

142.22 Next meeting – Wednesday 12 October 2022 at 7.30pm at The Methodist Church, Main Street, Scothern

Meeting ended at 21.45.

Michelle Vail: Parish Clerk/RFO to Scothern Parish Council

Chair

12 October 2022