Scopwick and Kirkby Green Parish Council

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

Minutes of the meeting of Scopwick and Kirkby Green Parish Council held on 28th September 2021 at 7pm. The meeting was held in Scopwick Village Hall.

Present:

Cllr Philip Baumber (Chair), Cllr Janet Flett (Vice-Chair), Cllr Tim Banks, Cllr Alastair Brackenbury, Cllr Owen Davies, Cllr David Nelson, District Cllr Steve Clegg, District Cllr Jim Clarke and County Cllr Rob Kendrick. Also present was one member of the public.

In attendance: Jules Wilkins (Clerk and Proper Officer)

**41/21. Chairman’s welcome**

Cllr Baumber welcomed all attendees and opened the public session of the meeting, inviting questions and comments from the public attendees. Mr Kennard provided information to the Council regarding two public presentations at the village hall in October. On 6th October there will be a consultation event on the plans for The Limes development with a presentation from the developers at 6pm and on 19th October there will be a presentation at 6.30pm from Quickline Communications on high-speed broadband. Cllr Baumber thanked Mr Kennard for the information.

There being no other public comments or questions Cllr Baumber opened the Parish Council meeting.

**42/21. Apologies for Absence and Reasons Given**

Apologies were received from Cllr Money with reasons given unanimously accepted by members. Cllr Baumber informed the meeting that a letter of condolence would be sent to Cllr Money on behalf of the council.

**43/21. Declarations of Interest**

Cllrs Banks, Nelson and Flett declared an interest in agenda item 5(c) due to their own or relatives’ involvement with the Village Hall Committee. Cllr Nelson declared an interest in agenda item 5(d) as Chair of the Playing Field Committee.

**44/21. Minutes of previous meetings**

Minutes of the Parish Council Meeting held on the 27th July 2021 were accepted and it was **RESOLVED** to adopt the minutes as a true record.

**45/21. Clerks Report**

1. **Matters Outstanding**
2. The Clerk informed the meeting that a response had been received from Highways regarding the Heath Road bus shelter flooding. An inspection was due to take place this week and this will be reported back with options to the Clerk in due course.
3. Cllr Nelson updated the meeting regarding the tree planting for the Queen’s Green Canopy in 2022. A discussion took place regarding location and suitable type of tree. Cllr Baumber requested Cllr Nelson provide information about this to Cllrs outside the meeting so that a decision can be made at the November meeting.
4. The Clerk informed the group that the plaques available for the Queen’s Green Canopy tree planting were not yet available and an update will be provided in the November meeting.

1. **Neighbourhood Planning Group**

Cllr Davies provided an update on the Neighbourhood Plan. The Plan is now ready for regulation 14 consultation and copies will be supplied to the Parish and District Councils within the next 2 to 3 weeks. There will also be public consultation online and at the village hall. Cllr Davies stated that it is unlikely that the Neighbourhood Plan referendum will take place before February 2022.

1. **Village Hall Committee Report**

Cllr Flett provided an update from the Village Hall Committee. The Committee is planning events for the Queen’s Jubilee weekend next June and Cllr Flett consulted with members regarding the activities. It was **RESOLVED** that events would take place on Thursday 2nd June and Sunday 5th June and that the Village Hall Committee would lead on and co-ordinate the activities.

1. **Playing Field Committee Report**

Cllr Nelson provided an update from the Playing Field Committee. The new bin has been delivered and will be installed soon as will the netting and posts to be placed behind the goal to stop balls going into the hedgerow. RoSPA have carried out the annual inspection of the play equipment and reported low level issues with some of the equipment that will be considered by the Committee. Cllr Nelson also confirmed that the fund-raising Race Night will take place on 4th December 2021.

1. **Community Speed Watch Report**

Cllr Brackenbury provided an update on the speed indication device data. The device has been on the B1188 since the new 30mph speed limit was introduced. The average speed is 39mph, compared with 42mph prior to the speed limit change. There was a general discussion in which Cllrs expressed concern regarding the ongoing issue of speeding particularly in the mornings and late at night. Cllr Kendrick stated he would request the Lincolnshire Police Safer Roads Team visit the village to carry out enforcement activities.

The Clerk reported that the Community Speed Watch volunteers had been active since the Covid restrictions were lifted and the results of their work support Cllr Brackenbury’s findings, with over a third of vehicles exceeding the speed limit. Several new volunteers have joined the team and are currently in training.

1. **Police Report**

The Clerk reported the most recent crime statistics available for the area. Scopwick and Kirkby Green sit within the Sleaford Rural area (which spans from the west side of the A15 across to Kirkstead and Dogdyke). Following reductions in May and June, overall crime levels have risen slightly in July to 60. The most frequently reported crime remains Violence and sexual offences (22), Anti-social behaviour (16), Criminal damage and arson (7) and Burglary (4).

Cllr Clarke noted that the Violence category now also includes offences committed online, bullying etc.

1. **District and County Councillor(s) Reports**

Cllr Baumber invited the District and County Cllrs to provide updates. Cllr Clegg informed the group that the NKDC bulletins provide regular updates for parish councils, and he would also circulate his latest report. Cllr Clarke provided an update on North Kesteven District Council administration. Cllr Kendrick referred to the additional £10m funding for road repairs in Lincolnshire and his hopes that some of the money will be spent on minor roads. Cllr Flett asked about specific repairs to roadsigns and Cllr Kendrick advised that these be reported via FixMyStreet, suggesting that the Clerk could do this and send the reference to Cllr Kendrick so he can follow up with Highways.

The District and County Councillors left the meeting at this point.

**(h) Clerks Items for Noting**

(i) The Clerk presented the draft newsletter for approval. It was agreed that information on the broadband presentation should be added to the Other News section, otherwise the document was **APPROVED** for provision to the printers.

(ii) The dates for 2022 Parish Council meeting were noted:

11th January Budget Meeting

25th January Parish Council Meeting

29th March Parish Council Meeting

10th May Annual Parish Meeting followed by Annual Parish Council Meeting

24th May Parish Council Meeting

26th July Parish Council Meeting

27th September Parish Council Meeting

29th November Parish Council Meeting

(iii) The Clerk confirmed that the presentation on the Limes development will take place at 6pm on Wednesday 6th October in Scopwick village hall.

**46/21. Financial Matters**

1. **To approve accounts summary and payments**

The members noted the budget statement and payments made since the last meeting:

 Co-operative Bank current account: £10,912.15

 Co-operative Bank deposit account: £22,014.36

 **Total funds: £32,926.51**

1. **Receipts and payments from 19th July to 18th September 2021**

 19/07/21 Grass cutting June (CBGM) £ 520.00

 31/07/21 Clerks Expenses Jun-Jul 2021 £ 45.76

 31/07/21 Clerks salary July 2021 £ 406.80

 12/08/21 NP Maps (Dsa) £ 500.00

 17/08/21 Grass cutting July (CBGM) £ 365.00

 31/08/21 Clerks salary August 2021 £ 406.80

 01/09/21 VAT refund £ 4514.20

 06/09/21 RoSPA Inspection £ 128.40

 06/09/21 LCC grass cutting grant £ 899.56

 08/09/21 Village Hall grant £ 1250.00

08/09/21 NP (Planning with People) £ 1750.00

14/09/21 Audit Fee (PKF Littlejohn) £ 240.00

14/09/21 Grass cutting August (CBGM) £ 365.00

It was **RESOLVED** to approve the following payments to be made before the next meeting:

 29/09/21 Grass cutting (KG churchyard) £ 540.00

 30/09/21 Clerks salary Sept 2021 £ 406.80

 30/09/21 Clerks expenses Aug-Sep 2021 £ 45.76

 06/10/21 Grass cutting September (CBGM) £ 365.00

 31/10/21 Clerks salary Oct 2021 £ 406.80

 31/10/21 Hedge cutting £ 250.00

 31/10/21 Poppy wreath £ 140.00

31/10/21 Newsletter £ 57.00

Cllr Nelson queried whether a Christmas tree would be purchased this year. Members agreed that it should and Cllr Nelson took an action to pass on details to the Clerk to place the order.

1. **External Audit Outcome (AGAR)**

Members noted the external audit report, which reported that no matters have come to their attention giving cause for concern. The Clerk informed the meeting that the Notice of conclusion of audit and associated AGAR papers will be published by 30th September 2021.

**47/21. Planning Matters**

New and updated planning applications received since the last meeting were noted by members – 21/1357TCA (17/18 Heath Road, Scopwick), 21/1024/LDEXI (land north-east of Scopwick), 21/0895/PNND (Beckside barn off Heath Road, Scopwick) and 21/0865/TCA (34 Brookside, Scopwick). All planning applications can be viewed at North Kesteven District Council or online (via <https://www.n-kesteven.gov.uk/residents/planning-and-building/planning/planning-applications/planning-online/>).

A discussion took place regarding the legal position of structures (both those requiring and not requiring planning permission) built for specific reasons once those reasons no longer exist. It was noted by the Chairman that Cllr Banks had an interest in this matter and Cllr Banks agreed to make a declaration of interest at this point. Cllr Baumber sought other members’ views on the matter and following a discussion it was **RESOLVED** that the Parish Council has a responsibility to be clear on this legal point and the Clerk should put this query to NKDC Planning.

**48/21. Correspondence**

The meeting noted correspondence received since the last meeting. No items required discussed or resolution in the meeting.

**49/21. Matters for Resolution**

**(a) Litter Picking Fund**

The Clerk informed the meeting of a litter picking scheme run in North Kesteven district. Following discussion, it was **RESOLVED** to not progress an application as the current arrangements work well and insufficient benefits had been identified from joining the scheme.

**(b) Mid-year Budget Review and Planning**

The Clerk presented the mid-year budget report and it was **RESOLVED** that:

* The budget set aside for Clerk’s CiLCA training will be carried forward to 2022/23 so that the Clerk can commence training in May 2022.
* LCC Highways have confirmed that the Parish Council will have to bear the additional cost if non-standard kerbing is required for the Brookside verge work. This matter will be brought back for a decision at the November meeting.
* Sourcing of budget for the £500 overspend on the Playing Field development will be considered towards the end of the year.
* An application will be made to the Heath Farm Community Fund (Future Biogas) for the remaining funding for the Kirkby Green defibrillator. Members agreed that the work should be commissioned straightaway and, should the funding bid not be successful, funds would be paid from reserves or underspend in 2021/22. Cllr Brackenbury informed the meeting that two Kirkby Green residents have volunteered to refurbish the telephone kiosk and will send their details to the Clerk. The Chairman stated that arrangements will be made for he and the Clerk to meet the volunteers.
* It was also agreed that the Clerk will make enquiries of Future Biogas as to whether a second bid could be made this year and what the expected timescales are for funding decision and award.
* The Council noted the Clerk’s review of the grass cutting contract.

 The Clerk further presented items for 2022/23 budget planning, and it was **RESOLVED** that:

* A general contingency reserve of £3000 will be included in the 2022/23 budget.
* The council will sign up for the LALC parish council basic website support service from April 2022.
* The Village Hall grant will be increased to include a contribution to the cost of the parish website to reflect the inclusion of the village hall booking system on the website.
* The annual membership of CPRE will continue for another year during which output will be monitored.
* A new budget line will be created for communication and consultation to include cost for the parish council newsletter.
* Consideration will be given to a contribution to costs of plants for the village sign planters in 2022/23. Cllr Baumber will discuss with volunteer and report back to the Council.

**Exclusion of public and press**

It was **RESOLVED** to move into closed session to consider the next confidential staffing matter. Members of the public and press were therefore requested to leave the meeting at this point.

**50/21. Staffing matters**

Members reviewed the terms and conditions as agreed to under the contract of employment for the Clerk, and it was **RESOLVED** that the Clerk’s salary will be raised by one spinal point backdated to 1st January 2021 and by a further spinal point as from 1 January 2022.

**51/21. Date of Next Meeting**

The next meeting will be held at 7pm on 30th November 2021 in the Village Hall.

Minutes submitted by:

Jules Wilkins, Clerk and Proper Officer. Email: clerkscopwick@gmail.com