

Minutes of the meeting of Scopwick and Kirkby Green Parish Council held on 24<sup>th</sup> November 2020 at 7pm. The meeting was held online.

Present:

Cllr Philip Baumber (chairman), Cllr Janet Flett (vice chairman), Cllr Tim Banks, Cllr Alistair Brackenbury, Cllr Owen Davies, Cllr John Money, Cllr David Nelson and County Councillor Rob Kendrick.

In attendance: Jules Wilkins (Clerk and Proper Officer)

### **1. Chairman's welcome**

Chairman of Parish Council Philip Baumber welcomed Councillors and a Scopwick resident viewing the meeting.

### **2. Apologies for Absence and Reasons Given**

No apologies were received (all councillors in attendance)

### **3. Declarations of Interest**

Four councillors declared an interest in agenda item 6 (c) Grant Applications. Cllrs Banks and Davies declared a personal interest in the application from Scopwick PCC. Cllrs Banks, Davies and Flett declared a personal interest in the application from the Village Hall Committee. No requests for dispensations had been received.

### **4. Minutes of previous meetings**

Minutes of the Parish Council Meetings held on the 29<sup>th</sup> September 2020 and 30 October 2020 were accepted and it was **RESOLVED** to adopt the minutes as a true record.

### **5. Clerks Report**

#### **(a) Matters Outstanding**

- (i) The site for the village hall car park sign has been chosen and installation will take place in due course
- (ii) The Clerk verbally updated the meeting on all actions from the meeting of 30<sup>th</sup> October

#### **(b) Neighbourhood Planning Group**

The written report from the Neighbourhood Planning Group circulated in advance of the meeting was accepted with no questions.

#### **(c) Village Hall Committee Report**

The written report from the Village Hall Committee circulated in advance of the meeting was accepted. Cllr Nelson queried the offer of a Christmas tree for outside the village hall received from a resident (currently in the resident's garden). It was **RESOLVED** to accept the offer. Cllr Baumber expressed the importance of health and safety when moving the tree.

#### **(d) Playing Field Committee Report**

The written report from the Playing Field Committee was circulated in advance of the meeting. Cllr Davies stated there was an inaccuracy in the report in that he had

not given permission to a resident to train their hawk over the playing field. He clarified that he had met and spoken with the resident and did not have any concerns about the matter but had not given express permission from the Parish Council. Members discussed the matter, including any health and safety and liability issues. As the resident viewing the meeting was the person concerned in this matter he was invited to comment and assured members of his experience and qualifications in bird handling and that he always checked the area before taking the bird there. Cllr Baumber advised that this is a matter for the Playing Field Committee and the Committee needs to check liability insurance and decide a way forward. Cllr Nelson confirmed he would ensure a decision is made and update the resident.

**(e) Community Speed Watch Report**

There have been no community speed watch sessions since the start of the year, to date volunteers have not been able to restart due to social distancing rules.

Cllr Brackenbury presented the statistics from the Speed Indication Device from the B1188 Scopwick between 1<sup>st</sup> October and 12<sup>th</sup> November 2020. These are available to download from the parish council website.

**(f) Police Report**

The police report circulated in advance of the meeting was accepted with no questions. Crime statistics for the area can be viewed on the [www.police.uk](http://www.police.uk) website.

**(g) District and County Councillor(s) Reports**

Members confirmed they had received the October and November reports from Cllr Kendrick previously circulated by the Clerk. Cllr Kendrick informed the members of funding available for Covid-19 support groups and asked to be contacted if this could be used in the parish. Cllr Flett stated that, as a member of a local support group, she would speak with the group on this. Cllr Kendrick also highlighted the progress being made on speed reduction and road safety applications across the county, including in Scopwick (*see item 9(c)*).

**(h) Clerks Items for Noting**

- (i) The Clerk briefed members regarding the review of existing policies and creation of some new policies. Cllr Banks requested that the presentation of policies for approval be staggered across several Parish Council meetings.
- (ii) The Clerk informed members of the requirements in relation to the replacement of the existing Parish Council website with a new one. Cllr Davies enquired about size limits on the new site as some Neighbourhood Plan documents cannot be published on the current site. The Clerk agreed to make enquiries on this.
- (iii) The Clerk informed members of her intention to move to electronic retention of documents where that is possible and legal. No comments were made by members.
- (iv) The Clerk proposed that the Council consider approaching the administrator of the Scopwick and Kirkby Green facebook page for permission to use the page to promote activities and news in the area. Cllr Flett suggested that, as a significant number of residents do not use social media, it would be more appropriate to produce a physical newsletter and post through every resident's door. It was **RESOLVED** that Cllr Flett work with the Clerk to produce a newsletter in January.

## 6. Financial Matters:

### (a) To approve accounts summary and payments

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

30-Sep-20	SO	J Moran	Expenses Aug/Sep 2020	£90.85
30-Sep-20	Chq	Sills & Betteridge	Payment on account	£250
09-Oct-20	SO	CB Maintenance	Grass cutting inv 802	£330
30-Oct-20	SO	J Wilkins	Salary Oct 2020	£406.80
06-Nov-20	SO	J Wilkins	Expenses Oct-Nov 2020	£24.39
06-Nov-20	SO	CB Maintenance	Grass cutting inv 819	£215
06-Nov-20	SO	PKF Littlejohn LLP	Limited Assurance Review SI0310	£240
09-Nov-20	SO	Nationwide Bark&Play	Bark for toddlers play park	£759.98

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

• J Wilkins salary Nov & Dec 2020	£813.60
• J Wilkins expenses Dec 2020 (admin costs)	£10
• Creative Play (VAT on invoice for Phase 1 of play equipment)	£4112.40
• CB Maintenance (final cut for 2020)	£110

### (b) To approve the 2019/20 Audit Notice of Conclusion, noting the 'except for' notice, and approve for publication

Members noted the documents circulated prior to the meeting. It was **RESOLVED** that a corrected copy of Section 2 of the Accounting Statement 2019/20 be signed by the Chairman and retained on file. It was further **RESOLVED** that the Notice of conclusion of audit is published in accordance with the Accounts and Audit Regulations 2015 by 30<sup>th</sup> November 2020.

### (c) Funding priorities for 2021/22 and consideration of grant applications

Funding applications from Scopwick Parochial Church Council and Scopwick Village Hall Committee were considered. It was **RESOLVED** to approve both applications. Members noted the need to renegotiate the council's insurance policy in 2021 and **RESOLVED** that the Clerk will obtain quotes for consideration at the January budget meeting.

## 7. Planning Matters:

No new planning applications have been received since the last meeting. Members noted applications where decisions had been made since the last meeting.

## 8. Correspondence:

Members noted the correspondence log circulated prior to the meeting. Cllr Davies offered to take the matter of slipping tiles on Kirkby Green Church forward. The Chairman accepted this offer.

## 9. Matters for Resolution:

### (a) Award of grass cutting contract 2021-23

The Scopwick and Kirkby Green grass cutting contract expires at the end of 2020. Members previously instructed the Clerk to obtain quotes for a new 3-year contract from 2021 to 2023.

The Clerk shared the 3 quotes with members at the meeting and it was **RESOLVED** to accept the quote from CB Maintenance. The decision was based on the value for money offered and satisfaction with the service the supplier has provided previously.

**(b) Winter Tree Works**

Cllr Baumber updated members on the tree inspection carried out by the Clerk and himself. The inspection considered the trees covered by the tree report undertaken by NKDC in January 2019. Several of the trees in the conservation area require work that has to be authorised by NKDC and an application will be made before quotes can be invited for the work. Other work can be undertaken by a parish working party, including crown lifting of trees in playing field and cutting back and tidying the village meadow.

Cllr Flett enquired whether the birch tree at the beck in Kirkby Green was inspected. Cllr Baumber stated that he had viewed the tree and, due to the damage having been pruned off, it did not need further work. Cllr Baumber informed members that the NKDC tree report only covered Scopwick and suggested that a second tree report be commissioned for Kirkby Green. It was **RESOLVED** that Cllr Baumber would contact NKDC to commission the report.

Cllr Nelson suggested that more trees be planted in the parish, in particular to replace the ash trees felled since the tree report. It was **RESOLVED** that Cllr Nelson would undertake some research and bring planting suggestions back to a future meeting.

Cllr Nelson expressed a concern about a large willow tree next to the beck that was leaning on another tree and potentially causing damage. Cllr Baumber agreed to inspect it in case it was a safety hazard.

**(c) Speed Limit Reduction**

Members discussed the previously circulated consultation letter from Lincolnshire County Council regarding the reduction of the speed limit on the B1188 from 40mph to 30mph. Cllr Nelson suggested that the Parish Council reapply for a pedestrian crossing once the speed limit has been lowered. It was **RESOLVED** to write to LCC in support of the proposed reduction.

**10. Future Meeting Dates**

The annual Budget meeting will be held on 5<sup>th</sup> January 2021. The Clerk informed members that a request had been made by the Neighbourhood Planning Group for an extraordinary meeting in December to consider the Draft Neighbourhood Plan preliminaries part (i) (Sites recommended for development). Cllr Baumber requested Cllr Davies confirm the meeting date with the Clerk as soon as possible and proposed that all meetings for 2021 be agreed and publicised at the start of the year. It was **RESOLVED** that the Chairman and Clerk would agree dates and circulate to members.

**11. Exclusion of Public and Press**

It was **RESOLVED** to move into closed session to consider the confidential complaint matter. The Scopwick resident viewing the meeting was asked to leave the meeting at this point.

**12. Confidential Complaint Matter**

Members discussed actions to be taken considering recent communications and advice from NKDC and LALC. It was **RESOLVED** that the insurers legal team be put on notice to implement legal assistance in relation to the potential discrimination claim. It was further **RESOLVED** to await the requested advice from the Information Commissioners Office in relation to the Freedom of Information and Subject Access request.

Cllr Flett expressed a concern regarding the impact of this matter on the new Clerk and asked whether anything could be done to support her. Cllr Nelson proposed that the Clerk be financially recompensed for the additional time that she had spent dealing with this issue. Cllr Nelson further proposed that Cllr Banks provide additional support to the Clerk and Chairman in the matter. It was **RESOLVED** that the Clerk provide a record of hours worked to recompense her time. It was further **RESOLVED** that Cllr Banks provide additional support to the Clerk and Chairman in this matter.

Minutes submitted by:  
Jules Wilkins, Clerk and Proper Officer.

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