

Branston & Mere Parish Council

Notes of the Meeting held at the Pavilion, Moor Lane, Branston on
Monday 3rd December 2018 at 7pm.

Present: Cllrs. Messrs Adams, Clarke, Lundgren, Naulls, Newman, Ross, Spittlehouse & Tebb and Cllrs Mesdames Catton & Willcox.

In Attendance: Clerks - Mrs Stead and Mrs Naylor.

Members of the Public: One.

Item 1 a) Apologies for absence and reasons given.

The Council noted and approved the reasons for the apologies of Cllrs Blair, Marchant and Price.

b) Declarations of Pecuniary & Non-Pecuniary Interests.

There were no declarations of interest.

Item 2 Public Forum.

There were no issues raised.

Item 3 Reports from representatives on outside bodies:

a) Police.

During the period 05/11/18 – 03/12/18 there had been no reported crimes.

b) County Council.

There was no councillor present.

c) District Council.

Cllr Cucksey had provided a report that included:

- An application had been submitted to take part in the third phase of Business Rate Pilots in 2019/20. If successful it would allow a 75% retention of business rates. The authorities selected would forego the Revenue Support Grant and Rural Services Delivery Grant.
- The Executive Board had approved the 2019/20 Council Tax Support Scheme for consultation and the continuation of the £20,000 Exceptional Hardship fund.
- The Executive Board had approved the NKDC Social Value in Procurement Policy to ensure that public money was spent in an economically sound way, using smart thinking when assessing and appointing contractors and suppliers, to give long-term gains and enhanced community and environmental sustainability.
- The 2019/22 Member Development Strategy Review had been approved by the Full Council. The annual budget allocation £8,400 would ensure that elected Members were supported in their democratic, governance and local community roles.

Cllr Lundgren reported that:

- NKDC was undergoing a review of its codes of conduct, including the Members Code of Conduct also adopted by the Parish Council.
- Under the new operators, there had been an increase in numbers using the facilities and an improvement in customer satisfaction at One NK at North Hykeham, the fitness centre and the National Centre for Craft and Design in Sleaford.
- Residents were encouraged to report potholes on the LCC website.
- Due to the roll out of Universal Credit, there had been an increase in rent arrears. Help was available for anyone in difficulty.

d) Community Library.

Mrs Appleyard's report had been circulated and included an update on the planned revamp of the adult fiction and children's sections. The changes had been approved in principle by the Academy and a grant application would be submitted to LCC when all three quotes had been received.

The financial report showed that running costs were being covered by the income.

e) Dog Warden Report.

The Dog Warden had reported that he was conducting patrols after dark in areas prone to fouling. He would be taking a refresher course to cover the new procedure for issuing FPNs.

Item 4 a) To resolve that the notes of the meeting held on 5th November are approved as the Minutes.

Acceptance of the notes was proposed by Cllr Adams and seconded by the Chairman.

b) Matters arising from the Minutes for clarification.

15839 Tree work recommended by the survey had been completed by B&B Tree Specialists in September (ref 15693). A cherry tree at the side of Cornus Close had been missed or not listed on the tender. B&B had agreed to remove the two branches overhanging a garage without an additional charge.

15840 The Chip Shop proprietor had no plans to switch from plastic to wooden forks, suggesting that they did not 'feel nice' in the mouth. The cost of changing from polystyrene pots and trays to an eco-friendly version was not viable. (Ref Public Forum)

15841 LCC Highways had advised that they had mistakenly quoted the payment for Bracebridge Heath. Branston would receive £1665.98 pa to take on responsibility for verge cutting. Responses received from members had indicated that the amount was still insufficient and verge cutting would remain LCC responsibility. (Ref 15805)

15842 The handyman had been on a certificated RoSPA training event in 2013. (Ref 15832) The clerk would check whether refresher courses were required.

Item 5 Correspondence:

a) Newsletters and Periodic Publications.

There were no publications.

b) Letters for information.

15843 Anglian Water – Details of a new pipeline from Lincoln to Grantham and confirmation that they had liaised with the bypass contractors to minimise disruption.

15844 Galliford Try would close Bloxholm Lane from 10th December until May 2020 for bypass work and the construction of a footbridge. They had also offered to give a presentation on the scheme and would be invited to the APM.

15845 C B Ground Maintenance had tendered for 2019. The price had been held for a fourth year and the standard of work was high.

c) NKDC – Contaminated Land Strategy consultation.

15846 Not an issue in Branston.

d) NKDC – Review of the Code of Conduct.

15847 No comments would be made as there had been no issues.

e) NKDC – Charity Quiz Night.

15848 Noted.

f) Pensions Regulator – Notification of increase in contributions.

15849 The Parish Council had opted to enter at 7% with staff contributing 1%. The joint contribution had exceeded the minimum requirement to date and would meet the 8% minimum from April 2019.

g) Infant school – Request for councillors to become a governor.

15850 No one was able to take on the duty.

Item 6

15851 Planning Applications & Tree Applications:

a) Planning decisions received.

Planning permission had been granted on the following applications:

18/1047	Extension to production factory	Branston Ltd
18/1125	Extension to processing factory & hardstanding	Branston Ltd.
18/1223	Conversion of garages to form 2 holiday lets	Potters Lodge, Plough Hill.
18/1239	Dormer to side elevation	141 Lincoln Road
18/1247	Air source heat pump	Oak Tree Bran, Branston Moor.
18/1412	Vary condition to allow a dormer window	Claremont.
18/1164	Conversion to A5 Hot food takeaway	Unit 5, Linden Avenue.

18/1165 Illuminated fascia sign Unit 5, Linden Avenue.
 18/1211 Alterations to form first floor accommodation Arnhem House, Longhills.

b) Applications already viewed – For Information.

No applications had been received during the month.

c) Applications for comment.

There were no new applications.

d) Tree Application Decisions received.

No decisions had been received.

e) Tree applications already viewed – For Information.

No applications had been received during the month.

Item 7 Other Reports:

a) Update on Neighbourhood Plan progress.

15852 Cllr Tebb reported that the group had met to discuss the adjustments recommended. He said that the comments received had been largely constructive and the group had worked through 60% of the plan. A further meeting had been scheduled and the plan would then be resubmitted to NKDC prior to the formal inspection. He advised that the inspector needed to check that it was legal and enforceable prior to the public referendum.

b) To select an architect for the next phase of the Pavilion project.

15853 The Chairman opened the discussion with an overview of the three tenders. Councillors voted unanimously to accept LK2's bid. A meeting with the architects would be arranged.

c) Update on speed limit reduction campaign.

15854 The Chairman said that quotes were being obtained for interactive signs and gateways for consideration at the January meeting.

d) To consider repairs to the skate park.

15855 The Assistant Clerk had contacted several Councils with skate parks for advice on maintenance. Repairs had been made at Metherringham and photos of the repairs had been circulated. The cracks in the concrete ramps had been rated as 'low risk' on the annual play inspection and so not dangerous. No repairs could be carried out until the spring but it was agreed that the mounds also required attention. The Assistant Clerk would seek advice from professional ground workers. The item was deferred.

e) Update on Waterwheel Lane beck improvements.

15856 Work had been carried out by Lincolnshire Rivers Trust during November. Plug plants would be planted on the berms and wildflower seeds sown on areas of the bank in the spring. Cllr Lundgren & Tebb had been involved and said that the increased flow had been instant and trout had been seen. During flood conditions, the water would flow over the berms and would not increase flood risk. Members were keen to encourage and support future projects by the Trust.

f) Feedback on the initial plans for a Beer Festival.

15857 Cllr Clarke reported on a successful first meeting with several members taking on roles. Cllr Marchant had started writing a management plan and monthly meetings would be held. The event would be held on 31st August 2019, aiming to attract an audience of 500 and realise a good return for the community.

Item 8 Governance Review –

a) Risk Assessment.

15858 Cllr Clarke reminded members that they all had responsibility for identifying and managing new risks, as things changed. There were no high level risks but some areas required work, including terms of reference for the library.

15859 The bridge in the Jungle had deteriorated and had been cordoned off. Warning signs had been put in place until a replacement could be installed. Hill Holt Wood had provided a competitive quote .

Cllr Tebb suggested that the posts could be treated with bitumen. Hill Holt Wood would be asked about an eco-friendly product. A replacement bridge was approved and would be built before Christmas, weather permitting.

b) To consider the revised property valuations.

15860 The valuations had been received and would be discussed with Came & Co.

c) To consider the need to set a date for the APM to avoid purdah.

15861 The Annual Parish Meeting was a legal requirement between 1st March and 1st June. Although normally held during April, the clerk suggested that moving it to 11th March would avoid any complications during purdah, as it was an election year. The availability of Branston Hall would be checked.

d) To consider draft Fly-posting policy.

15862 The revised draft had been circulated and was adopted.

e) To consider the need to extend the Library agreement with the Academy.

15863 Cllr Spittlehouse offered to seek further advice and the item was deferred.

f) Car park licence renewal.

15864 The fee was held at £25 per space.

15865 The car park would be closed on 28th December. Cllr Ross agreed to remove the closure on 29th.

Item 9 Finance:

a) To approve payments to be made.

15866

T Mobile	Mobile phone contract	11.00
Staff payments	Wages & expenses	3682.09
HMRC	Tax & NI	656.94
NEST	Pension	300.76
Richard Naulls	Chairman's Allowance	200.00
Michael Cummins	Dog Warden	210.00
Paul Strong	Boiler Service	90.00
Hill Holt Wood	Boardwalk repair	1512.00
LAB Planning Services	Neighbourhood Plan	250.00
Information Commissioner	Data Protection fee	35.00
JH Walter	Property Valuation	360.00
Recognition Express	Badges (3)	26.22
Portland Tools	Misc.	7.89
ESPO	Cleaning products/Stationary	109.20
Online playgrounds	Swing chains	68.40
C B Ground Maintenance	Grass cutting	345.70
	Total Payments.	7865.20

Approval of the payments was proposed by Cllr Newman and seconded by Cllr Adams.

b) To approve an annual Direct Debit for the Data Protection Licence.

15867 If paid by direct debit, a £5 saving would be secured maintaining the pre-GDPR charge. Agreed.

c) Review of internal systems from the Internal Auditor.

15868 The Internal Auditor's report had been circulated.

Two recommendations had been made: A payroll control sheet, which had been in place since October, and a system to involve involving a second person in making online payments.

While currently considered to be low risk, it had been identified as a potential risk and a process to mitigate the risk was required.

d) To consider the 2019/20 budget & appoint a working party to produce a draft budget.

15869 Cllrs Clarke, Naulls and Ross would prepare a draft that would be circulated prior to the January meeting.

Item 10 Items for information.

15870 Cllr Adams reported that the stone wall along Melville Close was deteriorating. The wall was Highways responsibility. Cllr Adams would provide photographs and a new report would be submitted.

15871 Cllr Lundgren reported that Highways had been seen using a 4x4 vehicle to inspect potholes on Delph Road.

15872 Cllr Mrs Catton reported a street light out on Chartridge.

15873 Cllr Tebb asked whether there had been an update on the mast going live. The live date had been given as 25th December.

15874 Cllr Tebb asked for the Post Office issue to remain on the agenda.

15875 In response to a concern about exterior cables at the Village Hall, Cllr Clarke dismissed the need for any warning signs.

15876 The clerk reported that there had been a sudden increase in chaffer grub/bird activity on Lincoln Road recreation ground, that had resulted in considerable damage on the area previously treated. Merit, the chemical previously used, was no longer available. Nematodes was currently the only product available but could only be applied in May/June.

15877 Cllrs Lundgren, Marchant and Tebb agreed to help remove the Christmas tree fence in the new year.

15878 Cllr Lundgren confirmed that Claremont's boundary hedge was still impinging on the highway

The meeting closed at 9.05pm.