

## **Branston & Mere Parish Council**

Notes of the Meeting held at the Pavilion, Moor Lane, Branston on  
**Monday 5<sup>th</sup> November 2018** at 7pm.

**Present:** Cllrs. Messrs Adams, Blair, Lundgren, Marchant, Naulls and Cllr Mrs Price.

**In Attendance:** Clerks - Mrs Stead and Mrs Naylor.

**Members of the Public:** Two.

### **Item 1 a) Apologies for absence and reasons given.**

The Council noted and approved the reasons for the apologies of Cllrs Clarke, Newman, Ross, Spittlehouse, Tebb & Willcox.

### **b) Declarations of Pecuniary & Non-Pecuniary Interests.**

There were no declarations of interest.

### **c) Co-option vacancy – To appoint a new councillor.**

An application had been received from Matthew Adams. Members voted to co-opt him onto the Parish Council; he completed the Acceptance of Office and took his seat.

### **Item 2 Public Forum.**

- A resident from Silver Street spoke of the concerns that residents had about speed; following the serious accident on 1<sup>st</sup> October, that had resulted in a parked car being pushed up the road and the speeding vehicle ending up on its roof. She said that the 30mph limit was flouted on a daily basis and suggested that it would get worse with the planned expansion at Branston Ltd.  
Cllr Lundgren suggested that the police team carry out speed checks. The Clerk would ask.
- A resident from Station Road spoke about the litter caused by plastic chip forks. He said that the plastic ones shattered when trodden on, making them difficult to pick up and suggested that wooden forks would be more environmentally friendly. The Clerk was asked to write to the Chip Shop owner.
- With reference to Item 8c, a resident made the Council aware of a banner on railings on Station Road.

### **Item 3 Reports from representatives on outside bodies:**

#### **a) Police.**

During the period 01/10/18 – 05/11/18 four crimes had been reported:

3 Dwelling Burglaries – Magnolia Close, Park View Avenue & Birch Close.

1 Criminal Damage – A ball bearing fired through a car window.

#### **b) County Council.**

Cllr Oxby had sent a report:

- A £240m boost for adult social care would benefit Lincolnshire by an extra £3.3m.
- Economic ties with China's Hunan Province had been strengthened.
- An extra £420m of government funding for road repairs, with around £5m for Lincolnshire.
- The gritting lorries had already been out.
- A new senior Coroner, Mr Timothy Brennand had been appointed for Lincolnshire.
- An online travel planner had been launched to provide free personalised plans, with interactive maps and information on travel times and costs. ([www.accesslincoln.co.uk](http://www.accesslincoln.co.uk)).
- The Collection Museum would be showing works by David Hockney, Bridget Riley, Hurvin Anderson and Barbara Hepworth from the David Ross Collection until the 6<sup>th</sup> January 2019.

#### **c) District Council.**

- Cllr Cucksey said that the Executive Board had discussed Food and Health & Safety Law Enforcement. The annual Budget for Environmental Health Services in 2017/18 was £702,700.
- A recommendation would be considered by the full Council for a £20,000 Exceptional Hardship Fund for 2019/20; funded through the collection fund.
- Authority had been delegated to the s151 officer to deliver a Business Rate Pool as part of the medium-term financial strategy for 2019/20 - 2021/22.

- An ambitious and innovative programme had been put in place to maintain the Council's robust financial position. The 10-year outlook for the General Fund showed an annual budget gap of approximately £1.5million from 2021/22 onwards; reduced from the previously predicted at £2.8 million.
- The population of the district had increased by 22.6% since 2001; primarily from internal migration from other parts of the UK. The population of Lincolnshire had increased by 43.6%.
- Audit reports had highlighted the need for a more corporate approach to investment in ICT.
- Cllr Lundgren had reported that a review of Local Access Points had highlighted low footfall. It had been confirmed that the LAPs would remain open for another year.
- Universal Credit had been rolled out in Lincoln and Sleaford. Help was available for anyone badly affected by the changes.

**d) Community Library.**

Mrs Appleyard's report had been circulated.

Sixth form supervision had been provided on Wednesday lunchtimes but, without supervisors on Mondays and Fridays, there had been some challenging behaviour.

Cllr Mrs Price said that she had spoken to Mrs Appleyard about the procedure in place to deal with bad behaviour. She added that sixth formers were paid for duties around the school but not the Library.

**e) Dog Warden Report.**

The report was noted.

**Item 4 a) To resolve that the notes of the meeting held on 1<sup>st</sup> October are approved as the Minutes.**

Acceptance of the notes was proposed by Cllr Marchant and seconded by Cllr Blair.

**b) Matters arising from the Minutes for clarification.**

15793 Highways had been reminded about the request for signage prohibiting HGVs on Rectory Lane. (Ref 15757) They had responded that a review had been carried out and a forward planning brief submitted to consider a formal review of the weight limit, that would impose a legally enforceable restriction. No date had been given for the review.

15794 The parking issue on Moor Lane, Branston Booths appeared to have been resolved by the police team. (Ref 15758)

15795 The Junior Academy had not won the NKDC Community Champion Award. (Ref 15763)

15796 A mobile phone and new laptop had been purchased and set up for the use of the Assistant Clerk. (Ref 15788)

**Item 5 Correspondence:**

**a) Newsletters and Periodic Publications.**

15797 Local Council Review Autumn 2018

15798 Clerks & Councils Direct November.

15799 Came & Co - Council Matters

15800 Brochures – Broxap & Kompan.

**b) Letters for information.**

There were no additional letters.

**c) LCC – Future of the Community Library.**

15801 Confirmation that LCC would continue to support the Community Library, financially and with officer support, beyond the initial 4-year agreement. Details of the formal process would follow.

**d) LCC – Update on road closures during Eastern Bypass construction.**

15802 Heighington Road would be closed for 11 months from 20<sup>th</sup> November to allow 16m of rock and earth to be excavated and a 33m overbridge to be constructed. The diversion route signposted would use Washingborough Road.

**e) LCC – Winter Self-help initiative.**

15803 A new scheme to issue up to 2 tonnes of salt for parishes to use on areas of the public highway had been offered. It required details of the area that the Parish Council would take over and the appointment of a Snow Warden.

In response, a request had been made for a stock of salt to be provided in readiness for use in extreme conditions by the Emergency Volunteers. However, LCC required a map of the roads and paths that would be treated and would then remove the area from the LCC route, to avoid duplication.

Councillors were concerned that 2t would not be sufficient and raised significant H&S issues. It was considered that the Emergency Plan volunteers had signed up to help in an emergency, not carry out routine labour. The Parish Council would not submit an application.

15804 The Clerk said that a request had been received from a resident for a grit bin near Bardney bridge. Although it was thought that there had previously been a grit bin at that location, there was a slope, a bend and traffic lights, the request had been refused as it did not meet the criteria because it was on a gritter route.

**f) LCC – Highway verge cutting scheme.**

15805 The proposal invited parish councils to undertake a minimum of two safety cuts a year on Highway verges, with a contribution towards the costs of 4.4p per square metre, per annum. It would realise an annual income of £627.22 in Branston which would not cover the cost of purchasing a suitable mower.

The invitation would be declined.

**g) Local Plan Team – Updated maps following the conservation area review.**

15806 Noted.

**h) NKDC – Polling Station review.**

15807 No comments.

**i) NKDC – Review of Brownfield Land Register.**

15808 No new sites had been added and there were no sites near Branston. No comments were made.

**j) Lincs Rivers Trust – Work on the beck at Waterwheel Lane.**

15809 All agreements were in place and a drawing of the work planned had been provided. The willows would be thinned and coppiced and berms installed in the stream to create a meander to increase flow and improve habitat for wildlife.

**k) Branston Surgery – Lack of available parking for staff and patients.**

15810 The Surgery had been advised that the Co-op would be implementing a two-hour limit on parking in their car park; preventing surgery staff parking there and creating additional parking in surrounding residential areas.

It was agreed that there was nothing the Parish Council could do to ease parking issues and that the Co-op had every right to impose sanctions.

**l) Resident – Poor standard street lighting on Lincoln Road.**

15811 A resident from the end of Lincoln Road had made the Council aware of the poor quality street lighting and requested an improvement and reduction in the speed limit when the eastern bypass opened. Improvements had been requested in 2006 but had been dismissed. A new enquiry had been submitted.

**m) Branston Infant School – Request for councillors to become a school governor.**

15812 The request would be circulated for all members to consider.

**Item 6**

**15813 Planning Applications & Tree Applications:**

**a) Planning decisions received.**

Planning permission had been granted on the following applications:

18/0837 - Two storey side extension	20 Archer Road
18/0963 - Pitched roof to create a dormer bungalow	8 Shardloes.
18/1085 - Single storey side extension	5 Sycamore Close
18/1127 - Internal remodelling & new building	Red Carpet Ready
18/1134 - detached garage	44 Station Road
18/1136 - Two storey rear extension	92 Lincoln Road

The following application had been withdrawn:

18/0703 - Vary condition 5 Carr Dyke House, Bardney Rd.

**b) Applications viewed during the month – For Information.**

18/1164 Conversion from A1 retail to A5 hot food, shop front & extractor Unit 1, Linden Ave  
*The loss of the Post Office and convenience store is a regrettable loss to the community. The emerging Neighbourhood Plan has identified a need for a diverse retail offering. It is accepted that people's shopping*

*habits are changing and the Parish Council recognises that a Post Office/convenience store may no longer be viable in this location.*

*In this situation the Parish Council welcomes a change of use for the unit that extends the takeaway food offering in the village and keeps the unit in use.*

18/1165 Illuminated fascia sign Unit 1, Linden Ave.

*No objections.*

18/1239 First floor side extension 141 Lincoln Road.

*No objections.*

**c) Applications for comment.**

18/1412 Vary condition 5 to add a first floor Claremont, The Moors

*No comments.*

18/1428 Diversion of Footpath 13 Station Rd, Potterhanworth

*No comments.*

18/1439 Single storey rear extension Brookside, Paddock Lane

*No comments.*

**d) Tree Application Decisions received.**

No decision notices had been received.

**e) Tree applications for comment.**

18/1368 Various tree works Springfield House.

*Branston & Mere Parish Council welcomes careful and sensitive management of trees in this area and as such has no objection to reparation work being carried out in a sensitive manner.*

*The Council would welcome guidance from the Tree Officer.*

18/1369 Fell 2 lime, 1 Larch, 1 Blue Spruce & 1 Ash Springfield House.

*Councillors found this application confusing and difficult to identify the position of the trees in question as there are two groups adjacent to the drive and the plan only shows trees which have work proposed. Both groups of mature trees are significant in the landscape and provide valuable habitat for bats and owls.*

*The supporting survey indicates rot and cavities and so the Parish Council would welcome guidance from the Tree Officer on the extent of work required and the need to fell all five trees.*

**Item 7 Other Reports:**

**a) Update of speed limit campaign & to confirm a public meeting.**

15814 Cllr Marchant had organised questionnaires to be completed by people attending the Flu Clinic. 140 had been returned with the majority in support of a reduction.

15815 The Chairman had met with the Lincolnshire Road Safety Partnership who had advised that, to be successful in securing a reduction, the evidence needed to comply with the Highways Speed Policy. They had recommended installing gates, speed devices, signs and stickers to reduce the speed of traffic which would help to achieve a lower mean speed and in turn demonstrate the need for a lower speed limit.

To progress the installation of gateways and speed signs, the Assistant Clerk would obtain 3 quotes for each. Cllr Blair asked that gateways also be considered for the B1190 at Branston Booths.

15816 The Community Speed Watch Initiative could be reconsidered if there were extenuating circumstances. Cllr Marchant said that 200 parishes in Lincolnshire had joined the scheme and in four years there had only been one incident of road-rage towards the volunteers.

**b) Report from the LALC AGM**

15817 The AGM was largely procedural although there had been much discussion about proposals to increase annual contributions to LALC and NALC. Branston's contribution would be £706.16 in 2019 (an increase of £20.33) and £726.83 in 2020.

**c) Report from the 4 Parish Cluster meeting**

15818 Cllrs Marchant and Newman had attended the Meeting and reported the following points:

- Collective training sessions for the Four Parishes had been suggested.
- A suggestion had been made to have a joint Emergency Plan. Only Branston had an Emergency Plan in place; Heighington had just started and Washingborough's was out of date.

Cllr Marchant had offered advice and assistance but considered that mutual support required each parish to have a plan in place.

- The other parishes were keen to follow Branston's initiative to adopt a Fly-posting Policy. When adopted, the policy would be shared with the cluster.

**d) To consider shared training events within the cluster.**

15819 The first joint training event had taken place, with councillors and clerks from three of the four parishes attending training on the subject of Planning. It had been worthwhile and further training would be considered.

**e) Update on Neighbourhood Plan progress.**

15820 Cllr Lundgren advised that 17 pages of feedback had been given on the draft plan. The group was working through the comments; dealing with one policy per week and would have a meeting with the consultant during November.

**f) Update of the Pavilion project & next phase.**

15821 The brief had been sent to three architects who had all indicated that they would tender. The quotes were expected in time for a decision to be made at the December meeting.

**g) Report from the Recreation Ground meeting.**

15822 The Chairman said that the drought conditions had caused problems for the Croquet group. They had engaged a company to scarify about a third of the area, hoping to secure funding towards the work. According to the Parish Council's Grant Aid policy, retrospective applications could not be considered.

**h) Request for Post Office Outreach Services.**

15823 There had been no further correspondence from the Post Office.

**i) Play Inspection report & 2019 Inspection.**

15824 The annual inspection of the play equipment, outdoor gym and skatepark had been carried out. No high-risk issues had been identified. The cracks at the skatepark had been noted as low risk with repair required. The Assistant Clerk had compiled a list of tasks for the Handyman to carry out.

15825 Approval was given to book the 2019 inspection with the Play Inspection Company.

**j) To consider repairs to the skate park.**

15826 A quote to repair the cracks had been obtained from TJM Skateparks.

The Assistant Clerk was asked to contact other Councils with concrete skateparks to get maintenance advice and research an advisory body for concrete repairs.

**k) To consider a working budget for the proposed Beer Festival.**

15827 Cllr Marchant proposed a working budget to cover the cost of hiring a stage, fencing, portable toilets etc to allow a date to be set and event planning to take place.

Cllr Marchant proposed and Cllr Adams seconded a £5000 budget with the intention that it would be repaid from the proceeds of the event, as per the Christmas Market.

**Item 8 Governance Review –**

**a) Risk Assessment.**

15828 The document had been updated following the play equipment inspection and fire extinguisher service.

15829 The Assistant Clerk would work in the Library for a week during December to gain enough knowledge to provide cover in the event that the Volunteer Coordinator was absent.

**b) To select a company to provide property valuations.**

15830 Three companies had been approached. J H Walter was selected to carry out the insurance valuation for the Pavilion and Village Hall.

**c) To consider draft Fly-posting policy.**

15831 A draft had been circulated. The item was deferred until December to allow further edits.

**d) RoSPA training for play inspections.**

15832 LALC had offered a certificated RoSPA course at a cost of £140 per delegate (discounted from £170 for members of the training scheme).

The clerk would seek confirmation about the need for a qualified or competent person to carry out in-house checks.

**e) To review the Grant Policy & appoint a working party to score applications.**

15833 The policy was considered appropriate and no changes were proposed. It was agreed that groups should be encouraged to engage with the community to recruit new members.

Applications would be circulated to all members for comment. Cllrs Adams, Catton and Lundgren were appointed to provide a recommendation to the Council at the January meeting.

**Item 9 Finance:**

**a) To approve payments to be made.**

Staff payments	Wages & Expenses	4075.01
HMRC	Tax & NI	796.72
NEST	Pension	334.28
Andy Marchant	Mileage & printing costs	20.60
Michael Cummins	Dog Warden	262.50
Hill Holt Wood	Jungle - October	144.00
C B Ground Maintenance	Grass cutting	691.40
Grundy Agricultural	Oil etc	21.46
E-on	Replace bulb carpark lights	145.80
Firestop	Fire Extinguisher service	269.94
Brandon Hire	Power scythe & Roller	279.72
62 Bleu (Monkfish)	Annual website hosting & SSL	215.00
F1 Group	Laptop & warranty	732.00
Octagon	Laptop set up	107.88
Play Inspection Company	Annual inspection	267.00
LK2	Consultancy support - 1	3000.00
British Legion	Poppy wreath	50.00
Doddington Farms LLP	Christmas tree	200.00
LAB Planning Services	Neighbourhood Planning Support	500.00
GLL	Summer reading resources	91.10
Heighington PC	Planning Training	65.80
Community Academy	Sports Hall Hire (Escape)	192.00
EE	Mobile phone (2 months)	22.00

TOTAL 12,484.21

15834 Approval of the payments was proposed by Cllr Marchant and seconded by Cllr Blair.

**b) To approve a monthly direct debit for a mobile phone contract.**

15835 The payment was approved and would be added to the monthly schedule.

**c) Report on review of internal systems from the Internal Auditor.**

The item was deferred until December.

**Item 10 Items for information.**

15836 Cllr Lundgren made members aware of an event at NKDC to promote the work of the Council and Independents group.

15837 Cllr Adams commented on an increase in HGVs using Silver Street. He would monitor and provide details of the companies flouting the weight limit.

15838 The scheduled repair to the smaller cracks on the pipeline footpath had been delayed due to illness. The contractor was expected to be able to return to work in January. The clerk advised that the path was not in a dangerous condition and has not deteriorated further. Members agreed to wait for his return. (Ref 15750)

The meeting closed at 9.08pm.