

**NOTES OF THE ANNUAL MEETING OF GREETWELL PARISH COUNCIL HELD ON MONDAY 18<sup>TH</sup> MAY 2015 IN  
THE SPORTS PAVILION, MULSANNE PARK, NETTLEHAM**

**PRESENT:** Councillors Mrs Rosemary Seal (Chair), Mrs Sarah Bates (Vice Chair), John Taylor,  
Keith Johnson, Chris Thatcher  
District Councillor Chris Darcel (From 8.30pm)  
4 residents

**9 -15/16 ELECTION OF CHAIR**

On a proposal by Councillor Mrs Sarah Bates, seconded by Councillor Chris Thatcher it was Resolved that Councillor Mrs Rosemary Seal be elected Chair Lady of the Council.

Councillor Mrs Seal duly signed her Declaration of Acceptance of Office.

**10/15-16 ELECTION OF VICE CHAIR**

Unanimously agreed that Councillors Mrs Sarah Bates be elected as Vice Chair Lady of the Council.

Councillors Mrs Bates duly signed her Declaration of Acceptance of Office.

**11 – 15/16 RECEIPT OF DECLARATIONS OF ACCEPTANCE OF OFFICE/COMPLETED REGISTER OF INTEREST  
FORMS FROM ALL COUNCILLORS**

Completed Declarations of Acceptance of Office forms were handed to the Clerk. It was noted that some members had forwarded completed Register of interest forms direct to WLDC.

**12 – 15/16 PARISHIONERS ITEMS**

A resident attended representing the Lincoln Bypass Action Group to give views on planning application 132932 - land south of St Augustine's Road, Greetwell Fields – residential development of up to 500 dwellings.

Councillors welcomed the views of the residents and informed the residents that that these would be considered when the Council discussed the application in detail later in the meeting.

Three residents from Westfield Approach attended the meeting to express concerns about the tenure of a property on Westfield Approach which appeared to not have been let for normal residential purposes.

The owner of the property had been approached and had stated that he was taking the matter up with the letting agents. Residents hoped that the matter could be resolved through this route.

**13 – 15/16 APOLOGIES**

Councillor Tony Melrose, District Councillors Alexander Bridgwood, Anne Welburn,  
County Councillors Jackie Brockway, Ian Fleetwood.

Reasons given accepted, proposed by Councillor Chris Thatcher, seconded by Councillor Mrs Rosemary Seal.

## **14 – 15/16 NOTES OF MEETING HELD ON 13<sup>TH</sup> APRIL 2015**

Proposed by Councillor Chris Thatcher, seconded by Councillor John Taylor and Resolved that the notes be signed as a correct record.

## **15 – 15/16 CONSIDERATION OF ADOPTION OF FINANCIAL REGULATIONS**

The Clerk and Internal Auditor had prepared the NALC model financial regulations in line with Standing Orders, copies of which had been circulated to all members. The Clerk explained two further amendments since circulating.

With reference to Item 13 – Stores and Equipment – it was noted that Councillors Mrs Rosemary Seal and John Taylor had in their possession the grit spreaders and would continue to be responsible for them.

Proposed by Councillors Mrs Rosemary Seal, seconded by Councillor John Taylor that the Financial Regulations as above be adopted.

## **16 – 15/16 REVIEW OF PARISH COUNCIL INSURANCE SCHEDULE/POLICY – CONSIDERATION OF QUOTATIONS RECEIVED**

The renewal of the Parish Council Insurance had been received in the sum of £719.32.

Quotations had been sought from two further companies – (a) £483.81 and (b) £484.11.

Members had been copied all quotations. Hiscox Insurance appeared to be a more favourable policy and if Council were bound into a 3 year period the insurer agreed not to apply a rate increase for that period, only index linking.

Proposed by Councillor Mrs Rosemary Seal, seconded by Councillor Chris Thatcher and **Resolved** that the Parish Council insure with Hiscox Insurance for a 3 year period, through Came and Company, Local Council Insurance at a cost of £459.90.

## **17 – 15/16 REVIEW OF PARISH COUNCIL COMPLAINTS PROCEDURE**

Members reviewed the Complaints Procedure and made the following amendment:-

Step 1 first bullet point – To read ‘By letter to the Clerk to the Parish Council’

Proposed by Councillor Mrs Rosemary Seal, seconded by Councillor John Taylor and Resolved that subject to the above amendment the Parish Council’s Complaints Procedure be adopted.

## **18 – 15/16 REVIEW OF PARISH COUNCIL RISK ASSESSMENT**

This was reviewed with one amendment – Item 3. 4. To read ‘Map of *parish* to aid understanding of contracts etc’

Proposed by Councillor Mrs Rosemary Seal, seconded by Councillor John Taylor and Resolved that subject to the above the Risk Assessment be adopted with amendment.

## **19 – 15/16 CONSIDERATION OF ADOPTION OF POLICIES/PROCEDURES RECOMMENDED BY LALC**

The following were as recommended by Lincolnshire Association of Local Councils and had been circulated to members for consideration:-

- a) **Communications Protocol** – Proposed by Councillor Mrs Rosemary Seal seconded by Councillor John Taylor and Resolved that it be adopted without amendment.
- b) **Payment of expenses to Council members** - Insert 'The Clerk shall have delegated powers to authorise Councillors' attendance at training events, subject to funds remaining within the yearly budget of £100 set aside by the Council. Such expenses incurred will be approved retrospectively after the event, at the next meeting of the Council'.

Proposed by Councillor Mrs Rosemary Seal, seconded by Councillor John Taylor and Resolved that the above as read be adopted.

- c) **Media Policy** – Proposed by Councillors Mrs Rosemary Seal seconded by Councillor John Taylor and Resolved that the Policy be adopted without amendment.
- d) **Disciplinary and Grievance Procedure** – Proposed by Councillor Mrs Rosemary Seal, seconded by Councillor John Taylor and Resolved that the Policy be adopted without amendment.

## **20 – 15/16 TRANSPARENCY CODE FOR SMALLER AUTHORITIES**

The Clerk outlined the requirements of this code effective from 1<sup>st</sup> April 2015.

**21 – 15/16 POLICE MATTERS** – No report received.

## **22 – 15/16 DISTRICT COUNCILLORS REPORT**

Report from District Councillors Alexander Bridgwood and Anne Welburn

'Sorry Alex & I cannot be with you this evening due to prior commitments.

At the moment the District Council is going through a similar processes as yourselves, signing forms, selecting committees and Outside Bodies, we will update you with details after Full Council on Thursday.

We have several important items on the agenda for the next four years not least of which is the question of Unitaries. You may have seen an item from Martin Hill leader of LCC about the cost saving that could be achieved. West Lindsey will be at the table for discussions along with all the other seven Lincolnshire Authorities and I will keep you informed of developments.

A second major string is to achieve a combined waste collecting system of disposal & recycling as we believe together we can have a greater say but with eight authorities involved it will not be an easy task, if achieved it will also save money but more importantly it should make recycling easier for our residents.'

District Councillor Chris Darcel was in attendance and stated that he had attended a Pre -Inquiry meeting for the closure of Hawthorne Road where 200 persons had been in attendance. DC Darcel stressed how the close of the road could impact on residents of surround localities.

County Councillor Ian Fleetwood had stated that he would be attending Greetwell Parish Council meetings along with County Councillor Mrs Jackie Brockway as Greetwell would be integrated into the Cherry Willingham Ward in the next County council elections.

### **23 – 15/16 CORRESPONDENCE AND REPORTS**

a) **Open Gardens Event – 5<sup>th</sup> July 2015** - The Chair reported that the Sub Committee/Working Group had met. She reported on arrangements to date for the Open Gardens Event and requested approval from members:-

- That the Programme had been compiled
- The Flyers worded which the Clerk would print off for distribution during the week preceding the event.
- Quiz finalized
- The Clerk would print tickets – to be £1 per person. Ticket to admit to all gardens.
- A £10 voucher had been donated from Scothern Nurseries as a prize for the Quiz.
- Two First Aiders would be available during the event.
- Expenses for the event to be taken from funds made so that no cost came out of parish funds.
- An advertising banner be purchased for fixing in a prominent position on the A158. Prices obtained varied from £50 - £70. The Clerk would organize the purchase of this.

Proposed by Councillor Chris Thatcher, seconded by Councillor Mrs Sarah Bates and **Resolved** that the above be approved/actioned.

b) **Neighbourhood Plan** – Councillor Mrs Sarah Bates had prepared a questionnaire to be printed in the June Greetwell News. Members discussed the suggestion of an incentive to encourage the return of surveys with all being placed into a draw with a prize of £20.00.

Proposed by Councillor Mrs Sarah Bates, seconded by Councillor Chris Thatcher and Resolved that £20.00 be approved as above.

c) **Report of broken fence to rear of pumping station at The Chase** – a report by a resident that the fence had been broken to the rear of the pumping station was received. It was noted that part of this had been repaired but members instructed the Clerk to request that LCC complete the repair.

d) **Request by resident for more frequent grass cutting at The Chase play area** – Members were advised that the contract currently consisted of 9 cuts per cutting season. Proposed by Councillor Mrs Sarah Bates, seconded by Councillor John Taylor and Resolved that the cuts per season not be increased.

e) **Report of training event 23.5.2015 on Insurance/Risk Management attended by Councillor Mrs Rosemary Seal and the Clerk** – The Chair reported that this course had been very informative and useful.

f) **Dedicated email address for Parish Council** – Unanimously agreed that the Parish Council have its own dedicated email address. The Clerk to arrange.

g) **Office/Computer use** – The Chair stated that the current computer (not owned by Greetwell Parish Council) used by the Clerk was now coming to the end of its life. District Councillor Mrs Anne Welburn had offered to obtain a lap top on loan for the Clerk to use.

## **24 – 15/16 FINANCE**

- a) **End of year accounts 2014/15** – The Clerk had prepared the final accounts for the year. The Internal Auditor had completed her audit and reported that the accounts/HMRC payroll to be maintained satisfactorily.
- b) **Completion of Annual Return/Governance Statement** - Copies of the Annual Return and Governance Statement had been circulated to all members prior to completion.

Proposed by Councillor Mrs Rosemary Seal, seconded by Councillor Mrs Sarah Bates and Resolved that the above be approved by the Council as presented for onward transmission to the External Auditor.

- c) **Funds in account at 30.4.2015**- £9320.62

d) **Accounts for payment:-**

Mrs B Solly – Internal Audit - £40.00

Mrs R Seal – bag of compost for tubs - £3.33

Glendale – grass cut 24/4 - £34.76

LALC training course lunch – 23.4.15 - £7.50

LALC VAT on annual subscription - £38.46

Mrs C Myers – Clerks expenses - £16.58

Nettleham Parish Council – Room hire - £9.00

Broker Network Ltd – PC Insurance annual premium - £459.90

- e) **To Resolve to delegate powers to Clerk/RFO to pay normally recurring invoices between meetings and report to the next meeting of the Council – Resolved** unanimously.
- f) **Lincolnshire Pension Fund** – Notification that wef 1.4.2015 administered by West Yorkshire Pension Fund.
- g) **Bank Mandate – Review /changes of signatories to Parish Council bank account** – As Mr David Hennell was not now a member of the Council he was required to be removed as a bank signatory.

Proposed by Councillor Mrs Rosemary Seal, seconded by Councillor John Taylor and Resolved that Councillor Mrs Sarah Bates be added as a bank signatory.

## **25 – 15/16 PLANNING APPLICATIONS**

- a) **Land to south of St Augustine Road, Greetwell Fields, - 132932 – Outline application for residential development of up to 500no dwellings, highways works including two new access points from St Augustine Road, landscaping ground works and ancillary works – access to be considered and not reserved for subsequent applications** -

Discussion ensued and members considered the comments made by the Lincoln Bypass Action Group and formulated a response to WLDC Planning as follows:-

‘Greetwell Parish Council has viewed this application and its main concerns are that there are too few access points to/from the proposed development.

Greetwell Parish Council also supports the views of local residents in that there is:-

- Need for social housing
  - Need for other community and commercial facilities and amenities not just dwellings
  - Need for sufficient parking (bays)
  - Concern over the two access points particularly White friars
  - Level of through traffic already a problem with its associated safety concerns so more vehicles will make matters worse
  - Need to reduce the 'rat-running' before there are 500-1000 more vehicles travelling through the estate and Hawthorn Road each day.
  - The use of old data for the traffic flow studies and the limited nature of their analysis
  - Concerns if Lincoln Eastern Bypass plans are changed or delayed and therefore ask that the development is delayed until Hawthorn Road is stopped off at the start of the LEB construction,
  - Non or very limited number of dwellings prior to the opening of the Lincoln Eastern Bypass
- It is considered that all of the above points require consideration prior to determining this application.'

Proposed by Councillor Mrs Rosemary Seal, seconded by Councillor John Taylor and **Resolved** that The above be forward to WLDC as stated.

- b) Application – 11 Eastholme – 132794 – Erect two storey extension to side and conversion of existing conservatory to a sun room – Members agreed unanimously no objections.
- c) **Invitation from Nettleham Neighbourhood Plan Steering Committee to nominate member to join their committee to look at future needs of housing for older residents** – Councillor Mrs Rosemary Seal offered to join this committee – Members **Resolved** this unanimously.

#### **26 – 15/16 CO-OPTION OF COUNCILLOR**

A vacancy existed on the Council due to insufficient persons being nominated for election. The vacancy would be advertised and co-option could take place at the June meeting of the Parish council.

#### **27 – 15/16 CHAIRMANS COMMENTS** – None.

#### **28 – 15/16 NEXT MEETING OF THE COUNCIL**

Monday 8<sup>th</sup> June 2015 – Old School, Nettleham commencing at 7.30pm.

#### **29 – 15/16 DATES OF MEETINGS OF PARISH COUNCIL 2015/16**

Monday 8<sup>th</sup> June 2015 - Small Hall, Old School, Nettleham  
Monday 20<sup>th</sup> July 2015 - Small Hall, Old School, Nettleham  
Monday 14<sup>th</sup> September 2015 – Small Hall, Old School, Nettleham  
Monday 12<sup>th</sup> October 2015 – Mulsanne Park Sports Pavilion, Field Close, Nettleham  
Monday 9<sup>th</sup> November 2015 – Small Hall, Old School, Nettleham  
Monday 14<sup>th</sup> December 2015 – Mulsanne Park Sports Pavilion, Field Close, Nettleham  
Monday 11<sup>th</sup> January 2016 – Small Hall, Old School, Nettleham  
Monday 8<sup>th</sup> February 2016 – Small Hall, Old School, Nettleham  
Monday 14<sup>th</sup> March 2016 – Small Hall, Old School, Nettleham  
Monday 11<sup>th</sup> April 2016 – Small Hall, Old School, Nettleham

**30 – 15/16 – CONFIDENTIAL MINUTE – STAFFING MATTERS**

Resolved to move into closed session to discuss Staffing Matters.