

**Minutes of Laceby Parish Council Full Council and Planning Meeting
Held at the Stanford Centre, Cooper Lane Laceby on Tuesday 2nd October 2018 at 7.30pm**

- 12139 Present:** Chair - Cllr B Metcalf
Cllr S Greenbeck, Cllr D Johnson, Cllr J Howells

Ward Cllr D Hasthorpe and Cllr M Dickerson
- Also present:** 1 member of the public
Clerk – Nicola Ashton
- Apologies:** Cllr P Schofield, Cllr S Murray, Cllr S Turner, Cllr R James

The Chair opened the meeting and welcomed everyone. Apologies were accepted.

12140 Minutes from the 4th September 2018.

Minutes from the meeting held on the 4th September 2018 were put forwards for approval. The Minutes were approved by Cllr Greenbeck, and seconded by Cllr Johnson. Cllr Metcalf requested a show of hands, all Councillors were in agreement and minutes were approved.

12141 Declaration of Interests

There were no declarations of interest or dispensations recorded.

Public Forum

Cllr Metcalf opened the meeting to take public forum regarding items on the agenda.

There were no items raised by the public in attendance and Cllr Metcalf reconvened the Full Council and Planning meeting.

12142 Police Matters

A report from PC Wood was circulated for consideration. There were 12 reported crimes, 10 of these at Morrison's. Cllr Metcalf explained that she had been and spoken to the youth's at St Francis Play Area to ask why they were playing football there and to explain that some of the equipment had been damaged. They had explained that it has 'goal posts' for their football. Cllr Metcalf suggested the Parish Council approach NELC to enquire whether there are some football posts that can be left in situ at Butt Lane Playing Fields. Cllr Johnson explained that the damaged equipment would have cost £580 to replace had a repair not been possible.

Action Check with NELC regarding football posts.

12143 Ward Councillors Report

Cllr Hasthorpe thanked Cllr Johnson and Greenbeck for attending the Liaison committee the previous Thursday. He went onto explain that the meeting was attended by the local Police Commissioner. Inroads are being made and the Police Force will have almost 1900 police officers by Christmas, they had only 1400 officers when he took over. Investment has been made into establishing a bigger and better fleet of vehicles, and the aim is to have 180 to 200 PCSO's in addition to the 1900 officers. Cllr Hasthorpe confirmed that things are moving in the right direction and there was a lot to be applauded.

Cllr Hasthorpe added that the Crime Reports contained misleading information; weighting them in the wrong direction and that this may affect house insurance prices. It was suggested that the Parish Council write to the Police and request that the report is written to exclude crimes at Morrison's.

Action Clerk to write to Police re the Crime Reports.

12144 Planning Matters

Cllr Metcalf explained that she had received 2 items for consideration.

DM/0757/18/FUL – Retrospective application to erect boundary fence to 8 Elm Lane, Laceby.

Cllr Metcalf gave details of the planning application and handed details of the application to Councillors for consideration. It was acknowledged the fence was more than 6ft high, a statement was also read out regarding the fence from the house owner. After discussion, Cllr Metcalf asked whether everyone was happy with the application, this was confirmed and a show of hands confirmed there were no objections to the planning application.

Action Clerk to send letter detailing no objections.

DM/0693/18/FUL – demolition of existing dwelling and outbuildings and change of use of the land from residential to used car display area to include associated landscaping and alterations.

It was immediately identified that this would mean more cars and more transporters parked up on double yellow lines off loading in what was already a dangerous situation; you cannot see round the transporters to be able to overtake on that section of road safely. The information advised there would be no more staff / staff cars parking in the area. Councillors present identified that there was no provision for off road loading and unloading, or for a layby. Cllr Hasthorpe confirmed that the Bodyshop had already moved to the Pyewipe, but this would see a large number of extra cars at the site which would increase the numbers of car transporters unloading. It was noted that there would also be more customers, and that traffic movement would increase. At present there are no facilities being provided for safe loading and unloading of cars; the Parish Council might look more favourably if this was included in the plans.

After a lengthy discussion Cllr Metcalf asked councillors to vote. By unanimous agreement it was agreed to object to this application for the above points.

Action Clerk to send objection on above points.

Nags Head Car Park

Cllr Metcalf advised that although this wasn't yet showing on the website, this has now gone to Appeal. Cllr Dickerson confirmed that the Parish Council will be able to comment, and that it should reiterate what has already been sent in. The pub is currently closed and therefore has no customers.

Approved Planning Applications

Cllr Metcalf advised that the Planning Application in regards to East Mount, Laceby, has now been approved by Planning.

12145 Matters Arising

There were no matters arising.

12146 Finance Matters

The following items were approved for payment:

Salaries for 3 members of staff October 2018	£1301.29
HMRC – Income Tax, October 2018	£240.60

Cllr Metcalf – Chairs Allowance	£20.00
Clerk Petty Cash	£37.42
Allotment Lease for period 29/9/18 – 24/12/18	£325.00
Stanford Centre Hall Hire for August 2018	£12.00
Works to Cenotaph	£1068.00
Allotment Association – contribution	£259.74
Annual Subscription to HWRA	£25.00
Post Office Ltd – Clerks telephone line	£20.50
Church Hedge & Grounds	£670.00
Cemetery Waste – September 2018	£35.00
Total payments made	£4014.55

Payments checked by Cllr Greenbeck, proposed by Cllr Johnson and seconded by Cllr Greenbeck; and a show of hands confirmed full agreement by all Councillors for payment of the above items.

12147 Church and Cemetery Matters

Church - Hedge & Railings

Cllr Metcalf explained that replacing the Church Hedge with Railings will be a project for the New Year and that Solar Funding will be considered. It was agreed that a letter be written to the Church PCC so they are aware.

Action Clerk to write letter to Church PCC

Church Event

This is planned for Saturday 1st December at 6pm. Normally the lights on the Church Christmas tree are just turned on, but this year there will be a special guest to turn the lights on. It will be turned into an occasion with Mulled Wine, Mince Pies and everyone will be invited. It is not to replace the Carol Services, but as an additional event. It was suggested that perhaps local businesses might be interested in opening and taking part – i.e. the Teapot. It was also suggested that the Laceby Lyrical's might be approached to sing. Cllr Hasthorpe suggested that the occasion might be sponsored by a local company. The Clerk suggested that supermarkets could be approached for a donation of Mince Pies.

Cemetery - Gravel around Cenotaph

We currently have 1 quote, and are having difficulties getting companies to quote for jobs. Cllr Johnson has some other contacts to try.

Hedges & pruning at Cemetery

The Council is currently in the process of getting 3 quotes for this work.

Cllr Hasthorpe complimented on how well kept the Cemetery was and that the Groundsman carried out an excellent job. He explained his only concern was the grass that stuck to the Headstones. The Council explained that this complaint had been made before, however, in order to cut around the headstones a strimmer was used and that there was little that could be done.

RBL Wreath and Donation

Cllr Metcalf explained that last year a donation from the Parish Council of £60 was made and asked if anyone had any thoughts on the donation for this year. After a short discussion a donation of £100 was proposed by Cllr Howell and seconded by Cllr Johnson; a full show of hands confirmed the agreement. A wreath also needs to be organised.

Action Wreath to be organised and cheque to be signed at next meeting.

12148 St Francis Grove Play Area Matters

Damage at the Play Area discussed earlier.

Cllr Johnson raised concerns that there are gaps developing on the soft floor between the colours that will need to be filled. It was suggested this was done in Spring, however, a price can be obtained in preparation.

12149 Stanford Centre Group Report – Cllr Metcalf

The furniture (solar funding grant) has arrived. The Group are currently in the process of applying for another grant to replace the Heating, which should cost around £26k. It is hoped that the Stanford Trust and Parish Council will contribute if there is a shortfall in funding. It was acknowledged that there was money available from the precept so this could be considered.

12150 Allotments

New Allotments

The Clerk reported that the October Invoices had gone out and that any outstanding payments were being chased. Where no reply was received in regards to letters that had been sent to allotment holders in the summer asking if they still wanted their plot, the Clerk has advised the Allotment Association that there has been no response. Cllr Metcalf asked that the allotment holders were written to, to advise that their plot had been taken back into our ownership and asking them to return their key for the deposit. The next step is to look at the tenancy agreements and those plots that are considerably overgrown.

Action Clerk to send letters re allotments taken back.

Old Allotments

Cllr Metcalf explained that a meeting had taken place the week before with Andrew Kitchen a Consultant working for Engie. In the meeting (attended by BM, ST, DJ, SG and NA) the Parish Council were advised that they had breached the lease on the old allotments. Cllr Metcalf read the document that had been given detailing the breaches. The Council was advised that it has several options including handing the allotments back (but would have to clear it first) and restoring it to its original use. Mr Kitchen said that he would have a copy of the lease with us by Monday, and this has still not been received. The Clerk added that she had been in touch with Archives and Land Registry for a copy of the Lease. All attending the meeting confirmed that it was unusual and seemed very strange. No ID was presented by Mr Kitchen or his colleague at the meeting.

Cllr Metcalf explained that the Clerk had been through all the records and had found an email from 2017, this was read out. Cllr Hasthorpe and Cllr Dickerson agreed this gave clear narrative on the allotments and its purpose. Cllr Hasthorpe suggested that clarification is sought on who Mr Kitchen is before any information is given, and that we should also check whether Engie employees should have some form of ID with them. It was suggested that Mr Kitchen was invited to the next Parish Council meeting and asked that he brought copies of the lease with him. Cllr Greenbeck asked for confirmation that the council had paid for the fence.

Action Clerk to verify who Mr Andrew Kitchen is and whether he works for Engie; once ID has been verified invite to next Parish Council meeting.

Clerk to check the fence was paid for.

12151 GDPR

The Clerk gave everyone the GDPR action plan and explained what had been done since the last briefing. Policies were ready to be considered – the Clerk asked if they could be read and any changes noted ready for next meeting. The Parish Council needs to appoint a Data Protection Officer, it has been suggested that this will be a Councillor, but not the Chair. Electronic copies of the policies were requested to be sent to everyone. The Clerk has sent thanks to Paul Ellis at NELC for all his time and assistance and for making the afternoon spent going through things enjoyable.

Action Clerk to email electronic copies to all Councillors. A Member of the Council needs appointing as DPO.

12152 Clerk Training

The Clerk explained that she would like to complete the Introduction to Local Council Administration qualification. Cllr Metcalf confirmed that this was agreed as part of training and employment. All Councillors agreed on the expenditure for this training.

12153 Councillor resignation and casual vacancy

Cllr Metcalf confirmed that after a lot of confusion, Cllr Murray’s resignation had been sent to an old email address the previous clerk used. The Parish Council need to advertise the casual vacancy, and advise NELC of the resignation. It was also agreed that a letter of thanks be sent.

Action Clerk to notify NELC, advertise vacancy and send letter to Mr Murray.

12154 Correspondence

Cllr Metcalf explained that the RBL had enquired about First Aid cover for the Remembrance Parade; unfortunately St John’s do not have the capacity and First Aid cover is a requirement of the parade. Various suggestions were made, Cllr Metcalf will pass these back to the RBL. Cllr Metcalf to attend the parade on behalf of Laceby Parish Council, as is Cllr Greenbeck and Cllr Johnson.

12155 Information Exchange

Cllr Metcalf went around the table. Cllr Metcalf was concerned about the double yellow lines on Cemetery Road going into Altoft Close, these have not been painted correctly and there is no clear finish. This is causing issues with parking and the street being blocked. Cllr Greenbeck added that the double yellow lines on Church Lane were also very strange – they are thinner than the standard lines and a different colour. There was a query as to whether they were legal.

Action Clerk to contact Highways to enquire about the yellow lines.

The Chair confirmed the next meeting dates and times and declared the meeting closed at 8.50pm.

Signed:

Chair

Dated: