

Please be advised that these are notes of the meeting taken by the Clerk and cannot in any way be regarded as the official minutes of Council proceedings until they are approved and signed at the next meeting

MINUTES OF THE WOODHALL SPA PARISH COUNCIL MEETING HELD ON TUESDAY 26th July 2022 AT 7.15PM AT THE COUNCIL OFFICE.

Public Forum

No members of the public present but Cllr Moscrop asked a question on the behalf of a parishioner which concerned the removal and relocation of a post box from the corner of Tattershall Road and Cromwell Road. This has been relocated further up Cromwell Road but it has not been done correctly. Cllr Bollard sent a link through to the assistant clerk to follow up.

The Meeting

In Attendance

Councillors J Needham, Chairman, L Moscrop, R Shaw, R Brown and D Bollard

Also present:

Karen Handley, Assistant Clerk

FC/1/07/22 Comments from the Chair

The Chair thanked everyone attending for volunteering their time.

FC/2/07/22 Apologies for absence with reason given

Apologies were noted and accepted from Councillors N Ford and J Atkin. ELDC Councillor T Kemp also sent his apologies.

FC/3/07/22 Declaration of Members' interests in accordance with the Localism Act 2011

(Disclosure by all members present of disclosable pecuniary interests in matters on the agenda that have not already been declared on their Declarations of Interests form or put in writing to the Monitoring Officer at East Lindsey District Council)

No declarations were made.

FC/4/07/22 To consider requests from members for a dispensation on any items on the agenda (In accordance with the Localism Act 2011 the Parish Council has the authority to grant any members present a dispensation on their disclosable pecuniary interest so that they may take place in the debate and vote)

No requests were made.

FC/5/07/22 To receive the draft notes to be approved as the minutes. Full Council Meeting 21st June 2022

It was proposed, seconded, and unanimously resolved to accept the notes as the minutes.

FC/6/07/22 To receive a report from Lincolnshire County Council & East Lindsey District Council
No Councillors present

FC/7/07/22 Financial Matters

a) To approve automated, retrospective, and future payments to be made

Person/Company to be paid	Invoice No.	Details	Amount £	Payment Date	Electronic Payment Signature 1	Electronic Payment Signature 2
Opus Energy	22/067	Office gas bill	43.28	05/07/22	Direct	Debit
Sprint Signs	22/068	Memorial Safety Inspection signs	66.00	26/07/22		
R.G Hygiene	22/069	Office cleaning	27.60	26/07/22		
Welton Garden Services	22/070	Village/Cemetery maintenance	1746.00	26/07/22		
Payroo Star	22/071	Payroll provider	6.00	19/07/22	Direct	Debit
National Office Furniture supplies	22/072	Flip top tables Council Chamber	2064.00	19/07/22		
Assistant Clerk	22/073	Recorded delivery costs	6.30	12/07/22		
LALC	22/0746	Good Councillor Guides	47.99	19/07/22		
Stephen Long Gardening Services	22/075	Gardening services	635.00	26/07/22		
British Gas	22/076	Electricity for ATM	75.50	26/07/22	Direct	Debit
SSE	22/077	Electricity Station Road	37.32	28/07/22	Direct	Debit
Paul Riddell	22/078	Hire of Skip	216.00	26/07/22		
Stephen Long	22/079	Closed Churchyard Contract	1800.00	26/07/22		
LALC	22/080	Network Day	60.00	26/07/22		
Staff/HMRC/Pension	22/081	Staffing Costs	3307.89	26/07/22		
Tony Gibbons	22/082	Village Maintenance/cemetery	420.00	26/07/22		
J Greer	22/083	Tanks Direct Water Bowser	399.60	21/07/22		

It was proposed, seconded, and unanimously approved to pay the above.

b) To note the bank reconciliation

The bank reconciliation as of 30th June 2022 was noted as £149,511.75

c) **To re-establish the Finance Working Group**

Cllr Brown is the only Councillor remaining from the original finance working group. He does not have the time available to commit to regular meetings at the moment. He has spoken to Joann regarding this. The assistant clerk wanted it to be recorded that his contribution has been invaluable and much appreciated.

Action: The Finance working group will be open to all but initially there will be a nucleus comprising of Councillor Needham, Cllr Shaw, the Clerk and Assistant Clerk.

d) **To approve a maximum budget for a communal wireless printer**

Cllr Brown has sent the Clerk some information and Cllr Needham has also completed some research regarding suitable wireless printers. It was resolved to set a maximum budget of £500 for the printer.

FC/8/07/22 Proposal to adopt Procurement Policy

The additions to the proposal forwarded to the Chairman by Councillor Brown were highlighted. No issues were raised therefore it was proposed, seconded and unanimously agreed to adopt the Procurement Policy.

FC/9/07/22 To consider requesting the speed limit be reduced to 30 mph on Stixwold Road with possible pedestrian crossing and resolve whether to formally request this with Highways due to pedestrian safety concerns.

Cllr Shaw informed the meeting of the concerns that has been raised from parishioners regarding Stixwold Road. Cllr Moscrop informed the Council that he is in the process of writing a traffic management plan for Woodhall Spa which will raise this issue.

It was felt that this was a good idea but action needed to be taken now regarding this concern.

It was therefore resolved to;

- a) Contact LCC Highways regarding reducing the speed limit on Stixwold Road
- b) Incorporate this issue into a village traffic management plan.

FC/10/07/22 To consider the potential use and lease of the old veterinary centre on Stixwold Road and resolve whether to progress further, this would include conducting a feasibility study, develop a business plan and budget projection.

Cllr Shaw discussed the possibility of using this piece of land as a car park for the village. It was resolved to progress further and Cllr Shaw will conduct a feasibility study and present to the next Council meeting.

FC/11/07/22 To consider the format of the Remembrance Day Parade 2022 and resolve the following:

- a) **Whether to engage a Traffic Management Company for road closure notifications and management throughout the event with a maximum budget of £1000 or rely on volunteers**

Cllr Bollard explained the background to the quote presented to council. The Assistant Clerk did point out that road closures had already been requested

based on 2018/2019 format and it wasn't necessary for a traffic management company to be paid to do this.

Cllr Ford has, in the past, provided all the necessary signage etc. After some discussion it was proposed, seconded and unanimously decided to engage a traffic management company for Remembrance Day Parade.

- b) To set up a parade working group to: arrange church format, route for parade and safety barriers, arrange additional music if required.

It was agreed to liaise with the church and that the Events Working Group has already been set up and the Councillors felt that this group could organise Remembrance Day. Councillor Bollard volunteered to be the lead for Remembrance Day with the help of Councillors Shaw, Needham and Moscrop

FC/12/07/22 To consider candidates for co-option to fill parish council vacancies

Only one applicant applied Mr John Sanderson. His application letter has been circulated prior to the meeting.

It was proposed, seconded and unanimously agreed to co-opt.

Action: Assistant Clerk to inform Mr Sanderson of his successful application.

FC/13/07/22 To set the date and time of the next full meeting

The next full Council meeting will be held on Tuesday 20th September 2022 at 7.00 pm.

FC/14/07/22 To propose to go into closed session to consider and resolve:

It was not necessary to go into closed session as no members of the public/press were present

- a) Recommendations from staff appraisal-after a successful appraisal it was proposed, seconded and unanimously resolved that the assistant clerk should move up one increment point on the NALC pay scale, backdated to May 2022

- b) Upcoming Financial issues

The Chairman explained a financial situation which has arisen with a payment schedule for a PWLB loan for the amenity block at Jubilee Park.

It was resolved that the following should happen- the Chairman will draft an addendum to the schedule of payments to clarify the agreement to the satisfaction of both parties.

Close of meeting 8.02 p.m.