

Minutes of a meeting of Bracebridge Heath Parish Council held remotely using Zoom on 1st September 2020 at 19:30

Present: Cllrs F Adeyemi, C Barr, C Broad, C Callan, L Hauton, J Kilcoyne, S Manders, V Marden, J Moran, A Smith, K Trought and A Walker (arrived at 20.26)

In attendance: District Cllr Cawrey, Clerk to Council, Mrs S Knowles and two members of public were present

PUBLIC PARTICIPATION SESSION

Report from Lincolnshire County Councillor Cawrey – Cllr Cawrey reported on extinction rebellions; COVID-19 grant funding; the reopening of Washingborough Road; installation of the footbridge at Bloxholm Lane; devolution white paper and the possibility of a single tier unitary council; and the return of schools from 2nd September. Cllr Cawrey urged members of the public to report highway issues directly using <https://www.fixmystreet.com/>.

Q: Cllr Kilcoyne asked whether there were differences of opinion about the possibility of devolution between district and county council levels of local government. It was noted that the Lincolnshire Association of Local Councils (LALC) were holding meetings with all levels of local government to facilitate the discussion.

A: Cllr Cawrey explained that there would be differences and felt that there was an opportunity to increase the role of parish and town councils within the review.

Reports from North Kesteven District Councillors Burley, Cawrey & Moran – Cllr Burley was not in attendance.

Cllr Moran had nothing to report.

Cllr Cawrey reported on the recommendations of the Local Government Boundary Commission for England (LGBCE). It was noted that potential plans for devolution may alter the outcome for this.

Questions / Points raised by residents / members of the public – Nil

PUBLIC COUNCIL SESSION

A reminder was given to members about the need to submit to the monitoring officer at NKDC any changes to the content of their Register of Member Interest Forms.

The chairman noted the resignation of Cllr Parr from the Council and gave thanks for his commitment as a member.

20102. TO RECEIVE APOLOGIES AND ACCEPT VALID REASONS FOR ABSENCE – It was **RESOLVED**: That apologies for absence from Cllr Walker be accepted.

20103. TO RECEIVE MEMBERS' DECLARATIONS OF DISCLOSABLE PECUNIARY, NON-DISCLOSABLE PECUNIARY OR NON-PECUNIARY INTERESTS IN RELATION TO ANY AGENDA ITEM – Nil

20104. TO CONFIRM THE MINUTES OF THE MEETING HELD 7th July 2020 - It was **RESOLVED**: That the minutes of the meeting held on 7th July 2020 be approved and signed as a true record by the chairman.

20105. TO CONSIDER FINANCIAL MATTERS

- a. **TO RECEIVE THE CLERK'S REPORT ON PAYMENTS MADE BETWEEN MEETINGS** – It was reported that the following payments were made between meetings:

Direct debit payments made during July and August 2020				
Payment Date	Method	Payee	Amount (£)	Reference
01/07/2020	DDR	Vodafone	41.40	Staff mobiles
01/07/2020	DDR	Trade UK Ltd	24.34	Play park locks
02/07/2020	DDR	SSE Electric	131.94	Library - electricity
16/07/2020	DDR	EON	728.54	Streetlight – electricity
27/07/2020	DDR	SSE Electric	148.37	Library - electricity
30/07/2020	DDR	Vodafone	41.40	Staff mobiles
31/07/2020	DDR	Elliot Group	48.00	Storage container hire
03/08/2020	DDR	Trade UK Ltd	32.00	Fence repair – Recreation Ground
17/08/2020	DDR	EON	752.83	Streetlight - electricity

Initials.....

Payments approved by Finance & Policy committee – 18th August 2020				
Payment Date	Method	Payee	Amount (£)	Reference
24/08/2020	BACS	Dave Cook (Home Maintenance)	200.00	Replacement pavilion door
24/08/2020	BACS	Glendale Countryside	1201.20	Grass cutting & white line painting
24/08/2020	BACS	Hallmaster Ltd	224.40	Venue hire software licence
24/08/2020	BACS	Jackson Buildbase	108.48	Allotment maintenance
24/08/2020	BACS	Mayflower Washroom Solution	14.04	Pavilion & Library – waste collections
24/08/2020	BACS	NKDC	119.00	Library - rates
24/08/2020	BACS	Rigby Taylor	185.70	White line paint
24/08/2020	BACS	Shell UK Ltd	8.35	Fuel - caretaker
24/08/2020	BACS	Venture Signs and Graphics Ltd	313.34	Play park and skate park signs
24/08/2020	BACS	Viking Direct	111.38	Office supplies
28/08/2020	BACS	HMRC	549.08	Tax & NI month 5
28/08/2020	BACS	Lincolnshire Pension Fund	992.78	Pension contributions
28/08/2020	BACS	Salaries & reimbursements	3650.28	Salaries & reimbursements

b. **TO CONSIDER PAYMENT OF ACCOUNTS** – The clerk to council presented the accounts for payment.

Payments for approval - 01.09.2020				
Payment Date	Method	Payee	Amount (£)	Reference
07/09/2020	BACS	ESPO	169.55	Library furniture and PPE
07/09/2020	BACS	Glendale Countryside	1236.00	Grass cutting
07/09/2020	BACS	Lincoln Security	16.00	Key cutting
07/09/2020	BACS	Lindum Fire Services Ltd	162.60	Fire alarm /emergency lighting inspections
07/09/2020	BACS	Mayflower Washroom Solutions	14.04	Pavilion and Library – waste collections
07/09/2020	BACS	NKDC	119.00	Library - rates
07/09/2020	BACS	Parish Online by GeoXphere	360.00	Parish mapping software
07/09/2020	BACS	PKF Littlejohn	480.00	External audit
07/09/2020	BACS	Shell UK Ltd	9.22	Caretaker fuel
07/09/2020	BACS	Tucann Ltd	260.60	Parish information leaflet
30/09/2020	BACS	HMRC	549.08	Tax & NI month 6
30/09/2020	BACS	Lincolnshire Pension Fund	992.78	Pension contributions
30/09/2020	BACS	Salaries & reimbursements	3593.67	Salaries & reimbursements

It was **RESOLVED: That Council approve the payment of accounts.**

Signatories to sign (either electronically or with wet ink) the payment authorisation sheets as required and return to the clerk.
Online banking authorisations to be carried out by Cllrs Kilcoyne and Manders.

c. **REVIEW AND CONSIDER APPROVAL OF BANK RECONCILIATIONS** – It was **RESOLVED:** That reconciliation of bank statements numbered 301, 302 and 303 be approved and signed.

It was agreed that the clerk would nominate a councillor to sign each document on behalf of Council.

d. **TO REVIEW BUDGET, INCOME AND EXPENDITURE** – The budget was reviewed. It was queried whether there would be additional costs in relation to the damaged defibrillator. The clerk explained that the defibrillator was in working order and the only requirement was to purchase replacement start kits.

Initials.....

20106. TO RECEIVE THE CLERK’S REPORT ON CORRESPONDENCE RECEIVED AND CONSIDER ANY RECOMMENDATIONS –

Correspondence for consideration – items received in July and August 2020	
Came & Company	Living Wage Foundation
Canwick Avenue roadworks	NALC
Co-op	NKDC
Fallen branch – woodland walk	Parish Online
Freedom of Information request	Rural Services Network
Kompan	The Crescent - trees
Highways England	Tree in burial ground
LALC	YMCA Community Lincs
Lincolnshire County Council	Village Hall Management Committee
Lincolnshire Funding Portal	Woodland walk - compliments
Lincolnshire Police	

The clerk gave a verbal report on correspondence received. Correspondence received about a Freedom of Information request and Village Hall Management committee was deferred until the end of the meeting to be discussed in closed session because the nature of the discussion would likely disclose exempt information as defined in Part 1 of Schedule 12A of the Public Bodies Admission to Meetings Act 1960.

20107. TO CONSIDER PARISH COUNCIL STANDING AND SUB-COMMITTEES

a. TO RECEIVE A REPORT AND WHERE NECESSARY, ADOPT THE RESOLUTIONS FROM WITHIN THE MINUTES OF THE FOLLOWING COMMITTEE AND SUBCOMMITTEE MEETINGS –

- i. **Environment committee – 13 July 2020**– A verbal report was given.
- ii. **Neighbourhood Plan sub-committee 14 July 2020**_– A verbal report was given.

It was **RESOLVED:** That the recommendation to submit the grant application to Groundwork be accepted.

- iii. **Executive sub-committee – 13 August 2020** – It was **RESOLVED:** That the recommendation to pay employees for additional hours worked be accepted.

It was agreed that the remainder of the recommendations from the report be deferred to the end of the meeting to be discussed in closed session because the nature of the discussion would likely disclose exempt information as defined in Part 1 of Schedule 12A of the Public Bodies Admission to Meetings Act 1960.

- iv. **Environment committee – 17th August 2020**_– Verbal report given.

- v. **Finance and Policy committee - 18th August 2020**_– Verbal report given. It was **RESOLVED:** that the following recommendations be accepted:

- To transfer £2500.00, as budgeted, to the Burial Ground and Woodland reserve.
- To reduce earmarked reserves for the Burial Ground and Woodland by £615.00 in respect of burial ground wall repairs made earlier in the year.
- To increase reserves for play equipment by £9475.00. These funds had been budgeted for planned replacements in the last financial year and had not taken place due to COVID-19.
- To reduce funds in the earmarked reserve for play equipment by £9475.00 following payment of the planned replacements at the Grantham Road play park.
- To create an earmarked reserve for elections, the total to be transferred being £3500.00.
- To create an earmarked reserve for repair of streetlight assets, the total to be transferred being £25,000.00.
- To authorise the use of the earmarked reserve for streetlight assets as required for identified repair work. Any changes to earmarked reserves to be reported back to Finance & Policy or Full Council, whichever is soonest.

- b. **TO RECEIVE A REPORT ON DECISIONS MADE USING DELEGATED AUTHORITY** – Nothing to report

- c. **TO REVIEW MEMBERSHIP OF COUNCIL STANDING AND SUB-COMMITTEES** – No changes made.

Initials.....

d. TO RECEIVE AN UPDATE ON SCHEDULED COMMITTEE MEETINGS –

Date	Committee
Monday 21 st September	Neighbourhood Plan sub-committee
Tuesday 22 nd September	Finance and Policy committee
Monday 28 th September	Amenities committee
Monday 19 th October	Finance and Policy committee
Tuesday 20 th October	Environment committee (if required)

It was noted that an additional meeting of Full Council would also be held on Tuesday 8th September 2020 to consider the Council's response to the consultation on design codes for the South East Quadrant.

Planning applications discussed at the Environment committee meeting on 17th August 2020

Removal of public payphone

PCO PCO1 London Road Bracebridge Heath Lincoln Lincolnshire LN4 2LA
Ref. No: 20/0888/PNTEL | Received: Mon 13 Jul 2020 | Validated: Mon 13 Jul 2020 | Status: Registered

Removal of public payphone

St Johns Road Bracebridge Heath Lincoln Lincolnshire LN4 2PJ
Ref. No: 20/0459/PNTEL | Received: Mon 13 Jul 2020 | Validated: Mon 13 Jul 2020 | Status: Registered

Erection of two storey side and rear extension

1 Heath Road Bracebridge Heath Lincoln Lincolnshire LN4 2PP
Ref. No: 20/0778/HOUS | Received: Wed 24 Jun 2020 | Validated: Thu 09 Jul 2020 | Status: Registered

New build classroom

St Johns Primary School Grantham Road Bracebridge Heath Lincoln Lincolnshire LN4 2LD
Ref. No: 20/0769/FUL | Received: Tue 23 Jun 2020 | Validated: Mon 06 Jul 2020 | Status: Registered

Revision to house types and an increase in number of units from 79 to 91 in Phase 2 of 15/0477/OUT (Erection of up to 120 dwellings and associated infrastructure (outline with means of access) & 19/0018/RESM (Reserved matters application for the erection of 120 dwellings (with details of appearance, landscaping, layout and scale) to increase the overall no. of units from 120 to 132.

Land off Canwick Avenue and Westminster Drive Bracebridge Heath Lincoln Lincolnshire
Ref. No: 20/0752/FUL | Received: Thu 18 Jun 2020 | Validated: Fri 03 Jul 2020 | Status: Registered

For discussion – 8th September 2020

SEQ Consultation

SEQ Consultation Area Ref. No: 20/0910/SEQ | Received: Wed 15 Jul 2020 | Validated: Wed 15 Jul 2020 | Status: Registered

For discussion – 22nd September 2020

Application to vary condition 7 (approved plans) re planning permission 19/0844/FUL (Alterations to industrial units (B1 and B8) including the erection of a side extension, parking and change of units 4 & 5 to D2 (Boxing Club). Change roof extension from flat roof to a shallow pitched roof.

Unit 6 The Old Brickyard Brant Road Waddington Lincoln Lincolnshire LN5 9AD
Ref. No: 20/0884/VARCON | Received: Wed 15 Jul 2020 | Validated: Thu 23 Jul 2020 | Status: Registered

Removal of public payphone

PCO PCO1 London Road Bracebridge Heath Lincoln Lincolnshire LN4 2LA
Ref. No: 20/0888/PNTEL | Received: Mon 13 Jul 2020 | Validated: Mon 13 Jul 2020 | Status: Registered

Removal of public payphone

St Johns Road Bracebridge Heath Lincoln Lincolnshire LN4 2PJ
Ref. No: 20/0459/PNTEL | Received: Mon 13 Jul 2020 | Validated: Mon 13 Jul 2020 | Status: Registered

Erection of a garden shed, with a patio and screening (retrospective)

6 Medland Drive Bracebridge Heath Lincoln Lincolnshire LN4 2FS
Ref. No: 20/0981/HOUS | Received: Thu 30 Jul 2020 | Validated: Wed 12 Aug 2020 | Status: Registered

Planning decisions received – July/August 2020

Demolition of garage and erection of larger replacement garage

22 Churchill Avenue Bracebridge Heath Lincoln Lincolnshire LN4 2JX
Ref. No: 20/0625/HOUS | Received: Thu 21 May 2020 | Validated: Wed 03 Jun 2020 | Status: Approved

Erection of side extension to existing building for class use B1 and B8

Unit 6 The Old Brickyard Brant Road Waddington Lincoln Lincolnshire LN5 9AD
Ref. No: 20/0383/FUL | Received: Fri 20 Mar 2020 | Validated: Mon 20 Apr 2020 | Status: Approved

Initials.....

Erection of a garden shed (Retrospective).

1 Goddard Way Bracebridge Heath Lincoln Lincolnshire LN4 2FU

Ref. No: 19/1100/HOUS | Received: Fri 26 Jul 2019 | Validated: Mon 29 Jun 2020 | Status: Approved

New build classroom

St Johns Primary School Grantham Road Bracebridge Heath Lincoln Lincolnshire LN4 2LD

Ref. No: 20/0769/FUL | Received: Tue 23 Jun 2020 | Validated: Mon 06 Jul 2020 | Status: Approved

20108. TO RECEIVE REPORTS FROM COUNCIL REPRESENTATIVES TO OUTSIDE ORGANISATIONS: -

- i. Bracebridge Heath Allotment Holders Association – Cllr Manders – Verbal report given.

Cllr Walker joined the meeting at 20:26

- ii. Bracebridge Heath Cricket Club – Cllr Trought – Verbal report given.
- iii. Bracebridge Heath Neighbourhood Watch – Cllr Smith – Nothing to report.
- iv. Heath U3A – Cllr Callan – Nothing to report.
- v. St John the Evangelist Church – Cllr Kilcoyne – Nothing to report.
- vi. Bracebridge Heath Village Hall Management Committee – Cllr Adeyemi – Verbal report given.
- vii. Cliff Cluster of Parish Councils Leadenham to Bracebridge Heath – Cllrs Manders & Trought – Nothing to report.
- viii. Lincolnshire Association of Local Councils – Cllr Kilcoyne – Verbal report given.

20109. TO CONSIDER CONTINUATION OF THE SCHEME FOR DELEGATED AUTHORITY - It was RESOLVED: That the scheme for delegated authority remains in place and is reviewed every 2 months as previously resolved.

20110. TO RECEIVE A REPORT ON COMMUNITY SUPPORT DURING COVID-19 – A written report was received. It was noted that there were few referrals coming through.

20111. TO CONSIDER THE REPORT FROM THE EXTERNAL AUDITOR – It was **RESOLVED:** That the report be accepted and note that no action was required.

Thanks were given to the clerk to council for achieving a clean report.

20112. TO CONSIDER THE CONSULTATION ON DRAFT RECOMMENDATIONS FOR WARD BOUNDARIES IN NORTH KESTEVEN DISTRICT COUNCIL - It was noted that the recommendations were in line with Council’s previous response to the consultation. No further comments to be made.

20113. TO CONSIDER PARISH COUNCIL’S ROLE AS A CONSULTEE IN PLANNING APPLICATIONS AND DETERMINE WHETHER PARISH COUNCIL SHOULD ONLY ROUTINELY CONSIDER AND COMMENT ON APPLICATIONS RELATED TO MAJOR DEVELOPMENTS, AS DEFINED IN THE TOWN AND COUNTRY PLANNING ORDER (DEVELOPMENT MANAGEMENT PROCEDURE) (ENGLAND) 2015 - After discussion, it was agreed to consider this matter again in conjunction with a wider committee review and following agreement on the Council’s action plan.

20114. TO CONSIDER ITEMS FOR INCLUSION ON THE AGENDA FOR THE NEXT MEETING - nil

ITEMS OF A CONFIDENTIAL NATURE TO BE DEBATED IN THE ABSENCE OF THE PRESS AND PUBLIC (COMMERCIALY SENSITIVE). {AS PER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960}

It was **RESOLVED:** That the press and public be excluded from the meeting for the consideration of the following item on the grounds that it involves the likely disclosure of exempt information (commercially sensitive), as defined in the relevant paragraphs of Part 1 of Schedule 12A of the Act.

Members of the public were excluded from the meeting at 21:18.

It was **RESOLVED:** That Standing Order 3v be suspended, that meetings shall last no longer than 2 hours. An extension of 30 minutes was given.

20115. TO CONSIDER THE REQUEST FOR ACQUISITION OF LAND AT THE RECREATION GROUND – A verbal report was given.

Initials.....

TO RECEIVE A REPORT AND WHERE NECESSARY, ADOPT THE RESOLUTIONS FROM WITHIN THE MINUTES OF THE FOLLOWING COMMITTEE AND SUBCOMMITTEE MEETINGS –

Executive sub-committee- 13th August 2020

A recorded vote was requested under Standing Order 3q.

It was **RESOLVED**: That the recommendation to appoint to a new post of deputy clerk be accepted.

In favour: Cllrs Barr, Broad, Hauton, Kilcoyne, Manders, Marden, Moran, Smith, Trought and Walker

Abstentions: nil

Opposed: Cllrs Adeyemi and Callan

It was agreed that the documents required for appointment and timescales be set by the Executive sub-committee.

TO RECEIVE THE CLERK'S REPORT ON CORRESPONDENCE RECEIVED AND CONSIDER ANY RECOMMENDATIONS –

Correspondence relating to a Freedom of Information request was discussed.

Cllr Adeyemi left and re-joined the meeting four times between 21:55 and 21:58.

Correspondence received from a member of the Village Hall Management Committee was discussed and noted.

There being no further business the meeting closed at 21:59

Signed _____ Chairman

08 September 2020

Initials.....