

Minutes of the Meeting of the Burton-by-Lincoln Parish Council
Held at the Burton Estate Club on Tuesday 05 May 2009

Present: Steve Chadderton, Fred Myers, Eric Bell, Peter Cook, Ian Marriott,
John Moore, Joan Osterfield

In Attendance: Maureen Wheeldon (Parish Clerk)

Also Present: Cllr D Cotton, Cllr R Sellars

1. Apologies for Absence: Cllr J Brockway, Mrs Cook, Mr & Mrs Hukin

2. Declarations of Interest in Accordance with the Local Government Act 2000. Cllr Marriott declared an interest in Item 7.5.3 for Burton Waters Residents' Association.

3. Election of Offices and Acceptance of Office

3.1 Chairman – It was proposed by Cllr Myers, and seconded by Cllr Bell, that Cllr Chadderton be appointed Chairman for 2009-2010. Carried unanimously.

Resolved: That Dr Steve Chadderton be appointed Chairman of the Parish Council.

3.2 Vice-Chairman – It was proposed by Cllr Bell, and seconded by Cllr Marriott, that Cllr Myers be appointed Vice-Chairman. Carried unanimously.

Resolved: That Mr Fred Myers be appointed Vice-Chairman of the Parish Council.

3.3 Acceptance of Office – The acceptance of office was duly signed by the Chairman and Vice Chairman and witnessed by the Parish Clerk.

3.4 Register of Members' Interests – All Councillors signed new declarations for the Register of Members' Interests – Members' Code of Conduct - in accordance with the Code of Conduct for Councillors – Local Government Act 2000.

4. Minutes of the Last Meeting. The minutes of the meeting held on Tuesday 10 March 2008 were agreed and signed by the Chairman.

5. Clerk's Report – Including Training Progress and Matters Arising

The Clerk's workload will be discussed under Item 13 – Closed Session.

5.1 Training Progress – The Clerk continues to receive support from the Saxilby Parish Clerk, Tracey Broughton and attends the Saxilby PC Meetings. The Clerk had attended the Lincoln Villages' Forum on 24/03/09 (the Lincoln Citizens Advice Bureau presentation handout is included at Item 9 – Correspondence) and the Lincs Branch Society of Local Council Clerks on 27/03/09. She plans to attend a SLCC IT course on 20/05/09, which will be free of charge.

5.2 Cost Cutting – Cost cutting and time saving is a priority. The Clerk now has the faster laser printer, previously used by Gordon Hickmore for the printing of the Burton Journal. Wider use of email for the distribution of meeting notes etc will save time, paper and postage.

5.3 Parish Website – Gordon Hickmore continues as Webmaster.

5.4. Parish Journal – Still in abeyance

5.5 Filing Cabinet – The Clerk’s metal filing was in dangerous condition as one of the drawers falls out. Councillors agreed to the purchase of a replacement, second hand filing cabinet; price not to exceed £25.00.

5.6 Freedom of Information Publication Scheme – This directive, received on 29/11/08, was due to be in place by 01/01/09.

Notices are displayed on parish council headed paper, on the parish notice boards. The Clerk will send a copy of the notice to the Burton Waters Security Team marked ‘for ‘Permanent Display’. She is working on a list of the 7 classes which will be published on the PC website. Ongoing.

5.7. Lamp Post on A57 – The lamp post is still awaiting repair. Cllr Sellars is urging the repair with Lincs Highways.

5.8. Problem with speeding traffic through Burton Village – Following Alan Brown, Area Highways Manager’s talk at the last meeting (10/03/09), Alan has emailed to say he is unable to give any indication of whether the police are likely to undertake site visits, together with signs, in the foreseeable future. He advises that the parish get involved in the Parish Link Scheme with the Lincs Road Safety Partnership. Alan suggests we contact Adrian James of LRSP (01522 805806). The Clerk will continue investigations with the LRSP and also the local PCSOs in respect of provision of a VAS.

5.9 Standing Water on B1398 Burton Top Road - Awaiting photographic evidence.

5.10 Discharge of Sewage within Burton Village – Still awaiting the results of the Anglian Water survey.

5.11 Bus Driving through Burton Village – The police are monitoring the situation. Cllr Moore had challenged a PC Coaches busdriver on 12/03/09, allegedly driving through Burton because of heavy traffic on A57. The Clerk had contacted PC Coaches to look into this and ask that their buses do not use Fen Lane as a short cut. Discharged.

5.12 Satellite Litter Bin from Burton Top Road – B1398 – 20/03/09 Adie Selby, WL Team Leader, Street Scene, (01427 675154) advised the clerk that the missing litter bin had been replaced. The replacement litter bin is too small, is overflowing and there has also been fly tipping at the site; WL Ref 67829, cleared this on 30/04/09. On 05/05/09, the Clerk requested a larger litter bin – Adie will monitor the situation for 2 weeks and report back.

5.13 Parish Champions – At the meeting on 10/03/09, Councillors agreed to the information being shown on the parish website in the hope of a volunteer from Burton Village. The Clerk will progress.

5.14 Burton Waters Address Problem.

Clarification of address - ‘Burton Waters Cottages’/Woodcocks Lane/Saxilby Road (the old Saxilby Road). Cllr Cotton has contacted Anna Grieve at WLDC; there is currently no permission for nameplates for streets. Investigation ongoing.

5.15 Rutted Verge Near the Entrance to the Old Coach Road, B1398 (Middle Street) – Reported to Lincs Highways on 05/05/09 – Ref No 746869.

5.16 Coalbed Methane (CBM) Testing at North Carlton and South Carlton. (See Item.8.7 Lincs CC Planning Ref No: PL0077/09. A Public Meeting was arranged for 19.00 on Monday 1/05/09 at Fen House, North Carlton, Lincoln. Copies of flyers for the meeting were passed to Councillors; the Clerk would arrange for details to be shown on the parish website. Contact is Mrs Margaret Abbas, Chair, Broxholme Parish, 01522 702087.

6. Annual Parish Council Report – Chairman’s Report

The Chairman presented the Annual Parish Council Report for 2007/08. A copy of the report is attached at Paper A.

7. Finance

Bank Statements show:

14 April 2009	Business Money Manager Account	£2808.89
04 April 2009	Current (Community) Account	£4376.74

7.1 Precept – The Clerk had made a mistake when bidding for the 2009/2010 Precept.

The 2.45% increase to cover inflation for the 2009/10 Precept request of £3885.00 was based, in error, on the 2007/08 Precept figure of £3790.00; it should have been based on the 2008/09 Precept figure of £3850.00. The result amounts to a shortfall of £69. An amendment to the Parish Council Meeting Minutes of 02/12/08 Item 5.3 Precept, is also necessary.

Extract from Burton Parish Council Meeting Minutes of 02/12/08 Item 5.3 Precept – incorrectly recorded as:

2007/2008	£	2008/2009	£
WLDC Contribution	100.00	WLDC Contribution	100.00
488 voters @ £2.00	978.00	553 voters at £2.00	1106.00
Balance from rates	2714.00	Balance from rates	2679.00
Precept	3790.00	Precept	3885.00

Amendment to Burton Parish Council Minutes of 02/12/08 Item 5.3 Precept - should be shown as:

2007/2008	£	2009/2010	£
WLDC Contribution	100.00	WLDC Contribution	100.00
488 voters @ £2.00	978.00	553 voters at £2.00	1106.00
Balance from rates	2714.00	Balance from rates	2679.00
Precept	3790.00	Precept	3885.00

The Precept of £3885.00 was paid into the Current (Community) Account on 01/04/09.

7.2 Annual Accounts - The Clerk presented the accounts for the year 2008/2009. A copy of the balance sheet is attached at Paper B.

Resolved: That the Parish accounts for the Financial Year 2008/2009 be accepted; proposed by Cllr Chadderton and seconded by Cllr Myers.

7.3 Annual Audit - The Annual Return for the year ending 31/03/09 has to be presented to the external auditors, Clement Keys, by 30/06/09. The Council approved unanimously the statement of accounts and the statement of assurance which is required by the auditors.

Resolved:

- (i) that the statement of accounts contained in the Annual Return presents fairly the financial position of the Council for the period ending 31/03/09.
- (ii) that the Statement of Assurance is approved by the Parish Council.
- (iii) that Mr Geoff Mitchell, FCA, be appointed as the Internal Auditor for the Parish Council. Mr Mitchell had been suggested by Mr Peter Walton of the WLDC Standards Committee. Mr Mitchell, who is responsible for the Saxilby PC internal audit, is happy to carry out the Burton PC internal audit for a fee of £100.00.

The declarations were duly signed by the Chairman and the Responsible Finance Officer.

7.4 Authorisation of cheques

7.4.1 Cheques issued:

7.4.1.1 Cheque 100359 LALC Invoice No 812 – Annual Subscription	£	158.80
7.4.1.2 Cheque 100360 Staples (Stationery) Invoice No 8215705		64.75
7.4.1.3 Cheque 100361 Staples (Stationery) Invoice No 8265489		71.52
7.4.1.4 Cheque 100362 M Wheeldon - Petty Cash Top-Up		50.00
7.4.1.5 Cheque 100363 M Wheeldon – Mobile ‘Phone Top-Up		30.00

7.4.2 Authorisation of Cheques

7.4.2.1 Cheque 100364 M Wheeldon Clerk’s Salary 10/03/09 - 04/05/09	£	269 76
7.4.2.2 Cheque 100365 Allianz - Council Insurance Renewal Premium Policy No AC/5190707		321.14

NB – The Allianz insurance premium for 2008 had been £309.39; the Parish Council agreed to accept the increased insurance quote of £321.14 for 2009.

7.5 Authorisation of Additional Expenditure – S 137

Prior to the meeting the Chairman had asked Councillors to consider proposals for grants, available under Section 137 of the Local Government Act 1972, for the Financial Year – 01 April 2009 – 31 March 2010.

The Chairman proposed the following S 137 grants and the proposal was carried unanimously for items 7.5.1 and 7.5.2. As Chairman of the BWRA, Cllr Marriott declared an interest in item 7.5.3 and did not take part in that decision.

7.5.1 - £200.00 to the Burton Estate Club; £150.00 as the Parish Council grant and £50.00 to cover room hire for Parish Council meetings.

7.5.2 - £200.00 to the Burton Church Fund as a contribution towards the upkeep of the church fabric and churchyard.

7.5.3 - £250.00 to the Burton Waters Residents’ Association as a contribution towards its insurance costs.

8. Planning Matters

8.1 122793 Site B - Park Lane Burton Waters – WLDC’s letter of 05/12/08 advised that planning permission had been granted subject to the conditions in respect of the provision of the community facility. Ongoing.

8.2 123638 2 Park Lane, Burton Waters Lincoln LN1 2WP – Planning Application for removal of window and projecting gable dormer to side elevation from previously approved application reference No: 122109. WLDC letter of 18/03/09 advised that planning permission had been granted.

8.3 123733 – Rosewalk, Burton -. Planning application for the demolition of existing dwelling, erection of replacement dwelling and detached garage. WLDC was advised of Councillors’ observations on 01/04/09.

8.4 123594 Fen Farm, Fen Lane, Burton – Application for hedgerow removal to form new access. Circulated to Cllrs on 27/02/09. WLDC was advised of Councillors observations on 09/03/09.

8.5 121843 Burton Cliff Farm, Burton – Planning application to retain change of use as a classic car restoration workshop and offices. WLDC’s letter of 30/03/09 advised that planning permission had been granted.

8.6 123873 Site C – Burton Lane End, Burton Waters – Planning application for 1880sq.metres of non-residential floor space with associated landscaping and car parking. WLDC was advised of Councillors’ observations on 21/04/09.

8.7 Lincs CC Planning Ref No: PL0077/09 – Fox Covert, Fen Lane, South Carlton – Planning application to drill an appraisal borehole for the purpose of coal bed methane extraction. Passed to Councillors for observations on 23/04/09.

9. Correspondence

Correspondence received included the following items:

WLDC Register of Electors – Parish Councils & Parish Meetings Copy
Campaign to Protect Rural England - Magazine
Lincs Police Leaflet – Changes in the Last 6 Months & Future Plans
LALC News – February 2009 Edition
Lincoln Citizens Advice Bureau – What We Are and What We Do
WLDC – Notice of Meetings
Clement Keys, Chartered Accountants – Annual Audit Ending 31/03/09
Allianz Insurance – Parish Insurance Renewal
Children’s Links – West Lindsey Mobile Playranger Scheme Report
Equality & Human rights committee – Public Sector Duties
Land Registry - Registration of Parish Council Owned Land
Lincs Highways – Public rights of Way Access Mapping & Definitive Map – with Parish Clerk
WLDC – Standards Committee Annual Report
WLDC – Street Cleansing Newsletter
European Parliament & Lincs CC Elections – 04/06/09
WLDC – Draft Corporate Plan 2009/12
Letter from a Resident – Road Improvements to Fen Lane, Burton and Speed Camera for B1398
WLDC – Flooding Problems – Dykes/Ditches/Watercourses
British Red Cross – Disabled Living Centre & Red Cross Medical Loan Service – Gainsborough
Lincs CC/CG Partnership – Learning in Gainsborough – Summer 2009
Community Lincs – Rural Links (Village Hall News) Magazine

The Chairman had received a letter dated 28/04/09 from a parishioner in respect of his concern about the cost of future road improvements to the village. The Chairman had spoken to the parishioner directly.

10. Burton Waters and Odder

10.1 Bus Stops At Odder – In 2007, Gordon Hickmore had corresponded with LCC, to no avail, about formal bus stops at Odder. No footpath exists along the A57 to the Broxholme bus stop, some 300 yards away. Mick Rylatt, the A57 café owner, is concerned about potential accidents to pedestrians and has asked the Clerk to re-address this problem. LCC have replied that both PC Coaches and Stagecoach buses stop on request on the A57 but would not want to extend their journey times by pulling in to Odder. Also, there is no current funding to provide hard standing, raised kerbs, timetable board or flag. Cllr Sellars promised to look into this problem. Ongoing.

10.2 Advertising Signs at Burton Waters – Signs on the A57 roundabout are dangerous as they obscure motorists' view. Michelle Clewes, WLDC Head of Planning, is aware of this problem; any advertisement sign needs planning permission.

11. Highways and Road Safety

11.1 Report following inspection of village road surfaces and potholes - by Cllr Sellars, The Chairman and Cllrs Bell and Myers on 12/02/09, Lincs Highways had already carried out work to mend the large Fen Lane potholes. Ongoing.

12. Date of Next Meetings

Tuesday 12 May 2009	Annual Parish Meeting to be held at Woodcocks – 19.30.
Tuesday 07 July 2009	Burton Parish Council Meeting – 19.30.

13 Council Closed Session in accordance with Public Bodies (Admissions to Meetings Act 1960) to discuss the increase of the Parish Clerk's working hours to 7 hours per week.

The 2009/2010 Precept bid of £3885.00 had not included provision for an increase in the Clerk's wages, consequently the Council could not consider a higher wages bill in the current financial year. The Clerk accepted this and she is taking steps to streamline her parish council work (please see item 5.2 Cost Cutting).

This matter to be re-addressed when the budget proposal is drawn up for 2010/2011.

The meeting closed at 21.25.

S Chadderton
Chairman Burton Parish Council