

Minutes of the Meeting of the Burton-by-Lincoln Parish Council
Held at the Burton Estate Club on Tuesday 02 December 2008

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

In Attendance: Maureen Wheeldon (Parish Clerk)

Also Present: Cllr R Sellars, Mr & Mrs M Hukin, Mrs Cook, Mr R Costall

1. Apologies: Cllr Jackie Brockway, Cllr David Cotton

2. Declarations of Interest in Accordance with the Local Government Act 2000. Cllr Myers declared for Item 6.5 – Cocksey’s Farm, Burton Cliff.

2. Minutes of the Last Meeting. The minutes of the meeting held on Tuesday 07 October 2008 were agreed and signed by the Chairman.

4. Clerk’s Report – Including Training Progress (Matters Arising)

4.1 Training Progress – Since taking office in July 2008, the Clerk had attended 2 training days for the Certificate in Local Administration on 11/09/08 & 25/09/08, plus a Parish Clerk’s training day on 09/10/08. The 3 training days were at Pointon, Lincs; a distance of 35.5 miles. Cllrs agreed for the reimbursement of travelling costs at 58.07 per mile – 213 miles x 58.07p = £125.00.

The Clerk’s expertise is growing but a year’s experience in office is necessary to cover annual items such as the Precept and the various mandatory Parish meetings. She is supported by the Saxilby Parish Clerk, Tracey Houghton, and will attend the monthly Saxilby PC Meetings, whenever possible, to broaden her knowledge.

The Clerk’s workload was discussed under Item 5.4.

4.2 Parish Council Information

4.2.1 Parish Website – Gordon Hickmore had updated the website to include the current Parish Councillors and the Clerk. Details of forthcoming PC Meetings and Agendas will be advertised on the website.

The Council agreed that Gordon Hickmore should renew the website membership for 2009 at a cost of approximately £45.00 for the next year or £77.00 for the next two years. The cost will include VAT, which the PC can reclaim.

4.2.2 Odder Village Notice Board – Details of PC meetings and agendas are posted on the Burton Village and Burton Waters notice boards. Odder has no notice board. The Clerk has arranged with Mick Rylatt, the A57 Café owner, that details of PC meetings will be displayed within the café.

4.2.3 Freedom of Information Publication Scheme – This directive, received on 29/11/08, is due to be in place by 01/01/09; the Clerk will deal.

4.2.4 Lamp Post on A57 – The Clerk had spoken with Stan Hall, Lincs Highways (01522 552920). The delay in repair is due to an ongoing public utilities process and change in the standards for passive safety. Highways, in partnership with the Lincs Road Safety Partnership, are looking to move this, and 4 other lamp posts on other roundabouts throughout in the county, back to a safer location where no vehicle will hit them. The A57 lamp post is not a high priority. Ongoing.

4.2.5 Police ‘Archer’ Survey and problem with speeding traffic through Burton Village – The Clerk had spoken with Steve Empson, Principal Engineer, Lincs Road Safety Partnership (01522 805806) to enquire if a temporary loan of a VAS (Vehicle Activated Sign) is feasible.

Lincs Road Safety Partnership can loan a temporary VAS (Vehicle Activated Sign) with batteries and equipment; some villages are buying their own permanent VAS at a cost of £3000 – £4000; Highways are buying some static signs e.g. ‘Slow Down’.

Options are:

a. Local CC Member to put forward a nomination to the CC who have to instal VAS’s before 31/03/09; it may be too late to apply. Cllr Sellars advised the meeting that a successful outcome would be unlikely as there will only 12 VAS ’s available throughout the whole of Lincolnshire.

b. To approach Alan Aistrup, City Council, (01522 553015) to request the erection of a temporary sign to cover the period of the Lincolnshire Show 2009. The Clerk will contact Mr Aistrup.

c. To put in a request, via the Highways Customer Service Desk 01522 782070, explain what is needed and at least obtain a reference number which will be a starting point for the future negotiation. Alan Brown, Area Highways Manager, (01522 553023) is a contact. The Clerk will contact Highways.

4.2.6. Disappearance of Burton-by-Lincoln Village Sign – The sign reappeared on 22/10/08 and has been re-erected.

4.2.7 Standing Water on B1398 Burton Top Road - Reported to Highways – Reference No: 666849

4.2.8 Discharge of Sewage within Burton Village – Awaiting the results of the Anglian Water survey.

5. Finance

5.1 Parish Balance - Bank Statements show:

13 October 2008	Business Money Manager Account	£2794.97
04 November 2008	Current (Community) Account	£2123.13

5.2 Annual Audit 2007/2008 – The Chairman, Cllrs Myers and Bell, Mr Hickmore and the Clerk met on 12/11/08 to address issues raised by the external auditors, Clement Keys:

Amendments to the Annual Return were made; Other Payments now includes the donation of £2000.00 and a Fixed Asset Register was submitted showing items to the value of £700.00.

On receipt of the amendments, Clement Keys was able to perform the audit – their letter of 18/11/08 refers. However, they pointed out that:

The Notice of Appointment for the 2008 audit did not meet the requirements of the Accounts and Audit Regulations 2003 (2006) in respect of accounts being available for public viewing. Also a Notice of Conclusion for the 2007/2008 audit was not available from Burton PC.

The Clerk will ensure that the closure of 2007/2008 is advertised and a copy sent to Clement Keys. Also that the 2008/2009 Annual Audit complies with the auditors’ guidance.

5.3 Precept

The Clerk had been advised by Colin Carter, WL Financial Services Manager (01427 676569) in respect of an increase to the 2008/2009 Precept; allowing for 2.45% inflation, taking into account the rise in voters within the parish from 488 voters at 01/12/07 to 553 voters in at 01/12/08 and the Average Band D figure of £312.17.

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

The Council agreed to a Precept request of £3885.00

5.4 National Interim Salary Award for Local Council Clerks w.e.f. 01.04.08 (pending arbitration)

The Council agreed to award the pay rise to current and previous Clerks.

M. Wheeldon - Spinal Column Point 16 – an increase from £8.23 to £8.43 per hour amounts to backpay of 52 hours x 20p = £10.40

G Hickmore – Spinal Column Point 21 – an increase from £9.48 to £9.81 per hour amounts to backpay of 56 hours x 33p = £18.48

The Clerk explained that 4 hours a week was insufficient to cover the current workload. The parish is growing. Management of time and routine working (i.e. one morning a week) is difficult as items, for e.g. WLDC planning documents, have to be dealt immediately on receipt. Management of emails needs daily attention; 'phone calls, post office visits are time consuming. The Council agreed to an increase to 7 hours a week, to be reviewed at the next parish meeting.

5.5 Tutor Training for Parish Clerk – 2 invoices received from LALC, £82.50 and £20.00, are partially offset by the training bursary payment of £97.50 banked on 03/10/08.

5.6 Travelling Expenses for Parish Clerk's Training – Please see item 4.1 – Re-imburement of £125.00 is agreed.

5.7 Society of Local Clerks' Membership – The Society, working closely with the NALC, offers help and support, and is a vital focal point and resource centre, especially if the Clerk is the only employee. 90% of members' subscriptions are paid for by their councils. The Council agreed that the parish would meet the Clerk's subscription to the Society - £64.00.

5.8 Authorisation of cheques

The Clerk has forwarded the new mandate to HSBC which includes specimen signatures for Cllrs Chadderton, Bell and Osterfield. She has requested an additional mandate to include Councillor Myers signature.

5.8.1 Cheques issued:

5.8.1.1. Cheque 100345	G Walkinton for RBL wreath	£25.00
5.8.1.2 Cheque 100356	Campaign for Rural England - Membership	£28.00

5.8.2 Authorisation of Cheques - The following expenditure was authorised and the cheques signed:

5.8.2.1 Cheque 100347	Clement Keys Fee Annual Audit 2007/2008	£164.50
5.8.2.1 Cheque 100348	Clerk's Salary and Backpay - 09/07/08– 01/12/08	£280.16
5.8.2.2 Cheque 100349	G Hickmore Salary Award Backpay – 01/04/08–08/07/08	£ 18.48
5.8.2.3 Cheque 100350	LALC Invoice No 661 CILCA Training Package	£ 82.50

The Clerk had run out of cheques and was contacting the HSBC as to the whereabouts of the new chequebook. In the meantime the Council authorised the following expenditure.

5.8.2.4 LALC Invoice No 668	Clerk's Training Day	£ 20.00
5.8.2.5 M Wheeldon	Travelling Expenses – Training	£125.00
5.8.2.6 Society of Local Clerks –	Membership for M Wheeldon	£ 64.00

6. **Planning Matters**

6.1 122367 Lincoln Rugby Club (Item 6.3 from 13/05/08) - WLDC's letter of 14/10/08 advised that the application has been withdrawn.

6.2 122793 Site B - Park Lane Burton Waters – The Chairman and Cllr Bell met with Rick Costall of Beal Homes on 27/10/08. A letter was sent to WL Planning Dept on 10/11/08 asking for an appropriate condition for the provision of a community building be attached to any planning permission issued for this development. This condition would require that the community facility be in accordance with a design, details and arrangements to be agreed, and these would be likely to include the need for an appropriate legal agreement involving WLDC, Burton PC & Beal Homes. Ongoing.

6.3 121818 Site D Burton Waters - Provision of Offices – This application is awaiting the completion of a Section 106 Legal Agreement in order to ensure that the developer does not also develop the same amount of offices as previously approved on Site B.

6.4 M061/P/063 - Burton Waters – Provision of phased development of Holiday Lakeside Cottages, WLDC have given notice that planning permission has been granted.

6.5 120323 – Cocksey's Farm, Burton Cliff – WLDC have given notice that planning permission has been granted.

6.6 122750 Fen Farm, Fen Lane, Burton – Planning Application to site a mobile home. Burton PC sent observations to WLDC on 09/10/08. WLDC's letter of 14/11/08 advised of a revised mobile type, location and clarification of usage. Cllrs' observations were handed to the Clerk at the meeting.

6.7 024060 Proposal to fell 1 Willow Tree, Monk Bretton - within the Burton conservation area. WLDC 's inspection concluded that the tree was not worthy of a Tree Preservation Order and felling was agreed.

6.8 123034 Fen Farm, Fen Lane, Burton – Application for conversion and renovation of traditional farm buildings, private garden and paddock to a mixed use development incorporating live/work unit, business premises, holiday let and meditation garden. Observations from Cllrs were given to WLDC on 09/10/08. WLDC's letter, received 02/12/08, advised that planning permission has been granted.

6.9 024219 – Walnut Garth, Main Street, Burton – Proposal to fell 2 walnut trees within the conservation area. Observations from Cllrs, to have at least one mature, standard tree in replacement, were sent to WLDC on 24/10/08.

6.10 123213 Burton Waters – Advertisement consent sought to retain 21mx2.4m static illuminated panoramic hoarding on land west of Park Lane/Burton Lane End Roundabout. Awaiting observations from Cllrs.

6.11 123214 Burton Waters – Advertisement consent sought to retain 2 advance direction signs on land south west of A57. Awaiting observations from Cllrs.

6.12 Lincs CC Planning Application Validation Checklist Consultation – Cllrs had no observations to make on this consultation.

6.13 East Midlands Regional Plan – Partial Review – Cllrs had no observations to make on this document.

7. Correspondence

7.1 Correspondence received included the following items:

- WLDC/LCC Council Services Questionnaire
- WLDC Consultation on Governance Arrangements
- LCC Minerals and Waste Core Strategy
- WLDC Parish Town & District Council Assembly 30/04/09
- Lincs Fire & Rescue Integrated Risk Management Plan Year & Action Plan 2009/10
- WLDC Flood Fair – WLDC Offices – 30/01/09
- LCC Lincoln Eastern Bypass
- LCC E-Planning
- WLDC Remuneration Panel Meeting
- WLDC Notice of Meetings Dec 2008 – Feb 2009
- Shaws Forms, Records & Registers for Local Councils
- Wicksteed Teenscopes – Playground Equipment
- LALC LALC News + List of training events
- Age Concern First Contact Scheme
- Campaign for Rural England - Voice Magazine
- Lincs Police West Division – Neighbourhood Policy Team Brochure
- LCC Salting Routes

7.2 LALC Training Events and the £65.00 fee April 2009/March 2010 (appropriate for councils with 500 – 1000 electorate) – Cllrs agreed to withhold the fee and pay for Councillor training as and when required.

8. Burton Waters and Odder

8.1 Unpleasant Smell at Burton Waters – Cllr Marriott has been in liaison with Alan Jarvis, the Environmental Protection for WLDC. It is presumed that the entrance pipe to the sludge tank had been lengthened as the smell had improved.

9. Highways and Road Safety

9.1 Concerns were raised over the number of potholes in Fen Lane. Lincs Highways' method of repairing the lane with soft, followed by hard tarmac, did not seem to be long lasting. Cllr Sellars and the Clerk will 'walk the lane' to survey the potholes so that a report can be made and further action from Highways requested. In addition, it is felt that provision of passing places could help towards Fen Lane gaining 'quiet lane status'.

10. Lincs CC Minerals & Waste Core Strategy Issues and Options Strategy

Cllrs had considered the above document and had no comments.

11. Communities and Local Government – Communities in Control Consultation

Cllrs had considered the above document and had no comments.

12. Dates for 2009 – Parish and Parish Council Meetings

Meeting start times will be 19.30. The venue will be at the Burton Club (except for the meeting scheduled for 12 May 2009).

Tuesday 10 March 2009	Burton Parish Council Meeting
Tuesday 05 May 2009	Burton Annual Parish Council Meeting
Tuesday 12 May 2009	Burton Annual Parish Meeting (Woodcocks – tbc)
Tuesday 07 July 2009	Burton Parish Council Meeting
Tuesday 06 October 2009	Burton Parish Council Meeting
Tuesday 01 December 2009	Burton Parish Council Meeting

Details will be shown on the website.

11. Date of Next Meeting – Tuesday 10 March 2009.

The meeting closed at 21.15.

S Chadderton
Chairman Burton Parish Council