

**Minutes of the Meeting of Burton-by-Lincoln Parish Council**  
**at the Burton Estate Club on Tuesday 13 December 2011**

**Present:** Fred Myers (Chairman), Steve Chadderton (Vice Chairman), Peter Cook, John Copeland, Ian Marriott, Roger Vine

**In Attendance:** Sue Jones (Parish Clerk), Maureen Wheeldon (Previous Parish Clerk in Support)

**Also Present:** County Cllr R Sellars, District Cllr D Cotton

**7.30pm PUBLIC QUESTION TIME**

(a) On behalf of the BW Leaseholders' Company, Mr Mike Hukin asked about the possibility of parish council funding towards either resiting the Burton Waters notice board nearer to The Landings or providing an additional notice board. This would give greater visibility to public information such as PC minutes. Costs could be shared. Cllrs agreed for this to be an agenda item at the next PC meeting on 13/03/12.

(b) Mr Hukin was concerned about the problem of flyposting at the A57 roundabout which would never be resolved as some perpetrators were flouting the law by removing posters before 28 days of display had passed to avoid prosecution; then immediately erecting a different poster. Cllr Cotton explained that WLDC have to work within the law; it is the notice, not the person, that is the offender. A discussion followed during which Cllr Vine advised that the seeking of a by-law preventing the flyposting would be longwinded, expensive and subject to public objections. Cllr Sellars supported this view as by-laws are very complicated and require an Act of Parliament. Cllr Copeland felt that WLDC did not have the courage to tackle the problem. Cllr Vine suggested a letter from the PC to the individual offending traders might be reasonable and of beneficial. The Chairman will progress this suggestion as a way forward.

(c) Mr Hukin wished to continue attending Burton PC Mtgs but needed reassurance that normal civilised practise would be resumed. Cllr Copeland stated that, as long as he was on Burton PC, if there was a need to criticise District Cllrs, he would do so and wished this to be minuted. The Chairman advised that he was not prepared to stand for any unpleasantness.

**7.45pm COUNCIL MEETING**

The Chairman gave permission for Maureen Wheeldon to speak and help the new Clerk, Sue Jones, where necessary.

**1. Apologies for Absence:** Cllr Eric Bell, Dist Cllr Jackie Brockway, PCSO Melanie Goodwill

**2. Declarations of Interest in Accordance with the Local Government Act 2000:**

Personal Interests: Cllrs Bell (also a trustee), Chadderton, Cook, Myers and Vine as members of the Burton Estate Club. Cllrs Chadderton, Cook, Marriott and Vine as members of the Burton Waters Residents' Association. Cllr Cook as subscriber to the Burton Church Lottery Fund.

Cllr Roger Vine had advised that as from 04/12/11 he is a Director of the BW Leaseholders Company. New Declaration of Interest Form returned at this meeting.

**3. Minutes of the Last Meeting**

Held on 11 October 2011. Minutes agreed – proposed by Cllr Vine, seconded by Cllr Marriott. All in favour.

**Resolved; to accept the minutes as a true record of the meeting.** Minutes signed by the Chairman.

**4. Reports from District Councillors, County Councillors and Police**

**County Councillor Sellars**

Expressed sadness about the closure of Queen's Park School as the building is deemed as 'not fit for purpose' and the children now divided between 2 schools.

Reported that in approx 1 year's time, LCC will take over from Lincs Police to control parking; 20 officers/wardens to be employed and it is envisaged that parking restrictions will be strictly managed.

Estimated start date for the Eastern By-Pass is 2 years; cost £64m of which £34m has been underwritten by LCC.

Good news for business with estimated increase of 30,000 jobs over next 30 years.

Broadband an ongoing issue. Current Govt to input £14.3m with £10m from LCC.

Fen Lane extensive road repairs, incorporating essential bridge repairs due to commence Jan/Feb 2012. Fen Lane work is to be verge patching. Clerk will be notified of progress.

A57 bus stops an ongoing issue as yet unresolved with LCC; 3 extra bus services have been supplied.

Gave Clerk forms on which local organisations can apply to benefit from a £2000 annual amount available for distribution by Co Cllrs. This is in addition to S.137 allocations. Dist Cllrs have a separate fund.

### **District Councillor Cotton**

Suspension of Green Waste collection during the winter months had brought complaints. A review before the winter of 2012/2013 has been promised by WLDC.

The Olympic Flame is to come through Saxilby Ward; travelling from Lincoln through Burton and Odder to Saxilby, on its way to Nottingham. WLDC in conjunction with Saxilby PC is making the Saxilby visit a West Lindsey Event. It is early days but planning is taking place which might include a WL Inter-School Olympics, hosted by Saxilby PC. Burton PC and residents will be very welcome to join the celebrations.

Very pleased to have been at the forefront of the project which led to WLDC beginning paperless working on 01/09/11. The WL Full Council meeting on 21/11/11 was a full trial of a paperless meeting where virtually all members used laptops; supported by the IT dept. From 01/01/12 all copies of committee agendas and papers will be emailed. The total cost saving is £70,000 p.a. or £280,000 over the life of a council, with a spend of £18,000 to help members with the provision of IT equipment – at £400 per member. By only spending £18,000, there has been a net saving of £262,000 over a four year period equating to £65,000 pa.

Springline Good Neighbour Scheme have asked Saxilby and Scampton Ward Cllrs for a donation from the Councillors' Initiative Fund towards a new software package to replace its large paper based record system. The donation requested is £1,000, being half of the total required. Cllr Cotton has pledged £300. The 3 Cllrs and WLDC IT dept are investigating, either a pre-developed package or other systems, for a less expensive solution to meet the Springline requirements.

Flyposting at the Burton Waters roundabout had been discussed in Public Question Time above. Cllr Brockway had visited David Lloyd Leisure to explain the situation; Cllr Cotton had personally challenged two fly posters and thus prevented more posters being displayed. Everyone must continue to play a part in both trying to prevent more flyposting and alerting the enforcement team at WL when action is needed.

### **Police**

PCSO Melanie Goodwill had given apologies but had sent a breakdown of crime in and around the Burton-by-Lincoln area:

Tailgating cars through the barriers in Burton Waters.

Cast iron Hydrant taken from New Farm in Burton

Theft of metal up and over garage doors which were left outside a property in Burton

Fire at Burton Cliff Farm, Middle St, Burton

### **5. Clerk's Report – Including Matters Outstanding**

5.1 New Parish Clerk – Sue Jones took over on 01/11/11; Maureen Wheeldon is providing support and training. Brother HL-2170W Serial No M9J199409 has been handed over to Sue, who now has access to the LALC parish-clerk e-group. Sue has been doing work for Fred. All finance documents will be passed to Sue once the cheques from this meeting and a finance reconciliation has been carried out.

5.2 Sue and Maureen attended the Saxilby PC meeting on 02/11/11 – all good experience.

5.3 Parish Website - Gordon Hickmore continues as Webmaster.

5.4 Dog Waste Bins at Burton Waters – Cllr Chadderton and the Clerk had met with Simon Smoothery, WLDC, on 06/12/11 to discuss the appropriate siting of a couple of green dog waste bins to combat the problem of dog excrement on the cyclepath. 2 green dog waste bins had been erected; at the kissing gate near the Marina location and the gate near to The Woodcocks pub. (The Woodcocks Duty Manager, Simon Lee, had no objections to the bin sited near to the pub.) Clerk had emailed WLDC on 12/12/11 to thank Simon Smoothery for his help.

5.5 Grant towards dry-stone walling repair to St Vincent's Church, Burton – see item 9 PC Mtg 11/10/11. Clerk has written to Mr Walsh (12/12/11), apologising for the delay in responding, with details about the LCC Community Wildlife Grant which could be used for dry stone walling.

5.6 Christmas Tree & Lights for Burton Village – see item 7.6 PC Mtg 11/10/11 Council had agreed to expenditure of up to a ceiling of £80.00. Clerk had contacted Mr Russon who had erected the tree and lights at a cost of £50.00. See item 6.7.2 – cheque 100435.

5.7 Discharge of Sewage within Burton Village – Public foul sewer to be provided to Burton village within defined area. WL finalising Business Plan with Ofwat, for period April 2011 to March 2015 – see item 14 this meeting

5.8 Age Concern - Age Concern had contacted the Clerk about carrying out a presentation at a future PC meeting. The Chairman to contact the organisation. Carried forward to await outcome.

5.9 Potentially Hazardous Trees in Burton – Opposite Walnut Garth, Burton Village. Email from Carol Slingsby, WLDC, (06/12/11) advising of an ash tree in a deteriorating condition. More information to follow – ongoing.

5.10 127355 - BW Marina – Planning appn for single storey extension to chandlery building – WLDC consent 19/07/11. See item 8.3. PC Mtg 11/10/11 - Cllr Marriott had noticed a large green fuel tank close to the marina petrol and diesel pumps. Cllr Cotton advised that planning permission should have been sought for the fuel tank.

Clerk will check with WLDC Planning to ascertain if permission had been granted. Clerk had emailed WLDC on 08/12/11 – awaiting response.

5.11 Build in the exclusive village of Burton Advert from Lincs Echo 20/10/11 – ‘Unique New Home Design & Build in the exclusive village of Burton’. Clerk had emailed Cllrs re this 25/10/11. Cllr Cotton advised that Mr Don Wiles /Beals may be seeking permission.

## 6. Finance

6.1 Parish Balance - Bank Statements show:

|                  |                                |          |
|------------------|--------------------------------|----------|
| 13 October 2011  | Business Money Manager Account | £2813.79 |
| 04 December 2011 | Current (Community) Account    | £3976.46 |

Vat repayment of £69.63 has been claimed from HMRC and a refund of this amount is awaited.

The Clerk reminded the meeting that the Chairman regularly inspects and signs bank statements and cash reconciliations. All finance documents are available at each PC meeting for public inspection.

6.2. Consideration of proposed budget and Precept for 2012/2013

Documentation dated 11/11/11 had been received from WLDC – the Precept bid – must be back no later than 16/12/11.

See item 7.3 PC mtg 11/10/11. Cllrs had discussed 3% & 5% increases on 2011/2012 precept: based upon:

Precept bid proper for 2011/2012 (exclusive of Election costs): £4569.00

£4569.00 + 3% £137.00 would result in a 2012/13 Precept bid of £4706.00

£4569.00 + 5% £228.00 would result in a 2012/13 Precept bid of £4797.00

Cllr Copeland, supported by Cllr Vine, had felt that there was no justification for an increase. The bid for 2012/2013 could be £4569.00. A proper decision and vote by the Council had been deferred.

At this meeting after a discussion, a 3% increase on £4569.00 was proposed by Cllr Vine, seconded by Cllr Chadderton, with all in favour.

**Resolved: that Burton Parish Council set a Precept for 2011/2012 of £4706.00**

The Chairman and Cllrs Cook and Copeland signed the Precept upon the Charging Authority for £4706.00. Clerk will submit this bid to WLDC.

6.3 Consideration of Website Hosting renewal - £64.85 inc VAT

Webmaster Gordon Hickmore has received 2 invoices from NameHog; £44.50 for a year's web hosting and £20.35 for 2 years' domain name registration renewal; VAT is £10.85. Total amount is £64.85 due on 13/01/12. Payment authorised – proposed by Cllr Myers, seconded by Cllr Chadderton with all in favour. Mr Hickmore to be reimbursed.

6.4 Consideration of the purchase of new equipment for use by the Parish Clerk

See item 7.9 PC Mtg 11/10/11. Sue Jones had been making investigations into the costs. Cllrs Myers, Copeland, Cook and Vine had authorised (by email) the extending of the limit to £1,000.00 for the new equipment. Cllr Marriott suggested further investigation into the need for costly colour ink cartridges. Clerk to continue with search of equipment up to the limit of £1,000 and inform Cllrs - as proposed by Cllr Vine, seconded by Cllr Cook with all in favour.

6.5 Consideration of new Clerk's membership of Society of Local Council Clerks This would be beneficial to the new Clerk. Decision to be made when costs arrive, as proposed by Cllr Myers, seconded by Cllr Cook, all in favour. (Membership last year had been £72.00.)

6.6 Consideration of Petty Cash Top-up - £40.00

The balance of the Petty Cash stands at £17.78 after purchase of envelopes and stamps. £40.00 top-up was proposed by Cllr Chadderton, seconded by Cllr Vine with all in favour - see item 6.7.2

6.7 Authorisation of Cheques

6.7.1 Cheques issued since last meeting – 11/10/11

|               |   |         |
|---------------|---|---------|
| Cheque 100434 | Royal British Legion Remembrance Day Wreath | £ 40.00 |
|---------------|---|---------|

6.7.2 Cheques authorised at this meeting:

|               |   |         |
|---------------|---|---------|
| Cheque 100435 | P Russon & Sons Invoice No 1386 – Christmas Tree & Lights | £ 50.00 |
|---------------|---|---------|

|               |                   |         |
|---------------|-------------------|---------|
| Cheque 100436 | Petty Cash Top-up | £ 40.00 |
|---------------|-------------------|---------|

|               |   |         |
|---------------|---|---------|
| Cheque 100437 | M Wheeldon Clerk's Salary 20/09/11 – 31/10/11 | £205.00 |
|---------------|---|---------|

Invoices 8.2011; 9.2011 \*

|               |  |         |
|---------------|--|---------|
| Cheque 100438 | S Jones Clerk's Salary 01/11/11 – 28/11/11 | £136.80 |
|---------------|--|---------|

Invoice 10.2011

|               |   |         |
|---------------|---|---------|
| Cheque 100439 | HMRC Tax Clerks' Salary Invoices 8.2011; 9.2011; & 10.2011* | £ 85.20 |
|---------------|---|---------|

\* Payments on cheques 100437, 100438 and 100439 were proposed by Cllr Chadderton, seconded by Cllr Vine, with all in favour.

## 7. Planning Matters

7.1 127691 - Park Lane, BW – Appn to display one illuminated promotional advertisement – obs sent 29/09/11.

7.2 028910 – China House, Hall Drive, Burton – Application – fell one beech tree/fell one yew tree – S1 of Burton No 2 1981 Order – To Cllrs 20/10/11; obs sent 09/11/11. WLDC 25/11/11 – Consent granted to fell one beech tree; consent refused to fell one yew tree.

7.3 LCC/WLDC Burton Waters SL 006754 – Tourist Attraction & Facility Signing – Change of brown signing to include fork & spoon symbol – To Cllrs 20/10/11; obs sent 09/11/11.

7.4 128012 – The Barn, Odder Farm, Saxilby Rd, Lincoln – Application to erect a new office unit to replace extant planning permission 123274 granted 15/01/09. To Cllrs 24/11/11.

## **8. Correspondence**

Correspondence received included the following items:

WLDC – Changes Waste Collections Seminar; Refuse Collection Calendars Error; Raising a Precept; Snow Contingency Plans – Refuse Collection; Electoral Roll for Burton – 609 electors; Central Lincs Newsletter

WLDC/LALC Electronic Planning Services Events

LALC – Cllr Big Society; The Local is Launched (Village SOS); Localism Bill; LALC News Autumn 2011

LCC – Tourism Signs in Lincs; Consultation – Adult Care Services; Lindum Hill Works; Presentations & Comments – Winter Weather Workshops; Gritting Routes 2011/12

CPRE – Urge to Renew Membership; How to Respond to Planning Apps

Autumn/Winter Editions – WL News, County News, Clerks & Councils Direct; Rural Lincs; Countryside Voice

Maureen Wheeldon had correspondence to catch up with; she would deal with this asap.

8.1 Campaign for Protection of Rural England – see item 7.7 PC Mtg 11/10/11 - decision not to renew. CPRE have urged PC to renew. Decision not to renew to stand at present but to reconsider next year, as proposed by Cllr Copeland, seconded by Cllr Vine – all in favour.

8.2 Refuse Collection in Adverse Weather Conditions – Sue Jones has emailed Jenny Brown, Mgt Agent for BW – awaiting response. Contingency plan considered for BW residents to be able to use large refuse skips at Marina and to liaise with BW Security to circulate leaflets. Clerk to liaise with WLDC for appropriate siting of skips in Burton village. Mrs Helen Metson suggested that residents be encouraged to help each other in extreme conditions. Cllr Sellars advised that LCC could issue grit and salt with suitable storage arrangements. Ongoing.

**Cllr Marriott left the meeting at 20.50 hrs**

## **9. Risk Assessment Register Review**

Register has been updated to include the new Clerk, Sue Jones, as ‘Owner’ for Item 2. Cllr Cook spoke on behalf of Cllr Marriott that Cllr Marriott is happy to remain as ‘Owner’ for Item 7. Register was accepted as proposed by Cllr Chadderton, seconded by Cllr Cook with all in favour.

## **10. Burton Waters and Odder**

10.1 Cllr Cook had heard that original plans for a lake at The Quays at BW had been amended to become a ‘grassed’ area. Cllr Cotton was unaware of any new plans. Cllr Cook awaiting information from Rick Costall, Beals, as there appears to be a conflict of information.

## **11. Highways & Road Safety**

11.1 Problems reported

11.1.1 WLDC: Nil

11.1.2 Lincs Highways: Clerk to report potholes on Manor Lane

11.2 Fen Lane – see item 12.2 PC Mtg 11/10/11 – Lincs Highways’ trial scheme is in preparation which does not involve widening the tarmac width of the carriageway but provides a reinforced stoned verge ‘over run’ strip alongside the surfaced road. The trial is scheduled for completion late in the financial year, probably after Christmas, and will only treat a limited length initially. Clerk had emailed (24/11/11) Highways Mgr Alan Brown reminding him that he had promised (on 04/11/11) to send a schedule for the road repairs and bridge work. Awaiting response.

11.3 Flyposting on the A57 Burton Waters Roundabout – See Public Question Time and District Cllr Cotton’s report. Clerk had written to WLDC Officers and Highways Mgr, Alan Brown to little effect. General consensus of the meeting was that enforcement is ineffectual but may be addressed on the basis of ‘Neighbourhood Clean-Up’ by the Communities & Neighbourhood Wardens. The Chairman suggested the PC to write, in the first instance, to ‘offenders’ from a courtesy point of view and highlight concerns. Letters to be sent to the Deli Bistro, Quays Beauty and David Lloyd Leisure.

11.4 Pyewipe to Saxilby Cyclepath – This initiative is now completed. Cllr Cook had been aware of the use of a motor scooter on the cyclepath. Cllr Chadderton had spoken with a gentleman riding a permissible electric scooter on the cyclepath on 06/12/11, during the dog waste bin provision. This could be the same vehicle; Cllr Cook will look into this.

**Cllr Copeland left the meeting at 20.55.**

11.5 Bus Stops on the A57 - Cllrs Sellars, Myers, Chadderton, Vine and the 2 Clerks had met with LCC - Elizabeth Hanger, Principal Accessibility Projects Officer Transportation and Highways Mgr Alan Brown, on 04/11/11. Various initiatives are in progress and more information is awaited from Ms Hanger. See Cllr Sellars' report about the 3 extra buses. Cllr Vine had noticed that no signs had yet been erected to inform passengers. Cllr Sellars had spoken with Ms Hanger who was facing difficulties altering services and would write to the Clerk. Ongoing.

**Cllr Sellars left the meeting at 20.58.**

#### **12. BT Broadband – Poor Service**

The Chairman had contacted LCC with regard to siting a mast – awaiting a response. He will also distribute letters to Burton residents to raise awareness of the need to register their feelings about the poor service. Sue Jones had emailed Virgin Media (27/10/11) who had not responded but their Customer Services had told her, over the telephone, that currently there were no plans to instal Broadband to Burton as it was not deemed to be cost effective. Cllr Cotton advised that WLDC was also trying to raise awareness. Mrs Helen Metson suggested that the problem be included in 'Springline News'. Cllr Chadderton mentioned the Govt initiative for 90% of the population to have internet access. Ongoing.

#### **13. Mains Gas for Burton Village**

Cllr Bell continues to investigate this initiative. Ongoing.

#### **14. Anglian Water First Time Sewerage Appraisal at Burton-by-Lincoln**

Anglian Water has written to residents (18/11/11) that a survey is planned w/c 12/12/11 and asking for property details. This information will help its engineers determine the most appropriate sewer design for the area. Anglian Water will then correspond with residents inviting them to an open day to discuss the scheme in more detail. The situation will be reviewed at the PC mtg in the March 2012 when it may be expedient to invite an Anglian Water representative to attend a PC mtg to address parishioners. Awaiting developments.

#### **15. Dates of Parish Council Meetings in 2012**

Meeting start times are 7.30 pm at the Burton Estate Club.

|                          |                               |
|--------------------------|-------------------------------|
| Tuesday 13 March 2012    | Parish Council Meeting        |
| Tuesday 08 May 2012      | Annual Parish Council Meeting |
| Tuesday 22 May 2012      | Annual Parish Meeting         |
| Tuesday 10 July 2012     | Parish Council Meeting        |
| Tuesday 09 October 2012  | Parish Council Meeting        |
| Tuesday 11 December 2012 | Parish Council Meeting        |

#### **16. Date of Next Meeting**

Tuesday 13 March 2012 – Burton Parish Council Meeting – Burton Estate Club – 7.30 pm.

The meeting closed at 9.25 pm.

**Fred Myers  
Chairman  
Burton-by-Lincoln Parish Council**