

Notes for the Meeting of Burton-by-Lincoln Parish Council
Held at the Burton Estate Club on Tuesday 13 March 2012

Present: Fred Myers (Chairman), Steve Chadderton (Vice Chairman), Eric Bell, Peter Cook, Ian Marriott, Roger Vine

In Attendance: Lisa Naughton (Parish Clerk), Maureen Wheeldon (Previous Parish Clerk in Support)

Also Present: County Cllr R Sellars (from 8.00 pm), District Cllr D Cotton

7.00 pm

- 1. Council to resolve to go into closed session in accordance with Public Bodies (Admissions to Meetings Act 1960) to consider written applications from electors for co-option on to the Burton-by-Lincoln Parish Council to fill the vacancy for a seventh Councillor**

Proposed by Cllr Marriott; seconded by Cllr Cook, all in favour. Following the notice of 16/02/12, no formal applications had been received. Cllr Vine suggested re-advertising the vacancy for a short period (two to three weeks) leaving an open-ended closing date. Council in agreement, proposed by Cllr Marriott, seconded by Cllr Chadderton, all in favour. Clerk to arrange another advertisement notice; in the meantime, Cllrs will contact any prospective parishioners.

7.30pm PUBLIC QUESTION TIME

- (a) Burton Estate Club Steward, Mrs Helen Metson asked that no evening drinking should take place following future PC meetings, as this caused a late closure of the bar.
- (b) WLDC had issued letters and revised calendars notifying changes to refuse collection services. Mrs Metson was concerned about the cost of the notifications which had included wrong paperwork and missed addresses (e.g Burton Cliff Farm). Cllr Cotton promised to take up these complaints.
- (c) Mr Mike Hukin wished to discuss the resiting of the BW notice board – see item 8.5.
- (d) Mr Hukin was concerned about the 6 day closure of Fen Lane for recent repairs which were, in his opinion, ‘a disgraceful waste of money’.- see item 13.2.

7.45pm COUNCIL MEETING

- 2. Chairman to introduce and welcome the New Parish Clerk, Mrs L Naughton**

The Chairman introduced and welcomed Mrs Naughton. He gave permission for Maureen Wheeldon to help Mrs Naughton where necessary during the course of the meeting.

- 3. Apologies for Absence:** Cllr Sellars had advised he would be late due to a prior meeting; Cllr Brockway was at an Ofsted meeting.

- 4. 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 Vine as a Director of the BW Leaseholders Company. Cllr Vine had a non-pecuniary interest in item 8.5.

- 5. Minutes of the Last Meeting**

5.1 Parish Council Meeting – held on 13 December 2011. Minutes agreed – proposed by Cllr Vine, seconded by Cllr Bell. All in favour.

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

5.2 Parish Council Extraordinary Meeting – held on 18 January 2012. Minutes agreed – proposed by Cllr Chadderton, seconded by Cllr Cook. All in favour.

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

- 6. Reports from District Councillors, County Councillors and Police**

County Councillor Sellars

The reinforced stone verge repairs to Fen Lane seem to have bedded down well but time would tell if this trial had proved a success.

Had emailed Highways Manager, Alan Brown, urging him to improve the road through Burton before the Lincoln Grand Prix Cycle Race on 13/05/12.

A57 Bus Service. An information case to display timetables was needed at The Landings and at The Woodcocks. Residents’ needs will be monitored once the information cases are in place. Cllr Sellars would keep a close eye on the situation.

District Councillor Cotton

Promised to take up the bin delivery complaints raised in Public Question time.

Was unsure if planning permission was necessary for the BW notice board re-location.

WLDC had voted unanimously for a sensible budget. Promises had been made to look into two proposed amendments: help for small businesses and a further £4000 to be put into the Councillors' Initiative Fund.

There had been a Police decision to increase their element of the Council Tax by 2.5%.

There would be a further agreement of the pay freeze, this being the third year of WLDC's no wage increase, together with no redundancies guaranteed.

Police

Clerk received post-meeting apologies from PCSO Melanie Goodwill.

7. Clerk's Report – Including Matters Outstanding

7.1 New Parish Clerk – Lisa Naughton took over from Sue Jones on 02/02/12; Maureen Wheeldon is providing support and training. Lisa had sent letters about flyposting to the businesses at BW – see item 13.3. Maureen to keep accounting/audit responsibility until end of current financial year when Lisa will take over.

7.2 Cllr Vacancy - Advertising to continue.

7.3 Parish Website - Gordon Hickmore continues as Webmaster.

7.4 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 16.

7.5 Age Concern - Age Concern had contacted the Clerk about carrying out a presentation at a future PC meeting. The Chairman to contact the organisation. Still needs attention.

7.6 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 had advised that planning permission should have been sought for the fuel tank. To ascertain if planning permission had been granted, Clerk had emailed WLDC on 08/12/11 and again, to WLDC customer services, on 08/03/12. A response has been promised. Cllr Cotton advised that the petrol pump and pipe should not be above ground. These fittings are within 25 yards of the public cycle way. A visit is needed by the appropriate planning officer. Clerk to contact WLDC to arrange a visit by the appropriate Planning Officer to meet with Cllrs Cotton, Marriott and Vine. The Public Protection Officer will also be made aware of this issue.

7.7 Refuse Collection in Adverse Weather Conditions – See item 8.2 PC Mtg 13.12.11. No further action had been necessary due to the good weather over the winter.

8. Finance

8.1 Parish Balance - Bank Statements show:

13 October 2011	Business Money Manager Account	£2813.79
04 March 2012	Current (Community) Account	£3464.24

Vat repayment of £69.63 has been received.

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.

8.2 Annual Audit

Following this meeting, the accounts will be reconciled to 31/03/12 and passed to Chris Hewis for internal audit.

8.3 Parish Precept for 2012/2013

Precept bid of £4706.00 is with WLDC – see item 6.2 PC Meeting 13.12.11.

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

Lisa had emailed a quote from SCIS UK Ltd for new equipment for £906.06 (£755.04 + Vat £151.02) to Cllrs on 21/02/12 for consideration. Vat can be reclaimed. Cllr Sellars may be able to provide a grant towards the new equipment. Purchase authorised as proposed by Cllr Bell, seconded by Cllr Vine, all in favour. See item 8.8.2 - cheque 100442.

Resolved that £906.06 be spent to purchase new equipment for the Parish Clerk.

8.5 Consideration of approval of a financial contribution for the Relocation of the existing Burton Waters' Notice Board nearer to the shops, subject to any required consents

Concern was expressed that BW residents might feel excluded from PC funding because of the private, gated nature of BW. It was emphasised that BW residents form a substantial part of Burton PC's rate-paying parishioners and are entitled to consideration for community enhancements. Cllr Bell felt that more factual information was needed about the proposed relocation and that Beals could begin the financial initiative. It was proposed that the PC should not pay fully for the relocation but offer to consider a contribution of up to £450.00. This consideration to be subject to the scrutiny and approval of proper costings and required consents. Proposed by Cllr Chadderton, seconded by Cllr Cook; five Cllrs in favour, one Cllr against. Clerk will write to Mr Hukin advising of the PC's consideration of a financial contribution up to £450.00 subject to any required consents. Mr Hukin agreed to advise the next BW Leaseholders' meeting. Ongoing.

8.6 Consideration of LALC Annual Subscription 2012/13 - £227.20 (incl. VAT)

Maureen had contacted LALC to cancel the provision of paper copies of LALC News; the publication is forwarded electronically to Cllrs. Consequently the bill is reduced by £20.80. The bill is now £206.40 (£172.80 + Vat £34.40).

Payment authorised as proposed by Cllr Vine, seconded by Cllr Chadderton, all in favour. See item 8.8.2 - cheque 100443.

Resolved that £206.40 subscription be paid to LALC.

8.7 Consideration of LALC Annual Training Scheme 2012/13 - £65.00

The annual amount is based upon a council with up to 1000 electorate; as at 01/12/11, Burton has 602 electors.

Payment authorised as proposed by Cllr Cook, seconded by Cllr Chadderton, all in favour. See item 8.8.2 – cheque 100444.

Resolved that £65.00 LALC Annual Training Scheme subscription be paid to LALC.

8.8	<u>Authorisation of Cheques</u>		
8.8.1	<u>Cheques issued since last meeting – 13/12/11</u>		
	Cheque 100440	G Hickmore – Website Namehog Invoices 5175/45176	£64.85
	Cheque 100441	SLCC – Membership for Clerk - L Naughton	£77.00
8.8.2	<u>Cheques authorised at this meeting:</u>		
	Cheque 100442	SCIS UK Ltd Invoice No 8628 New Computer Equipment for Clerk	£906.06
	Cheque 100443	LALC Subscription 2012/12 Invoice No 2531	£206.40
	Cheque 100444	LALC Subscription to Annual Training Scheme	£65.00
	Cheque 100445	S Jones Clerk’s Salary 29/11/11 – 23/01/12 Invoice 11, 12, 13 2011/12*	£307.90
	Cheque 100446	M Wheeldon Acting Clerk’s Salary 01/11/11 – 23/01/12 Invoices 14, 15, 16 2011/12 *	£410.00
	Cheque 100447	L Naughton Clerk’s Salary 01/02/12 – 28/02/12 17 Invoice 17.2011/12*	£164.16
	Cheque 100448	HMRC Tax Clerks’ Salary Invoices 11, 12, 13, 14, 15, 16 & 17 2011/2012*	£219.60

* Payments on cheques 100445, 100446 100447 and 100448 were proposed by Cllr Vine, seconded by Cllr Chadderton, all in favour.

9. Planning Matters

- 9.1 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. Reminder to LCC 10/03/12.
- 9.2 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. WLDC consent 10/01/12.
- 9.3 029058 - Dunster Lodge – Appn to Fell/Remove 5 trees (various) – Obs sent 13/01/12.
- 9.4 128135 - Lincoln – South Carlton – Circular 14/90 Overhead Lines – Obs sent 14/01/12.
- 9.5 029065 - Land adj Hawthorn Cottage Main St Burton – Hazardous Ash Tree – WLDC consent 20/01/12.
- 9.6 128168 - Plot 22o Park Lane BW – Appn to erect one detached dwelling +Amendment re-positioning of external staircase and chimney stack – Obs sent 14/01/12 + 15/02/12 – WLDC consent 27/02/12.
- 9.7 029341 - Manor House, Manor Lane, Burton – Appn to fell one walnut tree – to Cllrs 06/03/12.

10 Correspondence

Correspondence received included the following items:

WLDC – Red Diesel; Casual Vacancy Burton PC Notices; Central Lincs Newsletter; Joint Planning Newsletter; Olympic & Jubilee Fund Comm Action Volunteer Fund; Changes to Refuse Collections; Area Summit Fosssdyke Area 06/03/12; LALC – WLDC Planning Event 08/02/12; LALC News 142
LALC/LCC – Traffic Lights Refurb Newland/The Avenue; Adult Social Care Pledge – Consultation ; Entire Co to become Broadband ‘hotspot’; Don’t Fall for Govt Imposters; Changes to Recycling Centres wef 01/04/12
LCC – Future Prov Hsehd Waste Recycling Centre
LCC Highways – Highways North Qtrly Update; Fen Lane Closure 05/03 – 19/03/12; Road Repairs – Fen Lane, wef 05/03/12
CPRE – Fieldwork Magazine
NALC/CPRE – Planning Explained Guide
I Emmerson – Lincs Grand Prix Cycle Race 13/05/12 Releases 1, 1, 3 & 4
M Overton Cllr Branston/Navenby – Leadenham/Whisby Hsehd Recycling Sites
A Parishioner – Cyclepath Access BW Padlocked Gate
Winter Editions – Clerks & Councils Direct

11. Risk Assessment Register Review

Register has been updated to include the new Clerk, Lisa Naughton, as ‘Owner’ for Item 2.

Register accepted as proposed by Cllr Marriott, seconded by Cllr Cook, all in favour. However the Register needs further revision to include the retention for 5 years of the obsolete laptop and the safekeeping of the parish mobile ‘phone. Ongoing.

12. Burton Waters and Odder

See item 10.1 meeting 13/12/11 – There is a conflict of information in that the original plans for a lake at The Quays at BW had been amended to become a ‘grassed’ area. There are further concerns in that a plan in Beals’ office appears to show a fountain in the ‘grassed’ area and also free standing garage blocks. Cllr Cotton was unaware of any new plans. Situation to be checked with WLDC Planning Officer when the visit is made to view the fuel tank – see item 7.6.

13. Highways & Road Safety

13.1 Problems reported

13.1.1 WLDC: Flytipping

19/01/12 - B1398 near wood – 10 tyres dumped – ref no 212968.

19/01/12 - Odder cyclepath new bridge – 3 rubbish filled bin liners – ref no 212976

29/01/12 - Between Odder café and river – misc rubbish and broken glass – ref no 213385.

13.1.2 Lincs Highways:

10/01/12 B1398 Bridge – cable theft – Highways ref no 1089609; Police Incident No: 38809012012.

19/01/12 – A57 BW – damaged chevron board – repair by 23/03/12 – no ref no as planned work.

27/01/12 – Fen Lane near Catchwater Drain – deep pothole - ref no 1093242.

03/02/12 – Woodcote Lane – various potholes – ref no 1094405.

22/02/12 – Fen Lane, near Fen Farm – deep pothole – ref no 1097541.

13.2 Fen Lane – Work on the reinforced stoned verge ‘over run strip’ commenced 05/03/12. Highways Manager, Alan Brown had advised (email 13/03/12) that, if the trial technique used proves successful after going through a winter season, he would hope to adopt it for the full length of Fen Lane. He has been reluctant to reconstruct, as carriageway, all historic pothole material mistakenly used in the past to fill areas where vehicles have run off the edge of the road. The resulting good, widened road would lead to more vehicles ‘rat-running’ between the B1398 and the A57.

13.3 Flyposting on the A57 Burton Waters Roundabout –

See item 13.3 PC meeting 13/12/11 - Lisa had written (06/03/12) to ‘offending’ businesses highlighting concerns. ‘Quays Beauty’ had responded by letter, promising to remove their signs. Other signs have been removed although ‘David Lloyd’ and the ‘Deli Bistro’ signs are still there. The next step could be that the problem be addressed on the basis of ‘Neighbourhood Clean-Up’ by the Communities & Neighbourhood Wardens. Awaiting developments.

13.4 Pewwipe to Saxilby Cyclepath – This initiative is now completed.

13.4.1 Maureen had reported surface breaking up at BW to LCC Les Outram (email 19/01/12). Mr Outram checking to see if work was still within maintenance period. The work has not yet been carried out. Reminder sent to Mr Outram 10/03/12.

13.4.2 Cllr Chadderton reported that the A57 carpark (used by fishermen) is full of rubbish. Clerk to contact WLDC to request large litter bin.

13.5 Bus Stops on the A57 - See item 11.5 PC Meeting 13/12/11 – this item is ongoing. Elizabeth Hanger, LCC Principal Accessibility Projects Officer Transportation, had emailed (06/01/12) to say that issue has not been forgotten. See item 6 - Cllr Sellars’ report.

13.6 Lincoln Grand Prix Cycle Race - 13/05/12

Maureen has been in touch with Mr Ian Emmerson, the race organiser, and is passing on Media Releases to interested parties. Mr Emmerson is unhappy about the state of Main St, Burton and the whole of Fen Lane and is corresponding with Highways Manager, Alan Brown, about these concerns.

14. BT Broadband – Poor Service

Cllr Myers reported he had heard of a Fibre Optic initiative in the area of Yarborough Hill, Lincoln. Cllr Cotton advised of the Govt guarantee of 2 meg broadband overall. Ongoing.

15. Mains Gas for Burton Village

After discussion, Cllrs decided it was not viable to keep this item on the agenda.

16. Anglian Water First Time Sewerage Appraisal at Burton-by-Lincoln

Following Anglian Water’s survey at the end of 2011 to determine the most appropriate sewer design for the area, the authority intended to correspond with residents inviting them to an open day to discuss the scheme in more detail. Mr Hickmore had reported (12/03/12) that he had been contacted by a surveyor acting for Anglian Water about rights of way and field ownership. Clerk to contact Anglian Water. Ongoing.

17. Dates of Next Meetings

Cllrs Cook, Marriott (and Cllr Chadderton) may be away on Tuesday 08/05/12. Consequently, the date of the Annual Parish Council Meeting was changed to Tuesday 01/05/12.

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

Tuesday 01 May 2012

Annual Parish Council Meeting

Tuesday 22 May 2012

Annual Parish Meeting

The meeting closed at 9.10 pm.

Maureen Wheeldon

Acting Clerk to Parish Council