

Minutes of the Meeting of the Burton-by-Lincoln Parish Council
Held at the Burton Estate Club on Tuesday 06 October 2009

Present: Steve Chadderton, Fred Myers, Ian Marriott, John Moore, Joan Osterfield

In Attendance: Maureen Wheeldon (Parish Clerk)

Also Present: Cllr J Brockway, Cllr D Cotton, Cllr R Sellars

7.30pm PUBLIC QUESTION TIME

Mr Peter Allen presented proposals for the creation of a Parish Magazine for Burton, Burton Waters and Odder. See item 6.6.

7.45pm COUNCIL MEETING

1. **Apologies for Absence:** Cllr Bell, Cllr Cook.
2. **Declarations of Interest in Accordance with the Local Government Act 2000.**
None.
3. **Minutes of the Last Meeting.**
Held on Tuesday 07 July 2009 agreed. Signed by the Chairman.
4. **Reports from District Councillors, County Councillors and Police**

District Councillor Brockway

Had attended Coal Bed Methane Extraction Public Meeting on 13/09/09. Research planned into potential health and agricultural problems.

Is member of Investigative Committee into fraud relating to WLDC Planning Dept.

District Councillor Cotton

Coal Bed Methane Extraction – if large amounts are found, company will need to seek further planning permission to proceed with scheme. If necessary, Secretary of State can overrule local planning objections and grant licence. WLDC Planning Dept functioning as normal whilst fraud investigation taking place.

Triple Bin Scheme – Burton Waters’ problems with green waste bins has been addressed. Calendars and recycling wheels, defining types of waste, are available should Parish Cllrs wish to hand these out to their parishioners.

County Councillor Sellars

Finding work with Lincs Police Authority interesting; looking into enhancement of Neighbourhood Watch Scheme. A57 damaged lamp post – has escalated this problem with Lincs Highways.

Has spoken against Coal Bed Methane Extraction.

Police

PCSO Sonia Lewis introduced new Community Beat Manager, PC Martin Doherty.

PC Doherty explained his commitment to his new placement and gave his contact details.

New PCSO to be recruited for this area in January 2010.

There have been 2 burglaries within Burton village. PCSO Lewis to check Neighbourhood Watch co-ordinators.

Problems with heavy traffic on Fen Lane/Main St – Highways responsibility.

‘Simple Sid’ vehicle activity sign – see item 6.5.

5. Clerk’s Report – Including Matters Arising

5.1 Continues to receive support from the Saxilby Parish Clerk - attends the Saxilby PC Meetings. .

5.2 Cost Cutting – Continues to be a priority

5.3 Parish Website – Gordon Hickmore continues as Webmaster.

5.4 Parish Journal – Still in abeyance – but see item 6.6.

5.5 Filing Cabinet – Clerk still intending to purchase replacement metal filing cabinet when available – Cllrs had authorised £30.00 budget on 07/07/09..

5.6 Freedom of Information Publication Scheme – Permanent notices and full version displayed on parish notice boards. Full version appears on parish website. Clerk to review charges at year-end.

5.7. Damaged Lamp Post on A57 – Cllr Sellars urging the repair with Lincs Highways. Clerk wrote again to Stan Hall, Highways on 09/07/09 – had received no response..

- 5.8. Speeding problem Burton Village - 'Simple Sid' – see Finance 6.5. Parish Link Scheme with the Lincs Road Safety Partnership - no progress made.
- 5.9 Standing Water on B1398 Burton Top Road - Awaiting photographic evidence.
- 5.10 Discharge of Sewage within Burton Village – Tony Adams, WL Environmental Protection, sent out letters to relevant parishioners 03/07/09 – 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.
- 5.11 Grass Triangle B1398 near traffic lights/Main Street Burton – Lincs Highways, 03/07/09 - Ref No 780278, to deal with future mowing . Clerk said that triangle had been mown recently
- 5.12 Lincs Co Council – Trees for Lincolnshire Communities – Cllr Myers had considered the offer and concluded that the trees were not suitable for Burton as there were no open public spaces suitable.
- 5.13 Review of the Risks Facing the Council - The accounts audit had flagged up this requirement. Workshop held 05/08/09 - Cllrs had met with Helen Reek, WL Policy & Performance Service Manager, Risk Assessment Register drawn up and will become permanent agenda item to ensure adherence. Copy of Register given to Cllrs.
- 5.14 Planning Appns 123213/123214 Dismissal of Appeals Decision - WLDC's letter 08/06/09 attached a copy of the decision letter from the Planning Inspectorate; both appeals to retain the advertisements have been dismissed. As signs are still in situ, Clerk had contacted Rita Thompson, WLDC, 30/07/09, who had forwarded the complaint to the Enforcement Officer.
- 5.15 Coal Bed Methane Extraction – Second public meeting held 13/09/09 at Mr Hamilton's, Fen Hse N Carlton. Cllr Brockway had attended – see item 4.
- 5.16 WLDC Cluster Partnerships - Clerk at Public Mtg prior to Saxilby PC Mtg on 02/09/09. WLDC's Rachel North, Director of Strategy, and Darren Turner, Director of Resources, outlined Cluster Partnerships. Aiming for a culture change to forge more productive relationships between the WLDC and parishes by means of better communication and support. WLDC is offering a 'Roles & Responsibilities of the District Council Training Session for Chairman & Clerk' on 20/10/09. Chairman and Clerk unable to attend. Cllr Myers will attend if possible.
- 5.17 WLDC Triple Bin Collection Services – Roadshows were held in August 2009. Free garden waste collections began in September 2009.
- 5.18 Roads at Burton Waters – Highways' responsibility ends at the A57 roundabout. Clarification sought about the responsibility for the road from the A57 to the Landings; also Highways' stance on private roads with public access. Alan Brown, Area Highways' Mgr, Lincs CC has advised that roads within Burton Waters are private, from the point where the main A57 roundabout is left to enter the development. Mr Brown is not sure who has legal responsibility for the management and maintenance of the private road network; parishioners living on site will be aware to whom they pay their annual management fee.
- 5.19 Traffic Lights B1398 – Cllr Myers had removed overhanging branches obscuring the traffic lights on 08/07/09. See items 11.1 and 11.2.
- 5.20 Fen Lane Potholes – Cllr Myers had flagged up large number of potholes on Burton Fen Lane – especially very large one by the Pump Drain. Clerk had reported to Highways 10/09/09 Ref No 119863. Some work had been done – Clerk to check progress with Highways.
- 5.21 Odder Bus Stops – ongoing.

6. Finance

6.1 Annual Audit - External Auditors, Clement Keys, had selected Burton as part of 5% sample for intermediate audit, causing much extra work for the Clerk. Annual Return due 30/06/09 – posted 26/06/09. Further letter from auditors dated 21/07/09 requested more information which the Clerk supplied on 24/07/09. Clement Keys passed the audit on 24/09/09, with a request that certain matters arising from the completion of Annual Return be brought to the attention of the Parish Council. The following items, which are over and above the information needed for a standard return, had to be addressed:

- a. provision of details of assets held and the value attributed to them in the accounts – this led to a further query about the Fixed Asset Register to which the Clerk submitted a statement of circumstances as to why two printers were now shown, as opposed to one printer shown last year.
- b. provision of a copy of the financial statement on which the annual return was based.
- c. provision of copies of minutes of meetings held between September – December 2008.
- d. provision of copies of the May 2009 signed acceptances of the Code of Conduct for all serving Cllrs.
- e. statement explaining the procedure for the upkeep of the Declaration of Council Members' interests and that this has been included as an Agenda item at all PC meetings since December 2008.
- d. statement explaining that Burton PC had resolved, at the PC Meeting of 02/05/07, to adopt the NALC Model Standing Orders (2002).
- e. statement explaining that no formal review of the risks facing the PC had been carried out during the year 01/04/08 – 31/03/09, together with an undertaking that the review would be addressed during the current year. Hence the new Risk Assessment Register produced in August 2009.
- f. provision of a copy of the Council's schedule of insurance detailing risks insured & values.

- g. provision of details of S137 expenditure and copies of relevant minutes authorising this expenditure. For future reference, S137 expenditure must be stated as such in the minutes of the relevant PC meeting. Clerk had included in the minutes for the July 2009 PC meeting.
- h. a commentary was provided concerning year on year movements in:
- i. total other receipts – explanation given in respect of the one-off receipt of £2000 from Midas for the refurbishment of the wellhead.
 - ii. staff costs – explanation given in respect of the increase in the Clerk’s hours to 4 hours a week and the £125.00 payment in travelling expenses for the new Clerk to attend training events.
 - iii. total other payments – explanation given as to why the Annual Return item 6 for year ending 2008, includes the one-off payment of £2000 to Richard Osterfield, builder, to refurbish the wellhead.
- i. boxes 7 & 8 of annual return needed a 1p adjustment.
- j. Clerk must remember to advertise the closure of the audit and forward a copy of the closure notice to Clement Keys.

Clerk undertook to ensure that correct procedures are followed and robust financial records are kept to meet the demands of future audits.

2008/2009 audit cost: external audit by Clement Keys £57.50 plus internal audit by Geoff Mitchell £115.00
 Total cost £172.00
 2007/2008 audit cost: external audit by Clement Keys £164.50; - there was no internal audit charge
 Total cost £164.50.

6.2 Parish Balance

Bank Statements show:

13 April 2009	Business Money Manager Account	£	2808.89
04 September 2009	Current (Community) Account	£	2515.04

6.3 Authorisation of cheques

6.3.1. Cheques issued since last meeting – 07/07/09:

Cheque 100371	Burton Estate Club Section 137 Grant (Plates)	£	50.00
---------------	---	---	-------

6.3.2 Authorised at this meeting:

Cheque 100372	Clement Keys Invoice No 67147 – Fee	£	57.50
Annual Audit 2008/09		£	57.50
Cheque 100373	M Wheeldon Clerk’s Salary 08/07/09 – 06/10/09	£	438.36
Cheque 100374	Campaign to Protect Rural England membership renewal	£	29.00

6.4 Consideration of proposed budget and Precept for 2010/2011

WLDC has reduced its per capita contribution from £2.00 to £1.00 per elector. The Precept bid will leave a shortfall to be met from Council Tax, in addition to the increase necessary to cover inflation and underbidding on the Burton PC 2009/2010 Precept. Clerk presented a paper projecting increases at 5%, 10%, 12% and 15% based on the 2009/10 Precept payment of £3885.00. Cllrs to consider this information and discuss at the next PC meeting.

6.5 Consideration of contribution to Police ‘Simple Sid’ vehicle activated sign

If purchased, this equipment would be administered by the police and time-shared equally between parishes. Chairman put forward a motion for Burton PC to contribute £200.00, as a S137 grant, towards this initiative. Carried unanimously.

6.6 Consideration to support publication of a Christmas edition of the Burton Journal – approximate cost £70.00

The presentation by Mr Allen, in Public Question Time, proposed to create a quarterly newsletter that enables ‘Community’ organisations to reach all households within the Burton-by-Lincoln, Burton Waters and Odder settlements. Initial funding has been pledged from the Community Lottery Fund (£250.00), Burton Waters Management Committee Ltd (£250.00) and Springline Good Neighbours Scheme (£25.00). Clerk will check with LALC about the feasibility of the proposal that the parish council should establish and manage the newsletter’s bank account. Chairman proposed that Burton PC should contribute £250.00, as a S137 grant, towards the set up of the publication. Carried unanimously.

6.7 Consideration of membership renewal – Campaign to Protect Rural England - £29.00

Cllrs authorised this expenditure – see item 6.3.2.

7. Planning Matters

7.1 122793 Site B - Park Lane Burton Waters - 47 dwellings, commercial floor space, landscaping, visitor car parking and community facility. WLDC’s letter 05/12/08 - planning permission granted, subject to the conditions concerning the provision of the community facility. Ongoing.

7.1.1 Community facility plans – Update - Cllrs Chadderton, Myers, Bell and Marriott had met with Rick Costall, Beale Homes, on 03/06/09. New site offered on the bulge of land near the bus stop roundabout. Cllrs to press for

the original proposed site near Woodcocks car park. Clerk had written to Mr I Dickinson, Snr Plan. Officer WLDC, on 27/08/09 in respect of S106 Funds, affordable homes and requesting another meeting with Mr Dickinson, Rick Costall and the Village Hall Sub-Committee. No response from Mr Dickinson; Clerk will send a reminder.

7.2 124206 – Park Lane, Burton Waters – Erection of 1 dwelling with access onto Park Lane.

Cllrs' obs sent to 10/06/09. WLDC letter 10.07/09 – planning permission granted.

7.3 124445 – 62 Park Lane, Burton Waters – Application to erect garden room. Cllr obs sent 24/07/09. WLDC letter 13/08/09 – planning permission granted.

7.4 026049 – China House, Burton Village – Proposal for reduction and reshaping of trees. Circ to Cllrs 30/09/09.

8. Correspondence

Correspondence received included the following items:

Beal Homes Show Opening Invitation; LCC – Trees for Lincs; WLDC Dist Co Election – Saxilby Ward
NHS Lincs – New Walk In Centre Lincoln; EM Reg Assembly – Regional Plan Review Consultation;
Anglian Water – 1st Time Sewerage Appraisal Burton; WLDC – Gambling Act 2005 – Principles;
WLDC – Credit Crunch – We Can Help; WLDC Triple Bin Collect. Svc; WLDC – Corporate Plan 2009/12;
WLDC Financial Svcs – Cemetery + Precept Subsidy Changes; WLDC Dist Co Election – Saxilby Ward;
LALC – News + Training Events Autumn 09 + Annual Report 2008/09; WLDC – News Summer 2009;
WLDC Dist Co Election – Saxilby Ward Result; WLDC Parish Matters Magazine Aug & Sept 2009;
LCC/WLDC Central Lincs Housing Market Strategic Housing Land Availability; WLDC Subsidy Changes
WLDC – Street Cleansing Review Roadshow; Campaign to Protect Rural England – Fieldwork Magazine;
Sept Editions – Glasdon Products, Clerks & Councils Direct & Inside Lincolnshire

9. Unreliability of electricity supply to Burton Village

Item raised by Cllr Moore. Underground cables installed approximately 2 –3 years ago to improve service. Since May 2009, there have been at least 10 interruptions to the to the village; on one occasion loss of power lasted from 7.05am until 6.35 pm. Clerk to write to E.ON.

10. Burton Waters and Odder

10.1 Unpleasant Smell at Burton Waters – Improvement since September 2008 until intensive smell experienced July 2009. Cllr Marriott had met with Tony Adams, WLDC Environ, Andrew Holmes, farmer, and the manager of Hughes' plant, Skellingthorpe. Hughes' tank cleaned; smell abated for 4 weeks until today when smell bad again due to final clean out of tank. David Hutchinson, Environmental Agency in liaison with Cllr Marriott. Ongoing.

11. Highways & Road Safety

11.1 Clearing up the area near the traffic lights in Burton Village – Dealt with – see item 5.19

11.2 Renewal of white lines on the bends on Main St, Burton Village – together with request for double white lines at traffic lights. Cllr Sellars to contact Lincs Highways.

11.3 Fly-posting by the A57 roundabout – Clerk had written to Donna Davis at Lincs Highways on 27/07/09 about the hot tubs advert; no response.. Cllr Cotton to find out which body, e.g. Lincs Highways or Burton Waters Mgt, has the power to dispose of unauthorised adverts. Also to check on ownership of the fencing to which many adverts are fixed.

12. Date of next meeting – Tuesday 01 December 2009

13. Council to resolve to go into 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 (Item 13 of Parish Council Meeting of 05.05.09 refers). Following the criteria in respect of any resolution which might substantially increase expenditure, the Chairman resolved, with Cllrs in unanimous agreement, that this matter be adjourned, without discussion, to the next ordinary meeting of the PC on 01/12/09.

S Chadderton
Chairman Burton Parish Council