

**Minutes of the Meeting of the Burton-by-Lincoln Parish Council**  
**Held at the Burton Estate Club on Tuesday 07 October 2008**

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

**In Attendance:** Maureen Wheeldon (New Parish Clerk)

**Also Present:** Mr & Mrs M Hukin, Mr & Mrs R Green

**1. Apologies:** David Cotton, Jackie Brockway

**2. Minutes of the Last Meeting.** The minutes of the meeting held on Tuesday 08 July 2008 were agreed and signed by the Chairman.

**3. Matters Arising – From 08 July 2008**

3.1 Roads and Road Safety - “Archer” device and speeding through the village – see item 9.2 of this meeting.

4.2 Provision of Office Equipment - see item 4.2 of this meeting.

5.3 Annual Audit 20/07/08 – see item 5.3 of this meeting.

5.8 Tutor Training for Parish Clerk – see item 5.4 of this meeting

7.1.1 Free Trees for Parishes – Cllr Myers is liaising with Gordon Hickmore to agree a suitable site.

8.1 Unpleasant smell at Burton Waters – see item 8.1 of this meeting.

9.2 Lamp Post on A57 – see item 9.3 of this meeting.

**4. Clerk’s Report – Including Training Progress**

4.1 Training Progress - Maureen Wheeldon had completed 3 months in office as the Parish Clerk and was still ‘in training mode’. She thanked all Councillors for their help. Gordon Hickmore was giving invaluable support.

Maureen had attended 2 training days to help towards gaining the Certificate in Local Council Administration and would attend a Parish Clerk’s training date on 09/10/08; the training provider was LACL (the Lincolnshire Association of Local Councils).

4.2 Provision of Office Equipment – The Clerk had purchased a mobile ‘phone for Parish use (mobile ‘phone number 07708 081265) although the Parish Website still showed the previous Clerk’s home address and telephone details. Also details of the current Parish Council members are not up to date. The Chairman will speak to Mr Hickmore about updating the Parish Website. Emails are being received by the new Clerk at email address: parish.clerk@burton-by-lincoln.com.

Gordon Hickmore passed the laptop computer, the desktop laser printer and all files to the new Clerk on 01 August 2008.

## 5. Finance

5.1 Parish Balance – The following is **not** a Parish Balance but bank statements held show:

13 April 2008	Business Money Manager Account	£2758.67
04 September 2008	Current (Community) Account	£2668.02

### 5.1.1. Cheques Issued

30.07.08	Cheque 100337 for hire of Burton Club	£ 25.00
11/09/08	Cheque 100338 payment Staples Invoice 8017162 Stationery	£ 74.90
07/10/08	Cheque 100339 destroyed by Clerk in error	
07/10/08	Cheque 100340 destroyed by Clerk in error	

The Clerk will present a Parish Balance at the next Parish Meeting on 02 December 2008.

The Clerk has been in contact with the HSBC bank to update the two bank account details; she is now receiving bank statements for both accounts. A new mandate for cheque specimen signatures was signed at the meeting by Councillors Chadderton, Bell and Osterfield; the Clerk will forward this document to HSBC.

5.2 Authorisation of Cheques - The following expenditure was authorised and the cheques signed.

5.2.1	Cheque 100341 Clerk's Salary – 08 July – 6 October 2008	£427.96
5.2.2	Cheque 100342 M Wheeldon – Re-imburement of purchase of mobile 'phone (07708 081265) for Parish work and mobile 'phone cash 'top-ups'	£ 63.47
5.2.3	Cheque 100343 M Wheeldon - Re-imburement of postal charges	£ 26.06
5.2.4	Cheque 100344 M Wheeldon – Petty Cash (balance currently at £9.17)	£ 50.00

5.3 Annual Audit 2007/2008 – Update - The external auditors, Clement Keyes, had requested further information in respect of a copy of the Burton Parish Council Fixed Asset Register and also a copy of the notice advertising the closure of last year's account. The Clerk had spoken with Mr Hickmore, who had advised that, to his knowledge, no Fixed Asset Register existed and a notice advertising the closure of last year's account had not been issued.

Following a discussion, the Council resolved that the only items pertinent to a Fixed Asset Register were the Clerk's laptop and printer, estimated at a combined value of £100. The Clerk will prepare a Fixed Asset Register to this effect.

The Chairman, Councillors Myers and Bell, Mr Hickmore and the Clerk will meet to address the Clement Keyes' queries. The Clerk will arrange the meeting, with Woodcocks as the venue.

5.4 Tutor Training for Parish Clerk - Maureen Wheeldon has attended 2 Certificate in Local Council Administration training sessions towards qualification as a Parish Clerk. A £97.50 bursary payment from The National Association of Local Councils was paid into HSBC on 03/10/08. This payment is towards the cost of the Clerk's training for the Certificate in Local Council Administration.

5.4.1 LALC Seminars - The Clerk had requested Trish Carter, LALC, (Lincs Assoc of Local Councils) to record that the Burton-by-Lincoln Parish had opted to pay £45.00 per annum to cover the cost of attendance for Councillors at LALC training seminars.

5.5 Provision of mobile ' phone for Parish Clerk – Please see Item 5.2 of these minutes.

## 6. Planning Matters

6.1 122367 Lincoln Rugby Club (Item 6.3 from 13/05/08)– B1398 The Parish Councillors had held a private meeting on 28 July 2008 to discuss the Rugby Club plans. District Councillors Cotton and Brockway had taken note of the Parish Councillors views. Margaret Douglas, of West Lindsey Planning Dept had advised the Clerk on 24 July 2008 that more information was being sought.

6.2 122793 Site B Park Lane Burton Waters – Proposed erection of 47 residential dwellings and 873 sq metres of commercial floor space with associated landscaping, residential and visitor carparking. Councillors had expressed concern about the dwellings' lack of basic storage; also that Site A be completed, with the additional 3 houses, before commencing Site B.

This is the site that provides the opportunity for the Parish Council to seek the provision of a multi-purpose Parish Community facility. A sub-committee made up of Councillors Chadderton, Myers, Bell and Marriott had visited the site and their thoughts on what might constitute an ideal Parish Community facility were presented to the Parish Council Meeting in a letter from Councillor Myers. It was suggested that Rick Costall of Beal Homes could be approached in respect of the provision of the Parish facility under Section 106. It was agreed that the Clerk should arrange a meeting between the West Lindsey District Planners, Rick Costall and the Burton Parish sub-committee in order to progress this matter.

6.3. 122109 – 2 Park Lane, Burton Waters - West Lindsey District Council have given notice that Planning Permission has been granted.

6.4 M061/P/063 - Burton Waters – (please note the item name on the Agenda is in error) - This application is to allow for phased development of Holiday Lakeside Cottages, Burton Waters. West Lindsey District Council have given notice that planning permission has been granted.

6.5 Numbered in error on the Agenda – The Holiday Lakeside Cottages are covered in 6.4 above – M061/P/063.

121818 Site D Offices, Burton Waters – This application is awaiting notification of progress from West Lindsey District Council.

6.6 121437 Erection of 120 bedroomed hotel, conference centre and associated carparking - West Lindsey District Council have given notice that approval has been granted.

6.7 120323 Cocksey's Farm, Burton Cliff – Plans had been circulated and Councillors had no objections to these proposals; West Lindsey District Council were advised on 14 August 2008.

6.8 122750 Fen Farm, Fen Lane, Burton – Planning Application to site a mobile home. Plans had been circulated. The Council had no objections provided the consent limits the development to one unit for the specific purpose of a family annex although there is a concern that the application cannot be brought within Planning Res 13. West Lindsey District Council were advised on 09 October 2008.

6.9 122793 Park Lane Burton Waters – Please see Item 6.2 above.

6.10 024060 Proposal to fell 1 Willow Tree, Monk Bretton - within the Burton conservation area - West Lindsey District Council is to carry out an amenity assessment of the affected tree – their letter of 05 September 2008 refers.

6.11 Problems in the Circulation of Planning Documents - The Clerk lives distant from the Burton Councillors which means that, West Lindsey District Council planning documents inviting Councillors observations, have to be sent by post. Short turn around times given by WLDC have proved difficult to achieve in recent instances where, for example, Councillors have been away and the documents have been delayed awaiting their return home. It was agreed that the Clerk will include Councillors' telephone numbers as part of future circulation sheets; Councillors can then check their colleagues' availability prior

to passing on planning documents. The Clerk will also email Councillors to let them know that planning documents are on the way.

## **7. Correspondence**

The Clerk apologised that a list of correspondence had not been produced in time for the meeting.

Correspondence received included the following:

WLDC Consultation on changes to the way the Council makes decisions and all out elections.  
Her Majesty's Courts Service – Lincoln Magistrates' Court Open Day - 25 October 2008  
WLDC – Corporate Plan 2008/11  
Lincolnshire Assembly 'Big County, Big Skies, Big Future – Help us shape tomorrow's Lincolnshire today'  
LCC Grant Funding Workshop – Hemswell Court, Lincolnshire – 28 October 2008  
EM Regional Assembly – EXPO 2008 – EPIC CENTRE, Lincoln – 19 November 2008 – 'Acting on CO2' – tickets for this event were handed to Councillors.  
Government Office for the East Midlands – East Midlands Regional Plan (Regional Spatial Strategy) – Secretary of State's Proposed Changes Published for Consultation - please see Item 10. AOB

## **8. Burton Waters and Odder**

8.1 Unpleasant Smell at Burton Waters – Councillor Marriott has been in contact with Alan Jarvis, the Environmental Protection for West Lindsey District Council. Alan had visited the sludge tank and considered that the smell was of low-level persistence and would probably not constitute a public nuisance. Future complaints would be made, in the future, at times when the smell is intense.

A solution could be that Hughes' Abattoir could lengthen the entrance pipe so that the sludge can fill the tank from the bottom, thus not disturbing the top crust and reducing the smell.

Councillor Marriott had written to North Kesteven Planning Control Office, Customer Service, but had had no reply

8.2 Church Newsletter, Springline – Cllr Moore to advise on current position in respect of this publication.

## **9. Highways and Road Safety**

9.1 Discharge of Sewage within Burton Village - In 2005/2006, the Parish Council had applied to Anglian Water for a First Time Sewerage Appraisal for the village. In September 2008 residents received notification of the impending survey. Should Anglian Water deem any septic tanks not environmentally friendly it may be compulsory for Parishioners to upgrade their sewage outlets as pollution of public water courses would prove to be very serious. Results of the survey are awaited.

9.2. Police 'Archer' Survey and problem with speeding traffic through Burton Village – The Clerk gave Councillors the results of the 'Archer' Survey which had been taken during the two days of the Lincolnshire Show in June 2008. Martin Clark had reported that he could not guarantee regular attendance in Burton Village but that other police officers are aware of the traffic problem. The Parish Council remain concerned about the volume of traffic on the A57, on Burton Top and through the village. The Clerk will approach the Road Safety Partnership, Witham House, Lincoln, who may be able to assist with remedies such as traffic calming or a flashing speed sign.

9.3. Lamp Post on A57 – Highways Ref 592757 – On 05/09/08 the Highways Department reported that the delay in repairing the lamp post was due to an ongoing Public Utilities process. The Clerk will contact the Highways Department again to ascertain how much longer the lamp would be out of action.

9.4 Disappearance of the Burton-By-Lincoln Village sign – The Clerk had reported this to the Highways Dept on 22 September 2008 - Ref 631842. It will take between 8 to 12 weeks to replace the sign and the Highways Dept will meet the cost.

9.5 Problem with overgrown vegetation on pavement of Burton Top road - The Clerk had reported this to the Highways Dept on 22 September 2008 – Ref 632856. The vegetation has now been cleared.

## **10. AOB**

10.1 East Midlands Regional Plan - A document had been received from the Government Office for the East Midlands in respect of the East Midlands Regional Plan (Regional Spatial Strategy) – Secretary of State’s Proposed Changes Published for Consultation (to the Draft East Midlands Regional Plan issued for Public Consultation on 28 September 2006.) Councillors considered the proposed changes and there were no comments.

10.2 Parish Journal - John Copeland and Gordon Hickmore have advised the Parish Council that this publication is in abeyance.

10.3 Wheelie Bins - The Chairman had received a letter from a lady complaining about the danger of wheelie rubbish bins being left out in the hours of darkness in Burton. The Parish Council confirmed that the bins should be put out by 07.30 on the day of the refuse collection.

10.4 Odder Village Notice Board - The Clerk will check whether Odder Village has a Notice Board in respect displaying of Parish Council information.

10.5 Advertising Signs on A57 - Councillors discussed the proliferation of advertising signs on the A57 near to Burton Waters. The onus is upon Burton Waters Management Company to curb this problem.

10.6 The Landings, Burton Waters – Unreplaced Bollards – Councillor Cook has written directly to the Burton Waters Management Company about potential accidents caused by unreplaced bollards. The Management Company has responded and is dealing with the problem. The Parish Council bears no responsibility.

10.7 Standing Water on Burton Top Road – Councillor Osterfield reported the problem of standing water between the traffic lights, the coach road and the bridge. This is a problem following heavy rain and the water sometimes stretches to the middle of the road. The Clerk will report this to the Highways Dept.

10.8 Precept Calculation - The Clerk understood that the Precept calculation was due by end of October 2008. Mr Hickmore had advised she asked the Council for suggestions. Councillor Myers proposed and Councillor Bell seconded the proposal, with the Council in unanimous agreement, that the Precept per household be kept the same for 2009 as in 2008. The Clerk will liaise with Mr Hickmore in respect of the Precept calculation once notification is received from West Lindsey District Council. Ongoing.

**11. Date of Next Meeting** – Tuesday 2 December 2008.

The meeting closed at 21.30.

S Chadderton  
Chairman Burton Parish Council