

NOTES

Please be advised that these are notes of the meeting taken by the Clerk and cannot in any way be regarded as the official minutes of Council proceedings until they are approved and signed at the next meeting

DRAFT MINUTES OF THE WOODHALL SPA PARISH COUNCIL MEETING HELD ON TUESDAY 15TH DECEMBER 7TH NOVEMBER 2020 AT 7.15 PM VIA ZOOM

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PRESENT

Councillors: M Williams, (Vice Chairman) D Clarke (Chairman), J Needham, M Williams, R Ayling, S Huskisson, K Truss, P Jennings, C Marrs, N Ford, C Walker, and R Wilson and R Brown.

IN ATTENDANCE

Councillor Patricia Bradwell LCC.
Councillor Craig Leyland ELDC.
Joann Greer, Parish Clerk.

FC/1/124/20

The Vice Chairman will run the December meeting and make a short statement
Chairman's Remarks

Vice Chairman, Councillor Marcus Williams opened the meeting reflecting on the news, Councillor David Clarke had stepped down from the position of Chairman of WSPC due to ill health. The Chairman stated the 1st draft budget on the agenda would take some time to plough through. Councillor Williams made a statement thanking Councillor Clarke for his dedication and contribution to the Parish Council over many years. The Councillors agreed and wished Councillor Clarke well. Councillor Williams stated a new Chairperson would be appointed at the January meeting, giving Councillors time to consider the position.

FC/2/124/20

Apologies for absence with reason given

Councillor David Clarke's apologies were noted and accepted.
LCC, Councillor Bradwell & ELDC Councillors Leyland & Councillor Kemp also sent their apologies.
sent his apologies.

FC/3/124/20

Declaration of Members' interests in accordance with the Localism Act 2011 (Disclosure by all members present of disclosable pecuniary interests in matters on the agenda that have not already been declared on their Declarations of Interests form or put in writing to the Monitoring Officer at East Lindsey District Council)

No declarations were made.

FC/4/11/20

To consider requests from members for a dispensation on any items on the agenda (In accordance with the Localism Act 2011 the Parish Council has the

authority to grant any members present a dispensation on their disclosable pecuniary interest so that they may take place in the debate and vote).

~~Forms from all Councillors requesting dispensation to set the WSPC precept, agenda item 9e will be collected and filed when the office is back open. No requests were made.~~

~~FC/5/1210/20~~

~~To resolve to fill the remaining Parish Councillor casual vacancies by co-option~~

~~The remaining candidate from the October meeting was the only applicant. It was proposed, seconded and unanimously resolved to co-opt the Richard Brown as a co-opted councillor.~~

~~It was proposed, seconded, and unanimously resolved to accept the signed acceptance of office forms via the ZOOM link.~~

~~FC/6/11/20~~

~~Notes of meetings to be approved as the minutes~~

~~a. Full Council Meeting 17th November 20th October 2020~~

~~It was proposed, seconded, and resolved to accept the notes as the minutes.~~

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~~FC/6/127/11/20~~

~~To consider and adopt the updated committee Terms of Reference~~

~~a) The Planning Committee~~

~~It was proposed, seconded, and unanimously resolved to accept the Planning Committee terms of Reference.~~

~~b) The Facilities Committee, noting the name change~~

~~It was proposed, seconded, and unanimously resolved to accept the Facilities Committee terms of Reference.~~

~~FC/8/11/20~~

~~To receive the draft notes from committees~~

~~a) The Planning Committee held on 1st December 3rd November 2020~~

~~There were no questions raised from the Planning Committee notes~~

~~b) The Facilities Committee held on 2nd December 4th November 2020~~

~~There were no questions raised from the Facilities Planning Committee notes~~

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~~FC/7/129/11/20~~

~~To receive reports from District and County Councillors~~

~~District and County Councillors were not present at the meeting.~~

~~LCC Councillor Bradwell had inspected the footpaths with Councillor Huskisson and found tree roots were responsible for lifting some of the paving stones. A repair works order will be completed, Councillor Bradwell will keep the WSPC updated with progress report.~~

~~Councillor Bradwell raised concerns about low-lying property developments within the village who would be at risk of flooding. She stated a joint approach with ELDC would be required to address this.~~

~~They drainage scoping exercise of the village has been awarded funding and will start in the near future, the WSPC will be kept updated.~~

ELDC Councillor Craig Leyland stated the Covid 19 situation in the district has become a significant issue and has double the number of cases than the first outbreak. Once the current Lockdown is lifted on 2nd December a higher tier assigned to the area would have a severe impact on businesses. County Covid Wardens are currently being trained, WSPC will be kept updated regarding the launch date of the service, roles, and authority.

FC/8/1240/11/20

To consider the latest asset transfer information from ELDC and resolve action. Consider any budgetary impact for inclusion in the budget and precept planning at agenda item 9d and 9e

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Council considered the information provided. It was proposed, seconded and unanimously resolved to reject taking the public conveniences on as part of the asset transfer due to maintenance issue, possible future restrictions and the refusal of repairs currently noted to be completed prior to a takeover.

The assets of the car parks on The Broadway and Royal Square required further investigation regarding income and enforcement. It was proposed, seconded, and unanimously resolved to delegate the research to the Facilities Committee to provide a report and a recommendation at the January meeting.

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Financial Matters

a) To approve automated payments and future payments to be made

<u>Person/Company to be paid</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Amount £</u>
TalkTalk Business	20/118	Telephone & Broadband	33.60
Wave	20/119	Office water bill	7.09
Wave	20/120	Office Water Bill	50.75
S B Barker	20/121	PAT Testing	114.79
TalkTalk Business	20/122	Telephone & Broadband	33.60
Paul McFahn	20/123	Office window cleaning	15.00
Peter Strawsom Ltd	20/124	Village Christmas Trees	1119.12
Allinson Print & Supplies	20/125	Coronavirus Leaflets 27.4.20	350.00
The Goodlife Gardener	20/126	Chapmans & St Andrews Contract	175.00
Payroo	20/127	Payroll Licence	6.00
Opus Energy	20/128	Office Gas Supply	25.74
SRP Hire Solutions Ltd	20/129	WSPC Hand Sanitiser	875.94
R.G. Hygiene	20/130	Office Cleaning	24.00
J Greer HMRC LCC Pen	20/131	Staffing Costs	1778.61
T. Gibbons	20/132	Village Contract Works	270.00

a) —

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<u>Person/Company to be paid</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Amount £</u>
J Greer HMRC LCC Pen	20/107	Staffing Costs	2038.88
Tony Gibbons	20/108	Village Maintenance & Grave Marking	279.00
Good Life Gardener	20/109	3 x invoices Kirkby Lane garden of remembrance.	33.00

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		Long Avenue	205.00
		St Andrews & Chapmans Contract	175.00
Lights4fun	20/110	Festoon Lighting Royal Square	643.99
Male Bibby	20/111	Flagpole holders x 2	36.00
SSE Electricity	20/112	Station Rd	88.66
Welton Garden Services	20/113	Cemetery & Verge grass cutting contracts	1404.00
Payroo	20/114	Payroll System	6.00
Opus Gas	20/115	Office Gas Supply	18.00
R. G hygiene	20/116	Office Cleaning	24.00
LALC	20/117	2 x Councillor online Training	54.00

It was proposed, seconded, and unanimously resolve to approve the payments listed.

b) To receive the bank reconciliation

The bank reconciliation was not available for this meeting; however, a current status would be made available at the January meeting. data was noted and accepted.

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c) To appoint 4 additional Councillors as bank signatories

After discussion, the Council agreed 6 additional beneficiaries would better suit the Council's needs. It was proposed, seconded, and unanimously resolved to appoint Councillors Huskisson, Ayling, Walker, Needham, Truss and Brown as additional signatories.

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d) To consider the draft budget and associated documents prepared by the Finance Working Group and resolve the 2021/22 budget

The draft budget and documentation were scrutinized. It was proposed, seconded, and unanimously resolved to accept the 2021/22 budget.

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e) To consider the draft precept proposal prepared by the Finance Working Group and resolve the 2021/22 precept

Based on the figures presented by the Finance Working Group it was proposed, seconded, and unanimously resolved to set the 2021/22 precept at £72,100.00

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~~c) To resolve to replace the two village map boards with an enlarged map and omitting business details~~

~~It was proposed, seconded, and unanimously resolved to update the 2 map boards without business details. The Clerk is to source a quote for the December meeting.~~

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~~d) To consider and resolve the earmarked reserves for 2020/21~~

~~A first draft of the earmarked reserves was considered and noted.~~

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~~e) To consider the 1st Draft budget for 2021/22 and resolve recommendations~~

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~~The Scribe Cost Centre's were scrutinised to identify which were still relevant, and which needed to be removed. The Finance Working Group will provide full details for consideration at the December meeting with figures included.~~

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FC/10/12/4/11/20

~~**To consider the Covid secure Christmas Tree Programme 2020 and note positives/negatives. To note the date, Sunday 10th January to take the trees down**~~

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~~To note a brief report from the onsite meeting regarding the Asset Transfer with ELDC and to resolve any actions~~

~~The Covid secure arrangements had worked well. There were lots of positive comments in the village and on social media. The date to take the trees down was noted. Volunteers are to be contacted after the Christmas break.~~

~~Councillors Clark and Marrs met with Andrew Sweeney from ELDC. The Clerk was also present. A brief inspection of the public conveniences was scheduled but access could only be gained into the ladies' toilets. Mr Sweeney is to arrange another visit and provide WSPC with photographic evidence of the condition of the facilities. The Asset Transfer will be considered by Full Council once all the relevant information is available.~~

FC/11/12/12/20

~~**To consider a request from the Facilities Committee for a maximum budget of £1000 to repair and make safe the Kirkby Lane cemetery building**~~

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~~The Facilities Committee has sought a quote from the village maintenance contractor to repair and make safe the cemetery building. It was proposed, seconded, and unanimously resolved to set a maximum budget of £1000 to complete the works.~~

~~**To consider the Covid secure Remembrance Day Service 2020 and note positives/negatives**~~

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~~Councillor Leyland was very positive about the service held in St Andrew's Closed Churchyard, ensuring social distancing measures were adhered to. He reported the RBL were very appreciative.~~

FC/12/12/3/11/20

~~**To consider the quote for the replacement map boards and resolve expenditure**~~

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~~**To note the change of date for the Christmas Tree programme**~~

~~The quote from Sprint Signs, the original printer and installer of the map boards, provided a price of £325 + VAT to update the 2 map boards. It was proposed, seconded, and unanimously resolved to agree the expenditure. Due to the Coronavirus current lockdown the Christmas Tree programme has been rescheduled to Sunday 6th December pending new Government Tier classification for the village. Further details are to follow.~~

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FC/14/11/20

~~To~~

FC/13/12/20

To consider the ongoing issues with the WSPC email system and resolve an alternative WSPC IT systems including email, website & maintenance. As previously discussed, the problems with Councillor emails continue and the web site is several years old and would benefit the Council if it were upgraded. It was proposed, seconded, and unanimously resolved to instruct the Facilities Committee to research and recommend a new email & web site provider. A report and their recommendation would be available at the January meeting.

FC/14/12/20

To consider purchasing a fire-resistant filing cabinet for cemetery documents and resolve expenditure

The Clerk provided details of a suitable fire-resistant filing cabinet and three quotes for the same specification.

It was proposed, seconded, and unanimously resolved to purchase the cabinet from the company, Office Furniture.

receive general correspondences and resolve action if required

- a) To note a complaint from a resident on St Andrew's Walk regarding the lack of grass and hedge maintenance carried out on the site. Councillor Leyland asked for details to follow up with the contractor.

FC/15/12/20

To receive an update from the ZOOM NHDP meeting 8.12.20

The first meeting with the engaged consultants, Openplan, was productive. It was agreed the Parish Council would increase the community volunteer numbers for the project and Openplan would develop a schedule of works. The group agreed to meet on a monthly basis.

FC/16/12/20

To receive general correspondences and resolve action if required

None were received.

FC/12/20

To set the date and time of the next meeting.

Dates and times of next meeting

Planning Committee 2.30pm Tuesday 1st December

Facilities Committee 2.30pm Wednesday 2nd December

Full Council Meeting 7.15pm Tuesday 19th January 5th December 2021

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