

**MINUTES OF THE WOODHALL SPA PARISH ANNUAL PARISH COUNCIL  
MEETING HELD ON TUESDAY 21<sup>st</sup> MAY 2019 AT 7.15 PM IN THE COUNCIL  
CHAMBER STANHOPE AVENUE**

**PRESENT**

Councillors: D Clarke (Chairman), M Williams, N Ford, T Handley, I Clarke, J Frost and C Marrs

**IN ATTENDANCE**

J Greer, Parish Clerk

**FC/1/5/19**

**To elect a Chairman and receive the Chairman's Declaration of Acceptance of Office**

Councillor David Clarke was proposed, seconded and unanimously resolved to continue as Chairman of Woodhall Spa Parish Council. He duly signed the Acceptance of Office paperwork.

**FC/2/5/19**

**To elect a Vice Chairman**

Councillor Marcus Williams was proposed, seconded and unanimously resolved to continue as Vice Chairman of Woodhall Spa Parish Council.

**FC/3/5/19**

**Chairman's Remarks**

The Chairman welcomed the new member Councillor Clive Marrs.

**FC/4/5/19**

**Apologies for absence with reason given**

All Councillors were present.

**FC/5/5/19**

**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/6/5/19**

**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).**

No requests were made.

**FC/7/5/19**

**To consider how best to continue with a Planning Committee and Resource Committee with only 7 Councillors**

It was proposed, seconded and unanimously resolved to include all current Councillors on the Planning Committee and deal with Resource Committee issues during Full Council meetings until more Councillors have been co-opted.

#### **FC/8/5/19**

##### **To appoint councillors onto Committees, Working Groups and Outside Bodies**

All Councillors were appointed to the Planning Committee.

Councillor Frost was appointed as the Parish Council representative on the Heritage Committee.

Councillors D Clarke, Williams and Marrs were appointed to the NHDP working group.

The Council is to contact Martin Parish Council regarding their Emergency Plan.

#### **FC/9/5/19**

##### **Notes of the meeting held on 16<sup>th</sup> April 2019 to be approved as the minutes**

**It was proposed, seconded and agreed by majority vote to accept the notes as the minutes.**

One Councillor was not present at the meeting in April and therefore abstained from voting.

#### **FC/10/5/19**

##### **Reports from Clerk and Councillors on matters outstanding and actions arising from the minutes**

An update regarding 'London Bridge' etc. books of remembrance is required from ELDC.

#### **FC/11/5/19**

##### **To receive reports from District and County Councillors**

County & District Councillors were not present at the meeting.

#### **FC/12/5/19**

##### **To review the frequency, style and location of future Parish Council surgeries**

It was proposed and seconded to hold the Parish Council Surgeries for a trial period of 4 months in the Council Offices on the second Saturday in the month with two Councillors present and the Clerk.

#### **FC/13/5/19**

##### **To receive an update regarding the PWLB consultation for the JPWS project and resolve any further action if required**

The leaflets for the questionnaires have been printed and are to be delivered from 27<sup>th</sup> May by Royal Mail. Completed questionnaires are to be returned by 28<sup>th</sup> June, collection boxes are available and have been arranged for collection at Budgens, The Library, Jubilee Park and the office.

JPWS are holding a public meeting within the next few weeks and JPWS will be making a presentation at the Parish Council's Annual Parish Meeting.

#### **FC/14/5/19**

##### **2018/19 Year End Accounts**

- a. **To receive the internal auditors report and take appropriate action arising from it**

The internal Auditors report from Carole Jones was made available stating there were no outstanding issues.

**b. To complete Section 1 – Annual Governance Statement of the Annual Return form**

Section 1 was completed and duly signed.

**c. To approve the Accounting Statements for year ending 31 March 2019**

The Council completed the Accounting Statements.

**FC/15/5/19**

**Financial Matters**

**a. To receive a financial report for 2018/19 financial year**

Detailed financial report was made available produced from the Scribe software. Ear marked reserves will be detailed at the June meeting.

**b. To consider and resolve updating the bank signatories**

It was proposed, seconded, and unanimously resolved to increase the number of bank signatories from two to four. Councillor D Clarke and Councillor Williams are to continue with the addition of Councillor Frost and Councillor Handley.

**c. To approve automated payments and future payments to be made**

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

Person/Company to be paid	Invoice No.	Details	Amount £
Staffing Costs	19/317	Staff Salary/Pension/HMRC	1612.52
Opus Energy	19/318	Office Gas <b>In Credit £278.22</b>	0.00
TalkTalk Business	19/319	Telephone & Broadband	33.96
SSE Swalec	19/320	Station Road Lighting	99.22
Wave	19/321	Office Water	47.04
The Goodlife Gardener	19/322	Chapmans, Kirkby/Closed Churchyard	570.83
Welton Garden services	19/323	Grass verge cutting x3 April	2772.00
R.G Hygiene	19/324	Office Cleaning	24.00
British Gas	19/325	ATM electricity	26.43
Cupit Print	19/326	PWLB Questionnaire Printing	243.60

**FC/16/5/19**

**Planning Matters**

**a. To consider and respond to S/215/00696/19 – 1 Alexandra**

**Road.** Erection of a detached house and construction of a vehicular access

The Council objected to this development by a majority vote of six against and one abstention. It was felt the site was overcrowded for such a three bedroomed house with tight parking. The dwelling design was considered incongruent with the surrounding area and too close to neighbouring properties.

**b. To note Full Planning Permission has been granted to:**

**S/215/00043/19** – Gardeners Cottage, Manor Estate

**S/215/00168/19** – 8 The Broadway

**S/215/00221/19** – 210 Witham Road

**S/215/00312/19** – Maseru, 17 Tor O Moor Road  
**S/215/00332/19** – Broadway Dental Surgery  
**S/215/00374/19** – 60 Mill Lane  
**S/215/00405/19** – The Duck Ponds, Sandy Lane  
**S215/00418/19** – Ilex, Tattershall Road

**FC/17/5/19**

**To consider and respond to proposed tree work:**

- a. **EZY/0055/19/TCA** – Fell a conifer, reduce the crown of an Ash, Hawthorns, 47 Witham Road  
The Council supported this application.

**FC/18/5/19**

**To consider a quote from the maintenance contractor at Kirkby Lane Cemetery to replace the wooden fence to the right of the gate**

It was proposed, seconded and unanimously resolved to award the work to the Goodlife Gardener to make good the fence at the Cemetery for £1195.00

**FC/19/5/19**

**To receive an update regarding the cemetery drainage works and resolve any further actions**

The drainage works at the cemetery had been completed. No concerns were raised by the contractor during the works.

The land owner, also waived any loss crop fees due to the timely manner in which the work took place.

**FC/20/5/19**

**To receive an update on the arrangements for the Annual Parish Meeting.**

The Clerk reported everything was arranged for the Annual Parish Meeting on 23<sup>rd</sup> May at the National Golf Centre, including music, pupils from St Andrew's School and Councillors Question Time.

**FC21/5/19**

**To consider and respond if required to correspondence received since the last meeting:**

- a. **A request to fly the Red Ensign for the Merchant Navy**  
It was proposed, seconded and unanimously agreed to purchase a Red Ensign and fly it in September to mark the Merchant Navy.
- b. **Chairman's invitation to Royal Air Force Coningsby**  
The Chairman acknowledged the invitation and would be attending.

**FC/22/5/19**

**Items for the next agenda**

Neighbourhood Planning, Clerk working alone

**FC23/5/19**

**Dates and times of next meetings**

The next Planning Committee meeting is scheduled for Tuesday 4<sup>th</sup> June at 2.30pm.  
The next Full Council meeting is scheduled for Tuesday 18<sup>th</sup> June at 7.00pm.