

# Waddingham Parish Council

Minutes of the Parish Council Meeting held on **Wednesday 5<sup>th</sup> July 2017** at Jubilee Hall

**Present:** Cllrs LJ Williams (Chair) JA Hill GA Thacker PH Williams A Watson A White  
AR Yates R Coman C Metcalf (Vice-chair) The Clerk  
7 members of the public

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## **Public Participation:**

A member of the public raised the issue of lack of disabled parking spaces on Pinnings Lane. A member of the public stated that, following previous complaints, the grass in the village is looking much better. It was suggested that cuts should begin earlier next year. Cllr L Williams confirmed that the tendering process would begin earlier next year to ensure cuts start sooner. Clerk is also to contact the contractor to request that the grass is cut shorter.

A member of the public raised concerns about the flood defence system. He stated that the culvert was becoming overgrown. Cllr P Williams has investigated the area and reported that although there is some weed growth, the water is still flowing.

Mike Newton from TPS and Keith Niell-Smith presented their proposals for a building scheme at the Marquis of Granby. They reported that they have altered the original scheme to try to remedy the previous problems. The new proposals are for a lower density of housing, to retain the pub and stick to a simple vernacular style.

## **1707/1 Apologies for Absence**

Cllr Strange

## **1707/2 Declaration of Interest**

- a. To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared. ***Cllr Yates declared a DPI with regard to the cleaning of the beck***
- b. To note dispensations given to any member of the council in respect of the agenda items listed  
***None requested***

## **1707/3 Minutes of Previous meeting to be approved and signed**

***The minutes of the Parish Council Meeting held on Wednesday 17th May 2017 were approved and signed as true and correct.***

## **1707/4 Matters arising**

**None**

## **1707/5 County Councillor's/District Councillor's Report**

**Neither present**

## **1707/6 Police Report**

**None**

## **1707/7 Finance**

To approve and sign the monthly accounts for payment

**Resolved to approve and sign for payment MKS Groundcare £321.60, C Wright Salary and expenses- £282.60, Waddingham Village Hall Committee, reimbursement of costs- £8.00**

**Payments Received: Northern Powergrid wayleave- £2.30.**

#### **1707/8 Planning applications and decisions**

None received.

#### **1707/9 Correspondence**

The following were noted:-

- a) LALC- Prevent email
- b) Wendy Waite- Defibrillator training (clerk has provided Mrs Waite with the information requested)
- c) LALC- Joint health and well-being survey
- d) LALC - news
- e) LALC- Lincs CC updated complaints information
- f) An email from a member of the public commenting on how well kept the village was when he visited for the tractor run.

#### **1707/10 Feedback from Cllr Watson regarding Community Lincs Survey**

Cllr Watson reported that, following a questionnaire she had completed regarding funding for local issues, a representative from Community Lincs had offered to attend a parish council meeting in order to discuss funding that may be available. Cllr White proposed that the representative be formally invited to the next meeting. Seconded by Cllr Thacker. **Action:** Cllr Watson to contact Community Lincs.

#### **1707/11 Highway Matters**

Cllr L Williams confirmed that potholes have been repaired at Brandy Wharf. It was reported that an Anglian Water pipe had burst by the pumping station. This has been reported to Anglian Water. Cllr Watson to report again. It was resolved that the Clerk will contact Lincs CC Highways and Cllr Strange regarding the lack of disabled parking for properties on Pinnings Lane. Clerk to also contact Lincs CC Highways regarding the blockage in the gully.

#### **1707/12 To discuss and resolve grass cutting of the verges.**

In order to save money, Lincolnshire County Council are now only going to cut grass verges twice a year. Cllr L Williams stated that she felt this would cause a danger at some junctions in the parish and asked the councillors to consider if the parish council should ask MKS Groundcare to quote for cutting the grass at the junctions. It was resolved that before the council took this approach, photographs should be taken of the dangerous junction and the clerk to send to Highways requesting that they undertake the cutting of the grass due to safety issues. **Action: Cllrs to forward photographs with a description of the location and the clerk to report to Highways and Cllr Strange.**

#### **1707/13 To discuss and resolve the dates of future meetings**

Cllr Watson proposed that meetings should take on the first Wednesday of the month. Meetings to take place bi-monthly. Seconded Cllr Hill. Resolved the meetings will take place on the 1<sup>st</sup> Wednesday of the month. Commencing at 7.00pm in the village hall. Next meeting Wednesday 6<sup>th</sup> September. **Action: Clerk to book the village hall for these meetings until the end of the year.**

#### **1707/14 To discuss and resolve application for the Transparency Fund**

Cllr White proposed that Waddingham Parish Council apply for the Transparency Fund to allow the council to purchase IT equipment and software. Seconded: Cllr Hill. Resolved the clerk to apply for the Transparency Fund. Cllr Watson proposed Cllr Metcalf to source the relevant equipment. Seconded Cllr L Williams.

**1707/15 To discuss beck cleaning tender**

The beck cannot be sprayed with herbicide until October. It was suggested that weeds could be physically removed from the beck if necessary. **Action: Clerk to contact a number of contractors to invite them to tender for the removal of plant growth in the flood defence drains and becks.**

**1707/16 Flood Relief Channel report from Cllrs P Williams and Yates**

It was reported that Cllr P Williams has walked the area. The water is still running but weeds are slowing the flow. There is also a fallen tree near to the first gulley which is causing a blockage and needs removing. There is also a bollard and a bag of vegetable waste on the bank which could potentially cause a blockage. Action: Clerk P Williams and A white to remove the offending items from the defence channel.

**1707/17 To review and adopt draft Policies and Procedures that have been uploaded onto website.**

Following discussion and minor edits it was resolved to adopt the following Policies and Procedures:

Complaints Procedure

Data Protection Policy

Equal Opportunities Policy

Financial Management Policy

Freedom of Information Policy

Grievance and Disciplinary Policy

Health and Safety Policy

Planning Policy

Risk Assessment Policy

Sickness and Absence Policy

Travel and Expenses Policy

Website and Digital Presence Policy

Website Information Management Process.

Clerk to order a Health and Safety Log Book. Cllr Watson to draft a Disciplinary policy for the September meeting.

**To consider the exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the items to be Discussed**

**1707/18 To discuss and resolve the clerk's contract and terms of employment.**

Resolved to place on the next agenda when clerk has read and inserted the relevant parts.

**Meeting closed at 8.45pm**