

**DEEPING ST. JAMES PARISH COUNCIL MEETING
ANNUAL GENERAL MEETING
17th May 2007 at 7.30pm**

MINUTES

Present

Cllrs: Auger, Barber, Blessett, Dilks, Helyar, Lindfors-Windsor, Pelling, Shinkins, Stevens and Wallis

Open Forum

Two members of the public attended with PCSO Sue Burnett and one member of the press. PCSO Sue Burnett gave an overview of Operation Lantern and confirmed that the Police Station is now manned Mon, Tues, Thurs and Fri at 10.00-3.00pm. It was clarified that the Local Policing Forum is now called the Community Panel. It was noted that the goal posts on Thacker's Way would still be considered. Problems are ongoing in the Spalding Road/Millfield Road footpath. The two members of the public had applied for co-option onto the Council and both gave a short overview of their background and interests.

- 1/07 To elect a Chairman of the Council and receive the Chairman's Declaration of Acceptance of Office.**
It was proposed by Cllr Pelling, seconded by Cllr Dilks and unanimously agreed to appoint Cllr Jim Blessett as Chairman. Cllr Blessett accepted and thanked the Council for their confidence in him. The Declaration of Office was duly signed.
- 2/07 To decide when any Declarations of Acceptance of Office and written undertakings to observe the Code of Conduct adopted by the Council which have not been received as provided by law shall be received.**
It was confirmed that all written undertakings had been received, and no changes were outstanding.
- 3/07 To elect a Vice-Chairman of the Council and receive the Vice-Chairman's Declaration of Acceptance of Office.**
It was proposed by Cllr Shinkins, seconded by Cllr Dilks and carried unanimously to appoint Cllr Andy Pelling as Vice Chairman. Cllr Pelling accepted the proposal and duly signed the Declaration of Office.
- 4/07 To receive Apologies for Absence**
Cllr Broughton (recovery period from Hospital)
- 5/07 Members declaration of Interest for items on the agenda**
Cllr Shinkins Item 21 Parish Walk – Prejudicial
Cllr Pelling Item 18.1 Accounts - Personal
Cllr Helyar Item 17 Planning - Prejudicial
- 6/07 To appoint representatives to outside bodies.**
The Clerk was asked to approach Market Deeping Town Council to reinstate the Deepings Councils Liaison Group. It was agreed to appoint three representatives at a later date.
The Clerk was asked to approach Linchfield School to ask if they needed a Council representative as a school governor.
A list of representatives is attached at **Appendix 1**
It was agreed to defer vacancies to the next meeting after the co-options had been agreed.
- 7/07 To review the committee structure and appoint committee members.**
It was proposed by Cllr Blessett to make the Playing Fields Committee a new Youth and Community Committee which would include Playing Fields and the Play Scheme. It was also proposed to change the Allotments Committee to Allotments, Footpaths and Open Spaces to include the Parish Paths and the Millennium Wood. This was unanimously agreed by Council Members.
A list of Committee Members is attached at **Appendix 2**
It was agreed to defer vacancies to the next meeting after co-options had been agreed.
- 8/07 To appoint members to Working Parties and agree the first meetings:**
- 1. CCTV Working Party (Min 143/07)** Councillors Pelling, Shinkins, Barber and Wallis agreed to form a working party to consider the CCTV at Thacker's Way and the Skate Park. Cllr Pelling agreed to liaise with members to set a date. The Chair of the group would be decided at the first meeting.
 - 2. Footpath monitoring Working Party (147/07)** Councillors Pelling, Shinkins, Barber and Stevens agreed to form a working party to consider the CCTV at Thacker's Way and the Skate Park. Cllr Pelling agreed to liaise with members to set a date. The Chair of the group would be decided at the first meeting.

- 9/07 To review Standing Orders and add, vary or revoke as necessary**
 Having considered the Standing Orders it was unanimously agreed to appoint a Councillor as Acting Clerk if a future Council Meeting has to be called early due to staff holidays or absence. It was then proposed, seconded and unanimously agreed to reverse items 15 e and f, and also to reverse items 12 f and g to enable a better order of business.
 A copy of the amended Standing Orders is attached at **Appendix 3.**
- 10/07** It was then resolved under Standing Order 62 that, in accordance with Section 1(2) of the Public Bodies (Admissions to Meetings Act) 1960, the public and press should be temporarily excluded from the meeting in the public interest due to the confidential nature of the following items of business. At this point and public and press left the room.
- 1. To consider filling the vacancies on the Parish Council by co-option due to the uncontested election.**
 It was proposed by Cllr Blessett, seconded by Cllr Shinkins and carried that under Standing Order 22d, the order of business be changed to permit Agenda Item 10 to be discussed at the end of the meeting in closed session due to the sensitive nature. The public and press were then invited to return.
- 11/07 To agree attendance for Councillors at forthcoming Training Courses:**
- 1. Education on the Code of Conduct (SKDC):**
 Thursday 7th June 2007 at 6.30pm at Folkingham Village Hall
 Thursday 12th July 2007 at 6.30pm at Edenham Village Hall
 It was agreed to offer these places to new Councillors.
- 2. Councillors' Training Evening (LALC):**
 Wednesday 13th June 2007 7.00-9.00pm at West Ashby Village Hall (two places reserved)
 It was agreed to offer these places to new Councillors.
- 3. Finance Seminar (LALC)**
 Tuesday 3rd July 2007 Baumber Village Hall 7.00-9.00pm (reserved for Finance Committee Chair)
 It was agreed that the Chair of the Finance and General Purposes Committee would attend. The Chair would be decided at the next meeting on the 31.05.07
- 12/07 Approval of minutes of the last meeting held on 26.04.07**
 It was proposed by Cllr Helyar, seconded by Cllr Pelling and carried unanimously that the minutes of the last meeting be adopted and the Chairman duly signed the minutes.
- 13/07 Matters Arising from the meeting of 26.04.07 (not dealt with elsewhere on the agenda)**
- 153/07 – Enhancement of Manor Court Amenity Area**
 Confirmation had been received from The United Charities who had donated £2,000 towards this project. Confirmation is still awaited from the Deeping Management Partnership.
 The Catholic Church acknowledged our letter and a decision is expected after a meeting with their “Action Group”.
- Sand Bags – Ongoing.**
- Recycling –** The Clerk was informed by Cllr Strange on 13.04.07 that Richard Belfield would be writing to us within the next two weeks. No contact has been made, however, Cllr Dilks confirmed that LCC had made contact with Mr Prentice and residents can now take green waste and wood to the recycling centre at no cost. A solution had been promised by June, and the Clerk was asked to invite Cllr Strange and Richard Belfield to the next Council meeting.
- 159/07 –** The sign for the Millennium Wood has been ordered and delivery and installation is scheduled for the first week in June.
- 161/07.1 - Play leadership Scheme –** Still waiting for confirmation from Jimmy Dee's.
 Cllr Stevens expressed more concerns about the Spalding Road/Millfield Road footpath and the need for urgent action to be taken. It was agreed for the working party to consider this as soon as possible.

14/07

To receive the Clerks Report.

Cemetery

Complaint regarding the removal of some of the grass from one of the plots in the cemetery is being handled sensitively, and the next of kin is happy with the action that has been taken.

There have been two burials and one interment of ashes this month. The Community Team are continuing to paint the galvanised fence weather permitting and are removing the last of the shrubs from the plots in the old cemetery. The Contractor is continuing to do an excellent job with the mowing and treating of weeds in the old cemetery. It was noted that pesticides are not to be used along the fence, and the grounds man would be asked to sow grass seed in the effected area.

Finance

The Annual PAYE return has been done on line which has enabled a £150.00 refund. P11's P60's and other annual requirements are complete. The VAT Tax and National Insurance payments from 2007/8 and all complete. The post budget wages CD Rom has now been installed. Standing Orders have been amended. The internal auditor visited on 17th May. The Audit is ongoing and will be reported to Finance Committee on 31st May. The United Charities Clerk discussed the fire inspection with me and the recommended PAT testing has now been carried out. The Insurance Schedule has been checked. There have been many computer problems this month, and this will be an agenda item for the Finance Committee.

Allotments

More enquiries have been received and the waiting list is now at 20. Two more plots have been allocated.

Playing Fields

It was confirmed that the application for funding to LCC and SKDC for the Youth Shelter had been successful, and subject to the final cost of the project, a figure of up to just over £5,000 would be agreed.

Community

Reports and enquiries from residents and Councillors this month have included a problem with the bouncy frog in the cemetery play area which was dismantled and the parts returned to the compound by Cllr Wallis. Complaints about litter and grass cutting in this area which were passed onto SKDC and rectified quickly. Also complaints about the length of the grass verges along the river bank. The Environment Agency has confirmed that they will be cut at the end of May. The Clerk was asked to contact them to say this is unacceptable and to ask if we can arrange cutting and send them the bill. It was noted that the first cut needs to be in March.

15/07

To receive and agree the Council's response to correspondence received since the last meeting as per the attached schedule attached at Appendix 4 to this report.

16/07

To receive reports from meetings attended within the last month:

1. The Deepings Management Partnership 14.05.07 (Cllr Blessett).

Cllr Blessett reported that the DMP were not in a position to confirm their donation for the Manor Way enhancement project yet. The proposal for a bin outside Sam's was not within their remit as it was outside the town centre. It was confirmed that Anthony Hardy from SKDC had agreed to provide a second bin for each one purchased, and that SKDC would empty them. The column project would not take place in Bridge Street until next year. The Clerk was asked to write to SKDC to enquire where the Tesco s106 monies had been allocated, what was left of the funds, and what the proposals were for the future.

2. To report on the United Charities bi-monthly meeting on 09.05.07. (Cllr Shinkins)

The committee had considered the advice they had received from a financial adviser regarding investment, and also the distribution of need, and the allocation of land.

17/07

1. To consider planning applications before the Council at this meeting:

Cllr Helyar left the room for this item.

Ref.

Address

Proposal

SO7/0533/25

R A Smith

The Old Chapel

R/O 86-88 Church Street

Deeping St James

Extension to dwelling and erection of porch and
Garage

APPROVAL RECOMMENDED

SO7/0523/25

Miss R Tyler

9 Bluebells

Deeping St James

Two storey side extension

APPROVAL RECOMMENDED

SO7/0525/25

Mrs K A Thirsk

32 Burchnall Close

Deeping St James

Retention of single storey rear extension and
Conservatory

APPROVAL RECOMMENDED

SO7/0542/25

Mr & Mrs T Palmer

2 Holly Way

Deeping St James

Rear ground floor extension

APPROVAL RECOMMENDED

SO7/0541/25

Mr W Dyehouse

127 Eastgate

Deeping St James

Rear two storey extension and replacement front

Porch

APPROVAL RECOMMENDED

SO7/0556/25

Mr & Mrs S Gillett

194a Eastgate

Deeping St James

Two storey front, side and rear extensions; single storey rear extension and garage

APPROVAL RECOMMENDED

SO7/0558/25

Mr & Mrs K Daly

Adj 79 Eastgate

Deeping St James

Erection of single dwelling and garage

OBJECTION The building is 7.3 meters high and
not in keeping with adjacent building. The building
material is not shown. There is lack of visibility on
the corner and therefore a difficult access.

Concerns were expressed about the falling of the

To report on the outcome of previous planning applications:

S07/0306/25	8 Park Road	Conservatory	APPROVED
S07/0333/25	33 Park Road	Garage	APPROVED
S07/0252/25	33 Broadgate	Erection of dwelling	APPROVED
S07/0385/25	7 Allen Close	Single storey extensions	APPROVED
S07/0398/25	23 Eastgate	Pitched roof over garage	APPROVED
S07/0316/25	34 Froggnall	Double garage	APPROVED

The above applications were all approved by the Parish Council

18/07

To consider financial matters:

1. To approve accounts for payment.

It was proposed by Cllr Shinkins, seconded by Cllr Auger and carried that the Accounts be paid, and the list is attached at Appendix 5

2. To receive the accounts for the financial year ending 31.03 07.

It was proposed by Cllr Stevens, seconded by Cllr Pelling and carried that the Accounts be received.

3. To receive and approve the accounts of the Hall Meadow Estate Charity for the financial year ending 31.03.07 and to approve the transfer of rent for 2007-8.

The Accounts for the Hall Meadow Estate were received and Cllr Blessett duly signed them.

4. To appoint the Internal Auditor for the 2007/8 Financial Year.

It was proposed by Cllr Pelling, seconded by Cllr Stevens and carried unanimously that Mrs Precey be appointed as Internal Auditor at the agreed fee.

19/07

To consider the following matters in the order upon which notice of resolution or recommendation has been given:

1. To consider the forthcoming Litter Campaign (Min 147/07) (Cllr Pelling)

This item was referred to the next meeting.

2. To consider making a Vote of Thanks to past Councillors. (Cllr Blessett)

It was unanimously agreed that a small presentation would take place at the Annual Parish Meeting on 24.05.07.

3. To receive the final arrangements for The Annual Parish Meeting on 24.05.07 and to display posters. (Clerk)

The Agenda was confirmed and posters and flyers were distributed for display around the village.

4. To receive the final arrangements for the Annual Walks and to display posters. (Clerk)

Posters were distributed for display and Cllr Blessett and the Clerk agreed to lead the planned walks.

5. To agree arrangements and support for the Rose and Sweet pea Show on 30.06.07.

It was agreed that Cllrs Lindfors- Windsor and Stevens would attend and man the stand. The Clerk would organise badges and the display boards would be used. Cllrs Stevens and the Clerk would discuss publicity. It was unanimously agreed to provide a £25.00 Garden voucher for one of the prizes.

6. To agree the Schedule of Meetings for the forthcoming year.

The schedule of meetings for the forthcoming year was accepted.

At this point, it was proposed by Cllr Blessett, seconded by Cllr Pelling and carried that Standing Order 1d be implemented to extend the duration of the meeting to conclude business which was agreed.

It was then resolved under Standing Order 62 that, in accordance with Section 1(2) of the Public Bodies (Admissions to Meetings Act) 1960, the public and press should be temporarily excluded from the meeting in the public interest due to the confidential nature of the following items of business. At this point the press left the room; no members of the public were present.

To consider filling the vacancies on the Parish Council by co-option due to the uncontested election.

Members were pleased to note that there were five strong applications for four vacancies, and were very impressed with the calibre of the candidates. It was unanimously agreed that each Councillor would vote for up to four candidates. After careful consideration and in accordance with LGA 1972, Sch 12 para 39 Janine Walsham, Pauline Neal, Kim Parr and Ashley Baxter received the majority of votes to be co-opted as Members of Deeping St James Parish Council. The Clerk informed members that she would notify the newly co-opted Councillors shortly with regard to the completion of the Declaration of Acceptance of Office and other documentation.

The meeting was re opened to the press and public; however none were present at this stage.

20/07

Parish-pump: Report of urgent information and notice of agenda items for the next meeting.

Dates of forthcoming meetings:

Cllr Shinkins reported that concerns had been expressed regarding the shrubs that had been removed outside number 9 Sorrel Close to make provision for a car parking space. The Clerk was asked to contact the Enforcement Officer to confirm if this was public land.

21/07

Date of next forthcoming meetings:

ANNUAL PARISH MEETING 24th May 2007 6.30 for 7pm in the Priory Church Hall

Planning Committee 31st May 2007 at 7pm in the Clerk's Office

Finance and General Purposes Committee 31st May 2007 at 7.30pm in the Clerk's Office

PARISH WALK 14th June 2007 at 7pm meet outside The Rose in Frognall

Transport Committee 21st June 2007 at 6.30 in the Clerk's Office

Planning Committee 21st June 2007 at 7.15 in the Clerk's Office

Council – 28th June 2007 at 7.30 in the Meeting Room at the Institute

The meeting ended at 22.12hours.

Signed Cllr Jim Blessett

Chairman

28th June 2007