

**Minutes of Cherry Willingham Parish Council held at 7.30pm on  
Monday 21st March 2022 at The Vine Centre, Cherry Willingham.**

Present: Cllrs Jenny Robinson (Chair), Trahearn (Vice-Chair), Bates, Bridgwood, Brylewski, Bucke, Andy Burge, Angela Burge, Fleetwood, Houghton, Lacy, Mellor, Palmer, Barry Robinson and Scott. Gill Shaw - Clerk

District Councillor Darcel

I member of the public

**2022-31 Welcome and resolve to accept apologies received by the clerk and accept reasons for absence.**

District Cllrs Welburn and Hill had sent their apologies.

**2022-32 Declarations of Interest: 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. To note dispensations given to any member of the council in respect of the agenda items listed below.**

Cllr Trahearn declared a personal interest in item 2022-37 ii).

**2022-33 To receive any reports from outside bodies, including the Police, District and County Councillors (if any) and agree actions as required.**

District Councillor Welburn's report had been circulated prior to the meeting\*. County Councillor Fleetwood mentioned the new water pipeline being installed between Elsham and Lincoln to help combat the impact of climate change and keep fresh, clean water flowing across our region.

However, the pipeline will not be going through Cherry Willingham.

**2022-34 To receive the notes of the Full Council meeting held on 21st February 2022 and to agree for them to be signed as a true record.**

It was **RESOLVED** unanimously to accept the notes and they were duly signed.

**2022-35 Chairman's remarks**

The Chairman requested that all comments be brief as it was a long Agenda with important Employment items at the end. It was proposed that items 2022-40 j v) and vii) be withdrawn and the meeting would stay in closed session from iii).

It was **RESOLVED** unanimously to accept the proposal.

Thanks were given to those who helped plant the Platinum Jubilee oak and yew trees.

**2022-36 Clerk's matters to report, including any formal correspondence received.**

All correspondence had been circulated prior to the meeting.

**2022-37 Financial Matters – RFO.**

i) To resolve to receive the Schedule of Receipts and Payments for February 2022.

It was **RESOLVED** unanimously to accept the Schedule of Receipts and Payments.

ii) To resolve to pay the suggested contribution of £200p.a. for 10 issues to the Cherry News.

It was **RESOLVED** unanimously to pay the contribution.

iii) To note the Wayleave backdated payment for £1,705.85 due from Western Power Distribution and the future payment of £292.84 p.a.

Noted. Also noted that, when received, the payment would go into balances.

Thanks were given to Cllr Palmer for highlighting the opportunity to apply for this payment.

**2022-38 To approve the adoption of the updated LGA model Code of Conduct.**

It was **RESOLVED** unanimously to adopt the updated LGA model Code of Conduct as adopted by West Lindsey District Council in November 2021.

### **2022-39 Website and Technology – Cllr Trahearn**

To receive an update.

LALC had changed the structure to finance the website maintenance. The Parish Council would pay for 10 hours per annum at a cost of £150.

**2022-40 To receive reports and recommendations (if any) concerning the business of the Parish Council and its Committees, Sub-Committees etc and agree any actions accordingly: (Note: for queries from minutes, please see the individual chairmen or members outside of the full council meeting in order to expedite the meeting.)**

#### **a) Village Improvement Committee (VIC) – Chairman: Cllr Andy Burge**

- i) To resolve to agree to the virement to use the VIC's maintenance budget to pay for the Tree work at St Paul's Play area (£440) and at Laburnum Drive Playing Fields (£1,000).

It was **RESOLVED** unanimously to agree to the virement.

- ii) To consider a suggestion that all Parish Council owned trees become the responsibility of the VIC.

It would be easier if all the parish owned trees came under one budget and one committee with the exception of the trees at Cherry Fields which would remain under CFC.

It was **RESOLVED** that all Parish owned trees (except Cherry Fields) should be under the Leisure and Amenities Committee and that the Village Improvement Committee report any other trees in the village that need attention to Highways (13 in favour and 2 abstentions).

- iii) To receive an update on the Platinum Shelter at the Parade and agree any actions.

Cllr Palmer was still negotiating the price of a wooden shelter but it would be difficult to erect any shelter over the present seating area as this was not flat ground. The metal shelter would be too expensive to consider.

**ACTION:** Councillors to look at other options to commemorate the Platinum Jubilee.

- iv) To receive an update on the Jubilee Quiz.

It had been agreed to cancel the quiz.

#### **b) Planning Committee – Chairman: Cllr Bridgwood**

- i) To receive an update from the Planning Committee and approve any actions.

- Planning Application No 144497- 21 St Luke's Close - porch, rear extension and loft conversion - no comments.
- Planning Application No 144425 - 34 Hawthorn Ave. - 1st floor extension to form additional bedroom with en suite shower room - concerns about parking.
- Planning Application No 144523 - Land North of Waterford Lane - outline planning application to erect up to 9 dwellings - a detailed response had been submitted asking for clarification and more details\*.

It was **RESOLVED** to approve the actions (14 in favour, 1 abstention).

**ACTION:** The Planning Committee to meet to agree which applications should be on the Full Council Agenda and when to have meetings.

- ii) To receive an update on the Local Plan review and agree any actions as necessary.

District Councillor Welburn had forwarded details on the update which had been circulated\*. The deadline for comments to be submitted was May. The committee was to discuss this and

agree on the comments to be submitted and this would be discussed at the next Full Council meeting

More details could be accessed on Central Lincs Planning Unit.

**ACTION:** All Councillors to look at the plan and send any comments to Cllr Bridgwood.

**c) Leisure & Amenities Committee (L&A) – Chairman: Cllr Brylewski**

**i) To receive a report on the Playing Field Users meeting.**

The cricket club had applied for ECB funding for the full cost of the ball hit netting and had been requested by the ECB to get 3 more quotes.

It was **RESOLVED** unanimously to allow them to use the cricket pitches until the end of June with the same mitigating rules as last season until the netting was in place or the parish council rescind this permission. To be reviewed at the June Full Council meeting.

**ACTION:** To review at the June Full Council meeting.

**ii) To receive a report on the meeting held on the 7th March.**

Nothing further to report.

**d) Finance and General Purposes Committee – Chairman: Cllr J Robinson**

No meeting had taken place.

**e) Cherry Fields Committee – Chairman: Cllr J Robinson**

To receive an update on the meeting held on the 1st March.

The dog exercise area and the installation of benches on the riverbank had been completed and had been well received by the public. The plans for the Jubilee Picnic were ongoing.

**f) To receive an update from the Jubilee Events Group and agree any actions.**

A meeting had taken place at Laburnum Playing Fields to plan the layout of the site for the event. Use of the Sports Association Pavilion had been offered for the event at no cost.

**ACTION:** Cllr Brylewski to inform Cllr Bridgwood of the number of stalls to add to the plan he had drawn up.

**g) To receive an update from the Jubilee Beacon Group**

No meeting had taken place.

**h) To receive an update from the Future Burial Ground Group – Chairman: Cllr Brylewski**

A meeting had taken place with a local landowner who may be willing to sell a suitable plot of land to the Parish Council.

**i) To receive an update from the Allotments Task & Finish Group – Chairman: Cllr B Robinson**

The present demand was for 27-29 plots but there would be space for 40 plots. A meeting with Highways was being arranged to discuss the access.

**i) To consider a proposal that the existing Tanfaine tenant be offered the opportunity to fertilise and crop the hay this season and agree any actions.**

The tenant would fertilise the field if possible and, at a suitable time, he would cut it and take away the cuttings at no cost to the Parish Council. He would not be cutting the wildflower meadow at Cherry Fields.

Cllr Angela Burge left the meeting

It was **RESOLVED** to agree the proposal (12 in favour and 1 abstention).

Cllr Angela Burge returned.

- ii) To receive a recommendation that Councillor Trahearn is asked to join the Allotments Task and Finish group and agree accordingly.

It was **RESOLVED** unanimously to ask Cllr Trahearn to join the group.

- iii) To receive a recommendation that prospective allotment holder D-M Townsend is asked to join the Allotments Task and Finish group and agree accordingly.

It was **RESOLVED** to invite D-M Townsend to the group (14 in favour and 1 abstention).

- iv) To receive a proposal that the Allotment Task and Finish Group be amalgamated with the Future Burial Ground Task and Finish Group. (Cllr Mellor)

The proposal was withdrawn as it was not practical to amalgamate such divergent groups. It may be practical, however, to have the meetings consecutively.

**j) Employment Committee – Chairman: Cllr Bucke**

- i) To receive an update on the job advertisement for a Handyman.

No applications had yet been received and the advert was appearing in the next Cherry News.

It was agreed to advertise on Facebook and on the Parish and Cherry Fields websites.

- ii) To approve the Lone Worker Policy and Risk Assessment and agree to its adoption.

This was deferred to the next meeting.

**ACTION:**

Clerk to circulate the documents and Councillors to send in any comments.

Clerk to include in the next Agenda.

- iii) **TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED IN RELATION TO THE FOLLOWING MATTER.**

It was **RESOLVED** unanimously to move into closed session.

Signed by the

Chairman.....Dated.....

*\*Additional documents available from the clerk*

*\*\*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.*

**Confidential Minutes of Cherry Willingham Parish Council held at 7.30pm on  
Monday 21st March 2022 at The Vine Centre, Cherry Willingham.**

Present: Cllrs Jenny Robinson (Chair), Trahearn (Vice-Chair), Bates, Bridgwood, Brylewski, Bucke, Andy Burge, Angela Burge, Fleetwood, Houghton, Lacy, Mellor, Palmer, Barry Robinson and Scott. Gill Shaw – Clerk

**2022-40 j)**

**iv) To receive a report on staffing issues.**

2 letters of resignation were read out from The Clerk and the RFO.

**v) To resolve to move into open session.**

This had been withdrawn and the meeting remained in closed session.

**vi) To discuss staff restructuring, including any recommendations from the Employment Committee, and agree any actions.**

Both the scheduled Employment meeting and the rescheduled meeting last week had not taken place due to not having a quorum. The staffing restructuring would therefore have to be discussed at Full Council. Having taken advice from LALC and Chris Moses, it was proposed that the Clerk and RFO positions be amalgamated and that the position would be advertised for 28 hours per week with 3 hours on 4 mornings worked in the office and the balance to be worked at home or attending meetings. The position of assistant Clerk would be advertised for 8 hours per week with one morning being worked in the office and the balance to be worked at home or attending meetings. The pay scale for the Clerk/RFO would be 24-29 depending upon experience and the assistant Clerk would be on pay scale 17.

It was **RESOLVED** to advertise the jobs as described (12 in favour and 3 against).

It was **RESOLVED** that Cllrs Palmer, Scott and Mellor would form a task and finish group to advertise the jobs (advertising budget of £250) and arrange interviews and Cllr Bucke would join the group on her return from holiday (14 in favour and 1 against).

It was **RESOLVED** that in the absence of the Chair of Employment who was going on holiday, Cllr J Robinson should contact WLDC about locums (14 in favour, Cllr Fleetwood refused to vote).

**vii) TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED IN RELATION TO THE FOLLOWING MATTER.**

This had been withdrawn.

**viii) To consider the post of assistant clerk and agree any actions.**

No further actions agreed.

**2022-41 The date of the next meeting:**

Tuesday 19th April at 7.30pm (Agenda items by Thursday 7<sup>th</sup> April)

Signed by the Chairman .....

Dated:.....