

**Minutes of Cherry Willingham Parish Council held at 7.30pm
On 20th June 2020 held at The Vine, Cherry Willingham**

Present: Cllr J Robinson, Cllr J Trahearn, Cllr S Brylewski, Cllr I Fleetwood, Cllr M Palmer, Cllr D Bates, Cllr M Scott, Cllr Andy Burge, Cllr Angela Burge, Cllr B Robinson, Cllr T Bridgwood, Cllr V Houghton

Jude Sparks (Clerk/RFO to the Council)

Absent: Cllr Lacy, Cllr Mellor, Cllr Bucke

No members of the public or District Councillors in attendance.

The meeting commenced at 7.30pm

Apologies, welcomes and attendance, including accepting apologies and the reason for absence where given.

Cllr Lacy, Cllr Mellor, Cllr Bucke- **RESOLVED** unanimously to accept apologies and reasons for absence.

DCllr Welburn - absence noted

DCllr Darcel- no apology received

DCllr Hill – no apology received

To receive any declarations of interest in accordance with the Localism Act 2011 and consider any requests for dispensations in relation to Disposable Pecuniary Interests or other interests as outlined in the Council's Code of Conduct.

None.

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

- i) Report from DCllr Welburn had been circulated earlier.
- ii) No report received from Cllr Fleetwood in his role as County Councillor.

To receive a report on actions taken regarding the security and safety of the Bleak Farm site and agree to any further actions as required.

- i) Following contact from the Chair WLDC Housing and Enforcement Officer had conducted a site visit and advised that they would contact the landowner to arrange for site security to be improved.
- ii) As no visible improvement has been made Chair proposed Clerk contact Housing & Enforcement Officer for an update. **RESOLVED** unanimously (**ACTION** - Clerk)

Chair's report

- i) The Chair welcomed Mrs Sparks to Cherry Willingham Parish Council.
- ii) The Chair thanked all councillors and volunteers for their help and support since the last meeting, particularly in dealing with staff matters and in arranging and participating in the Jubilee events.

To receive a report from the Clerk

- i) The Clerk explained how absences will be recorded going forward, bearing in mind GDPR.
- ii) Receipt of the new WLDC Code of Conduct forms issued to councillors for signature in accordance with Minute 2022-38.

2020-87 To receive the notes of the Council meeting held on 16th May 2022 and agree for them to be signed as a true record.

Council **RESOLVED** to accept the notes as a true record. All in favour bar Cllr Andy Burge & Cllr Angela Burge who **ABSTAINED** as they were not present at the meeting.

Financial matters.

i) **To receive the schedule of receipts and payments for May 2022**

RESOLVED to receive and accept schedule of receipts and payments for May 2022,

ii) **To authorise the new RFO to obtain a debit card.**

RESOLVED unanimously for new RFO to obtain a debit card.

iii) **To authorise the new RFO to become the primary user for Internet banking.**

RESOLVED unanimously to authorise the new RFO to become the primary user for Internet banking.

iv) **To report authorisation given to TJS Tree Services for removal of dead tree at Burial Ground at cost of £270 under Financial Regulations 4.5 due to H&S concerns.**

Authorisation reported and noted. Chair thanked Cllr Brylewski for identifying the issue.

To receive reports and recommendations (if any) concerning the business of the Council and its Committees, Sub-committees etc, and agree any actions accordingly: (Note: queries from minutes please see the individual Chairs or members outside of the Full Council meeting to expedite the meeting.)

a) Planning matters – Chair: Cllr Bridgwood

i) To receive a report on any recent planning application.

a) Only one application had been received for signage for the new Dog Park on Hawthorne Road. The Planning committee considered the signage was too large for the area and comments have been made to WLDC accordingly.

ii) To approve the actions of the Planning Committee (if any).

b) **RESOLVED** unanimously to approve the actions of the Planning Committee.

b) Leisure & Amenities Committee (L&A) – Chair: Cllr Brylewski

i) To approve the purchase of a bench for the burial ground.

a) **RESOLVED** unanimously to approve the purchase of a Dale Commemorative bench by the family of Stephanie Pearson and for the family to arrange for it to be fitted on slabs also at their expense. Clerk to write to the family to arrange for 2 members of the Burial Support Group to meet family members on site to agree the size and location of the bench.
(ACTION-Clerk)

c) Cherry Fields Committee (CFC) – Chair: Cllr J Robinson

i) The next meeting of the Cherry Fields Committee is to be held on 5th July.

ii) The Chair thanked all volunteers for all the work undertaken to put on the Jubilee event.

iii) £600 was received from Lincolnshire Co-op Community Champions fund and this will pay towards an access gate for the dog agility site.

iv) A donation of £100 was received from two members of the public who, although not resident in Cherry Willingham, do visit Cherry Fields often. The Chair noted that due to the cost of paying in cheques to the bank the sum available from the donation will be £96.

d) Finance & General Purposes Committee (F&GP) – Chair: Cllr J Robinson

No meeting held

e) Village Improvement Committee (VIC) – Chair: Cllr Andy Burge
Christmas Lights switch on and quiz

- i) To approve the purchase of a Christmas tree up to the sum of £180 to be delivered by 24th November.
 - a) **RESOLVED** unanimously to purchase a Christmas Tree up to the sum of £180 to arrive by 24th November.
- ii) Approve Christmas quiz to be held on 10th December with the cost of hiring the hall coming out of the Christmas budget.
 - a) Clerk to confirm that £78 cost can come from the Christmas fund to play equipment fund. (**ACTION-RFO**).
 - b) **RESOLVED** for the cost of hiring the hall to come out of the Christmas budget. 9 in favour, 1 against and 1 abstention.

Chair proposed that any profits made from events until June 2023 go into a ring fenced play equipment fund. Seconded and **RESOLVED** unanimously. (**ACTION - RFO**)

- iii) To agree that the Parish Council spends £235 to cut Green Lane on health & safety grounds.
 - a) Clerk and Cllr Fleetwood as CCllr to contact LCC to arrange for them to cut as they are responsible for the area. Response required from LCC by 5th July. (**ACTION-Clerk**)
- iv) Cllr Palmer raised the issue of the defibrillator and the concern that as the pads are no longer working properly there is a health & safety risk. Clerk advised that as not an agenda item no motion could be proposed however the matter was in hand and she would be contacting the Ambulance Service to have the defibrillator taken out of service and steps were in place to seek funding for a replacement. Notification would also be made to residents through Cherry News Facebook and a sign will be placed to advise it is no longer in use. (**ACTION-Clerk**)

f) Allotments Implementation Task & Finish Group– Chair: Cllr Barry Robinson

- i) To receive an update on progress and agree to any actions as required.
 - a) The next Allotment meeting will take place on 22nd June.
 - b) The Group is still trying to establish what planning permission is required but it is believed that they now have a way forward.
 - c) Cllr Andy Burge is getting quotes for access costs.
 - d) Tenancy agreements are being worked on.
 - e) Work is being done to keep the height of the grass down.
 - f) To date 31 people have expressed positive interest in having an allotment with some looking to have a double plot.
 - g) If all plots are taken the revenue is expected to be £2000 per annum which will mitigate the initial set up costs.

Cllr Bates advised that the Allotment car park should actually say Tanfaine car park which was agreed.

g) Jubilee Celebration Task & Finish Group

- i) To receive a report on expenditure to date.
 - a) Report circulated earlier. There are a few bits left to sort but overall costs are well within the budget. A refund is expected from Bouncy Hire, RFO to follow-up. (**ACTION-RFO**)

- ii) To review the Beacon Bonfire event (report from Cllr B Robinson)
 - a) Was a very good, well attended event with around 400 people overall during the day.
 - b) 13 groups brought a BBQ.
 - c) As the beacon wasn't lit until late a campfire was lit for the children and they were given marshmallows to toast. A scavenger hunt was devised by Cllr J Robinson for the children.
 - d) A bugler was arranged to play the official anthem.
 - e) A disco was set up and a kind member of the public in Lincoln, following an appeal, loaned the Council a generator for the DJ equipment.

The Chair passed on her thanks to all who helped make the event such a success.

- iii) To review the Party in the Park events (report from Cllr Brylewski).
Unfortunately, due to the weather this event had to be cancelled at short notice.
- iv) To receive an update on the Jubilee Platinum picnic (report from Cllr Trahearn)
 - a) Nothing to report at present. The next meeting will be held on 21st June.
The event will take place on 16th July between 12-4pm.
- v) To agree to any further expenditure required for the picnic, including an additional portaloos.
 - a) **RESOLVED** unanimously to arrange for 2 further portaloos to be sited on Cherry Fields on 16th July. Clerk to arrange with Lincs Loos. (**ACTION** - Clerk)

Councillor's matters for report/notice of items to be included in the July 2022 agenda.

Oasis tenancy agreement. All paperwork to be returned to the Clerk by 5th July in order that those on the group who are to review the agreement can arrange a meeting. Clerk to confirm which councillors have agreed to be on the group. (**ACTION**-Clerk)

Human Resource (HR) Committee – Chair: Cllr Lacy

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 MATTERS:

RESOLVED unanimously that the Council 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.

- i) To receive a report from the meeting held on Monday 30th May.
 - a) Report circulated.
- ii) To accept & approve the Lone Worker Policy & Risk Assessment.
 - b) **RESOLVED** unanimously to approve & accept Lone Worker Policy & Risk Assessment
- iii) To accept the recommendation that future HR meetings be held in closed session.
 - c) Recommendation not accepted. HR Committee to decide whether to go into closed session depending on the agenda item.
- iv) Approve purchase of a lockable, confidential cupboard for the parish office.
 - a) **RESOLVED** purchase of lockable cupboard to go on VIC agenda after consultation with HR.
- v) To consider any other staffing related matters.

2020-37 To confirm date of next meeting as Monday 18th July 2022 at 7.30pm.

Next meeting date is confirmed as Monday 18th July 2022 at 7.30pm. Agenda items are required to be sent to the Clerk by Friday 8th July 2022.

Meeting ended 9.30 pm.

Please be aware that these are notes only and do not become Minutes until approved at the next meeting.

DRAFT