

GLINTON PARISH COUNCIL

PARISH COUNCIL MEETING

held on Tuesday 19th April 2016
at the Village Hall, High St.

Present: Councillors; JFW Holdich (Chairman), D Batty, Liz Bond, Mrs C Bysse, RW Johnson, G Kirt, D Lane, RW Randall, P Skinner, ETE Spendelow, D Wragg, Mr JV Haste (Clerk). Also present 6 members of the public were recorded as in attendance.

Action

MINUTES OF MEETING

- 1 **APOLOGIES FOR ABSENCE** — none, all councillors present
- 2 **MEMBERS DECLARATIONS OF INTEREST** – Cllrs Holdich & Kirt in agenda item 6g and Cllr Skinner in agenda item 6f
- 3 **PUBLIC PARTICIPATION** –
 - i. Residents of properties neighbouring 20 High Street voiced their concerns over the scale of the proposed extension to that property. It was stated that the extension would take up a large part of the garden and would affect the view and amenity of both neighbours. It was also said to be out of keeping with the scale of properties in the conservation area.
 - ii. David Cowcill spoke on the problem of dog fouling in the area around Welmore road and the Willows footpath and asked parish council to consider all remedies available including enforcement action if possible

- 4 **TO SIGN AND APPROVE THE MINUTES OF MEETING DATED 16th March 2016.**
RESOLVED that they be signed as an accurate record
Proposed Cllr Kirt & Seconded Cllr. Wragg.

- 5 **MATTERS ARISING FROM MINUTES OF PREVIOUS MEETINGS -**
Members noted that the pothole in North Fen Road had been repaired

6 **PLANNING**

- a) To receive an update on current planning applications. Cllr. Johnson referred members to the update, circulated with the agenda, on all planning applications pending at the last meeting or since received.
- b) 16/00390/FUL – 19 Welmore Road – subdivision of existing dwelling & annex to provide 2 dwellings; part retrospective – by Mr S McAllister. Cllr Johnson reminded members of the history of this dwelling and the condition (placed on the planning consent for the annex) that the property should remain a single dwelling. The property had in the past been used for commercial purposes without planning approval. The existing use was again without planning consent. A similar previous application had been opposed and/or withdrawn.
Parish council noted that these premises are on the corner of the busy junction of Scotts Road and Welmore Road and are of the opinion that the proposals would cause additional traffic hazard. Parish council are opposed to this application and are strongly of the opinion that the condition should remain in place and that the premises should remain intact as a single dwelling & annex.
- c) 16/00490/CTR – 9 The Green – pruning and felling trees. Parish council noted that this application had been permitted
- d) 16/00497/HHFUL 20 High Street –Front Porch & single storey rear extension – by Mr Peter Smith. Cllr Johnson advised members that residents from neighbouring properties had submitted objections to the planning authority. He fully supported those residents in their objections. Cllr Batty had visited the site and supported the view that the plans, if approved, would result in over development of the site. It was noted the premises had been extended on two previous occasions. Parish council are of the opinion that the planning application should be refused as, together with the previous extensions, it would be over development of the site. The site is within the conservation area and the height and length of the proposed extension is not in keeping with, and out of character with, neighbouring properties.

Clerk to notify the planning authority

Clerk to notify the planning authority

SUBJECT TO APPROVAL

- e) 16/00327/DISCHG – 35 Lincoln Road – Discharge of conditions C2, C5 & C8 – Mr D J Christian. Parish council noted that the planning authority were satisfied that the conditions had been met or were no longer required and no objections to the discharge of the specific conditions
- f) 16/00386/HHFUL – 12 Peakirk Road – Erection of detached garage with storage in roof space – By Mr & Mrs M Johnson. Cllr Skinner had declared an interest and took no part in the discussion. Parish council were strongly of the opinion that this application should be refused on the following grounds.
 - 1. The proposed garage is too tall and too close to neighbouring properties in The Willows.
 - 2. The outside open staircase is unnecessary and not in keeping with the surrounding properties.
 - 3. The plans show a building of a size, and include toilet facilities, both of which are not in keeping with the stated aim of provision of a single garage.
 - 4. Furthermore some councillors observed that the plans suggest that there is no vehicular access to the proposed “garage” at the furthest point from the road within the boundary of the property.

If minded to approve the development Parish Council ask that a condition should be imposed that the building should not be used for any residential or commercial use. Furthermore, if minded to approve residents of neighbouring properties in The Willows should also be consulted before such permission is granted.

Clerk to notify
Planning
Authority.

- g) 16/00528/FUL & 16/00529/LBC -10 High Street (Bluebell PH) – erection of Garden Room – by Greene King Pub Partners. Cllrs Holdich and Kirt had declared an interest and took no part in the discussion. Parish Council were of the opinion that this application should be refused in its present form on the following grounds.
 - 1. The materials of the proposed “garden room” are not in keeping with the main building which is a listed building in a conservation area and
 - 2. The proposed materials do not comply with the local policies adopted by the planning authority for the Ginton conservation area
 - 3. Any extension to the property needs to be properly constructed in materials that comply with planning policies AND mirror the construction of the listed building.
 - 4. Furthermore parish council were concerned with the reference to food “Takeaway” in the application documentation and felt this to be inappropriate for the location and should not be permitted.

Clerk to notify
Planning
Authority.

In addition, and as a footnote, the curtilage of the property shown in the plans appear to be in error by the inclusion of car parking spaces allocated to the adjacent pharmacy and not part of the property boundary.

- h) 16/00617/CTR – Scotts Farm – Prune 4 Ash trees back to previous pruning cuts – By Mr Gregg Duggan Parish Council had no objections provided that the landowner had no objection

7 **INTERNET BANKING** – to note the clerks report on the process being followed for authorising online payments by the parish council. The clerk explained that in the past authorised signatories could view invoices prior to signing cheques. To ensure a similar level of confidence in authorising payments the clerk emailed scanned images of invoices and/or supporting documents to all 4 signatories at the time that the payment was listed for payment. Funds only left the council’s account when two of the four signatories approved the payment on line.

RESOLVED to approve the process outlined and to enshrine the process as policy
Proposed Cllr Spendelow Seconded Councillor Kirt

8 **GOVERNANCE STATEMENT** – To note the requirements for completion of the annual governance statement for inclusion in the annual report. The statement had to be completed by members as a formal agenda item in isolation from the annual report and PRIOR TO any consideration of financial accounts.

RESOLVED to answer statements 1 to 8 inclusive in the affirmative, statement 9 does not apply as we do not administer any trust funds

Proposed Cllr Kirt seconded Cllr Skinner

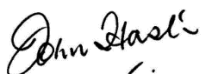
SUBJECT TO APPROVAL

- 9 **FINANCE**
- a. To consider and approve the statement of payments and receipts for February and March 2016.
RESOLVED to note the statements showing payments in February totalling £1234.13 and £6493.48 in March and receipts in March of £284.89
Proposed Cllr Lane seconded Cllr Skinner
- b. To note the monthly Bank reconciliations for February and March 2016
Parish council noted that these had been subject to scrutiny by the Chairman and **RESOLVED** to note and accept the bank reconciliations for February and March 2016.
Proposed Cllr Batty seconded Cllr Lane
- c. To receive the Statement of Accounts for the financial year ended 31st March 2016. Parish council noted the Draft Statement of Accounts before them showing receipts of £21500.56 and payments of £21287.80 producing a small net addition to reserves of £212.76. Parish council noted the explanations given by the clerk for reduced income for the year compared to the previous year. The Parish had been in receipt of grants and raised funds by public subscription neither of which had been repeated in 2015/16
RESOLVED to note and approve the Financial Accounts for 2015/16.
Proposed Cllr Spendelow Seconded Cllr Johnson
- d. To agree the Annual Return Accounting Statement for the financial year ended 31st March 2016.
Parish council noted the Draft Annual Return Accounting Statement as extracted from the financial statements presented above and showing total balances and reserves of £38009
RESOLVED to accept the Draft Annual Return and to submit these for Audit, in the first instance to the Internal Auditor Mr Russell Wright and thereafter to the external auditor PKF Littlejohn
Proposed Cllr Bysshe Seconded Cllr Lane
- 10 **TREE REMOVAL** – To consider the request of the resident of 12 Beech Road for the removal, on safety grounds, of the tree outside his premises. Cllr Lane as the Councillor nearest to the location of the tree was supportive however the parish council were concerned at the level of tree felling approved in the village in recent weeks. It was considered advisable to seek the views of the city council tree officer. The clerk was asked to arrange a meeting on site between Cllr Johnson and PCC tree officer
Clerk to submit accounts and return for audit
Clerk to arrange meeting on site
- 11 **DOG FOULING, THE WILLOWS** – to consider the request of nearby resident for signage to address the growing problem. Parish council were made aware of a number of Poobags deposited on the Willows footpath close to the junction with Welmore Road and were of the opinion that a well-placed bin, as well as signage would be more appropriate. Clerk was asked to write to the city council requesting a bin in an attempt to resolve the issue
Clerk to Action
- 12 **FUTURE USE OF BARNs AT WHITTONS FARM** – item requested at the previous meeting. This Item was withdrawn in the absence of Judy Jacobs who is farming Whittons Farm
- 13 **EXISTING GAS COMPRESSOR STATION** – Following the previous meeting Cllr Kirt has contacted RIBA and had been advised to contact the 20th century society with a view to preserving the award winning compressor. He had done so and was awaiting a response
- 14 **DEFIBRILATOR** – Councillor Kirt requested that this be put on the next agenda as there had been some progress and the working group now needed to confirm that the Glinton Community Association were content for the equipment to be installed on the external wall of the village hall.
Cllr. Kirt and clerk
- 15 **SPEEDWATCH** – update on discussions with Northborough and Peakirk Parish Councils – Cllr. Randall reported that Peakirk had resolved not to share the costs of purchasing equipment. Northborough had requested a meeting to discuss issues around joint purchase. Councillor Randall will report back on progress. Cllr. Johnson would meet with The chairman and clerk of Northborough at a separate event and would raise the matter with them at that meeting.
Cllr. Randall

SUBJECT TO APPROVAL

- 16 **QEII MEDALLIONS UPDATE** - The clerk reported that these had arrived. Cllr Randall reported that Peakirk had agreed to contribute £60 towards the cost. Cllr Holdich reported on discussions with the school about distribution to the pupils. To assist in the distribution to over 200 pupils the school had requested that the medallions be distributed at an assembly and that councillor Holdich and three other councillors be present. The agreed date was 10th June, the day before the Queen's official birthday, and the school would arrange for a morning assembly for the purpose on that day. Councillors Spendelow and Johnson agreed to assist on 10th June and the clerk was asked to invite a parish councillor from Peakirk to complete the Distribution party
Clerk to write to Peakirk
- 17 **REPORTS – STANDING ITEM** – to note the reports of councillors attending meetings as representatives of the parish council. Cllr Batty reported on the attendance at a City Council - Parish Liaison Forum. The main topics being adult social care and engagement of youth in the community. On the former Parish councils did not have access to the necessary data to be able to intervene at an early stage. On the latter a number of attempts had been made to get a youth club running. It was suggested that a further attempt might be made in September to coincide with a new intake at the secondary schools
- 18 **RURAL CRIME REPORT** – report for March had been circulated with the agenda papers and was noted.
- 19 **ANNUAL CHARITY TRACTOR ROAD RUN** – It was noted that Young Farmers Club had advised that approximately 80 tractors were due to pass through Glinton on 15th May en-route from Peakirk to Helpston. The event would raise funds East Anglia Air Ambulance and the YFC
- 20 **HIGHWAYS** – to consider observations made by councillors
- I. The Clerk was asked to again write requesting attention to the grips in North Fen Road as without them the road is liable to flooding as was the case in recent weeks.
 - II. Cllr Kirt referred to the very bad condition of North Fen Road from junction with The Green to well past the last dwelling
 - III. Cllr Spendelow referred to the condition of the broken fence on the north side of Helpston road in the vicinity of the junction with the bypass to the west of AMVC
- Clerk to notify the highways authority

Meeting closed at 8.57pm. Next meeting to be the annual meeting and to be held on Tuesday 17th May, 2016.



Original signed
Mr J Haste
Clerk/Proper Officer
01733 252833
email: clerk@glintonparishcouncil.org.uk
24th April 2016

Chairman
Dated:

Distribution:

Minute Book, All Councillors, Notice Boards & PO, Cllr D Lamb (Ward Cllr) & PCC Parish Liaison Officer
All minutes are available to view at www.glintonparishcouncil.org