

SILK WILLOUGHBY PARISH COUNCIL

NOTES OF A MEETING TO SIGN OF THE ACCOUNTS ON 23 JULY 2020

Due to Coronavirus all items on the agenda except Finance were suspended until the meeting in September.

8. Finance:

a. The March meeting had been cancelled due to Coronavirus and the following payments had been made.

100197	Silk Willoughby Village Hall	Hire charges	£97.00
100198	D Gascoyne	Fees	£322.20
100199	L.A.L.C	Subscription	£140.47

Councillors had received an Approval List and unanimously agreed to these March payments.

b. The May meeting had been cancelled due to Coronavirus and the following payments had been made.

101200	Hazel Hill	Internal Audit	£35.00
101201	Zurich Insurance	Insurance	£257.60
101202	D Gascoyne`	Fees	£316.30
101202	HMRC	PAYE	£59.60
101203	Proweb	Computer updates	£25.00
101204	NFU Mutual	Insurance	£200.54
DD	ICO	Data Fee	£35.00

Councillors had received an Approval List and unanimously agreed to these May payments.

c. The Bank Reconciliations from 01 April 2020 to 30 June 2020 had been circulated to all Cllrs. Councillors had unanimously agreed to accept the bank reconciliations and cashbooks from 01 April 2020 to 30 June 2020.

d. The Precept of £5200 had been paid into the bank in April and the VAT repayment of £86.64 had been paid into the bank in June. FOR INFORMATION ONLY

e. The Approval List for July payments had been circulated to all Cllrs.

101205	Selby Office Supplies	Toner	£89.05
101206	D Gascoyne	Fees	£304.20
101206	HMRC	PAYE	£18.00

Councillors had no objections to the above payments being made.

Initialled

SILK WILLOUGHBY PARISH COUNCIL

f. The Internal Audit report had been circulated and Councillors unanimously agreed to accept it.

g. Section 1 of the Annual Governance and Accountability Return (AGAR) 2019/2020 had been circulated to all Councillors. There had been no objections and the Chairman signed Section 1. This was recorded as Minute Reference 8(g)

h. Section 2 Accounting Statement 2019/2020 of the AGAR had been circulated to all Councillors. There had been no objections and the Chairman and Clerk signed Section 2 Accounting Statement. This was recorded as Minute reference 8(h).

i. The Certificate of Exemption 2019/2020 had been circulated to all Councillors. There had been no objections and the Chairman and Responsible Finance Officer signed the Certificate of Exemption. This was recorded as Minute reference 8(i)

j. The Clerk confirmed that the Zurich insurance remained the same as last year, This had been paid retrospectively in May.

12. Date of Next Meeting:

a. The date of the next meeting was provisionally set as 25 September 2020 in the village hall. This all depends on the ongoing coronavirus situation.

Signed:

Chairman: Silk Willoughby Parish Council

10 September 2020

It is important to understand that the information given above represents notes of the meeting which took place and do not become Minutes of SILK WILLOUGHBY PARISH COUNCIL until accepted or otherwise at the following meeting.

SILK WILLOUGHBY PARISH COUNCIL

MINUTES OF SILK WILLOUGHBY PARISH COUNCIL MEETING HELD ON 10 SEPTEMBER 2020 AT 7.30PM IN THE VILLAGE HALL.

Present: Cllr A Wilson (Chairman) Cllrs Mrs L Roberts, W Thackray, F Wright and J Collinge

In Attendance: 2 members of the public and Denise Gascoyne Parish Clerk.

Public Forum:

Due to the ongoing coronavirus pandemic parishioners had been requested to contact the Clerk by 12 noon 09 September to confirm their attendance.

2 members of the public had requested attendance and as both were there for the same reason only one spoke.

The parishioner strongly objected to the proposed outline planning application for 5 dwellings and associated works land adjacent to 30 Gorse Lane. He said he had looked at the local plan and believed that the proper protocol had not been followed. He asked the parish council if they would object to the planning application. The parish council had already said they had no objections to this application. The Clerk agreed to forward contact details for County Councillor A Hagues and District Councillor R Jackson.

1.Chairman's Welcoming Remarks:

The Chairman welcomed everyone to the meeting and reminded Cllrs that on entering a village hall you must wear a face covering, and will be required to keep it on, unless you are exempt.

2.Apologies for Absence:

There were none.

3.Declarations of Interest:

There were none.

4.To approve and accept as a true record the notes of the meetings held on Thursday 30 January and Signing of the AGAR on 23 July 2020 and to authorise the Chairman to sign the official minutes.

It was proposed, seconded and

Resolved: to accept as a true record the minutes of the meeting held on 30 January and the signing of the AGAR on 23 July 2020, and to authorise the Chairman to sign the official minutes.

5.County Councillor and District Councillor Reports:

a. County Cllr Hague had been asked to investigate the dead trees on the C321. As he was unable to attend, it was proposed, seconded and

Resolved: to write and ask him to investigate the problem.

b. There was no report from District Cllr Russell Jackson

Initialled

SILK WILLOUGHBY PARISH COUNCIL

6.Parish Clerk Update and Report:

a. The Clerk confirmed the Data Protection (ICO) had been renewed.

b. The Calendar of meetings for 2020-2021 had been circulated. The dates were subject to change or cancellation due to the ongoing Coronavirus pandemic.

It was proposed, seconded and

Resolved: to accept the calendar of meetings bearing in mind dates may be subject to change or cancellation.

7.Report from Councillors:

a. Cllr Wilson reported that the fly tipping reported to him on Gorse Lane had been reported to NKDC.

The village hall committee had requested to see the conveyance for the village hall. Cllr Wilson had said the Chairman could look at it, photograph it if wanted to, but it must remain with the parish council.

A letter of complaint had been received from a resident on Rowan Drive. She believed that her broadband and phone was being cut off because the tree branches on the island were trapping the wire. This was discussed fully by councillors. On investigation it appeared that a lot of the telephone wires in the village were threaded through the trees, but this did not affect the lines. A lot of residents had trouble with their broadband as there was not enough capacity on the line, as this was an old system. Cllr Mrs Roberts told the meeting that she had just upgraded her system, which resulted in a faster and much more reliable broadband.

It was proposed, seconded and

Resolved: to suggest that the complainant upgrade her broadband and hopefully this would resolve the issue.

Cllr Wilson reported that the plans for the carpark would be forwarded to all Cllrs. It was suggested that we request double yellow lines outside the village hall. At present when vehicles park outside the village hall it can be difficult for the properties opposite to get out of their drives, also for traffic to pass, certainly emergency vehicles. A disabled person would be allowed to park on double yellow lines to go to the Post Office. This was just a thought and all aspects of the carpark would be discussed at a future parish council meeting.

Cllr Wilson reported that the proposed solar PV Development had been put back but would still be developed. There would be money for the parish council to spend on village projects. One suggestion was signs showing you were coming towards a village i.e., 150yds, 100yds, 50yds. This would hopefully slow vehicles down. Another suggestion was to purchase another flashing sign. These were just thoughts and would be discussed at a future parish council meeting.

b. Cllr Mrs Roberts had still got the troughs which would be planted by a parishioner and tended. These would be placed on the approach to the village.

It was proposed, seconded and

Resolved: that with the ongoing Coronavirus situation to leave the planting until next Spring.

Initialled

SILK WILLOUGHBY PARISH COUNCIL

Cllr Mrs Roberts circulated some ideas for future expenditure in the village to include planting trees, seats, improving the path between Sleaford and Silk Willoughby. Cllr Wilson said he believed money from the new estate being built on London Road at Sleaford would pay towards some of the path being upgraded, probably as far as the Garden Centre. Cllr Wilson thanked Cllr Roberts for her ideas, and this would be placed on file and discussed further when monies were available.

8.Finance:

a. The bank reconciliations and cashbook to July and August 2020 had been circulated to all Cllrs.

It was proposed, seconded and

Resolved: to accept the bank reconciliations and cashbook to July and August 2020.

b. The Approval List for payments had been circulated to all Cllrs.

It was proposed, seconded and

Resolved: to accept the Approval List for payments and the following cheques were signed at the meeting.

100207	D Gascoyne	Clerk/RFO	£376.20
100207	HMRC	PAYE	£55.40
100208	Edge IT Systems	Licence	£152.40

c. The Clerk had circulated the NALC pay scales for 2020/2021. It was proposed, seconded and

Resolved: to accept the increase to pay as per the NALC guidelines. This would be backdated to April 2020.

d. It was hoped that the meeting in November could take place as the Precept for 2021/2022 needed to be set. If a meeting could not take place because of Coronavirus restrictions, a telephone meeting would take place to discuss the Precept.

It was proposed, seconded and

Resolved: the Clerk would send the parish councillors the forecast for them to look at before the next meeting.

e. The Clerk confirmed that the payment of £468.60 from LCC towards the cost of grass cutting had been received. FOR INFORMATION ONLY

9.Planning:

a. 20/0458 A planning application and permission had been received to remove existing boiler from chimney breast Gables Cottage, School Lane. FOR INFORMATION ONLY

b. 20/0080 Planning permission had been received for erection of single storey orangery extension to Snowdale, London Road. FOR INFORMATION ONLY.

c. 19/1730 Planning permission had been received for proposed alterations to block up existing bedroom window Manor Farm.

Initialled

SILK WILLOUGHBY PARISH COUNCIL

d. 20/0443 A planning application had been received for alteration and extension to existing property and erection of 3 dwellings, garages, and new vehicle access 62 School Lane. The closing date for comments was May 2020. Therefore, after consultation with Cllrs the following comments were submitted:

In principle SWPC has no objection to the development. However, they Have major reservations as we believe the ground is the site of a Chapel. and enclosure built between the 12th and 17th century. Historic England list entry no.1018901 and Ancient Monument Reg. TF0527-4297. Full archaeological survey should be considered.

e. 20/1047 Outline planning application for the erection of 5 dwellings, land adjacent to 30 Gorse Lane. The parish council had no objections to this development and felt it had no adverse or detriment to the village.

It was proposed, seconded and

Resolved: to comment that the parish council had no objections to this development and felt it had no adverse or detriment to the village.

10. Correspondence:

a. Confirmation Treasurer/Lettings Secretary of the village hall had stepped down.
FOR INFORMATION ONLY

b. LALC e-news updates – circulated to all Cllrs.

c. NKDC updates – forwarded to Cllr Wilson.

d. NKDC Electoral Review updates – forwarded to Cllr Wilson.

e. Local Councils Updates – circulated to all Cllrs.

f. LCC Town & Parish Updates – forwarded to Cllr Wilson.

g. Confirmation Ash Villa School will close permanently as from 01 September – circulated to all Cllrs.

h. LALC Annual Report 2019/2020 - forwarded to Cllr Wilson.

11. Training:

a. The Clerk confirmed she had been on a training course for the new website. Many clerks were struggling with this and many had employed someone to set the new website up. The Clerk reported that James Bell had agreed to set up Ancaster and Wilsford websites for a fee of £250.00.

It was proposed, seconded and

Resolved: to engage James Bell to set up the Silk Willoughby Parish Council website and for the clerk to send an order.

12. Date of Next Meeting:

a. The date of the next meeting was provisionally set as 26 November 2020 at 7.30pm in the village hall.

There being no further business the meeting closed at 8.45pm

Initialled

SILK WILLOUGHBY PARISH COUNCIL

Signed:
Chairman Silk Willoughby Parish Council

26 November 2020

It is important to understand that the information given above represents notes of the meeting which took place and do not become Minutes of SILK WILLOUGHBY PARISH COUNCIL until accepted or otherwise at the following meeting.

SILK WILLOUGHBY PARISH COUNCIL

DUE TO CORONAVIRUS AND THE RESTRICTIONS LEVIED BY THE GOVERNMENT SILK WILLOUGHBY PARISH COUNCIL HAVE BEEN UNABLE TO MEET SINCE SEPTEMBER 2020.

AS BROADBAND IS NOT READILY AVAILABLE IN SILK WILLOUGHBY THIS IS AN UPDATE OF BUSINESS TRANSACTED TO 31 JANUARY 2021.

1.To Approve and Accept as a true record the notes of the meeting of the council held on 10 September 2020 and to authorise the Chairman to sign the minutes. The Chairman had distributed through the doors of all councillors the notes of the meeting from 01 October 2020 to 31 January 2021.

The Clerk confirmed

All Cllrs had returned the signed slip to say they accepted the minutes as a true record. The Chairman had signed the minutes, and these had been collected by the clerk.

2.Declarations of Interest:

Cllr Mrs L Roberts Item 6(h).

3.County Councillor and District Councillor Report:

- a. As no meeting could take place the dead trees between The Garden Centre and Mountains Yard would be deferred until the next meeting.
- b. Any updates from District Cllr Jackson had been circulated to all Cllrs. **FOR INFORMATION ONLY.**

4.Parish Clerk Update:

a. The fly tipping on Gorse Lane had been reported and removed in October 2020. **FOR INFORMATION ONLY.**

b. The old LCC parish council website had been turned off and the new website was now in use. James Bell had uploaded everything that was needed and would continue to put the minutes etc on to the website. **FOR INFORMATION ONLY.**

c. The Clerk confirmed the latest electoral register had been received in PDF format and all previous copies destroyed. **FOR INFORMATION ONLY.**

d. An invitation had been received to attend a Census 2021 webinar on 16 January 2021. The census takes place on 21 March 2021. Cllr Mrs Roberts had attended. She said it was very good and highly informative. She had suggested a leaflet drop to all households with the census information on it and a contact number. Posters would be put on the notice board. She queried advertising on a Website, Facebook, twitter etc. All Cllrs had signed whether we do a leaflet drop. The results were.

e. NKDC had forwarded the Cycling Strategy Consultation 2020 survey. This had been completed by the Chairman. This had been returned to NKDC by the closing date of 31 January 2021. **FOR INFORMATION ONLY.**

Initialed

SILK WILLOUGHBY PARISH COUNCIL

5.Finance:

a.Approval lists for cheque payments between 01 October 2020 and 31 January 2021 had been circulated to all Cllrs and cheques signed by 2 councillors.

100209	J F Wright	Tractor Expenses	£222.88
100210	Selby Office Supplies	Black toner	£170.33
100211	James Bell	Website creation	£250.00
100212	D Gascoyne	Fees	£385.60
100212	HMRC	PAYE	£57.60
100212	Proweb	Anti-Virus	£35.00
100213	D Gascoyne	Fees	£296.80
100213	HMRC	PAYE	£35.60

b. The Precept for 2021/2022 figure had to be returned to NKDC by 29 January 2021. As Cllrs could not meet in person due to coronavirus the Clerk had circulated the budget to all Cllrs. A signed form from each councillor had been returned saying NO INCREASE in the figure this year. The Clerk confirmed she had sent the Precept request back with a figure the same as last year of £5200.00.

c. The Clerk confirmed that the signed agreement with LCC towards grass cutting costs had been returned. LCC will pay £474.50 towards the cutting of the verges. **FOR INFORMATION ONLY.**

6.Planning:

Details of all planning applications had been circulated to all Cllrs.

a.20/1257 Planning application to reduce dead ash tree to leave a 12ft habitat monolith 26 Gorse Lane. **NO COMMENTS FROM COUNCILLORS.**

b.20/1264 Reduce Silver Birch by approx. 25%. 10 London Road. **NO COMMENTS FROM COUNCILLORS.**

c. Street numbering and possible change of use MSK House.
The Clerk had contacted NKDC asking them to clarify. They had replied it was just a change of name. **FOR INFORMATION ONLY**

d.20/1324 Planning application to fell Poplar and Willow Manor House 28 London Road. Councillors had requested the Clerk write saying they had no objections to felling the Poplar but strongly objected to the felling of the Willow.

e.20/1371 Planning application to remove Cedar. 20 London Road. **NO COMMENTS FROM COUNCILLORS.**

f.Notification of Tree Preservation Orders which became effective on 12 November 2020 had been received. **FOR INFORMATION ONLY.**

Initialled

SILK WILLOUGHBY PARISH COUNCIL

g. 10/1047 Amended plans/additional information for outline planning for erection of 5 dwellings land adjacent to 30 Gorse Lane. Several residents had objected to the application. **NO COMMENTS FROM COUNCILLORS**

h.20/1515 Planning application for conversion of existing barn into annex. The Forge School Lane. Cllr Mrs L Roberts had declared an interest. **NO COMMENTS FROM COUNCILLORS.**

i.20/1047 Planning permission outline application for erection of 5 dwellings land adjacent 30 Gorse Lane. **FOR INFORMATION ONLY.**

j.20/1515 Planning permission for conversion of existing barn into annexe. The Forge School Lane. **FOR INFORMATION ONLY.**

7. Correspondence:

The following correspondence had been circulated to all Cllrs.

- a. LALC confirmation (11.9.20) parish councils should meet digitally without the need for face-to-face contact it at all possible.
- b. NKDC Updates
- c. Latest COVID-19 information for Parish Councils.
- d. Local Councils Update October 2020
- e. LALC e-news.
- f. Notice of Public Consultation Draft Tree Strategy – forwarded to Cllr Wilson and Cllr Roberts only.
- g. Elancity speed equipment – forwarded to Cllr Wilson and Cllr Mrs Roberts only.
- h. Police update.
- i. LCC Town and Parish Newsletter – forwarded to Cllr Wilson and Cllr Mrs Roberts only.
- k. Residents survey – forwarded to Cllr Wilson and Cllr Mrs Roberts.
- l. LALC News No.174.

8. Reports from Councillors:

Due to coronavirus and not being able to meet the following reports was deferred until the next meeting.

- a. Cllr Wilson – funding for carpark
- b. Cllr Mrs L Roberts – pond

9. Training:

- a. No training had taken place.

10. Date of next Meeting:

- a. It is hoped that the next parish council meeting will take place in the village hall on 25 March 2021 at 7.30pm

Signed:
Chairman Silk Willoughby Parish Council
25 March 2021