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## HOUGH ON THE HILL PARISH COUNCIL

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**Chairman: Councillor Mrs S Morgan**

Minutes of a meeting of Hough on the Hill Parish Council held on the 29<sup>th</sup> September 2011 at Carlton Scroop village hall commencing 8.00pm.

Present at the meeting:	S Morgan (Chairman)	B Gray
	T Newcombe	R Kingscott
	C Sherwood	J Orchiston
	R Wentworth	

District Councillor V Kerr also attended.

1. Public Forum:

Two members of the public attended. No issues were raised.

2. Apologies for absence and reasons given:

There were no apologies for absence.

3. Members' declarations of interest on the agenda.

There were no declarations of interest from councillors present at the meeting.

4. Notes of previous meetings for approval as the minutes:

a. The notes of the Parish Council meeting held on 12<sup>th</sup> May 2011 were read, agreed and duly signed by the Chairman as a true record.

b. The notes of the extraordinary meeting of the Parish Council held on the 24<sup>th</sup> March were read, agreed and duly signed as a true record.

5. Reports from Clerk and Members on any matters outstanding:

a. The following outstanding matters were noted:

(1). Tree on Gelston Green. The Chairman informed the meeting that the old tree root had been dug up and a new tree planted. All the work was now complete and paid for.

(2). Overhanging hedges and trees. The Chairman informed the meeting that she had heard of no progress in addressing this matter. She proposed raising this matter with Highways Department at a future informal meeting.

(3). Double bend barriers. The Chairman informed the meeting that there had been no progress in this matter and she would raise it with Highways Department at a future meeting.

(4). Gelston Green sign. The Chairman informed the meeting that the sign has now been produced and awaits erection on the green.

(5). Repairs to road signs. The Clerk produced documentary evidence that proved the repairs had been completed. The Chairman and members confirmed that they had seen the repairs.

(6). Footpath 8 at Gelston. The Chairman reported that this remains a matter of low priority. It will be raised again at the next Parish Council meeting in December.

b. There were no other matters outstanding.

## 6. Planning Matters:

a. The following planning application outcomes were noted:

(1). Barn conversion to three dwellings, Court Leys, Brandon.

Approved 15<sup>th</sup> November 2010 but notification not received/recorded.

(2). Fell trees in conservation area, Park View, Hough on the Hill.

Awaiting approval (as at 29<sup>th</sup> Sept – decision not yet determined).

(3). Increase in number of shooting days, Stubton Gorse.

Awaiting official notification but notified by Dist Cllr Kerr that this has been deferred.

(4) Change of use from agricultural to domestic, Orchard Cottage, Hough Road, Frieston.

Approved.

(5). Replace two storey dwelling and garage, Orchard Cottage, Hough Road, Frieston.

Awaiting approval.

(6). Anemometry mast up to 90 metres for 3 years, Temple Hill, Hough on the Hill.

Awaiting approval.

b. The following related matters were noted:

(1). The planning application for the Poplars, Gelston was approved on appeal.

(2) & (3). Wind turbines at Lodge and Howdale Farms.

These were applications to determine whether environmental impact assessments were required. Planning Department deemed assessments were not required. The Chairman informed the meeting that she was convening a meeting of the Council Planning Group to discuss future wind turbine applications.

## 7. Items from councillors were considered as follows:

a. Playing field matters:

(1). Seat. Cllr Wentworth proposed placing a seat within the play area in the playing fields. In the light of receiving money (£677.62) from the old

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Playing Field Association closed account it was agreed to reopen this idea for further consideration. The Clerk was tasked to obtain quotes for benches, to include any installation costs.

(2). Inspections. Cllr Sherwood agreed to carry out the September inspection. Future inspections were agreed as follows:

October 2011 - Cllr Morgan  
November 2011 - Cllr Orchiston  
December 2011 - Cllr Wentworth  
January 2012 - Cllr Gray  
February 2012 - Cllr Kingscott  
March 2012 - Cllr Newcombe

(3). Repairs. The Clerk was tasked to investigate the play area gate and arrange any necessary repair to the latch.

- b. Police Public Meeting. Cllr Newcombe gave a report from the latest Police Public Meeting. This report was not minuted due to the confidentiality of the subject matter.
- c. Meeting with local MP. The Clerk informed the councillors that a meeting with local MP Stephen Phillips MP was scheduled for Hougham & Marston village hall at 5pm on Friday 18<sup>th</sup> November 2011. A suitable poster, advertising this event, will be placed on each of the village notice boards.
- d. Running Committee for Village Room. The Chairman reminded the meeting that Cllr Gray was the parish council representative on the steering committee for the Hough on the Hill church village room. It has been proposed that a running committee be set up as a subcommittee of the PCC comprising 4 members elected by the church and 4 members elected by the parish council. The proposed terms of reference will be circulated to all councillors with these minutes. Councillors were asked to forward the names of any volunteers or nominations to the clerk for the Chairman's decision/action.
- e. Meeting with Highways. Cllr Morgan proposed, and the meeting agreed, that she organise an informal site meeting with Mr Mark Heaton of the Highways Department to look at the following outstanding areas of concern:
  - (1). Overhanging trees and hedges around the parish area.
  - (2). The double bend barriers.
  - (3). The siting of the "dead end" road sign at Hall Lane.
  - (4). The siting of the "no HGVs" road sign at the Hough on the Hill end of Gelston Road.
  - (5) The inadequacy of the loose fill at the side of roads around the parish area with the consequent danger of damage to vehicle tyres.
- f. Unclassified Roads. Cllr Gray raised the matter of "unclassified road" signs that had appeared around the parish on some roads. The clerk read out an explanation he had received from Highways Department. The signs were

guidance for walkers and cyclists informing them of public right of way. As requested a copy of this information is attached to councillors' copies of these minutes.

- g. Queen's Diamond Jubilee. The Clerk was instructed to distribute the letter from the Department of Culture, Media and Sport concerning proposals for celebrating the Queen's 2012 Diamond Jubilee. There will be an official special Jubilee weekend from 2<sup>nd</sup> to 5<sup>th</sup> June 2012. The Clerk was further instructed to produce an "eye catching" poster for display on the village notice boards seeking suggestions from parishioners as to how they would wish to celebrate this event. This item will be further discussed at the next Parish Council meeting.
- h. Council Web Site. The Clerk briefed the meeting about setting up a council web site. He had taken advice from Lincolnshire County Council who have offered to (free):
- build and set up a website.
  - host the website.
  - provide a guidance manual.
  - offer free training, if required, to one councillor and the clerk.
  - provide on call support

The dangers of giving out soft copy agendas and minutes etc to "unofficial" village websites was discussed as was the problem of keeping websites up to date. It was agreed that the clerk would approach Lincolnshire County Council to commence building a simple website that would have three pages; contact details of councillors, agendas for meetings and minutes of meetings. Other local village websites would be offered links if they wished to have them. Councillor Orchiston requested to be included in any training offered by Lincolnshire County Council.

- i. C001 Road. The Clerk reported the latest reply from the Highways Department as follows: "The C001 is a classified road i.e. a "C" class road hence being used by a high number of vehicles and HGV's, whilst funding is not available for major reconstruction i.e. widening, we already have a rolling programme in place for this road".
- j. Hough Playing Field Committee funds. This matter has previously been dealt with under minute 7a(1).

8. Financial matters:

- a. The following payments were authorised:

- (1). Village Hall meeting, May 2011 (£10.00).
- (2). Annual insurance (£29.71).
- (3). Playing field gate repair materials (£10.72).
- (4). Grass cutting (£1,080.00).
- (5). Book – Parish Councillors' Guide (£64.25).
- (6). Gelston Green parking sign (£24.00).
- (7). Gelston Green tree removal (£216.00).

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(8). LALC Councillor training (£6.00).

(9). Clerk's expenses (£175.33).

b. The Parish accounts to the 28<sup>th</sup> September were approved.

c. The following related financial matter was noted.

The 2010/2011 audit was given a qualified audit opinion as the Notice of Appointment was incorrectly completed i.e. an incorrect date had been written on the form in error. Notices advertising the closure of the audit and inviting parishioners to inspect the audit, should they wish to do so, will be placed in the village notice boards.

9. Correspondence. The correspondence received, as shown on the previously circulated list, was noted.

10. Matters requiring urgent discussion. There were no other matters requiring urgent discussion.

11. Presentations by other invited speakers:

a. District Councillor V Kerr provided the meeting with the following information:

(1). The Westborough to Dry Doddington road will be closed for 5 days at a time between 31<sup>st</sup> October and 14<sup>th</sup> November 2011 for maintenance.

(2). The new Chief Planning Manager takes up his appointment in October 2011.

b. District Councillor Kerr handed over a copy of the agenda for the District Control Committee Meeting of 20<sup>th</sup> September 2011 for distribution to the parish councillors.

12. The date and time of the next meeting was agreed as 8<sup>th</sup> December 2011 at Carlton Scroop village hall, commencing 8pm.

There being no further business the meeting closed at 10.00pm.