



Redbourne Parish Council

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MINUTES of the Council Meeting of Redbourne Parish Council held on Tuesday, 2 April 2024 19:00 at St Andrews Church, Redbourne.

Present: Cllr L Wainwright - Chair, Cllr M Belza, Cllr J Brown, Cllr R Didlock, Cllr P Hotham, Cllr P Stevenson,
Ward Councillors – Cllr T Foster
Parish Clerk - J Curtis

Public Comment

There were no members of the public or press present.

23/24 – 102 Apologies

Cllr P Hawley, Cllr T Eadon, Cllr D Garritt

23/24 – 103 Declaration 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

None

To note any dispensations granted to any member of the council in respect of the agenda items listed below. **None**

23/24 – 104 Minutes of Previous meetings

The Minutes of the Parish Council Meeting held on Tuesday, 5 March 2024 were approved with one amendment and signed by the Cllr L Wainwright, Chair

Proposed: Cllr J Brown

Seconded: Cllr P Stevenson

23/24 – 105 Report from Ward Councillors

There had been no progress to report regarding the license agreement between North Lincs Council and the landowner to enable the work to begin on the A15 attenuation pond. Cllr Wainwright stated that she had asked in 2019 if the land could be compulsory purchased to get this essential part of the flood alleviation scheme completed and was told it would take at least 2 years to attain the land and was not the preferred option. However, to date the work had not started due to the lack of agreement between all parties concerned.

Greater Lincolnshire Authority had been approved by three councils Lincolnshire, NE Lincolnshire and N Lincolnshire and a mayor would be elected. The devolved authority would receive £21 million per year from central government for the next 30 years.

23/24 – 106 North Lincolnshire Council Matters

To discuss and resolve any action on:

Existing matters/issues

Cllr Wainwright asked Cllr Foster if he could help with the list of outstanding issues reported to North Lincs Council (**Item 23/24 – 111**). In particular, the condition of the footpath between Redbourne and Hibaldstow on the B1206; the replacement of drain covers, following theft and reported on 23/01/24 some are still missing with cones in situ; and the reseeding and making good (as before commencement of work) of the grass near the trash screen following works carried out as part of the Flood Alleviation Scheme. The clerk explained that once these jobs were put on the system, it was very difficult to get updates and more importantly find out when a job had been completed. There was no way of getting live updates from the online system. She had also written to heads of departments to try and get these matters resolved. Cllr Foster asked the clerk to send him the list on email and he would see what he could do.

Cllr Wainwright asked whose responsibility it was to clean street signs as they do not get cleaned anymore. Councillors questioned who they should write to at North Lincs Council to find out about what service level agreements were in place in order to be clear about who should be doing what. Redbourne did get the road sweeper cleaning the roads but the footpaths had never been cleared of leaves and in some areas the paths were very slippery.

Cllr Foster asked the clerk to add these points to the email.

23/24 – 107 Governance & Financial Matters

- i. To receive the Bank Reconciliation for the period 1 March 2024 to 31 March 2024 **Approved by members and signed by the Chair**

Invoice Date	PAYEE	Description	Invoice/Reference	TOTAL RECEIPTS	TOTAL PAYMENTS	VAT	BALANCE
01/03/2024	HSBC	bank interest on BMM account	bank interest to 29 Feb 24	157.72	0.00		34915.57
29/02/2024	HMRC	Income tax February 24	391PC001832562411	0.00	81.00		34834.57
29/02/2024	J Curtis	February salary and expenses		0.00	347.00		34487.57
01/03/2024	Vision ICT Ltd	email hosted April 2024 - March 2025	17971	0.00	21.60	3.60	34465.97
09/03/2024	British Gas	22 January to 22 February	6952633	0.00	27.21	1.30	34438.76
22/02/2024	HSBC	bank charges January	bank charges	0.00	5.00		34433.76
08/03/2024	S & L Electrical Installations	repairs to external lights	INV101336	0.00	180.00	30.00	34253.76
26/02/2024	P Stevenson	leaflets D-Day 80th anniversary	Brigg Office Supplies	0.00	25.00		34228.76
14/03/2024	HMRC	VAT126 claim for refund	XCV126000100609	2020.82	0.00		36249.58
22/03/2024	HSBC	bank charges February	bank charges		5.00		36244.58

HSBC Bank statements reconcile with ledger

Bank Statements as at 31 March 2024

current account	2,489.92
Savings account	33,754.66
	<u>36,244.58</u>

- ii. To approve invoices awaiting payment for this period – **Approved**

Invoices to pay		Invoice No.	£	
18/03/2024	ERNLLCA	training course	1539	9.00
01/04/2024	ERNLLCA	membership fee	1671	344.25
26/03/2024	Phoenix Accountancy	payroll Jan to Mar 24	5270	26.40
24/03/2024	British Gas Lite	22 Feb to 21 Mar 2024	7214117	25.12
31/03/2024	J Curtis	March salary and expenses		347.00
31/03/2024	HMRC	March income tax		81.00
				<u>832.77</u>

- iii. To review end of year finance report for 2023-24
 Receipts totalled £27,355.49 and payments totalled £20,729.57
 The AGAR would need to be submitted to the external auditors because receipts had exceeded £25,000 for the year.
 Total funds at year end were £36,244.58, which comprised earmarked reserves of £5K to repair the church clock, £15k for play equipment and general reserves of £16,244.58.
- iv. To consider adopting Scribe Lite as the financial package for Redbourne parish accounts.
 The clerk presented a business case to adopt Scribe Lite as the financial package for Redbourne PC. The cost is £12 per month.
Councillors approved.
- v. To consider councillors having .gov email addresses
 Cllr Belza requested having a .gov email address to separate official councillor emails from her personal emails.
 After discussion it was agreed that all councillors should have a .gov email address, if they wished. The clerk had investigated costs with Vision ICT and it is £18 per annum per email address. She would get another quote from Kyanite Consulting who look after the website.
- vi. To consider councillors' training requests
 Cllr Belza had requested attending training sessions offered by ERNLLCA.
 1. Being a Good Councillor Parts 1, 2, 3;
 2. Enforcement & Appeals in Planning,
 3. Introduction to Planning and
 4. Planning Reforms.
 Councillors Wainwright, Didlock, and Hotham and the clerk also requested attending some of the planning training.
Councillors approved the training. The clerk would make the necessary bookings. She would also enquire with LIVES about first aid training for the parish council as a group.
- vii. To consider a pay increase for the clerk on attaining the ILCA qualification as set out in her contract of employment
 Councillors congratulated the clerk on achieving the ILCA qualification. She would receive a pay increase by moving from SCP11 to SCP13 on the NALC pay scales, as set out in her contract of employment, which would take effect from 8 March 2024.
- viii. Clerk to give an update on matters attended to since March meeting
 a) The clerk had received an email from a resident who raised the following points for attention:
 1. Solution for damaged hedge at entrance to The Falconers - could the remaining two sections be removed and replaced with fencing similar to the entrance to the Church? **Refer to Item 23/24 - 110**
 2. In agreement with the purchase of a static speed recorder. **Refer to Item 23/24 - 109**
 3. Reported finding discarded syringe and packaging on the side road near the Green between the bus stop and the bin. **It was decided to monitor the situation.**
- The clerk would write to the resident.

b) The clerk had renewed the utilities contract with British Gas on a one-year contract commencing 24 June 2024.

- ix. To approve the use of St Andrews Church as a polling station for Police and Crime Commissioner elections on Thursday, 2 May 2024 and to agree the fee.

It was agreed for St Andrews Church room to be used as a polling station on 2 May. The fee would be £450 and Cllr Stevenson would hand over the key the night before. **Approved**

- x. To agree and sign off the community emergency plan

It was agreed after discussion the clerk would amend the plan and bring it to the next meeting.

23/24 – 108 Planning

To discuss and resolve any action on:

PA/2023/1218 - Siting of a Concrete Batching Plant for the production of Ready-Mix Concrete for the construction industry.

Cllr Foster reiterated that this planning application would not be progressed. However, councillors were concerned the planning application was still listed on the planning portal.

Other Planning matters and applications between meetings

- Update on PA/2022/951,1282, 1294 – Planning Enforcement closely monitoring airfield activities and in direct contact with the owners.

The clerk had received an email from Martin Wilson, Enforcement Officer dated 20 March 2024:

Further to your previous contact regarding storage of units on the airfield, I visited the airfield yesterday afternoon in order to assess whether the Enforcement Notice previously served and upheld at appeal in respect of the unauthorised storage had been complied with, or not.

I was pleased to note that to confirm that there were no longer any units stored on the area the subject of the Enforcement Notice. Units are still stored on the area that benefits from a planning permission and this permission expires on 24 November 2024 unless a further application is approved. If units do remain on that area after that time a separate file will be opened with respect to that land and investigations/ actions commenced.

As the storage has ceased on the area the subject of the Enforcement Notice, and therefore the Notice complied with, no further action (i.e. a prosecution) will result at this time. The Enforcement Notice does however remain active and still controls the use of the land the subject of it, and if in the future such uses resume, these can be evidenced and further actions considered. The Notice can only be superseded by a planning permission being granted.

In light of compliance with the Enforcement Notice, no further action will be taken and I will close this file.

It was questionable whether the modules remaining on site were being stored in the correct area. Apart from the permitted 60 units all other modules should have left the site by end of February. It was agreed to continue monitoring activities.

- NLC Land – Hibaldstow Airfield – no updates since March meeting
- Update on Redbourne Flood Mitigation Scheme – A15 Attenuation Pond – the completion of the upstream attenuation pond on the A15 at Island Pond Plantation is vital and the major prevention for further flooding in the village.
See Ward Councillor’s Report 23/24 - 105
- PA/2019/235 - Update on planning breaches at Slate House Quarry
Nothing further to report since the March meeting.
- PA/2018/792 PA/2021/1240 PA/2022/1818 – Fairfield - Planning permission for residential development with all matters reserved - Carr Lane.

Councillors discussed the removal of the ancient native hedge and the fact that the developer was ignoring conditions applied to the planning permission. Although the enforcement officer had been to site on numerous occasions no action had been taken. Cllr Wainwright believed part of the land lies outside the permitted development line and is designated as LC11 land. Cllr Foster had spoken on numerous occasions with a nearby resident about their concerns with the development but unfortunately, he had very little power to prevent what was happening on site. Cllr Didlock stressed that it was a criminal offence to remove an ancient native hedge and would be seeking legal advice.

- PA/2023/1982 - Planning permission for a pergola structure and 8m flagpole NOT YET DETERMINED

23/24 – 109 Community Safety Matters

To discuss and resolve any action on matters affecting Community Safety:

- To consider purchasing an Auto Speed Watch roadside unit
Cllr Stevenson explained how it worked and that the Police Commission were offering grants to purchase the equipment.

It was agreed the clerk would make further enquiries.

23/24 – 110 Community Facilities and Open Space Management

To discuss and resolve any action on:

i. Play Area

The tennis courts were in need of attention – the surface and fencing needs jet washing. The surfaces under the play equipment also requires attention. The clerk would obtain quotes.

- ii. Updates from the Gardening Group:
Falconer's hedge. Councillors had agreed to fill the gap with replacement hedging. Cllr Didlock had found a website that provided instant hedging in metre lengths containing traditional hedgerow plants of choice. The gap is approximately 4 metres. Cllr Didlock would forward the website link to Cllr Belza and members of the Gardening Group. The remaining ivy would be staked to prevent it collapsing in any future high winds.
- iii. Update on ownership of the old A15 land.
Cllr Wainwright asked the question "Who owns the subsoil". Was it the adjacent landowner or the public? Cllr Belza explained there was enough evidence to prove that when the road had been downgraded the public had right of access but because it is not shown on the definitive map these rights could be lost. Cllr Didlock offered to write to the CPRE to seek advice.
- iv. Updates on funding and quotes to repair the church clock.
Councillors asked Cllr Foster if the grant funding would still be available for the church clock repairs. Cllr Hotham explained that the documentation had not been received from the CCT. Cllr Foster was almost sure the money was still there.
- v. Other Community Facilities and Open Space Management matters:
Lighting in churchyard – Work to repair and correct the lighting both inside the 'church room' and outside lamp posts continues.
- vi. To discuss organising a 1940s event to commemorate D-Day 80 in June 2024 – deferred to next meeting

23/24 – 111 Clerk and Councillor Updates

Clerk to update on outstanding Highways / Footpaths / NLC issues
Councillors talked through the issues and Cllr Foster asked the clerk to email him the list below

Self Service Portal Number	Location	Request	Comments
FS495617233 EN 631009 07/03/2023	1 St Albans House	Occupier parking car on pavement. Reported to parish council on 7 March 2023	Nothing parked when inspected on 14/03/2023, 22/03/2023, 05/04/2023 Report again
FS524288207 FS522748517 EN 634915 15/06/2023 FS556909345 25/10/2023	Metal Fingerpost for Redbourne Hayes/ Riverhead/ Carr Lane	Reported missing needs replacing Delivery drivers get lost regularly	Email FP 261 and 267a should be replaced within the next 2 weeks.
FS524263098 15/06/2023	Welton Aggregates quarry PA/2019/235 breach of conditions of planning	Investigate activities. Have been working on Sundays.	Clerk to keep a log and report all breaches of planning conditions
FS550163767 EN638609 27/09/2023	Trash screen in grass verge on B1206	It needs filling with top soil and reseeded.	Keep job open until Spring
FS569867109 14/12/2023	Drain - on High Street north of Carr Lane (B1206 adj. to house with steps).	Drain overflowing into dropped kerb and creating poor conditions (ice) during wet weather -	registered disabled person living here.
FS577532280 23/01/2024	Drain covers stolen	in addition to these 2 covers there are further thefts of covers along B1206 Redbourne Mere towards the A15	Crime number: 24000005746
FS582100373 31/01/2024	Manhole cover stolen west side of village green (1mt from B1206)	AWA informed and visited – they reported back it is NLC highways issue (surface road water) - open hole is now covered (temporary) but cover needs permanent replacement.	FYI - numerous drain grids in the village were stolen at the same time
FS575991254 EN642578 09/01/2024	Footway between Redbourne and Hibaldstow on B1206.	grass needs trimming back. Also, at the entrance to the airfield where the modules are stored is covered in mud where wide loads have driven over the kerb and grass verge	Sheena Alexander rang the clerk on 30 Jan 24 to discuss. Will chase
FS581889545 30/01/2024	Pond Cottage	Problem with drainage - the kerb has dropped low between the road and the footpath, surface water is not being retained	Water is entering the drive making it difficult for the resident.
FS596333626 EN 646111 18/03/2024	Missing sign "Haybery" Carr Lane, Redbourne	replace the dog fouling sign on lamp post top of the drive	Update: We have carried out an assessment and appropriate action will now be taken.

The Council will consider the exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the following items to be discussed

23/24 – 112

Staff Payments

- To authorise payment of Clerk's salary and expenses **Approved**

23/24 – 113

Date and time of the next meeting

Annual Parish Meeting Tuesday, 7 May 2024 at 6.30 pm

Annual Parish Council meeting Tuesday, 7 May 2024 at 7.00pm

Meeting closed at 9.53 pm