



# DEEPING ST JAMES PARISH COUNCIL

The Institute, 38 Church Street, Deeping St James, Peterborough PE6 8HD  
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**Parish Clerk: Julie Fortnum**

The minutes of the meeting of Deeping St James Parish Council held on **Thursday 28 September 2017 at 7.30 pm at The Institute**.

Present: Parish Councillors Blessett, Bowell, Dilks, Green, Hall, Hosking, Shinkins, J. Stevens, Wallis, Ward, and two members of the public.

The minutes were taken by the Parish Clerk

## **Open Forum**

Revd. Sue Paterson spoke in support, and took questions relating to, The Priory Hall grant application as did Marion Brown on behalf of The Deeping and Clinton Patient Participation Group grant application. They then left the meeting.

Councillor Dobson's County Council report had been circulated to the Parish Councillors prior to the meeting and included an update on the two LCC Highways meetings attended by himself along with the Parish Clerk, Councillors Thomas, J Stevens and Bowell and an update on his meeting with the Head teacher of Linchfield Community Primary School about concerns regarding increased traffic and parking issues when the School's building work is completed.

District Councillor Dilks advised that SKDC are renewing their housing strategy and proposes that DSJPC comment and encourage others to do so during the consultation period. They are also undertaking a consultation on homelessness in the region. He also advised that as SKDC are unlikely to have adopted the local plan prior to April 2018 the required number of homes to be built per year in The Deepings will increase from 625 to 780.

District Councillor J Stevens advised that SKDC have invested in new machinery and employed individuals who were out of work for the Big Clean initiative. DSJ are very self-sufficient when it comes to cleaning which is one of the reasons that the impact of the Big Clean has not been as noticeable here as in other areas. The District Council are looking at their tourism strategy and she had been able to illustrate what goes on in The Deepings

The Clerk shared the report provided by PCSO Laughton of Lincolnshire Police which stated that enquiries relating to the burglaries at Station Road Deeping St James were ongoing, one of the Moped riders on Back Lane Deeping St James had been spoken to and that in accordance with the priorities set by the Neighbourhood Policing panel she had attended Jubilee Park and Woody Heights whilst on late shifts and there were no issues to report.

### **46.18 To receive apologies for absence.**

Apologies for absence had been received, and were accepted by the Council, from Councillors Barber, Gilbert, Pelling, T. Stevens and Thomas. Apologies had also been received from County Councillor Dobson and PCSO Laughton.

### **47.18 To receive notifications of interest and consider requests for dispensations, if any.**

Notifications of interest were received from Councillor Hosking in respect of agenda item 51.18.2, Councillor Ward in respect of agenda item 51.18.1, and Councillor J Stevens in respect of agenda item 51.18.1

### **48.18 To approve the minutes of the previous meeting held on Thursday 27 July 2017.**

Proposed by Councillor Hall, seconded by Councillor Hosking and Resolved. The Chairman Signed the minutes.

### **49.18 Clerks Report**

Fly-tipping on the unnamed Road off Hards Lane and at the end of PROW on Towngate reported to SKDC

Broken glass reported by and cleared by a Grandparent visiting

Hereward Way play area with his Grandchildren requesting Maintenance Worker checks the area to clear smaller shards and that signage is put in place so that the public know who to contact to report issues. Glass in this play area has been reported several times throughout the summer months

Overhanging trees and hedges impeding vision or dangerously low/close to vehicles in several places along Spalding Road and on Hall Meadow Lane reported to LCC Highways

The CPT has continued to visit the Parish and have undertaken work on the Linchfield Road pavement/cycleway and in the Cemetery and Church Walk area.

A resident of Hereward Way has contacted the office requesting that the parish Council does some work on the trees in the Cemetery that are on the boundary of her property.

After receiving a report from a member of the public the Maintenance Worker cleaned the graffiti from the telephone box on Stowgate Road.

Delaines buses have changed their timetable leading to some of the buses not passing through Deeping St James any longer – as this is a commercial service DSJPC should just note the change.

The new tenancy agreements have been issued to all allotment holders for the period 1 October 2017 to 30 September 2018.

The graffiti and flyposting on the Church Street bus shelter and Linchfield Road bus shelter has been removed

The Clerk has contacted LCC Highways and the County Councillor for DSJ after several residents have contacted the Parish Council about the lack of road markings on Horsegate and Spalding Road

A resident contacted the office expressing concerns about a large tree which appears dead and is leaning badly towards the Army Cadet Hut on land at the Boundary Club. The Clerk is establishing ownership and responsibility.

The Allotment tenancy renewals from 1 October 2017 have been issued and payments are being collected.

On 21st September 2017 the DSJ Clerk, MD Clerk, Cllr Barber and Cllr Shelton met to discuss next year's grass cutting plans. It was agreed to continue with the same plans that were agreed by both Council's last year - this being, to award Glendale a yearly contract, renewable subject to full council agreement each year. A meeting with MD, DSJ and Glendale is to be arranged at end of October to sort out contracts, timing and final costing. It was also agreed to get Glendale to quote on weed spraying. This has not been completed this year by the Contractor who agreed to do it and it will be proposed at a future council meeting that their contract for this work is cancelled.

The Clerk has registered with ParishOnline a mapping tool used by over 800 Local Councils which will prove beneficial for maintenance contracts, Neighbourhood planning, Highways issues and planning applications.

2000 Crocus bulbs had been purchased to be planted on Jubilee Park on 14 October and 50 trees had been donated by Oakwood Financial and Insurance Services to be planted at a number of locations on 18 November 2017

**50.18 To receive a report of progress in relation to matters arising from the minutes not dealt with elsewhere on the agenda.**

1. In accordance with the recommendation from the finance and general purpose committee on Thursday 20 July 2017 and the resolution (item 35.18.1) of the Council on Thursday 27 July 2017 the Clerk has increased her contractual hours to 25 per week and an amended contract has been issued and signed.

In accordance with the recommendation from finance and general purposes committee on Thursday 20 July 2017 and the resolution (item

13.18.1) of the Council on Thursday 25 May 2017 an account has been opened with Lincolnshire Credit Union and a deposit of £5000 transferred.

Confirmation has been received from Unity Trust that Councillor Ward is now an approved authoriser of online transactions.

#### **51.18 To consider financial matters**

1. **To approve accounts for payment** – Councillor Shinkins proposed seconded by Councillor Wallis that payments totalling £20,547.17 should be paid. **Resolved** with two abstentions (Councillors J. Stevens and Ward)

Monthly accounts for August 2017			NET	VAT	TOTAL
SO /BT	Staffing Costs		£ 3,019.13	£ -	£ 3,019.13
BT	Autocross Euroshel Ltd	Remove ploycarb from Broadgate Lane bus shelter and replace with mesh panels plus supply 6 cans of spray paint	£ 2,290.00	£ 458.00	£ 2,748.00
BT	Lincolnshire Association of Local Councils	Lunch x 2 at Councillors networking event on 13 July 2017	£ 16.00	£ -	£ 16.00
BT	Lincolnshire Association of Local Councils	Annual subscription for 4 copies of The Local Council Review during 2017	£ 17.50		£ 17.50
BT	Malc Firth Landscapes Limited	Grounds maintenance of the riverbank Woody Heights and the old and new Cemeteries in July 2017	£ 1,197.31	£ 239.46	£ 1,436.77
BT	TLC Signs & Banners Ltd	DSJPC banner	£ 24.00	£ 4.80	£ 28.80
BT	Prentice Bros	5 x General Waste skips & 1 x green-waste July 2017	£ 585.00	£ 117.00	£ 702.00
DD	Biffa Waste Services Ltd	4 empties and 31 days rental of 1100ltr wheelie bin	£ 120.50	£ 24.10	£ 144.60
BT	Ctax Management	Accounts and associated payroll records for April, May & June 2017	£ 312.50	£ -	£ 312.50
BT	Community Lincs	To deliver consultancy work as per contract for The Deepings Neighbourhood Planning Group - Deepings First	£ 1,300.00	£ 260.00	£ 1,582.50

<b>BT</b>	Carol Precey	Payment for completing Internal Audit for the financial year 2016-17	£ 200.00	£ -	£ 200.00
<b>BT</b>	Castle Cleaners	Clean and inspect 11 bus shelters, clean heritage telephone box	£ 164.00	£ -	£ 164.00
<b>DD</b>	British Telecom	Telephone and broadband charges for 1 -31 August 2017	£ 65.10	£ 13.02	£ 78.12
<b>BT</b>	HLNY Community Rehabilitation Company	Nine visits between 4 April and 25 July 2017	£ 1,080.00	£ 216.00	£ 1,296.00
<b>BT</b>	Stuart Hall	Reimbursement for purchase of Batteries	£ 3.50	£ 0.70	£ 4.20
<b>BT</b>	Open Plan Consultants Ltd	Provision of consultancy services in relation to the preparation of The Deepings Neighbourhood Plan - phase 1 project review and planning along with associated mileage	£ 1,978.20	£ 395.64	£ 2,373.84
<b>BT</b>	S W Fisk	Mow and litter pick PROW's, provide trailer on two occasions for CPT some work at the allotments and numerous other grounds maintenance and gardening tasks	£ 305.00	£ -	£ 305.00
<b>BT</b>	M Ward	Reimbursement for the purchase of a brush cutter from Mason's Mowers	£ 250.00	£ 50.00	£ 300.00
<b>TOTAL</b>		£ 12,927.74	£ 1,778.72	£ 14,728.96	
Monthly accounts for September 2017			<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
<b>BT &amp; SO</b>	Staffing costs		£3,789.76		£ 3,789.76
<b>DD</b>	Biffa Waste Services Ltd	31 days rental of and 5 empties of 1100L wheelie bin	£ 145.62	£ 29.12	£ 174.74
<b>DD</b>	Anglian Water Business	Water charges at the allotments from 15/06/17 to 14/09/17	£ 12.10	£ -	£ 12.10

<b>BT</b>	P Hanson	To provide cover for the Maintenance Worker while on annual leave, including mileage and reimbursement for refuse sacks	£ 268.30	£ -	£ 268.30
<b>BT</b>	e-on energy solutions Ltd	Street lighting maintenance at The Cross for quarter ending 30.9.17	£ 10.26	£ 2.05	£ 12.31
<b>BT</b>	Malc Firth Landscapes Ltd	Grounds maintenance for August 2017 of Woody Heights the riverbank and the old and new Cemeteries	£1,197.31	£ 239.46	£ 1,436.77
<b>BT</b>	Prentice Bros	4 load of general waste (community skip) and 1 load of greenwaste (CPT)	£ 485.00	£ 97.00	£ 582.00
<b>BT</b>	TLC Signs and Banners Ltd	Skate park closure banner	£ 25.00	£ 5.00	£ 30.00
<b>BT</b>	Grant Thornton	Fee in respect of 2017 Annual Return	£ 400.00	£ 80.00	£ 480.00
<b>BT</b>	Viking	Stamps and carriage	£ 65.12	£ 0.58	£ 68.60
<b>BT</b>	Brian Barber	Reimbursement for the purchase of 400 Daffodil bulbs	£ 79.92	£ -	£ 79.92
<b>BT</b>	Brian Barber	Norton renewal for Parish Council's computers	£ 16.99	£ -	£ 16.99
<b>BT</b>	Mike Ward	Reimbursement for the purchase of a portable fire escape ladder	£ 45.49	£ 9.10	£ 54.59
<b>BT</b>	Getmapping Plc	ParishOnline Annual Fee	£ 216.00	£ 43.20	£ 259.20
<b>BT</b>	Mrs C M Fleming	Reimbursement for the purchase of 2000 crocus bulbs from Spalding Auction	£ 77.40	£ 15.48	£ 92.88
<b>DD</b>	British Telecom	Telephone and broadband charges for September 2017	£ 62.88	£ 12.57	£ 75.45
<b>BT</b>	Steve Fisk	Allotments, field paths and verge strimming. Trailer provided to	£ 232.00		£ 232.00

		Community Payback Team			
<b>BT</b>	Steve Fisk	Reimbursement for trimmer service at Masons Mowers	£ 50.01	£ 5.55	£ 55.56
<b>BT</b>	Ctax Management	Account records and associated payroll for July, August & September 2017	£ 312.50		£ 312.50
<b>BT</b>	A&M Print Ltd	3 meeting adverts - 21/7, 25/8 & 22/9	£ 72.00	£ 14.40	£ 86.40
<b>BT</b>	N Jibb	Reimbursement for woodstain	£ 5.77	£ 1.15	£ 6.92
<b>BT</b>	Gary Curtis	Design of Autumn 2017 newsletter	£ 50.00	£ -	£ 50.00
<b>TOTAL</b>			£7,619.43	£ 554.66	£ 8,176.99

2. **To consider the grant application received from Age Concern Deepings –** It was proposed by Councillor Shinkins, seconded by Councillor J. Stevens that a grant of £500 should be awarded. **Resolved** with 1 abstention (Councillor Hosking)
3. **To consider the grant application received from The Priory Community Hall –** A decision on this application was deferred pending further information regarding ownership of the building
4. **To consider the grant application received from The Deepings and Clinton Patient Participation Group –** It was proposed by Councillor Shinkins, seconded by Councillor J. Stevens that a grant of £500 should be awarded. **Resolved**.

**52.18 To consider planning matters**

1. **To consider the minutes and any recommendations from the Planning and transport committee meeting held on Thursday 24 August 2017 and 21 September 2017**

Councillor Blessett introduced the minutes and referred to agenda item 41.18 planning application S17/1387. He clarified that the 4.5 metres quoted in the planning application is the size of the piece of land that will remain on the frontage of the property NOT the size of the building work. He proposed that this application was accepted, seconded by Councillor Shinkins. **Resolved** with two abstentions (Councillors Dilks and J. Stevens)

2. **To consider the following planning applications received since the planning and transport committee**

S17/1797	Mr & Mrs Bird Barron's Farm, Barron's Farm Road, Stowgate, DSJ	Demolition of existing dwelling and erection of a replacement two storey dwelling  <b>Councillor Blessett proposed this application is accepted, seconded by Councillor Shinkins and resolved</b>
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		<b>with two abstentions (Councillors Dilks and J.Stevens)</b>
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53.18

**To receive and agree the Council's response to correspondence received since the last meeting.**

<b>Sender</b>	<b>Content</b>	<b>Response</b>
<b>For consideration</b>		
Charter of Trees Woods and People	Invitation to the Tree Charter Launch from 5.30pm to 8.00pm at Lincoln Castle on 6 <sup>th</sup> November 2017	Councillors Bowell and J.Stevens will attend this event
Woodland Trust	Confirmation that the Parish Council's chosen Tree Charter Legacy Tree will be delivered on 28/29 September and requesting that it is planted during National tree week (25/11/17 to 03/12/17) and encouraging DSJPC to hold an event to mark the planting of it	It was agreed that this would be discussed further at the Events and communications committee meeting on Thursday 12 October 2017
Holocaust Memorial Day Trust	Inviting DSJPC to commemorate Holocaust Memorial Day on 27 January 2108	It was resolved that Deeping St James Parish Council would not be commemorating this day.
Market Deeping Town Council	Invitation to the opening and closing of the Garden of Remembrance at 3pm on Sunday 5 and 19 November 2017 RSVP 31 October 2017	Councillors Bowell, Dilks, Hall Hosking, Shinkins J.Stevens, and Ward confirmed they would be attending on one or both of these days. Councillors Bowell Dilks, Hosking, J.Stevens and Ward also confirmed that they would attend the Remembrance Service at The Priory Church at 3pm on Sunday 12 November 2017.
Clerks & Councils Direct	Local Council news	It was agreed that these would not be circulated but were available in the office.
The Clerk	SLCC magazine	
Local Council Review	NALC magazine	

To receive and consider minutes and recommendations of committees, reports from advisory committees, members reports from external bodies, members reports of meetings, seminars, training and events attended on the Council's behalf:

1. **Meeting with Police Inspector Reid Martin on Friday 29 July 2017 attended by Councillors Bowell Dilks and J Stevens –** Report provided by Councillor Bowell the contents of which were noted.
2. **The Deepings Dog Show held on Jubilee Park on Sunday 30 July 2017 attended by Councillor Bowell –** Report provided by Councillor Bowell the contents of which were noted.
3. **Councillor Surgery at The Deepings Library on Saturday 5 August and Saturday 2 September 2017 attended by Parish Councillors Barber and Wallis and County Councillor Dobson –** Councillor Wallis advised that on the day he was representing the Parish Council it was not busy.
4. **The Deepings Raft Race on Sunday 6 August 2017 attended by Councillor Bowell -** Report provided by Councillor Bowell the contents of which were noted.
5. **Village sign plaque unveiling on Friday 8 August 2017 attended by Councillor Bowell -** Report provided by Councillor Bowell the contents of which were noted.
6. **The Summer play scheme at Deeping St James Community Primary School from Monday 7 August to Friday 11 August 2017 –** Councillor Shinkins had provided a report to the Youth and Community committee on Thursday 14 September 2017 and added to this that the play scheme had been run under the budget provided and a copy of the accounts had been provided to the Clerk and a refund of £195.17 would be forwarded shortly.
7. **The opening of Tallington Lodge Care Home on Friday 18 August 2017 attended by Councillor Bowell -** Report provided by Councillor Bowell the contents of which were noted.
8. **Allotments show, barbecue and prize giving on Sunday 20 August 2017 attended by Councillors Bowell and Ward -** Report provided by Councillor Bowell the contents of which were noted.
9. **To consider the minutes and any recommendations from the events and communications committee held on Thursday 24 August 2017 –** Councillor J. Stevens introduced the minutes referring to minute numbers 5.18, 6.18 and 10.18 advising that a logo for the MAD awards had now been designed, recommending that the Parish Council purchase its own Gazebo up to the value of £600, seconded by Councillor Hosking. **Resolved.** The advice sought by the Clerk from LCC Highways meant that bunting across the Highway was not feasible.
10. **Market Deeping Town Council Civic Service held at St Guthlacs Church on Sunday 3 September 2017 -** Report provided by Councillor Bowell the contents of which were noted.
11. **The Deepings Duck Race held on Sunday 3 September 2017 on River Welland attended by Councillor Bowell -** Report provided by Councillor Bowell the contents of which were noted.
12. **Neighbourhood Police panel meeting held on Monday 4 September 2017 attended by Councillors Bowell and J.Stevens -** Report provided by Councillor Bowell the contents of which were noted. This had led to a further meeting being arranged with the Chief Inspector and Inspector which would take place on Wednesday 6 October 2017
13. **Council finances training session held on Tuesday 5**

**September 2017 attended by Councillors Bowell and Ward -**  
Report provided by Councillor Bowell the contents of which were noted.

14. **The Deepings Community Library Summer Reading Scheme presentations on Saturday 9 September 2017 attended by Councillors Bowell and J.Stevens** - Report provided by Councillor Bowell the contents of which were noted.
15. **To consider the minutes and any recommendations from the youth and community committee meeting held on Thursday 14 September 2017** – Councillor Ward referred to minute numbers 9.18 and 8.18 advising that he had contacted 4 companies to obtain quotes for netting to be installed in around the MUGA. Two had responded and he proposed that the local firm Topcatt Fencing should be offered the contract. This was seconded by Councillor Shinkins. **Resolved.** He also advised that he had met with a representative from The Deepings Youth Group and further meetings would be arranged.
16. **The Deepings School presentation evening on Thursday 14 September 2017 attended by Councillor Dilks** who reported that it was well attended and a positive celebration of the Students successes.
17. **To consider the minutes and any recommendations from the Cemetery committee meeting held on Thursday 14 September 2017** – In the absence of Councillor Barber Councillor Shinkins introduced the minutes referring to agenda items 13.18 and 15.18. She proposed that planning permission and quotations for the work should be sought to reduce the height of 3 trees in the Cemetery, seconded by Councillor Blessett. **Resolved.** Previous correspondence (from 2011) advising that the area behind the Church may not be suitable for development as a garden of remembrance was referred to. Councillor J. Stevens proposed that due to the time lapse since this piece of correspondence, that this should be referred back to the Cemetery Committee for further consideration. This was seconded by Councillor Hosking. **Resolved.** Finally it was proposed by Councillor Shinkins, seconded by Councillor Dilks, that the Cemetery fees should increase by £20 for a grave plot and double depth cremated remains plot and £15 for a single cremated remains plot. **Resolved.**
18. **Braeburn Lodge social event on Tuesday 19 September 2017 attended by Councillor Bowell** - Report provided by Councillor Bowell the contents of which were noted.
19. **To consider the minutes and any recommendations from the Allotments footpaths and open spaces committee meeting held on Thursday 21 September 2017** – Councillor Ward referred to minute number 14.18 where it had been agreed to budget for the Gazebo and PA system in 2018/19. Councillor J. Stevens proposed that as there are sufficient funds in the 2017/18 budget this financial year they should be bought now, seconded by Councillor Shinkins. **Resolved.** Councillor Ward also updated members on an offer of sponsorship in respect of a flagpole if it was positioned on either the Village Green on Churchgate or the DSJUC garden on Church Street. As the Parish Council had already resolved to have a flagpole the Clerk was requested to investigate what permissions were required. Finally Councillor Ward asked for Parish Council permission to consult (by visiting them) the residents living near to the open spaces to obtain their opinions on how they would like these open

spaces to be enhanced. This was agreed.

55.18

**To consider**

1. writing to Lincolnshire County Council expressing support for their fairer funding campaign,
2. writing to our Member of Parliament expressing our concerns about the continued use of an unfair funding formula in Lincolnshire and,
3. writing to South Kesteven District Council asking them to consider moving a similar motion incorporating bullet points 1 and 2

Councillor Bowell proposed that the Parish Council should write to LCC, MP and SKDC as above, seconded by Councillor Dilks and **resolved**.

56.18

**To consider the options available in respect of the public payphone kiosk at Stowgate Road Deeping St James.**

Councillor Blessett proposed that the Parish Council purchase the payphone kiosk and a defibrillator to be installed in it, seconded by Councillor Hosking. Councillor J.Stevens has requested that the Clerk enquire about purchasing the payphone kiosk in Frognall for the same purpose and also requested that enquiries are made about purchasing red heritage phone boxes to replace the ones at Stowgate Road and Frognall.

57.18

**Staff appraisals - to agree who will complete and by what date.**

It was agreed that this would be discussed further at the Finance and general purposes committee on Thursday 19 October 2017.

58.18

**Parish Pump and to agree a volunteer to write the press report for next month's meeting.**

Reminder – Nominations for the Making a Difference Awards can be taken throughout the year. If you wish to make a nomination please contact the Clerk or Assistant Clerk.

Councillor Wallis volunteered to write the press report for the October meeting.

Councillor Shinkins requested that the date of the next Youth and community meeting was changed to 7pm on Thursday 16 November 2017. This was agreed

Meeting closed at 9.40pm

Signed .....

Date .....