



DEEPING ST JAMES PARISH COUNCIL

The Institute, 38 Church Street, Deeping St James, PE6 8EP

E-mail: clerk@deepingstjames-pc.gov.uk Tel: 01778 343266

Webpage: deeping-st-james.parish.lincolnshire.gov.uk

Facebook: Deeping St James Parish Council

Parish Clerk: Julie Fortnum

The minutes of the meeting of Deeping St James Parish Council held in the meeting room at The Institute 38 Church Street Deeping St James PE6 8HD on Tuesday 18 October 2022 at 7.30pm.

Present: Parish Councillors Denman, Fowler, Gilbert, Hall, Halls, Hosking, Little, Olson, Robinson, Shinkins-Hoppe, Stevens (District), Thomas (District) and one member of public.

The minutes were taken by the Parish Clerk.

OPEN FORUM

A member of the public asked what the plan is regarding maintenance of the trees in the Cemetery that border the gardens of the Burghley Close properties. The Clerk advised that the Arborists report completed in Autumn 2021 had not advised that any of these trees needed attention on health and safety risk assessment grounds. The Chair Councillor Shinkins-Hoppe informed the member of the public that these trees would be looked at and work on them would be considered as part of the rolling programme of tree works.

23.90 To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.

Apologies had been received and were accepted from Councillors Howell and Dilks. Councillor Rose was not present.

23.91 To receive declarations of interest under the Localism Act 2011 – being any interest in agenda items not previously recorded on Members' Register of Interests. Declarations of interest were received from Councillor Halls in respect of agenda item 23.95.1 and Councillor Stevens in respect of agenda item 23.95.4

23.92 To approve the minutes of the previous meeting held on Tuesday 27 September 2022.

Agreed and signed.

23.93 To receive the Clerks report and receive an update on matters arising from previous minutes.

-The Clerk has ordered 60 hedging plants from the Woodland Trust to be used to fill gaps in hedging at the Allotments and Jubilee Park.

-The Deeping St James Women's Institute borrowed litter pickers and bag hoops on Tuesday 27 September 2022 to complete a community litter pick.

-The gov.uk emails are now up and running thanks to Councillor Jack Little and an external IT Technician

-Councillor Shinkins Hoppe met with representatives of the Northern Footpaths Forum and Peterborough Environment City Trust on 10 October 2022 to continue to progress the River Welland footbridge project.

-Communication from the group The Community Works has been forwarded to the Deepings Neighbourhood Plan team as the group are following up the green walk

initiative which was featured in a National Association of Local Councils publication as a case study showing good practice in action against climate change. The neighbourhood plan team will consider how they can get involved in NALC's climate emergency network

-A relative of a youngster who had an accident at the skatepark that led to hospital treatment has contacted the Clerk asking if CCTV footage of the incident could be provided to confirm what had happened. The footage showed that the incident was an unfortunate accident with nobody else or obstacles involved.

-A burial took place on 3 October and further one is arranged for 22 October along with a cremated remains interment on 19 October.

-South Kesteven District Council's council tax support scheme for 2023/24 is under consultation from 26 September 2022 to 21 October 2022. The proposal is for no changes to the current scheme.

(<https://www.southkesteven.gov.uk/skdcNext/Training/CouncilTaxSupportSurvey.aspx>)

-A letter was issued to the Group Manager for Environment and Transport at Peterborough City Council and the City Councillor who is Portfolio Holder for Transport on 3 October 2022 regarding Heavy goods vehicles entering and existing the parish via the packhorse bridge over the River Welland and asking for improved and additional signage leading to the bridge. This was forwarded to the Transport and Network Manager within Peterborough City Council on 4 October 2022 to investigate and reply to, an individual who the Clerk has communicated with many times before; I am still awaiting a reply.

-A representative of the Deepings Rugby Union Football Club has asked to borrow litter picking equipment to use after the Fireworks display on Friday 28 October 2022 to clear litter in the area after the event.

-Following the news in the recent Neighbourhood Policing team's newsletter that two PCSO's were to be recruited to be based in Stamford and Bourne I was asked to find out what impact this would have on the Deepings. The response is that there was never going to be another PCSO in the Deepings. The current allocation for PCSOs is 2XStamford, 2XBourne and 1X The Deepings. Having the new PCSOs will have an effect on coverage in the Deepings as for the last 18 months or so the team have been running mostly with only 2 PCSOs which has meant that the Deepings PCSO has spent a great deal of time attending and dealing with incidents in Stamford and Bourne areas. With the new PCSOs, the Deepings PCSO should be able to dedicate more of their time to their allocated area and there should be few occasions where they are needed to attend other areas. The other PCSOs within the team will continue to assist the Deepings PCSO where appropriate. Also, now that PC Collinson has started as Beat Manager for Stamford, PC Wilson only has to cover the Deepings and Bourne instead of all 3. This will also help, as they will be able to spend more time with the PCSO in the Deepings.

-The application for a road closure to hold an event affecting the highway (the DSJ Remembrance Parade in the afternoon on Sunday 13 November 2022) has been approved and the Parish Council have been offered their own supply of signage for use in such circumstances. This needs to be collected from Horncastle on 28 October 2022 which I will arrange with the parish council maintenance team.

-The concrete plinth laid by SKDC to install a local resident's wooden memorial bench (which had to move due to vandalism) has been extended so a steel bench commemorating the Platinum Jubilee can be sited there.

-The dog waste bin situated on Jubilee Park at the Knight Close junction was uprooted from its position over the weekend of 14 to 17 October. It has been re-instated by a member of the Parish Council's maintenance team.

23.94 To receive reports from the District Councillors and County Councillor. Councillor Stevens no reported that a Ukrainian family who had been living with a local family had now got their own property in Deeping St James.

23.95 Financial matters:

1. To approve the payments for October 2022 – it was proposed seconded and **RESOLVED** that payments totalling should be paid £4,172.18

2. To note the income for October 2022 – income totalling £80,830.08

3. To receive the minutes and any recommendations from the finance, policy personnel committee meeting held on Tuesday 11 October 2022 – In the absence of Councillor Bowell, Councillor Gilbert introduced the minutes from this meeting from which there was one recommendation (minute 23.27). After discussing trying to find suitable alternative land for burial purposes to avoid the play area being used the committee recommends to full council that the Clerk is asked to contact Christ Church Oxford who are understood to be the own land within Deeping St James to see if they are interested in selling it. **RESOLVED.**

Councillor Gilbert also introduced the minutes of the personnel sub committee meeting held on 6 October 2022 which had been considered at the finance policy and personnel committee meeting stating that some issues that had come from the appraisals would be considered by the Cemetery committee and others needed to be dealt with by full council. As a member of the public was present it was proposed that these should be discussed at the end of the meeting. **RESOLVED.**

4. To consider donating £25 to the living advent window 2022 competition – Councillor Stevens introduced this item explaining that the idea was to encourage 24 street front properties in Church Street Deeping St James to dress their windows during advent and invite all residents of Deeping St James to visit, view and judge them with the winner choosing a charity to which the £25 would be awarded too. Deeping St James United Charities and the Parish Council would be asked to decorate a window at the Institute. This would also take place in Market Deeping and West Deeping. Seconded and **RESOLVED.**

23.96 Planning and transport matters:

1. To consider the minutes and any recommendations from the planning and transport meeting held on Tuesday 11 October 2022

Councillor Shinkins-Hoppe introduced the minutes of this meeting from which there were no recommendations however she did wish to point out that work towards the prospective road safety improvements along Church Street was ongoing.

23.97 To consider the following correspondence.

1. Barrett Corp Harrington providing a reinstatement cost assessment report in respect of the Village Cross and lock-up – the contents of the report were noted and the Clerk was asked to investigate what impact adding this information to the insurance schedule would have on the premium.

2. Safer Together Coordinator at the Office of the Police and Crime Commissioner Parish Policing sharing the priority setting feedback from the last quarter and a request for priorities for the next quarter – It was agreed to complete the priority request form for the next quarter requesting that priority is given to anti-social behaviour at Hereward Way, Jubilee Park and Woody Heights and speeding traffic on Horsegate, Linchfield Road, Spalding Road and Thackers Way. It was also agreed that the Clerk should invite the Safer Together Co-ordinator to the next Parish Council meeting on Tuesday 22 November 2022

3. Anglian Water Services Limited forwarding a non-statutory consultation on a proposed reservoir in Lincolnshire with a deadline of 21 December 2022 – It was agreed to respond saying that whilst Deeping St James Parish Council recognises the need for this new resource and acknowledges all the work being undertaken to bring this project which will bring wildlife, recreation, business and tourism benefits to Lincolnshire to fruition because of the distance of the proposed site from Deeping St James, they feel that they are too far away to make any material comment.

The member of the public left the meeting.

23.98 To re-consider applying for adverse possession of the Riverbank originally considered in January 2022 (minute 22.120)

Councillor Gilbert started the discussion by stating that he had consulted with some residents (approximately 15) and many had assumed that the Parish Council already owned the riverbank, others had said they would be in favour of the Parish Council applying for adverse possession.

Councillor Shinkins-Hoppe advised that a lot of work had already been done to establish that the Parish Council could apply for adverse possession and legal advice suggests the parish council are in a good position to build a strong case. She also noted that the Parish Council had agreed a budget of £2000 to cover likely costs.

Councillor Stevens said that the biggest liability was the trees along the bank but these could be cut back quite viciously and come back as strong as ever. She also added that the Parish Council only starting cutting the grass when another (?) stopped as the area is an asset to the community. She did note that all the properties along Eastgate had riparian rights over the bank forming part of their gardens.

Councillor Denman agreed that the trees would have to be managed which he felt may be costly and advice from a tree surgeon should be sought but he felt that the Parish Council should embrace the opportunity.

It was proposed seconded and **RESOLVED** that the Parish Council should continue to pull together the evidence required to complete an application for adverse possession.

23.99 To agree to and finalise arrangements for the Remembrance Parade on Sunday 13 November 2022.

Councillor Shinkins-Hoppe advised that the Group Scout Leader had confirmed that this year all the Scouts would be attending the service at St Guthlacs Church in the morning.

The Parish Clerk had applied and been granted permission to close the highway (Church Street) put in place a diversion (Hereward Way and Broadgate Lane) in order to hold an event.

After attending a traffic management for community events training course Councillor Shinkins-Hoppe and the Parish Clerk were qualified to act as road closure stewards.

It was proposed seconded and **RESOLVED** a Deeping St James Remembrance Parade should take place at 2.30pm on Sunday 13 November 2022.

The Clerk should contact the following groups 'inviting' them to attend – The Royal British Legion, The Rotary Club of the Deepings, The Deepings Lions, Deepings Round Table, Deeping Rangers Football Club, Deeping United Football Club, Deepings Swimming Club, Deeping Rugby Union Football Club, Deeping St James United Charities, The Primary and Secondary Schools, the Vicar Choir and congregation.

Parish Councillors Denman, Gilbert, Hall, Halls, Hosking, Little, Olson, Robinson, Shinkins-Hoppe and Stevens said they would be available to help with road closure signage prior to the event (from 1.30pm) and process the Church (from 2.30pm).

23.100 To consider responsibilities for future events which are not organised by the Parish Council.

Councillor Shinkins-Hoppe proposed that at the annual Parish Council meeting held in May each year along with a meeting schedule an events schedule should be distributed so that the Council could plan accordingly. An events sheet would be created for each event confirming the resources needed and the responsibilities of the organisations involved before commitment to attend or hold an event was agreed. All those present agreed that this would assist with planning. Councillor Stevens advised that the date for the Carols in Jubilee Park would be Friday 16 December 2022. The Friends of Jubilee Park group had already booked the Salvation Army Band to attend. It was agreed that the Parish Council would apply to South Kesteven District Council for permission to hold the event on their land and that the Parish Council's public liability insurance would cover the event. An item needs to be on the Council agenda for 22 November 2022 to finalise the requirements for this event.

23.101 To consider the offer of a large cut Christmas Tree to be sited at Jubilee Park. Councillor Robinson advised that Swines Meadow Nursery had offered a 20ft Christmas Tree to be placed approximately 20 feet from the electricity supply in Jubilee Park. Swines Meadow have offered to install the tree. A discussion about lighting was discussed - solar, battery or cabling to the electricity supply lighting - but not agreed. Councillor Stevens expressed concern for the tree as there was a history of vandalism to trees on Jubilee Park and general anti-social behaviour however it was seconded and **RESOLVED** to go ahead in principal with the donation of a tree.

All Councillors were invited to bring their suggestions for lighting to be considered at the November meeting.

23.102 To receive options for a storage shed to be installed at the Cemetery.

The Parish Clerk had provided 5 options with specifications and prices for consideration. Councillor Gilbert advised that in his opinion the two priced under £1000 should be rejected as they would not be substantial enough and proposed that the 10ft 11" x 7ft 4" Asgard unit priced at £2,379 was purchased. This was seconded and **RESOLVED**. Councillor Gilbert advised that there would be further costs as a concrete base would need to be laid and the unit would need to be installed but the parish council's maintenance team would do this work.

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

1. To receive a report on the annual Deeping Dog Show which took place on Sunday 2 October 2022 – Councillor Stevens advised that it had been a good well attended event with over 100 dogs entering the classes. Through entry fees, sponsorship, pitch fees, a Tombola, a cake stall, guess the weight of the cake and guess the name of the cuddly dog approximately £600 had been raised.

2. Lincolnshire Association of Local Councils annual general meeting and conference held at the Bentley Hotel Lincolns on Wednesday 12 October 2022 – Councillors Hosking and Halls had attended this event and they participated in workshops on elections, youth engagement and the role of the Monitoring Officer and visited the Parish Online Digital Mapping and the CCLA Investment Management Limited stands.

3. To receive an update on the informal meeting with the Deepings School Headteacher held on Wednesday 12 October 2022 – Councillor Olson (along with Councillors Shinkins-Hoppe, Little and Halls and the Parish Clerk) attended this meeting where the Interim Head Teacher explained the need to raise standards, acknowledged the recent excellent GCSE and A level results and expressed his willingness to work with the community and community groups as he wanted to offer more co-curricular activities/opportunities to the students

4. To receive the minutes and recommendations from the Allotments committee meeting held on Thursday 13 October 2022 – Councillor Halls introduced the minutes of the meeting from which there were no recommendations but she did mention that Councillor Rose had offered to look at soil testing equipment so that the level of contamination on plot 32B could be assessed before its future use was agreed. It was acknowledged that this may prove costly and a risk assessment would be required so the suggestion may need re-visiting.

5. To receive the minutes from the extraordinary Cemetery Committee meeting held at 6.45pm on Tuesday 18 October 2022 – Councillor Olson introduced the minutes of the extraordinary meeting that had been held prior to the Council meeting which had been called to agree the most suitable surfaces for the footpaths in the old Cemetery. The Committee recommended to council that the 2 paths nearest to Church Walk be returned to grass, the next path be laid with grass and grid overlay and the path closest to the Hereward Way end be laid as a solid path ideally York Stone but also to obtain a quote for a cheaper alternative. It was also recommended that the slabbed path in the new Cemetery should be re-laid in York Stone or a cheaper alternative. A contractor should be sought to complete the work. Whilst York stone was expensive it was in keeping hard wearing and would weather well. The recommendation was seconded and **RESOLVED** and the Clerk was asked to obtain 3 quotes to be brought back to Council.

6. Scribefest free conference for Clerk, RFO's and Councillors held via zoom on Friday 14 October 2022 – The Clerk and Assistant Clerk had dipped in and out of this conference during the day which had offered information on bullying, law and the model code of conduct, web accessibility, creating warm spaces, update to the practitioner's guide on accountability and governance, using social media to engage your community and the future of transport. The event has been recorded and the Parish Clerk will share the recording with all the Councillors when it is received.

In order to continue the discussion from agenda item 23.95.3 it was **RESOLVED** to move into closed session in accordance with The Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters. The Assistant Clerk left the meeting.

23.95.3 Councillor Gilbert introduced the minutes of the personnel sub-committee which had been held on Tuesday 6 October 2022 and shared with the finance policy and personnel committee on Tuesday 11 October 2022, from consideration needed to be given to points raised from the staff appraisals which took place in July 2022. Increasing the mileage allowance paid, investigating providing a parish council vehicle, payment for working additional hours and incorporating additional bank holidays into the holiday entitlement, salary increases and investigating reviewing the parish councils profile and spinal column point benchmarks were considered. Councillor Little suggested that these decisions should be delegated to the personnel sub-committee however Councillor Gilbert said that it was the Parish Council as a corporate body that was the employer so he did not feel it appropriate that the 4 Parish Councillors on the personnel sub-committee should make such decisions.

It was **RESOLVED** to move out of closed session to deal with the remaining item on the agenda

23.104 Parish Pump – items for information or inclusion on future agendas.

On behalf of the Exotic Pet Refuge Councillor Hosking thanked the Parish Council for the grant they had provided towards the purchase of a replacement van which was now in use.

Councillor Shinkins-Hoppe brought an additional piece of correspondence to the Councillors attention. Following the decision at the Council meeting held on 20 September 2022 not to purchase a conifer to be planted on the green at Churchgate a Church Warden from the Priory Church had asked if the Parish Council would purchase a potted Christmas Tree to be placed near the entrance to the Priory Church along public right of way number 8 to be enjoyed by all members of the community who visit the Church or walk through the Churchyard. Although not an official agenda item this was put to the vote and narrowly agreed. The Clerk was asked to contact the Church Warden and say that the Parish Council agreed in principle to the idea of purchasing a potted Christmas tree but would require costings so that the request could be approved officially at the next Parish Council meeting on Tuesday 22 November 2022.