



DEEPING ST JAMES PARISH COUNCIL

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

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Parish Clerk: Julie Fortnum

The minutes of the annual meeting of Deeping St James Parish Council which was held in the meeting room at The Institute 38 Church Street Deeping St James PE6 8HD on Tuesday 16 May 2023 at 7.30pm.

Present: Parish Councillors Bowell, Denman, Dilks (County and District), Gilbert, Halls, Hosking, Rose, Shinkins-Hoppe, Smith, Stevens, Louise Brown, the Assistant Clerk and one member of the public, Les Green

The minutes were taken by Julie Fortnum, Parish Clerk

24.1 To elect a Chairperson of the Parish Council.

Councillor Hosking proposed, seconded by Councillor Smith that Councillor Shinkins-Hoppe should continue as Chairperson for a further year. It was **RESOLVED** that Councillor Shinkins-Hoppe should continue as Chairperson and the acceptance of office was signed.

24.2 To elect a Vice Chairperson of the Parish Council.

Councillor Hosking proposed, seconded by Councillor Shinkins-Hoppe that Councillor Gilbert should continue as Vice Chairperson. Councillor Bowell counter proposed, seconded by Councillor Rose that Councillor Halls become Vice Chairperson as it was important to offer other Councillors the opportunity to learn for the future. The counter proposal was put to the vote and rejected. It was **RESOLVED** that Councillor Gilbert continue as Vice Chairperson and the acceptance of office was signed.

Councillor Shinkins-Hoppe took the opportunity to welcome Councillor Smith to Deeping St James Parish Council and Les Green who was observing the meeting as he was considering co-option.

24.3 To note that written declarations of acceptance of office and undertakings to observe the Code of Conduct adopted by Deeping St James Parish Council on 21 May 2021 have been received from all Parish Councillors prior to the commencement of this meeting.

The Clerk advised that declarations of acceptance of office had been signed in her presence by all Parish Councillors other than Councillor Fowler. It was agreed that the Clerk should contact Councillor Fowler and arrange for him to sign his acceptance of office prior to the commencement of the meeting on Tuesday 20 June 2023.

24.4 To note that completed registration of disclosable pecuniary interest forms under the Localism Act 2011 have been received from all Parish Councillors. Please note these are required to be forwarded to South Kesteven District Council within 28 days of 4 May 2023.

The Clerk advised that completed registration of disclosable pecuniary interest forms had been received from all Parish Councillors other than Councillor Fowler. It was agreed that the Clerk should contact Councillor Fowler and arrange remind him that the this needed to be completed and returned to her as soon as possible to allow time for her to forward a scan copy of it to be sent to South Kesteven District Council within the prescribed timescale.

Councillor Shinkins-Hoppe proposed that current standing orders were suspended in order to discuss the next item as the decisions made would lead to amendments to them. Seconded and **RESOLVED**

24.5 To appoint Committees and advisory committees.

Councillor Shinkins-Hoppe opened discussions by proposing that membership of each committee should be limited to 5/7 members, that committee chairs should also be agreed at this meeting rather than at the first meeting of each committee and encouraged everyone to join those committees where their strengths and knowledge would be put to best use. This was seconded and RESOLVED.

Allotments Committee

Membership - Councillors Bowell, Fowler, Halls, Rose and Shinkins-Hoppe

Committee Chair – Councillor Halls

Cemetery Committee

Membership – Councillors Bowell, Halls, Hosking, Shinkins-Hoppe and Stevens

Committee Chair – Councillor Stevens

Finance Policy and Personnel Committee

Membership – Councillors Bowell, Gilbert, Halls, Shinkins-Hoppe, Smith and Stevens

Committee Chair – Councillor Bowell

Recreation Open Spaces and Events Committee

Membership - Councillors Halls, Hosking, Rose, Shinkins-Hoppe, Smith and Stevens

Committee Chair – Councillor Shinkins-Hoppe

Councillor Dilks joined the meeting at 7.50pm

Planning and Transport Committee

At this point Councillor Shinkins-Hoppe proposed that this committee be renamed Planning and Highways as Transport suggested the Parish Council operated a bus service. This was rejected as Councillor Gilbert suggested using the word Highways could lead to more enquiries about the condition of the road surfaces and signage whilst although the Parish Council did not operate a bus service it had provided bus shelters, cycle lanes speed indicator signs and run transport related educational campaigns

Membership – Councillors Denman, Gilbert, Shinkins-Hoppe, Smith and Stevens

Committee Chair – Initially Councillor Shinkins-Hoppe then from 4 July 2023 (after completion of Councillor training course) Councillor Smith. Councillor Smith advised that he was Vice Chair of the Deepings Neighbourhood Plan group and also ran a planning consultancy business so was qualified and happy to Chair the planning committee.

Personnel sub-committee

Membership – Councillors Gilbert, Halls, Hosking and Shinkins-Hoppe

Committee Chair – Councillor Gilbert

Emergency Planning sub-committee

Membership – Councillors Bowell, Halls and Hosking

The above committee structures, chairpersons and names were **RESOLVED**

It was noted that the newsletter team consisted of Councillor Stevens, the Clerk and the Assistant Clerk however all Councillors would be invited to write articles to be

included. The Facebook would continue to be administered by the Clerk and the Assistant Clerk and the Webpage would be administered by the Lincolnshire Association of Local Councils Webmaster who the Parish Council had a service level agreement with and the Clerk and Assistant Clerk (who was completing training via the LALC Webmaster)

24.6 To nominate and/or appoint representatives on outside bodies.

Deeping St James United Charities – As a nomination had been requested Councillor Stevens proposed that Councillor Shinkins-Hoppe be put forward to be considered as a Trustee. This was seconded by Councillor Gilbert and **RESOLVED** with one abstention. Councillor Howell requested that the reason for his abstention was noted. He had no objection to Councillor Shinkins-Hoppe being nominated but he was unable to vote as he felt that the way DSJUC had removed Councillor Halls from being a Trustee was wrong

Deeping Youth Group – Councillor Dilks proposed that Councillor Hosking should be nominated to be a Parish Councillor representative on this group. Although Parish Councillors had sat on this Trust, the Trust had never requested a Parish Council nomination. The Clerk advised that she would contact them and suggest that this should be the case especially as the Parish Council financially supported them. Agreed

Deeping Community Library – Councillor Shinkins-Hoppe proposed that Councillor Stevens continues as the Parish Council representative on this group. Again, the Clerk advised that Councillor Stevens was not a Parish Council representative on this group as their constitution much like the Deeping Youth Group did not call for one however, she would contact them and suggest that this should be the case as the Parish Council financially supports them. Agreed

The following organisations have not requested Parish Council representation however Parish Councils are involved with these groups and the association is considered jointly beneficial

Neighbourhood Policing Community Group – Councillor Stevens stated that given that the Police Station is no longer open and there will soon be no police presence in the Deepings with the loss of the Police Community Support Officer it was valuable for this group to continue to meet to provide an avenue for the public to feed in concerns.

Councillor Dilks agreed stating that this should be an agenda item for the next meeting to agree a way forward

Councillor Howell reminded everyone that the Parish Council had already resolved to support meetings organised by this group so he felt that contact should be made with Market Deeping Town Council to discuss arranging a meeting.

It was agreed that an item should be added to the next agenda and that the Clerk should contact neighbouring parishes to obtain their thoughts.

Resilient Lincs steering and governance group – Councillor Hosking was happy to continue representing the Parish Council and attending meetings however she pointed out that she had not been made aware of any meetings for sometime now

St James Signal Box Group – Councillor Stevens confirmed that she would continue on this group and it was noted that if member of the public, Les Green, was co-opted he was also a member.

Welland Footbridge Project – Councillors Denman and Shinkins-Hoppe

Deepings Neighbourhood Plan group – Councillors Shinkins-Hoppe, Smith and Stevens

Deepings School Governing body – Councillor Shinkins-Hoppe advised that she continued to be a School Governor

The Wildlife Trust @ Deepings Lakes – Councillors Denman and Shinkins-Hoppe

The Langdyke Trust Clare Country Project – Councillors Denman, Hosking, Shinkins-Hoppe and Stevens

The Welland River Trust Lowland Steering Group – Councillor Bowell

Welland and Deepings Internal Drainage Board – Councillors Dilks and Smith

Langtoft, The Deepings and District branch of the Royal British Legion – Councillor Dilks

24.7 To receive the meeting Schedule from today up to the next annual Parish Council meeting scheduled to take place on Tuesday 21 May 2024

Agreed and noted

24.8 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 by the Parish Council from Councillor Fowler

24.9 To receive declarations of interest under the Localism Act 2011 – being any interest in agenda items not previously recorded on the registration of disclosable pecuniary interest forms.

Councillor Shinkins-Hoppe declared an interest in agenda item 24.9.2

24.10 To approve the minutes of the previous meeting held on Tuesday 18 April 2023.

It was proposed seconded and **RESOLVED** to approve the minutes

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

- A pitch at the Rose and Sweetpea Show (Saturday 24 June), the Carnival (Sunday 25 June) and the Raft Race (Sunday 6 August) have been requested.

- The Police Priority setting form has been sent requesting anti-social behaviour (including mopeds riding on the grass and bin fires) at Jubilee Park and Woody Heights be set as a priority for the third quarter (1 July to 30 September)

- Contact has been made with the Parish Clerks of Baston, Greatford Langtoft and West Deeping offering Deeping St James Parish Councils support regarding the consultation on potential gravel and limestone extraction sites for allocation in the new Lincolnshire Minerals and Waste Local plan leading to 7 sites across these 4 parishes being put forward. So far, only West Deeping Parish Council has acknowledged receipt and said they will be in touch.

- A branch (from a tree in a resident's garden) which was reported as hanging over public right of way no 8 (known as Church Walk) posing a hazard when reported by telephone was dealt with promptly by Lincolnshire County Council.

- A truck was purchased and insured on 9 May 2023, towbars and sensors to be fitted on 9 June 2023

- After the Clerk requested an update regarding the missing lamppost along the public right of way running through Jubilee Park the Local Highways Manager advised that it was removed on 15 February due to corrosion at the base with a

target of 3 months for work to replace it to be completed. He has pressed for this to be acted upon as a priority due to the pending transfer of ownership of Jubilee Park
Councillor Dilks said that he was pleased that responsibility for the public right of way running through Jubilee Park was being retained by Lincolnshire County Council as in his role of County Councillor he had received some complaints about its condition

- The transfer of ownership of Jubilee Park has been hindered by the discovery that some areas of the park are in fact unregistered. Both the District and Parish Councils legal teams are of the opinion that the only way that this can be dealt with is by an application for adverse possession utilising a statement of truth being made however these are known to be very slow to be acted upon by the Land Registry. It is hoped that putting the transfer of ownership request in prior to or at the same time as the adverse possession request may expediate dealing with it.

Councillor Gilbert requested that an agenda item be added to the planning and transport committee meeting to be held on Tuesday 23 May 2023 for this to be considered further

- The accounting year end has been completed on the Scribe accounting system and the clerk will provide the Internal Auditor with the documents they require to sign the Annual Internal Audit report and also prepare the Annual Governance and Accounting Return to be presented to the Parish Council to be agreed and signed at the meeting on 20 June 2023.

- The Deepings Lions have invited the Chair of the Parish Council to present bouquets to the Flower Parade Ambassadors and to say a few words at the opening of the Deepings Carnival on Sunday 5 June 2023

- The Deepings Lions have advised of their desire to refurbish the heritage phone box in the Market Place in Market Deeping and suggested that when complete they may offer to refurbish the one on Church Street in Deeping St James. As the kiosk in the Market Place is still operational and it is unknown whether British Telecom will give permission to do any work, the Clerk has advised that the kiosk in Church Street is owned by the Parish Council who would give permission for the work to go ahead

- The Deepings Lions have advised that they have had confirmation from South Kesteven District Council that they can re-wild an area at the rear of Linchfield School on Wade Park Avenue. Advice on planting is being sought and will commence in the Autumn.

24.12 To receive reports from the District Councillors and County Councillor.

District Council report

Councillor Dilks advised that newly elected members Councillors James Denniston and Bridget Ley sent their apologies for not attending this meeting but will both be at the next meeting on Tuesday 20 June 2023. The recent elections have led to many changes and political control of the Council is unknown as yet and will be agreed at the annual District Council meeting on Thursday 18 May 2023

County Council report

Councillor Dilks advised that the annual County Council meeting would be held on Friday 19 May 2023 and whilst he is currently the Leader of the opposition this may change at this meeting.

Councillor Dilks concluded showing his commiserations to Councillor Judy Stevens advised that some residents had continued to contact her and she had forwarded emails to him and asked to look and deal with them.

24.13 To agree the wording of an advert to co-opt members onto the Parish Council to fill the 4 vacant seats.

From discussion came the suggestions that commitment needed to be sold up-front, and an invitation to attend some meetings prior to applying should be encouraged. Individuals should be encouraged to call in to see the Clerk or organise drop-in sessions to speak to Councillors. Councillor Rose offered to help the Clerk with some words for an advert.

24.14 Financial matters:

1. Prior to agreeing payment to approve the insurance renewal invitation received from BHIB Insurance.

Councillor Howell confirmed that he had read the policy schedule and raised some questions that the Clerk had answered. He confirmed that the schedule covered the needs of the Parish Council. It was proposed seconded and **RESOLVED** to accept the quotation.

2. To approve the payments for May 2023 – it was proposed seconded and **RESOLVED** to make payments totalling £26,811.40. Councillor Shinkins-Hoppe abstained from the vote.

3. To note the income for May 2023 – income totalling £1428.18 was noted

4. To agree a donation to the Deepings Scouts to acknowledge their help with craft and sports activities at the Coronation Party in the Park

Councillor Gilbert proposed a donation of £100 seconded by Councillor Dilks.

RESOLVED

5. To consider whether to take out an extended warranty for the recently purchased vehicle.

Councillor Shinkins-Hoppe proposed that this warranty was taken out as the cover appeared good. Councillor Dilks disagreed saying that he would advise against taking up this warranty as many common issues would not be covered, Councillor Gilbert agreed. It was decided not to go ahead with this warranty.

24.15 Planning matters

1. To consider the following planning applications

Application No: S23/0617 [Planning search - 21 Eastgate \(southkesteven.gov.uk\)](#)

Applicant: Mr and Mrs P Whittaker

Proposal: Erection of dwellings to the rear of existing house (all matters reserved with the exception of access)

Location: 21 Eastgate, Deeping St James, Lincolnshire, PE6 8HH

It was proposed seconded and **RESOLVED** to respond with no comment

Application No: S23/0750 [Planning search - 25 Pendlebury \(southkesteven.gov.uk\)](#)

Applicant: Mr Stefan Coleman

Proposal: Two story side extension

Location: 25 Pendlebury Drive, Deeping St James, Lincolnshire, PE6 8QF

It was proposed seconded and **RESOLVED** to respond supporting this application

Application No: S23/0821 [Planning search - S23/0821 \(southkesteven.gov.uk\)](#)

Applicant: Mr G Forcellati

Proposal: Pollard two lime trees

Location: 90 Church Street, Deeping St James, Lincolnshire, PE6 8HD
It was proposed seconded and **RESOLVED** to respond supporting this application

At this point Councillor Shinkins-Hoppe mentioned planning application S23/0723 in respect of non-material amendments (S21/2148) at 85 Church Street Deeping St James PE6 8HF and requested that this was added to the planning agenda for the meeting on Tuesday 23 May 2023

23.16 To consider the following correspondence.

1. Deeping St James United Charities letter dated 18 April 2023 giving 2 months-notice to vacate the store at the Cross School as tenders have now gone out on the replacement of the outbuildings

The Clerk advised that all the items had now been removed to either the storage unit at the Cemetery or the container unit at the Allotments. Councillor Shinkins-Hoppe requested that an item be added to a future agenda to consider the improvements to the Cross School and the future of the Parish Council at the Institute.

2. TV Licensing letter dated April 2023 stating that this unlicensed business address is being investigated. The Clerk has sent confirmation advising that no-one at this address watches or records live TV, or downloads or watches BBC programmes on iPlayer so no TV license is needed.

Noted.

3. West Deeping Parish Council email acknowledging Deeping St James Parish Council's offer of support regarding the ongoing call for sites for gravel extraction within the Lincolnshire County Council's Minerals and Waste Local Plan. They will be back in touch after they have discussed the matter.

Noted

4. Lincolnshire Association of Local Councils email invitation for nominations to act as representatives on the Associations Management Committee.

None of the Councillors wished to be nominated.

5. A reply from the Police and Crime Commissioner for Lincolnshire via The Rt Hon Sir John Hayes to a letter issued regarding the closure of the Deepings enquiry office and future police presence in the Deepings. The former has been answered and permission to pass the letter to the Chief Constable's office for a Force reply regarding patrolling in the Deepings has been requested.

It was agreed that this would be considered at the next council meeting on 20 June 2023 when Policing in the Deepings would be added to the agenda.

6. Invitation from the Deepings Community Library to the Library extension plans consultation between 10am and 4pm on Thursday 18 May 2023

This had already been forwarded to Members by the Clerk. Noted.

7. Invitation from the Deepings Lions to attend the opening of phase 2 of the sensory garden at the Deepings Community Centre at 2pm on Saturday 20 May 2023

This had already been forwarded to Members and the Clerk reminded those who would be attending to RSVP to the Community Centre directly

24.18 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. Deepings Lions Charter Anniversary Dinner held at Masonic Lodge at Bretton on Saturday 22 April 2023.

Councillor Shinkins-Hoppe advised that she had attended this with the Market Deeping Town Council Deputy Mayor, Councillor Bob Broughton and advised that it is was a very good event

2. St George's Day Parade along Church Street Deeping St James and the Service at the Priory Church on Sunday 23 April 2023

Councillors Shinkins-Hoppe and Stevens had attended this event.

3. Annual Parish meeting and presentation of the making a difference awards at The Deepings School Conference Centre on Tuesday 25 April 2023

Councillor Gilbert said that this was a very well attended event with a good representation from more than just nominees, he felt the format was good, very succinct. He was sure that others would look to it and say that it was a very good meeting. Councillor Shinkins-Hoppe thanked Kirstie Johnson, the head of the Deepings School, who was a big part of pulling everything together

4. Langtoft Deepings and surrounding area Royal British Legion branch raising of the Union Flag to celebrate the Coronation of King Charles III at the Riverside Park High Street Market Deeping on Saturday 6 May 2023

Councillors Shinkins-Hoppe represented Deeping St James Parish Council at attended this event

5. Coronation Picnic in the Park on Jubilee Park on Sunday 7 May 2023

It was agreed that this was a very good event, well attended, the band were excellent and everyone enjoyed it. Councillor Shinkins-Hoppe thanked everyone concerned.

6. Bidwells public consultation of plans for proposals for a new housing development on land between Peterborough Road and the A15 Market Deeping held between 3.30pm and 8.30pm on Tuesday 16 May 2023

Councillor Smith said it was a good consultation with lots of information and people to speak to. He stated that this land is already allocated for housing in the SKDC Local Plan and this was the landowners next step to getting permission for the development of 80 houses. This consultation was about the key things that need to be included. If outline planning permission is obtained the owners will sell the land to a developer. He concluded by saying the Deepings Neighbourhood plan group, Market Deeping Town Council and Deeping St James Parish Council needed to keep an eye on the progress. The consultation showed that SKDC guidelines on planning were being followed, there would be good circular roads and 30% affordable housing, a wide band of greenery between the development and the bypass a main adopted road with unadopted spurs and green areas maintained by a management company and paid for by residents.

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

Councillor Stevens reminded everyone of the 'Storyfest' which will take place on 27 and 28 May 2023 from 1.30 until 5pm at the Community Centre and Library and has been funded by SKDC, UPP Broadband, Deeping St James United Charities, The Rotary Club of the Deepings and the Deepings Lions.

Councillor Howell advised that he had attended the funeral of the late Lisa Hughes former Deeping St James Parish Councillor.

Councillor Howell also said he was concerned about the tree on the green at Churchgate. Councillor Shinkins-Hoppe advised that a this would be considered at the recreation open spaces and events committee meeting on Tuesday 30 May 2023

Councillor Smith advised everyone that the first beer festival (organised by the Thirsty Giraffe) is being held in the Priory Hall and Vicarage gardens over the weekend of 9 to 11 June 2023

Councillor Dilks advised that there is a new member of the Royal British Legion who is a documentary maker who is looking for World War II veterans to interview so please advise him if any are known.

Councillor Shinkins-Hoppe advised that she along with Councillor Smith had attended the Market Deeping Town meeting on Wednesday 23 May 2023 representing the Deepings Neighbourhood plan group the format of which was very different to the Deeping St James Parish meeting.

Meeting finished at 9.20pm

Signed

Date