



# 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 Deeping St James Parish Council which will be held in the meeting room at The Institute 38 Church Street Deeping St James PE6 8HD on Tuesday 19 September 2023 at 7.30pm.

Present: Parish Councillors Denman, Dilks (County and District), Fowler, Green, Gilbert, Hosking, Shinkins-Hoppe, Smith, Stevens, Townsin and District Councillor Denniston.

The minutes were taken by the Parish Clerk, Julie Fortnum.

As no members of the public were present there was no public forum.

**24.59** 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 Halls.

Councillor Denniston offered District Councillor Ley's apologies.

Councillor Rose was not present.

**24.60** 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.

None declared.

**24.61** To approve the minutes of the previous meeting held on Tuesday 22 August 2023.

Agreed and signed.

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

-Lincolnshire Police contacted the office on Wednesday 23 August 2023 enquiring about CCTV from the camera at Marville Court shops.

-The External Auditors report was received from PK Littlejohn following the submission of the Annual Governance and Accounting Return for 2022/23 with one exception noted

The AGAR was not accurately completed before submission for review:

- The smaller authority has not restated the 2021/22 figure when revaluing assets in section 2 box 9. Please note that the Practitioners Guide allows smaller authorities to use any reasonable valuation method provided that the prior year figure is restated for consistency and comparability

-Councillor Shelton from Market Deeping Town Council has contacted the Parish office requesting a meeting with a nominated Councillor and the Parish Clerk to consider the putting the grass cutting of the Deepings highway verges out to tender for 2024. Deeping St James Parish Council to agree a nominated representative.

*It was agreed that Councillor Stevens and the Parish Clerk Julie Fortnum would meet with Councillor David Shelton and the Town Clerk, Gail Darnes*

-Damage to a road sign on Hall Meadow Road, a grit bin on Linchfield Road and a tree on Swift Close behind Carousel Nursery have all been reported to the relevant authority.

### **Allotments Committee**

-Plot Numbers have been received from Men in Sheds and delivered to the allotment site on Sunday 13<sup>th</sup> August with cable ties to attach, an email has gone out to all tenants, to advise that they are there.

- Plot 32B The Allotments Association requested the removal of the planters from plot 32B as they had become a health and safety hazard. The Council had previously agreed that these planters would be removed, but were awaiting a lull in the maintenance team's schedules to complete the job. The Allotments Association were given the go-ahead to make a start on removing the old planters and leaving the soil for the maintenance men to remove in readiness for the Allotments Show. The maintenance men have begun removing the soil and will continue until the job is complete.

-An email was sent out to tenants asking not to leave useful belongings outside the shed in the car park. They were also asked not to leave rubbish outside the maintenance storage container and finally, to advise council of any illness or long-term holiday/time away that may affect tenancy conditions.

-The Assistant Clerk contacted Cllr Fowler to approach contractors for concise quotes regarding Roadway 1.

-At the June Full Council, it was agreed to make changes to the Tenancy Agreement and also to raise the Tenancy Rents by £2 per full plot and £1 per half plot, to commence September 2024.

Contracts were sent out to tenant's week ending Friday 18<sup>th</sup> August 2023.

-On the 28<sup>th</sup> July 2023, the Parish Council received a report of a piece of shiplap having been removed from a shed and therefore the contents of the shed could be viewed. An email was sent to all tenants asking them to be vigilant; not to leave valuables on site and to report any stolen belonging to the Police and the Parish Council. No further reports have been received.

-Wasps' nests have been found and reported to the Parish Council. The Parish Council contacted SKDC for information, where they advised they no longer have a pest control dept, so the issue falls to the public to manage privately. The Parish Council then checked with LALC (Lincolnshire Association of Local Councils), and they advised that the Parish Council should take on the responsibility. Finally, the NSALG website was viewed and it states; if the nest is causing no harm, leave it, as the wasps' finish in winter and whilst active will eat the aphids. The outcome appears to be that if wasps are a problem contact the Parish Council who will find a contractor to deal with the issue, otherwise, leave the wasps be. An email was sent to all tenants to make them aware of wasps on 31/07/2023. Further information needs to be sent to inform tenants of this status.

### **Cemetery Committee**

-Several members of the public have contacted the Parish Council office raising a variety of concerns -

1.The hedge at the rear of the new Cemetery encroaching some of the cremated remains memorial tablet.

*The Clerk has advised that this will be cut back in the Autumn*

2.The lack of grass cutting in the oldest section of the old Cemetery including directly at the rear of the boundary fences of the properties on Burghley Close.

*The Clerk has advised that this area of the Cemetery is not being cut as often to encourage bio-diversity however it will be cut at least twice a year however the area at the rear of the rear of the Burghley Close residents boundary fences would be cleared regularly to avoid the growth encroaching into their back gardens (this has been completed by one of the maintenance staff).*

3. Teenagers congregating in the old Cemetery at the Hereward Way end. especially behind the secure storage unit, moving the 3 unsecure benches and causing a nuisance.

*The Clerk has advised both the members of the public that they should report these incidences to the Police as they are taking place and also that in order to reduce the appeal of the area the 3 benches will be either be secured at an appropriate location or removed from the Cemetery*

4. The weeds growing between the slabbed path and under the Grace memorial bench in the New Cemetery

*The Clerk has advised that it is the intention to relay the slabbed path in the Autumn/Winter so maintenance on the area has been reduced until that is complete*

5. The removal of ornaments from the grave bed and a request to install a small ornamental bench instead of a headstone which contravenes the current Cemetery regulations.

*The Clerk is in ongoing communication with the family members hoping to come to an agreeable conclusion which may include financial support from the Deeping St James United Charities*

-Since the last committee meeting there has been one burial (in a previously reserved plot). A further burial (in a previously reserved plot) has been arranged for Wednesday 6 September 2023 and an interment of ashes (in a newly allocated plot) has been arranged for Friday 8 September 2023.

### **Planning and transport**

-Deeping St James Parish Council have received an update regarding the S106 payment for bus stops and maintenance at the new development along Linchfield Road, advising that a report is to be drafted by SKDC to allow funds to be authorised and SKDC will arrange payment once this report has been signed off.

### **Recreation and open spaces**

-Three very successful summer activities were funded by Deeping St James Parish Council run and organised by Our Forest Garden, Artivity and Madcaps.

-The Clerk saw an advert for the Rock School Bus ([Rock School Bus | Bringing the magic of music to your community](#)) which may be something to consider at a future event at the Woody Heights or Jubilee Park.

-After receiving three quotations for the installation of CCTV at Jubilee Park the Parish Council has resolved to accept the one received from JC Security and Councillor Shinkins-Hoppe and the Clerk will work with the Company towards completing this project.

-Following the confirmation from Lincolnshire County Council Legal Services that the Parish Council cannot make a claim for adverse possession of the riverbank as it forms part of the highway the Clerk has sent an email for the attention of the Highway Asset Management team (including photos and quotations recently obtained to complete the work asking for work to be carried out to the trees along

the riverbank – photographic evidence and the quotations recently received have also been included.

-A member of the public has contacted the parish Council office asking if the missing wooden post (1 of 4) used as goal posts can be reinstated at the Crowson Way end of Jubilee Park as he has noticed that they are well used and it has been missing for over 2 years and should be a cheap fix. The Clerk has contacted SKDC to see if they will repair this prior to the completion of the transfer of ownership of the park to DSJPC.

-There have been two reports of mopeds in Woody Heights (it is understood that this happens frequently) one of a group of youngsters riding around the grassed area carelessly without helmets and causing a danger to other users of the park. The other incident of two mini mopeds being used on the concrete ramps themselves forcing those on trick scooters and BMX bikes to move off the ramps. Both have been reported to Lincolnshire Police and photographic evidence and CCTV footage has been offered to these incidences. The advice given was to report them any future incidences on 999 whilst they were taking place. The Clerk has ordered 2 No motorcycles allowed signs to be placed at both entrances

**24.63** To receive reports from the District Councillors and County Councillor.

#### **Councillor Denniston's District Council Report**

Councillor Denniston advised that members of Deepings Leisure Centre Community Group visited the Deepings Leisure Centre along with representatives from Kier and it was noted that there was not much more damage than had been seen in January 2023 when they last visited. He advised that the community group are very keen to get the Leisure Centre re-opened and their expression of interest application goes to Lincolnshire County Council. LCC will only partner with a company who provides leisure services day in day out as they could not justify handing the centre to 8/10 members of the public.

#### **Councillor Dilks' County Council Report**

County Councillor Dilks stated that he would be taking up the Station Road closure without any notice tomorrow as this is not acceptable and had inconvenienced many. He advised that he had been informed by the Area Highways Manager that Church Street was unsuitable for surface dressing and that there was no funding for traffic calming schemes although it could be looked at when the next development's section 106 monies are available.

County Councillor Dilks continued by saying that on Friday 15 September 2023 the Council met to consider what to do with the 10 million underspend from last year. He had proposed using 1 million to extend the healthy activities and food programme during school holiday for free school meal children as there were known to be 24000 in Lincolnshire and one 4500 attend. A further 1 million would open the programme up to about 1200 more children. The Council resolved to use the 10 million on Highway repairs. Councillor Dilks also lobbied for funding for Police Community Support Officers and intends to raise this again at the Police and Crime Panel that he is attending on Friday 22 September 2023. He also advised that he had attended a meeting at the Deepings School along with others from LCC and SKDC and The Rt Hon Sir John Hayes MP where the MP advised that he has a meeting with the Junior Education Minister to progress sorting the lease and it was hoped that there would be a red ring around the Deeping Leisure Centre.

Following on from Councillor Denniston's report Councillor Dilks advised that LCC will provide some funding towards the Deepings Leisure Centre if an expression of interest is successful as demolition would cost 1.5 million. SKDC had also been approached to make a contribution.

### **Councillor Dilks' District Council Report**

Councillor Dilks advised that the District Council were trying to improve the length of time that a council house is listed as void – the period between when it is returned to the Council and when the Council re-let it. The industry norm is a period of 40 days and currently South Kesteven District Council's norm is over 100 days. This is largely due to poor investment over many years leading to many empty properties requiring significant work before being able to be re-let. Because of this the length of time properties are empty is not likely to reduce quickly. Councillor Dilks also advised that 1 million pounds has been moved from the Housing Revenue account to buy house on the open market to boost the Council housing stock and that new houses were also being built in Stamford and Grantham.

Councillor Dilks concluded by reminding everyone of the opportunity to meet the District Council Cabinet members between 1pm and 2pm on Monday 25 September 2023 at The Deepings Community Centre Douglas Road Market Deeping.

#### **24.64 Financial matters:**

1. To approve the payments for September 2023

It was proposed, seconded and **RESOLVED** to pay £12,119.96

2. To note the income for September 2023.

It was noted that income totalling £3,205.83 had been received.

#### **24.65 Planning matters:**

1. To receive the minutes and any recommendations from the Planning and Transport committee meeting held on Tuesday 12 September 2023.

Councillor Smith introduced the minutes of this meeting from which there were no recommendations.

2. To consider the following planning applications

S23/1592 [Planning search - S23/1592 \(southkesteven.gov.uk\)](https://www.southkesteven.gov.uk/planning-search)

Proposal: Proposed replacement single storey side extension.

Applicant: Mr S Mackay

Location: 55B Linchfield Road Deeping St James Lincolnshire PE6 8EP

Councillor Smith introduced this planning application proposing that no objections or comments were raised by the Parish Council. Seconded and **RESOLVED**.

#### **24.66 To consider the following correspondence.**

1. Invitation from the Mayor of Grantham, Councillor Mark Whittington to his Civic Sunday which is being held on Sunday 8 October 2023. The Service will begin at 11:00am in St Wulfram's Church followed by a reception at The Guildhall . RSVP by Friday 29 September 2023 – Councillor Shinkins-Hoppe advised that she had asked the Parish Clerk to find out if the Mayor of Market Deeping Town Council, Councillor Broughton, was attending and if so, she would attend with him.

2. Invitation from the Deepings Lions Club to attend the presentation of the money raised at the Deepings Duck race to take place to our two beneficiaries: Dementia Support South Lincs and Alzheimer's Research, UK at our meeting on Wednesday 27th September at 7.30 pm at Odd Fellows Hall 57 Church Street, Market Deeping, PE6 8AN – Councillor Shinkins-Hoppe confirmed that she would be attending

3. Invitation to complete South Kesteven District Council's community consultation strategy: <http://bit.ly/OurPeopleOurPlace>. The consultation runs until 20 September 2023 – It was agreed that Councillor Smith would respond on behalf of Deeping St James Parish Council.

**24.67** To receive and consider the nature recovery template provided by the Langdyke Trust and completed by Councillor Denman.

Councillor Denman advised that he had attended a further meeting of the Nature Recovery Cluster Group which consisted of several parishes and that Helpston were holding a hedge laying event on 12 October 2023 and that Uffington were holding a bulb planting event on 21 October 2023. Councillor Denman proposed that Deeping St James Parish Council should hold a bulb planting event and advised that he had forwarded an email to the Clerk which may provide funding for the bulbs. The Parish Clerk confirmed that even if external funding was not available a budget of £500 had been agreed to purchase bulbs, hedging and/or wildflowers in this financial year. It was agreed that an event should be organised to take place at 10.30am on Saturday 28 October 2023 with daffodil bulbs being planted on the Riverbank, the open space at Fraser Close and the open space on the junction of Speedwell Court with Lady Margaret's Avenue.

Councillor Denman stated that the nature recovery template was a large task especially in a parish the size of Deeping St James and he asked for all Councillors and Staff to provide him with any biodiversity gains information that the Parish Council had been involved as he did intend to find the time to complete it.

**24.68** To discuss the future lease of the L shaped piece of land within the School playing field to Lincolnshire County Council.

Councillor Gilbert introduced this item providing a background to the ownership of the land and explaining that overtime it had become no longer available for members of the public to use it.

Recent communication from Lincolnshire County Council's Head of Property Strategy and Business Operations had advised that they intend to move forward by working with DSJPC and the school to simplify the land holdings, by way of LCC passporting the leases it holds with the Parish to the school as part of the Academy lease works. Kier Estates team and Legal Services Lincolnshire will work with DSJPC and the school to bring the best outcome for all concerned.

It was proposed seconded and **RESOLVED** that the Parish Clerk should contact the Association of Local Councils to see if they could provide legal advice or suggest who could and that legal advice should be appointed as soon as possible to review the lease and agree a way forward.

**24.69** To receive quotations for the resurfacing of roadway 1 at the Allotments site. Councillor Fowler introduced this item advising that he had investigated gravel and tarmac planings as a surface option. From these investigations it was confirmed that gravel was not suitable for this path and that tarmac planings were readily available. Councillor Fowler has contacted 5 contractors and the Assistant Clerk contacted several others before this but only two quotes have been forthcoming. Whilst having only two quotes for comparison does not comply with the Parish Councils Financial Regulations (which state that the Parish Council should obtain 3 quotes if the value of the contract is between £3000 and £25000), the Parish Clerk/Responsible Financial Officer recommends that the Financial Regulations are

suspended in this instance in order to avoid delaying this project any longer as it can be proven that quotations have been sought but have not been forthcoming. It was proposed, seconded and **RESOLVED** to suspend standing orders and consider the two quotes obtained. Councillor Fowler proposed that the quotation of £5895.00 from company B should be accepted. It was seconded and **RESOLVED** that the contract should be awarded to Lindum Peterborough and the Clerk was asked to write accepting their offer, requesting a construction programme and a completion date.

District Councillor Denniston left the meeting.

**24.70** 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. The Deepings Duck Race held from noon until 5 pm on Sunday 3 September 2023 opened by the Chairperson, Councillor Shinkins-Hoppe who confirmed that 3000 plastic ducks entered the water the most ever sold.
2. The employee appraisals were completed by Councillors Gilbert and Hosking on Monday and Tuesday 4 and 5 September 2023 – The Parish Clerk was asked to arrange a personnel sub-committee meeting on either 4 or 11 October 2023 to consider any actions required from the appraisals. It was agreed that Councillor Stevens would join this sub-committee.
3. Cemetery Committee meeting held from 7pm on Tuesday 5 September 2023 – Councillor Hosking introduced that minutes from this committee from which there were no recommendations.
4. Recreation and open space committee meeting held from 8pm on Tuesday 5 September 2023 – Councillor Shinkins-Hoppe introduced the minutes of this meeting from which there was one recommendation which Councillor Smith was asked to present.

Councillor Smith had provided a preliminary vision for improving Jubilee Park and also an expression of interest in overseeing the project from an organisation called Groundworks. He advised that he had also contacted a company called Sports and Play Consulting Limited who could oversee the project but were not able to assist in providing funding opportunities and Peterborough Environment Civic Trust who had confirmed that this was not something they got involved with. The recommendation from the Committee was that the Council should consider the preliminary vision and agree to refurbish Jubilee Park using the services of designers and project managers moving the project forward as one design for the whole park but to implemented in stages. Some comments were raised such as whether there was a need for 3 metre wide lit paths, that there would be a need for the kick about area at Thackers Way end of the park to be fenced to avoid balls going into the road, that local residents were known not to be supportive of the current 'wild' area, that many parents were known to take their children elsewhere due to the poor play facilities on this park, whether the gym equipment in its current circuit layout was used as most that others had seen were altogether and most importantly that the improvements should be informed, guided and driven by the users of the park as many of the Parish Councillors were not all regular users of this area. Groups such as the Friends of Jubilee Park and KinD (Kids in Deeping) had been formed by users who had completed consultations in the past and raised money for improvements. It was commented that community consultation and engagement should be the first objective with this project. It was proposed, seconded and **RESOLVED** to form a

working party consisting of members of Deeping St James Parish Council (Councillors Rose, Shinkins-Hoppe, Smith and Stevens), Friends of Jubilee Park and KinD (Kids in Deeping) to engage and consult the community and then report back to the Council.

5. Parish Walk from the Exotic Pet Refuge around the Nature Reserve along the riverbank and return from 2pm on Sunday 10 September 2023 - Councillor Hosking reported that the walk had started in brilliant sunshine however the attending did get caught in the storm so were drenched on their return.

6. Service of dedication at Lincoln Cathedral at the invitation of the Chairman and Lady of Lincolnshire County Council, Councillor Robert Reid and Mrs Julia Reid from 3.45pm on Sunday 10 September 2023 attended by the Chairperson, Councillor Shinkins-Hoppe who advised that she had travelled with the Mayor of Market Deeping Town Council Councillor Broughton and the event was attended by a large number of other civic dignitaries.

7. Fire training provided by B-Safe training held in the Institute meeting room from 9.30am on Monday 11 September 2023 attended by the Parish Clerk , Assistant Clerk and Councillor Shinkins-Hoppe.

8. Age Concern AGM held at the Open-Door Church from at 7pm on Monday 11 September 2023 attended by the Chairperson, Councillor Shinkins-Hoppe.

9. Traffic Management for Community Events (LANTRA) held at Horncastle on Tuesday 12 September 2023 attended by Councillor Bowell and one maintenance team.

10. Allotments committee meeting held from 7pm on Tuesday 12 September 2023 – in the absence of Councillors Halls and Bowell Councillor Shinkins-Hoppe introduced the minutes of this meeting form which there were two recommendations.

Minute 15.24 The Committee recommended that the priorities on the Allotments waiting list should be amended to the following

1. Deeping St James Parish residents requesting a first plot
2. Deeping St James Parish residents requesting a second plot
3. Residents from outside the Parish requesting a first plot
4. Residents from outside the Parish requesting a second plot

**RESOLVED**

Minute 21.24 - The committee recommended that the allotment tenancy agreement should become a rolling yearly contract, meaning that contracts will be handed out at the beginning of a tenancy and that only any changes that are made to the tenancy agreement will be sent out, via email or paper if no email is used, when it is reviewed (which is annually) thus saving paper, postage, ink and time.

**RESOLVED**

It was proposed seconded and **RESOLVED** to suspend standing Orders and continue past 10pm to deal with the remaining matters on the agenda.

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

Councillor Shinkins-Hoppe requested that an agenda item be added to next months agenda to consider the Deepings Leisure Centre Community Group CIC  
Councillor Shinkins-Hoppe advised that she had met with the contractor who would be installing the CCTV at Jubilee Park and they had stated that incorporating an electrical supply for lights for a Christmas Tree was not advisable. It was suggested that if the Parish Council do have a Christmas Tree at this location that they use solar lights instead.



Councillor Dilks advised that he had just sent an email to the LCC Area Highways Manager asking for an explanation for the lack of notice in respect of the Station Road/railway crossing closure

Meeting closed at 10.10pm

Signed

Date