

MINUTES OF MEETING

Minutes of the **Full Parish Council Meeting** of Ketton Parish Council held on **Wednesday, December 19, 2018** in The Parish Office, Stocks Hill Lane, Ketton, STAMFORD, Lincolnshire, PE9 3TW, commencing at 7:30 pm.

Present: Cllrs Charge, Wright, Cade, J. Rogers, Southern, Couzens, S. Rogers, Langley, Warrington, McGilvray, Allan, Andrew, Naylor, County Cllr Brown & the Clerk

2018/12/01 To receive and approve Apologies for Absence

Apologies were received from County Cllr Conde' approved

2018/12/02 To receive Declarations of Interest, Dispensations and Additions to Registers [Section 27 Localism Act 2011]

None

2018/12/03 To approve and sign the Minutes of the Parish Council Meeting of November 21, 2018

The Minutes were approved as an accurate record and signed.

2018/12/04 To receive any Matters Arising for information exchange [NB Matters Arising may only appertain to the immediately preceding Parish Council Meetings - i.e. November 21, 2018]

None

2018/12/05 Police Report

No police were present at the meeting, but PC Peter Icke sent an area crime report for the past month, dated 17 December. During the last 31 days there has been reported in the Rutland South Beat; one theft of fuel from a lorry, the theft of a horse box from a farm building, one theft of batteries from a business, one theft of heating oil in Ketton, (the police advice residents to ensure that they have a secure cap fitted/alarm on their tank), one theft of fuel from a storage tank, burglary dwelling – rear patio door forced, in Ketton, one incident of theft of vehicle registration plates - in Ketton, one burglary dwelling entry via side kitchen door - nothing stolen, theft of a vintage tractor, the theft of mini digger from garage on a building site - in Ketton, overnight theft of van from outside a motel, the theft of metal from garden, 2 males make off in 53 plate van, in Ketton.

Residents are advised not to leave personal belongings, including baby changing bags on display in vehicles, as these are being targeted by thieves. The joint Rutland North and Rutland South priority remains as Rural Crime in relation to burglaries, car crime and theft. Although it is now winter, the police are still seeing reported incidents of theft from vehicles parked in isolated spots, where property has been taken, and ask that local residents do not leave any valuables in their vehicles. Residents are advised to move the valuable property to the boot area, prior to their arrival, as perpetrators may be watching.

There have been 2 dwelling burglaries on the South Beat this month. The police advice residents to leave some lights on and make their homes appear occupied, especially with the darker nights now upon us. If you can prevent access to your rear garden even better, as this is the preferred point of entry for burglars.

The police are still working to tackle issues which include Hare coursing, & have conducted 2 Operation Galileo's this month with the support of Lincolnshire police, and have had a massive reduction in calls regarding this issue so far this year. This has been potentially linked to the late sowing of crops meaning less hares in the fields, but the police will continue to monitor this issue closely, & ask for residents to report any incidents seen. The police continue to utilise the ANPR camera in Rutland to identify vehicles travelling through the County either with no driving documents, or linked to crime. They will continue to work closely with the local residents and will alert you as soon as crime is reported and ask that if anything suspicious is seen to report through 101.

2018/12/06 Public Question Time : Members of the Public to Parish Council : Parish Council to County Council

There were no members of the public present.

C.Cllr Brown confirmed that the sub-contractor has finished repairing the damaged Collyweston bridge, and the road has now reopened.

C.Cllr Brown is also liaising with the Diocese regarding the piece of land behind Ketton Library & the west boundary wall to the Library, which requires immediate repair to ensure its safety.

The councillors thanked C.Cllr Brown for his ongoing work in resolving issues on behalf of Ketton residents. The Clerk has written to the Diocese to express the council's concerns that the wall still hasn't been repaired.

2018/12/07 To Minute and approve the following payments:

To be signed

101617 Mr B Pick		Plants purchased for Library	£38.88
101618 Ketton PCC		Village Diary inserts	£150.00
Ebuyer (UK)Ltd	Debit card	Printer paper	£23.27
101619 Mrs M Cade		Travel expenses	£11.70
101620 Tracey Green		Parish Office cleaning	£10.00
Lakeland	Debit card	Compost bin	£28.56
101621 LRALC		Training course fee	£80.00
101622 Leics & Rutland Wildlife Trust		Donation iro tree decorations	£5.00
101623 Tommy Plummer Tree Services		Tree work	£192.00
Scottish Power	Direct debit	Parish Office electricity	£70.00
101624 Back Velvet Pest Control		Mole control	£60.00
101625 ARBprint Ltd		KPC website maint. & C/Box printing	£859.00
101626 Mrs Rachel Persani		Social Media Services	£172.70
101627 Assistant handyman		Assistant handyman's salary	£228.80
101628 Handyman		Handyman's salary	£402.44
101629 Harrison & Dunn Ltd		Maintenance supplies	£49.45
Millennium Ltd	Direct debit	Monthly pc back	£7.20
Fentons of Bourne Ltd	Debit card	Countax mower service	£595.30
101630 Parish Clerk		Clerk's salary	£696.48
101631 HMRC		PAYE & NI	£376.47
Nest	Direct debit	Clerk's pension contributions	£76.21
SCH Supplies Ltd	Debit card	Salt spreader & guard	£1,376.40
A Local Printer Ltd	Debit card	N.Plan leaflets	£241.00
101632 Mr T Charge		Refreshments	£22.50

Council resolved that the accounts set out in 2018/12/07 be accepted for payment.

2018/12/08 To receive and approve the Financial Statements and to sign the Reconciliation

The Financial information was approved as an accurate record and the Reconciliation signed.
Cllr McGilvray gave a brief resume' of the accounts, with overall expenditure being within budget.

2018/12/09 To receive, approve and adopt Committee Reports for November/December 2018, viz.

2018/12/09.1 F&GP	22 November, 2018
2018/12/09.2 Planning	4 December, 2018
2018/12/09.3 Highways & Open Spaces	5 December, 2018
2018/12/09.4 PR&M	10 December, 2018

Minutes of the Finance & General Purposes Committee 22nd November 2018

Present: Cllrs Charge (Chair), Warrington, McGilvray

1. Apologies for Absence – Cllrs Southern, Cade
2. Minutes of the meeting on 23rd November 2017 were approved
3. Matters arising – None
4. F&GP Budget for FY 2019 – 20

	18 - 19 Budget	19 - 20 Budget	Difference
Receipts			
Bank Interest	£75	£100	£25
VAT Repaid	£5,000	£5,000	
Whitebread Trust	£300	£300	
Wayleave payment	£75	£75	
Community Hub	£900	£900	
Total Income	£6,350	£6,375	

Expenditure			
Clerks salary & NI	£12,300	£12,600	£300
Insurance	£850	£800	-£50
External Audit	£325	£325	
Internal Audit	£170	£170	
Travel & Training	£300	£300	
Subscriptions	£410	£410	
Office Electricity	£600	£550	-£50
Post/Stationary/Printer/PC	£900	£900	
Equipment Testing	£50	£50	
Parish Meeting	£200	£200	
Telephone & Broadband	£530	£530	
Contingency	£250	£250	
Office Cleaning	£120	£120	
VAT	£5,000	£5,000	
Data Protection Officer	£50	£40	-£10
Legal fees	£100	£0	-£100
Office Repairs	£100	£50	-£50
Community Hub Consumables	£400	£400	
Community Hub Project	£400	£400	
Election Costs	£0	£1,710	£1,710
Section 137			
Neighbourhood Plan	£0	£100	£100
British Legion & Wreath	£50	£50	
Bugler	£50	£50	
Flag Raiser	£50	£50	
IT Trainer	£50	£50	
Wall Build Leader	£0	£50	£50
Defibrillator Maintenance	£200	£200	
Total Expenditure	£23,455	£25,355	£1,900

The major change is the addition of £1700 to cover the cost of the parish council election which will no longer be covered by RCC and the increase in the clerk's salary to cover the agreed national pay award. £100 was also budgeted to cover any Neighbourhood Plan costs prior to them getting their grant.

5. Council Budget for FY 2019 - 20

The budgets of the PR&M, F&GP + H&OS were amalgamated. It was agreed to amend the H&OS budget to £31350 by removing the budgets for new street lights, grit bin and bench, though an extra £3000 had to be added to cover the costs of maintenance of the play equipment in Hall Close. The PR&M budget was amended to £5475 by reducing the budgeted amounts for the Social Media coordinator and the costs budgeted for a village plan were eliminated. The amount taken from reserves will be increased to £9000

The following proposal was agreed

	2018 - 19	2019 - 20	Change	
Income				
F&GP	£6,350	£6,375	£25	0.4%
H&OS	£5,350	£4,000	-£1,350	-25.2%
PR&M	£2,520	£2,520	£0	0.0%
Precept	£38,310	£40,285	£1,975	5.2%
Reserves	£4,000	£9,000	£5,000	125.0%
Total	£56,530	£62,180	£5,650	10.0%

Expenditure					
F&GP	£23,455	£25,355	£1,900	8.1%	
H&OS	£28,095	£31,350	£3,255	11.6%	
PR&M	£6,275	£5,475	-£800	-12.7%	
Total	£57,825	£62,180	£4,355	7.5%	

The suggested precept is £40285 which is an increase of 5.2% over last year

Date of next meeting: TBD

KETTON PARISH COUNCIL

MINUTES OF PLANNING MEETING

Minutes of a Meeting of Ketton Parish Council Planning Committee (Under Delegated Powers) held at 7.30pm, Tuesday 4 December, 2018, in The Parish Office, Stocks Hill Lane, Ketton, STAMFORD, PE9 3TW

Present: Cllrs Cade, S.Rogers, Couzens, Wright & Co-opted member Stirling

1. **To receive Apologies for Absence**
None
2. **To receive Declarations of Interest and Additions to Registers**
[Localism Act 2011]
Agenda item 5.4 - Cllrs Cade and Wright are Trustees of Molesworth Eventide Homes
3. **To approve and sign Minutes of the Planning Meetings held on 20 November, 2018**
The Minutes were approved as an accurate record and signed.
4. **To receive any Matters Arising for information exchange and to note the decisions of RCC upon Applications previously submitted to Ketton Parish Council**
2018/0758/FUL, 2018/1013/FUL Noted
5. **To consider and comment upon the following Planning Application pertaining to tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area:**
 - 5.1 Application Ref: 2018/1170/CAT
The Lodge, 5, Pinfold Gate, Ketton, Rutland, PE9 3TR
Proposal: 1 no. Wisteria (C1) - Fell and treat stump.
Application dated 15 November, 2018
No Objections – We note that in section 6.2 of application no damage is indicated – is this an error?
 - 5.2 Application Ref: 2018/1079/CAT
Chater Lodge, High Street, Ketton, Rutland, PE9 3TJ
Proposal: 1 no. Horse Chestnut - Take back 2 to 2.5 metres off 3 branches on West side to allow light into gardens. Remove 2 no. Hawthorn Trees. Thin out boundary shrubs and take back to 1 metre of fence line.
Application dated 14 November, 2018
No Objections
 - 5.3 Application Ref: 2018/1169/CAT
Nutts Farm, 92A, High Street, Ketton, Rutland, PE9 3TE
Proposal: 1 no. Silver Birch & Oak (TG1) and 1 no. Rowan (T1) - Fell and treat stump to mitigate further subsidence damage to neighbouring property.
Application dated 14 November, 2018
No Objections

5.4 Application Ref: 2018/1182/CAT
Molesworth Bungalows, High Street, Ketton, Rutland
Proposal: Fell 6 No. Lawson Cypress Conifer Trees.
Application dated 22 November, 2018
No Objections

6. **To consider and comment upon the following Planning Application:**
None

7. **To agree the parish council's response to the Consultation on Rutland's Draft Fourth Local Transport Plan (To be approved by Full Council on 19 December)**
All Planning Committee members have looked at the proposals, and drafted a response to the consultation. The draft document was primarily agreed by the Planning Committee & will be referred to Full Council for approval.
Copies of the Consultation on Rutland's Draft Fourth Local Transport Plan documents are in Ketton Library, for the public to view.

8. **To discuss the Home Farm proposed development**
This will be a reoccurring agenda item for future planning meetings. The Planning Committee also asked if the following question to be asked at future Hanson Liaison meetings:
Q. What progress has been made in negotiations with the developer of Home Farm?
The Planning Committee would emphasise that Ketton Parish Council would like to be involved in the **early** stages of any planning applications.

9. **To note correspondence received**
None

10. **News items to be included in Council News Page in St Mary's Church Magazine**
None

11. **Discussions/proposals by Councillors of items to be tabled on future Agendas**
To discuss the Home Farm proposed development

12. **Any other Urgent Business - To receive items previously notified to the person presiding**
None

13. **Closure of meeting at 7.40pm and confirmation of date of next scheduled meeting as Tuesday 18 December, 2018**

MINUTES

Highways and Open Spaces Committee

Minutes of the Meeting of Ketton Parish Council Highways and Open Spaces Committee
(Under Delegated Powers) held on
Wednesday 5 December, 2018, at 7.00 pm in The Parish Office, Stocks Hill Lane, Ketton,
STAMFORD, PE9 3TW.

1. Present: Cllrs Allan, Naylor, Wright, Couzens, Southern Co-opted members Dave Parry, Phil Greaves, Brian Pick & the Clerk

Apologies for Absence: Apologies for Absence were received from Cllr Warrington & accepted.

2. To receive Declarations of Interest, Dispensations and Additions to Registers
(Section 27 Localism Act 2011): **None**

3. To approve and sign Minutes of the H & OS Meeting from 7 November, 2018
The minutes were approved and signed

4. To receive any Matters Arising from the Minutes:- **None**

5. Questions from Members of the Public:- **None**
6. **Street Lighting**
Nothing to report. Cllr Warrington will update the committee at the next meeting.
7. **Grass Cutting**
Grass cutting tender packs were issued to 8 contractors on 11 October, to be returned by the end of November. Cllrs Warrington & Allan will open and evaluate all of the tenders received on 13 December.
Cllrs Warrington, Allan & the Clerk
8. **Churchyard/Cemetery**
Nothing to report.
9. **Hall Close**
Cllrs Allan & Wright will explore other options for the storage of the display tables, belonging to Ketton Horticultural Society, which are stored in the container. **Cllrs Allan & Wright**
The Countax mower is currently being serviced. Dave Parry & Phil Greaves have recently completed a course for the use of ride on mowers, and been issued with NPTC Certificates of Competence. Full Council has approved the allocation of £1500 from reserves to purchase a towable gritter for salting pavements in Ketton. The Clerk will order the gritter & snow chains for the Countax mower.
Clerk
10. **Quarterly accounts review**
The H&OS accounts were reviewed. Expenditure this quarter was more than the budgeted amount, and will be closely monitored to ensure that the annual spend is within budget.
11. **To put forward proposals to Full Council to ring fence any required budget for 2019-2020**
To approve a request to Full Council for £3,000 from council reserves in 2019-20
to replace the safety mats under the children's play equipment in Hall Close, and for repairs to the play equipment
The proposal to ask Full Council for £3,000 from council reserves in 2019-20 to replace the safety mats under the children's play equipment in Hall Close, and for repairs to the equipment, was approved.
12. **Requests to RCC for Projects**
To discuss drafting an Integrated Transport Capital Programme - Scheme Proposal Form for the widening of Station Road by cutting back the encroaching verge
Dave Parry has done a test dig of the grass verge on Station Road, and established that the verge has encroached onto the tarmac by approx. 2 ft. Cllr Wright will draft a proposal to RCC for the verge to be cut back, to widen the road, which will improve road safety.
Cllr Wright
13. **Work for handymen in next 4 weeks**
The handymen have a full programme for the next 4 weeks.
14. **News items** - for Council News Page in St Mary's Church Magazine
The minutes will be forwarded onto Cllr Cade to decide which items to include in the news page.
Cllr Cade
15. **Notices & Correspondence**
None
16. **Agenda items for next meeting**
To approve the award of the 2019 – 2021 grass cutting contract(s)
17. **Any other Urgent Business**
None
18. Meeting closed at 7.44pm and the next meeting date was confirmed as
Wednesday, 2 January, 2019

PR & MAGAZINE COMMITTEE MINUTES

Minutes of the Meeting of Ketton Parish Council PR & Magazine committee held on Monday 10th December at 7:30 pm at the Parish Office.

Present: Cllrs G. Southern (chairman), A. McGilvray, J Rogers, S Langley, J Collier, R Persani

Apologies for absence – A Bullimore

1. Declarations of interests and Additions to Register – None
2. Minutes of the previous meeting held on the 12th November 2018 were approved as an accurate record and signed.
3. Matters Arising – None
4. Chatterbox

The December issue has been published and is being distributed. The chairman will contact the Tinwell rep to determine if they still intend to provide any articles for Chatterbox. If not distribution to Tinwell will cease. A comment on the accuracy of the article on the forgotten battle of Losecoat Field has been received and will be investigated.

5. Social Media

RP had produced some statistics on people who had liked the Ketton News page, these showed that the majority were from the local area, but the site was liked by people as far away as USA and Australia. There had been 507 page views and had reached just over 3000 people in the month

6. Website

Stats for NOVEMBER

263 Visitors (250 UK, 13 ROW)

184 Unique visits (Only visit once in month)

648 Page visits (723 October)

179 Home

45 Amenities

57 What's On

41 Parish Council Meetings

22 Ketton Contacts

35 Meeting & Agendas

21 Neighbourhood Plan

25 White Bread Trust

24 Police Alerts

99 Others

50% Bounce rate (Visit only one page)

Top Starting Pages (First page you see on landing on site)

HOME (50%)

News (9%)

AMENITIES (8%)

Minutes/Agendas (7%)

Meetings (6%)

Ketton Events (6%)

White Bread (5%)

7. Village Events

KSCC will hold a free children's Christmas Party on 24 Dec (4 - 7 pm)

Wassail – this will be held in Hall Close on Jan 26th 2019

A tea party will be held in Carver Court on 17th Feb 2019. If available the Community Choir will be asked to sing

Monty Andrew is planning to hold another informative walk in the village in the early summer.

The possibility of holding a whist drive was discussed

A general discussion was held on whether the council should continue to put on events aimed at the whole village. No decision was reached

It was agreed that we should ask all villagers to advertise any communal events they are planning via the website & Facebook page

8. Village Christmas Tree

- The tree is up and shining brightly. Decorations have been provided by the Ketton Knitters
9. News items to be included in Council News Page in St Mary's Church Magazine
MC to be sent a copy of the minutes.
 10. Notices & Correspondence
None
 11. Agenda Items for the next meeting
None
 12. Meeting closed at 8:30 pm
Next meeting will be held on Monday 14th January 2019 at 7:30 pm

The Planning meeting scheduled for 18 December was cancelled.

The Committee Reports for November/December 2018 were received, approved and adopted

- 2018/12/10 To receive an update on the Ketton & Tinwell Neighbourhood Plan steering group**
Cllr Mary Cade gave an update on the Ketton & Tinwell Neighbourhood Plan steering group, which last met on 28th November. Two sub groups have been created to undertake research & gather data, & to look at community engagement with residents, businesses & other stakeholders. Introductory leaflets have been printed, & will be issued to all households in Ketton & Tinwell, in the New Year. The steering group will start the community engagement & information gathering process in early 2019. The group will be applying to Locality for a grant during the 2019-2020 financial year. Further information can be found at www.ketton.org.uk/neighbourhood-plan
The steering group also have a Facebook page and can be found on Instagram and twitter.
- 2018/12/11 To discuss options for the future use of the Ketton Library building, & create a sub-committee to be tasked with evaluating & formulating proposals.**
Cllr Charge will meet with RCC to start preliminary discussions concerning the future of the Ketton Library building in the New Year. The parish council will form a subcommittee to explore options, including the potential sale of the existing Parish Office to finance the purchase of the Library building.
- 2018/12/12 To approve the Parish Council Budget & set Precept for 2019-2020**
Cllr McGilvray outlined the main budget changes from 2018-19. During discussion C. Cllr Brown advised the council that the election costs could be paid over a 4 year period, the budgeted cost was therefore reduced from £1,710 to £500. In 2019-20 the overall council budget will increase by £3,145 to £60,970, which is rise of 5.4%. The PR&M Committee will see a reduction in their expenditure of £800. The H&OS Committee budget will increase by 11.6%, primarily due to the anticipated costs of replacing the safety mats under the children's play equipment in Hall Close and they also will see a reduction in their income of £1,350 primarily due to the ending of rebates for street lighting & cemetery upkeep from RCC. The Council agreed to take £8,000 from reserves. To maintain the current level of services, the Parish precept for 2019-2020 will be set at £40,075, which is an increase of £1,765, a rise of 4.6% from last year. As there is no change in the tax base for the parish, this will show as a 4.6% increase on the band D equivalent in next year's council tax statement.
- 2018/12/13 To approve the parish council's response to the Consultation on Rutland's Draft Fourth Local Transport Plan**
The Planning Committee has looked at the proposals, and drafted the response to the consultation. The draft document was approved by Full Council.
Copies of the Consultation on Rutland's Draft Fourth Local Transport Plan documents are in Ketton Library, for the public to view.
- 2018/12/14 To approve the allocation of a burial plot to enable the interment of a Ketton resident, & waiver of the interment fee**
Councillors unanimously approved the allocation of a burial plot pro gratis, to enable to the internment of a Ketton resident, and agreed to waiver the interment fee.
- 2018/12/15 A Councillor to attend the next monthly County Councillor's surgery at Ketton Library**
Cllr Southern will attend the next monthly County Councillor's surgery at Ketton Library on Saturday 5 January, 2019, from 10.15 to 11.15 am.
- 2018/12/16 News items to be included in Council News Page in St Mary's Church Magazine**
The minutes will be forwarded onto Cllr Cade to decide which items to include in the news page.

- 2018/12/17** **External items from outside the parish, including reports from any external meetings attended**
St George's Advisory Group Meeting regarding the development of the St George's Barracks site
on Thursday 29th November
- Cllr Cade represents Ketton Parish Council on the St George's Advisory Group. The group is made up of representatives from the MOD, the Council and interested parties from the wider community of Rutland. The group is tasked with identifying issues and concerns during the planning and development process. It also serves as a voice of the community throughout the redevelopment. RCC recognises the comments made during the public consultation, & is making revisions to the plan. Cllr Cade updated the meeting on progress made at the meeting on 29 November. RCC's Cabinet has approved the latest version of the Evolving Masterplan for St George's Barracks, together with the business case for a supporting bid to the national Housing Infrastructure Fund (HIF). Both will now be recommended to RCC's January 2019 Full Council meeting for approval. The next meeting will be on 9th January, 2019.
- Hanson Liaison meeting Wednesday 28th November**
Cllr Cade briefed councillors on the meeting.
- 2018/12/18** **To note correspondence as received and to allocate actions to relevant Committees as appropriate**
- The correspondence was noted as received, and allocated to relevant the Committees as appropriate to action.
- In coming**
- | | |
|----------------------------|--|
| RCC | 2019 Register of Electors request |
| Combat Stress | Thank you letter for donation |
| The Rutland Learning Trust | Admissions Consultation 2020-21 letter |
| Rutland County Museum | Loan of Ketton Parish Bier Permission form |
- Out going**
- | | |
|------------------------------|--|
| The Occupier, 5a Church Road | Letter regarding parking in Stocks Hill Lane |
|------------------------------|--|
- 2018/12/19** **To receive and note future Agenda items from Councillors**
Annual Parish Meeting 14th May, 2019 – potential speakers
- 2018/12/20** **Any other Urgent Business**
To receive items of urgent business which have previously been notified to the person presiding
Clls Cade & S.Rogers have recently visited Home Farm & met with a developer to discuss the proposed redevelopment of the site.
- 2018/12/21** **The meeting closed at 9.30pm and next meeting date confirmed as**
Wednesday, January 16, 2019