

## Caythorpe and Frieston Parish Council

### Minutes of the Parish Council Meeting held on 20<sup>th</sup> March 2019

**Present:**        **Councillors:** B Nelson (Chairman)

R Dix  
G Ashcroft,  
R Brooke  
R Mountain  
N Fritzsche  
H Root  
R Greybrook  
A Roberts  
M Woodward

**District**

**Councillor**    R Sampson

**County**

**Councillor**    A Maughan

**Clerk:**            M Stevens

1.			<b>Apologies for Absence.</b> <b>Cllr Budden</b>	
2.			<b><u>Declaration of Interests under the Local Government Act</u></b> There were no declarations of interest.	
3.			<b><u>Approval of minutes of the Parish Meeting held on 9<sup>th</sup> January 2019</u></b>	
	3.1		These minutes were presented to the meeting for approval <b>Agreed unanimously that the minutes are a true record and were signed by the Chairman</b>	
4.			<b><u>Parish Clerk's Report – To Update on matters occurring since the last meeting not otherwise on the agenda.</u></b>	
	4.1		There were no items to report	
5.			<b>May Elections</b>	
	5.1		Cllr Nelson reported that following the SKDC briefing session nomination forms had been issued to known candidates. Cllr Nelson went on to reiterate the importance of adhering to the published timetable and that completed forms had to be delivered by hand to SKDC offices.	
	5.2		MS stated that to date only 3 existing Councillors wish to re-stand for election and 1 is still undecided. In total 8 Election packs had been issued and of these 5 have been issued to new nominees.  MS also reminded the meeting that all Candidates and Sponsors will require their Electoral Roll number when completing the form and that this is available from the Parish Clerk.  The Acceptance of Office document will need to be signed by all new Councillors before the start of the May meeting  Subsequently, councillors will have to sign the code of conduct and Declaration of Interests documents	

			All new Councillors will be issued with the Standing Orders and Financial Regulations documents. <b>Agreed: that this plan should be progressed as planned.</b>	
	5.3		Cllr Ashcroft proposed to the meeting that following the election of the new Council every assistance would be offered from outgoing Councillors to ensure a smooth transition period. <b>Agreed: that this initiative should be progressed.</b>	
6			<b>Financial Matters:</b>	
	6.1		<u>Authorisation of BACS/Cheque Payments</u>	
			The Chairman circulated two documents for approval by the Councillors of invoices approved and paid since the last meeting and invoices to be approved for payment. See Appendix 1 & 2 for details. <b>Resolved: that the payments were approved for payment</b>	
	6.2		<b>Review and Approval of CFPC Accounts</b>	
		6.2.1	Management Accounts and the Balance Sheet for CFPC previously circulated to members were presented to the meeting. <b>Resolved: that the accounts were approved unanimously</b>	
	6.3		<u>General Data Protection Regulations</u>	
		6.3.1	Cllr Ashcroft advised that as stated at the previous meeting there is the requirement for Councillors to sign the GDPR Security Compliance Checklist. Personalised forms were circulated at the meeting and returned by all duly signed confirming that all actions required by the GDPR regulations had been actioned and would be adhered too in the future.	
		6.3.2	Cllr Ashcroft reminded the meeting that GDPR came into effect May 2018 and as members would recall LCPAS were appointed to become the council's Data Protection Officer (DPO). The members were asked to approve this annual payment of £150. <b>Resolved: This was seconded by Cllr Greybrook and approved unanimously.</b>	
	6.4		<u>War Memorial</u>	
		6.4.1	Cllr Greybrook reported that there is an ongoing commitment for CFPC to ensure that the memorial is kept in good order. There will be periodic checks/inspections and in addition members of the public are able to access the website to report any concerns relating to the condition of the Memorial	
		6.4.2	Cllr Greybrook confirmed that since the last meeting Western Power had installed a series of Pigeon Diverters to the cable that were appearing to be effective.	
		6.4.3	MS reported that approval had been obtained from SKDC to remove overhanging branches, which could further help to alleviate the pigeon problems. This work is planned and would be completed before the end of the month when the Memorial would undergo another clean. This work to be arranged with the local contractors based on the quotations already received. <b>Agreed: unanimously to approve this plan of action.</b>	AR MS
	6.5		<u>Laptop Reclaim</u>	
		6.5.1	Cllr Dix referred the meeting to an email previously received from Caythorpe Preschool that asked for consideration for the future of the redundant Laptop now in possession of the Parish Council. It was proposed that before making a decision the local community should be made aware of the availability of this device and as a result of this proposal it was agreed that a note to this effect would be added to the next edition of News and Views so that any other applications could be considered.	

		<p>Furthermore, it was proposed that following this evaluation the matter would be considered again at the next meeting by members of the new Parish Council.</p> <p>Cllr Roberts proposed that the device was fully cleansed of PC data before passing on and Cllr Ashcroft confirmed that this would be actioned by an IT specialist.</p> <p><b>This proposal was seconded by Cllr Brooke and agreed unanimously to approve this plan of action.</b></p>	All  MS
6.6		<u>New Laptop – Revised Agreement</u>	
	6.6.1	<p>Cllr Nelson stated that further to the minutes of the previous meeting a formal letter of agreement was produced confirming that the Laptop would remain the property of the CFPC and would need to be returned when the editors vacated their posts. This has yet to be signed by the editors of N&amp;V, but it is understood that this requirement had been followed up recently and would be actioned within the next week,</p> <p>MS also confirmed that the Parish Clerk’s Employment Contract had been revised to incorporate this new clause and had been agreed and signed by the Parish Clerk and Chairman.</p> <p><b>Agreed: unanimously to approve this plan of action.</b></p>	MS
6.7		<u>Audit of Accounts – 2018/19</u>	
	6.7.1	<p>MS reported that PKF Littlejohn the appointed external auditors have held another webinar this year that will update any changes made from the previous year. Information, instructions, AGAR and other forms and templates will be available from 25<sup>th</sup> March for downloading and completion of account details relating to Parish Council accounts and affairs for year ending 31<sup>st</sup> March 2019.</p> <p><b>Agreed: unanimously to approve this plan of action.</b></p>	MS
	6.7.2	MS also reported that the internal auditor (JC) had been emailed requesting services again for this year and to date is awaiting a response.	
7.		<b><u>Transport and Highways</u></b>	
	7.1	<u>Parking and Highways Issues within the Parish</u>	
	7.1.1	<p>Cllr Nelson invited LCC County Councillor Maughan to update the meeting on the results of his ongoing discussions with LCC Highways on the following highway areas:</p> <ol style="list-style-type: none"> <li>1. <u>Back Lane</u> - LCC Highways had apologised for having to push the work back into FY19/20, however the reason was because Highways had decided to increase the scope of the works proposed for the site. The aim at this stage is to try and complete the work by the Easter School Holidays 2019.</li> </ol> <p><u>Update</u></p> <ul style="list-style-type: none"> <li>• Cllr Nelson stated that he had met LCC surveyors on site and that based on the proposed closure of Back Lane the project to add a parking area is going ahead.</li> </ul> <ol style="list-style-type: none"> <li>2. <u>Bus Stop Markings/Signage</u>. It was confirmed that these would be the subject of a Traffic Regulation Order (TRO) and together with the High Street TRO a draft scheme is going forward for consultation. Cllr Maughan will forward the draft proposals to the CFPC for agreement as soon as they are received. It was anticipated that the draft consultation</li> </ol>	

		<p>would be received within the first quarter of this year with aim of completing the work by end 2019.</p> <p><u>Update</u></p> <ul style="list-style-type: none"> <li>• Cllr Maughan agreed to seek clarity from LCC Highways over the proposed revised timescale and to report finding to CFPC</li> </ul> <p>3. <u>High Street TRO</u> – To be included as part of draft consultation as advised above.</p> <p><u>Update</u></p> <ul style="list-style-type: none"> <li>• As outlined above</li> </ul> <p>4. <u>Hump-Backed Bridge &amp; Caythorpe Heath Lane – PGL Bend</u>. - A quote is being put together by LCC Highways for improvements including signage and road markings.</p> <p><u>Update</u></p> <ul style="list-style-type: none"> <li>• Cllr Maughan agreed to speak with Mid (UK) to ascertain their commitment to a contribution towards this work.</li> <li>• It is understood that ‘SLOW’ signage would be painted on the road either side of the bridge.</li> </ul> <p>5. <u>Sensory Pavement Pads</u>. LCC Highways will be looking to fund and action this FY.</p> <p><u>Update</u></p> <ul style="list-style-type: none"> <li>• Cllr Maughan reported that no update had been received since the last meeting</li> </ul>	
	7.2	<p>Cllr Fritzsche raised concern about damage to kerbstones situated opposite Hough Road, Frieston that were in urgent need for action by LCC Highways. It was proposed that MS would visit the site to ascertain the damage and to log the problem with Highways</p>	MS
8.		<b>The Parish Environment</b>	
	8.1	<u>Planning</u>	
	8.1.1	<p><b>Mid UK - Review and Approval of actions arising from the Planning Meeting held 27th February</b></p> <ol style="list-style-type: none"> <li>1. PC to review and to approve submission made to LCC planning objecting to the applications by Mid (UK) to increase working hours.</li> <li>2. Review recently circulated email from Cllr Maughan providing update of his discussions with LCC since planning meeting. Items of note:</li> <li>3. LCC may be planning to accept application but will propose imposing stringent conditions on any variation that may be approved.</li> <li>4. Also looking to put some conditions on lighting, and they will be asking Mid UK to submit a lighting scheme considering the recent</li> </ol>	

		<p>complaints from the PC.</p> <p><u>Way Forward</u></p> <p>a) Should the CFPC hold to our objections as written?  b) Do the CFPC want to issue further submissions?  c) Prepare for LCC Planning Meeting to be held Monday 13 May.</p> <ul style="list-style-type: none"> <li>It was agreed that the CFPC existing objection, as submitted on 5 March 2019, would remain, however, additional comments highlighting the issue of planning conditions would be prepared in advance of the proposed LCC planning meeting.</li> <li>It was agreed that Cllrs Dix and Ashcroft would hold a meeting to formulate new proposals and submit further objections as soon as possible.</li> </ul> <p><b>Agreed Unanimously to approve the action plan and items discussed at Planning Meeting held on 27.02.19</b></p>	RD/ GA
	8.1.2	<p><u>New Applications</u></p> <p><b>S19/0264</b> - 15 Wheatgrass Lane - single storey extension to bungalow.  Response required from Councillors by 3 April.  <b>Recommend CFPC submit no objections</b></p>	
	8.1.3	<p><u>Applications Actioned</u></p> <p><b>S19/0113</b> - 1 High Street, Caythorpe, - single storey extension to dwelling and roof lift to garage to provide annexe accommodation  <b>Caythorpe &amp; Frieston Parish Council (CFPC) submitted no objections to this proposal</b></p> <p><b>S18/0968</b> - 20B Old Lincoln Road - Planning appeal to the Secretary of State.  <b>CFPC maintained previous objections.</b></p>	
	8.1.3	<p><u>Decision Notices</u></p> <p><b>S18/2059 - The Rectory, 45B Old Lincoln Road</b> - erection of single storey rear extension and alterations to existing roof to form a balcony to the front elevation.  <b>Granted Planning Permission subject that flat roof area of the approved scheme should not be used as a roof terrace or balcony. Access to the flat roof areas shall be for maintenance purposes only.</b></p> <p><b>S18/1963</b> - 60 High Street, Caythorpe –Single storey extension to existing dwelling, replacement storage building, new garage and conversion of existing barn to form living area for main dwelling.  <b>Planning permission granted.</b></p> <p><b>S18/2153</b> - 4 Old Lincoln Road – Tree Preservation Order - 20% reduction and crown thin of 1 x beech tree  <b>Work Allowed 16th January 2019.</b></p> <p><b>S18/2293</b> - Chestnut Lodge, 16 Frieston Road - tree work in a conservation area.  <b>Work Allowed 24th January 2019</b></p> <p><b>S18/2230 &amp; 2294</b> - The Cottage, 7 Frieston Green - tree work in a conservation area  <b>Work Allowed 24th January 2019</b></p> <p><b>S18/2223</b> – 17 Church Lane, Caythorpe, new single dwelling on land at rear</p>	

		<p>of existing building.</p> <p><b>Granted Planning Permission</b>  <b>S1/2354/S18/2353/S18/2352/S18/2355.-</b> Caythorpe Hall - Construction of a Conservatory.  <b>Local Planning Authority has declined the application.</b></p> <p><b>PL/0133/18</b> - Mid UK Caythorpe processing of waste glass and aggregates.  <b>Approved subject to conditions concerning Lighting, including fact that no external lighting shall be installed on site unless details of such lighting, including intensity of illumination and predicted lighting contours, are submitted to and approved in writing by the Waste Planning Authority.</b></p> <p><b>S19/0357</b> – Caythorpe War Memorial - Tree Work  <b>Work Allowed 8th March 2019</b></p> <p><b>S19/0168 - S18/1330</b> Manor Farm, 21 Hough Road, Frieston, - Conversion to holiday let (resubmission S18/1330/) –  <b>Granted Planning Permission subject to conditions – 19<sup>th</sup> March 2019</b></p>	
	8.1.4	<p><u>Project Register</u>  MS stated that there is a total of 39 live projects of which 12 relate to the recent applications from Mid (UK). Also note that 8 have closed since the last meeting and will be removed from the spreadsheet. This information will also be published on the Parish Council website.  <b>Agreed unanimously to approve the Report</b></p>	
	8.1.5	<p><u>Other Issues to Report</u>  There were no other issues to report</p>	
	8.2	<p><u>Dog Fouling</u></p>	
	8.2.1	<p>Cllr Greybrook reported that the bins continue to be very well used, although there continues to be quite a problem with fouling especially on Back Lane and Frieston Path.</p> <p>Having contacted SKDC Environmental Services about the problem they will now be sending, on an ad hoc basis, an Enforcement Officer. Unfortunately, they are unable to say how regularly as this depends on their work load, however, they would challenge dog owners regarding the carrying of waste bags and using disposal bins provided by CFPC.  <b>Agreed unanimously to approve the Report</b></p>	
	8.3	<p><u>Social Housing</u></p>	
	8.3.1	<p>Cllr Nelson stated that the recent site meeting was very productive and that an action plan would now be devised by SKDC Planning for consideration during May.</p>	
	8.4	<p><u>Other Maintenance Issues</u></p>	
	8.4.1	<p><u>Maintenance Register</u>  Cllr Nelson referred to the updated document that had been issued prior to the meeting that monitors the expenditure of village maintenance. The sub totals are by category type, by suppliers, and for the 50 weeks to date show a total spend of £5,854.64. This figure is split into sub-categories and as previously reported pavement clearance totals £673.35 within the groundwork category of £895.95  <b>Agreed unanimously to approve the Report</b></p>	



	8.5		<u>Old Post Office – Parking Review</u>	
		8.6.1	<p>Cllr Ashcroft confirmed that he had received verbal advice from SKDC that the 2 known premises in the village that had once had commercial licences were now classed as residential.</p> <p>MS confirmed that no additional update on the remaining actions had been received since the last meeting, of which were recorded as below:</p> <ol style="list-style-type: none"> <li>1. The issue of vehicles owned by the owner of the Old Post Office and whether they were parking on land owned by LCC or not would be raised with LCC.</li> <li>2. Regarding questions of illegal parking on the grounds adjacent to the Police Building on Old Lincoln Road reported at the last meeting, it was agreed that the CFPC would write to the individuals concerned as opposed to the police.</li> </ol>	RD BN
	8.7		<u>Sewer Issue in Frieston</u>	
		8.7.1	<p>It was noted that at prior to the previous meeting Cllr Fritzsche had circulated an extensive email summarising the issues concerning flooding that has occurred in the parish over past few years, the most recent being at Owl House, Frieston Road. So that this could be progressed Cllr Maughan again requested sight of the email and stated he would to take up the matter with LCC and report back accordingly.</p> <p>It was noted that Cllr Maughan had asked for information regarding exact dates of the flooding and to date had only received information relating to one occurrence. Cllr Fritzsche agreed to seek out additional information and forward to Cllr Maughan as a matter of urgency.</p> <p><b>Agreed: that this plan is progressed as defined above</b></p>	
9.			<b>Community Safety – Report on Local Crime and Policing Matters</b>	
	9.1		<u>Community Emergency Planning</u>	
		9.1.1	<p>Cllr Fritzsche, at the previous meeting reported that the completed emergency plan had been forwarded to the Emergency Planning Coordinator and he was waiting on a response.</p> <p>Cllr Fritzsche reported that a response had finally been received and it was suggested that the plan should now be tested in the form of a practical exercise. Cllr Fritzsche stated that he had advised that this was impractical at the present due to the pending council changes when the plan would have to be revised to reflect these changes. Once done the proposal would be reviewed by the new parish council.</p> <p><b>Agreed: that this plan is progressed as defined above</b></p>	NF
	9.2		<u>Local Crime and Policing Matters</u>	
		9.2.1	There were no policing matters to report	
10.			<b>Community Activities</b>	
	10.1		<p><u>Litter Picking /The Big Clean</u></p> <p>Cllr Brooke reported that another extensive litter picking exercise had recently taken place on Gorse Hill Lane.</p> <p><b>Agreed that this approach is supported and should be progressed on an on-going exercise.</b></p>	
	10.2		<p><u>Allotment Committee</u></p> <p>Cllr Ashcroft referred to the report that had been previously issued and reported that Allotment members are gearing their plots for the new growing season and in addition have continued with maintenance and housekeeping of the vacant plots.</p> <p>The allotment association were extremely grateful to Mid UK this year who generously supplied the association with a couple of loads of compost as</p>	

		<p>well as a supply of wood chippings. The wood chippings have been spread on the path adjacent to the allotments to soak up the mud when the wetter weather appears, which off course benefits the local walking group and all those using the footpath.</p> <p>Two new members have recently taken up plots and there are now only 2 vacant plots one large and one small.</p> <p>Finally, the Annual General Meeting will be held on Monday 1<sup>st</sup> April 2019 at 7.00pm in The Sports Pavilion, Old Lincoln Road, Caythorpe and will be open all Members of the allotment association and to the General Public.</p> <p><b>Agreed: To approve the report</b></p>	
10.3		<p><u>Playing Field Committee</u></p> <p>Cllr Nelson referred to the report that had been issued prior to the meeting and reported that activities at the playing Fields continued to be low. The finances are still sound even though overall the operation is losing money. The problem could be addressed with an injection of new members to the committee.</p> <p>Cllr Nelson also stated that the new Parish Council, once elected, and Playing Field Committee would have to maintain the current relationship with 216 Parachute Regiment to ensure the continued support for the Annual Gala and Remembrance Day.</p> <p>Cllr Dix recorded dismay in respect of the content of the report made by Cllr Nelson and hoped that the new Parish Council would continue to support the Playing Fields in the future.</p> <p><b>Agreed: To approve the report</b></p>	
10.4		<p><u>Village Hall Committee</u></p> <p>Cllr Greybrook referred to the report that had been issued prior to the meeting and reported that the monthly Table Top Sale &amp; Village Breakfast continues to thrive, with the breakfast takings being a great source of income for the hall. Thanks to all volunteers for ensuring its success.</p> <p>Various forthcoming events are</p> <ul style="list-style-type: none"> <li>• April 6<sup>th</sup> – 14:00 to 17:00hrs Lincoln Owl Rescue Centre will be bringing along owls from the centre – this was a huge success when they last visited</li> <li>• May 2<sup>nd</sup> - the VH will be the Village Polling Station</li> <li>• May 9<sup>th</sup> – 19:30hrs – “The Old Hat Jazz Band” will be performing in the Hall – this a being promoted by “Live &amp; Local” which is sponsored by LCC, SKDC and The Arts Council England. It is heavily subsidised by these organisations.</li> <li>• Fast forwarding to December 15<sup>th</sup> – there will be a family pantomime, “Jungle Book” performed by the same theatre group as last year</li> </ul> <p><b>Agreed: To approve the report</b></p>	
10.5		<p><u>News &amp; Views.</u></p> <p>Cllr Nelson advised that the production of this excellent magazine is in the safe hands of our Joint Editors</p> <p><b>Agreed: To approve the report</b></p>	
10.6		<p><u>Community Heartbeat.</u></p> <p>Cllr Greybrook referred to the report that had been issued prior to the meeting and reported that 3 of the units are in working order, checked</p>	

		weekly, and a report sent to CHT monthly. One of the units (Village Hall) was used but was not deployed. <b>Agreed: To approve the report</b>	
	10.7	<p><u>Hospital Car Scheme.</u> Cllr Nelson stated that this scheme has worked very well for many years with little or no input from the PC but now is perhaps the time to have a look at how this could work over the next few years. The scheme is now very dependent on limited resources and efforts should be encourage new recruits to this service to the local community. It was stated that hopefully the new Parish Council would continue to support this initiative.</p> <p><b>Agreed: To approve the report</b></p>	
11.		<b>Concluding Comments and Thanks from the Chairman</b>	
	11.1	<p>Cllr Nelson gave a heartfelt finish to the meeting by thanking the whole group for their team effort throughout this term of office and for making some good decisions on behalf of the community. Special thanks were given to individuals for their outstanding contributions which had resulted in the Parish Council being left in fine fettle to be taken over by the new Council in May.</p> <p>Cllr Dix replied by thanking Cllr Nelson for his leadership over all of the years that he had devoted to the Parish Council.</p>	
12.		<p><b>Arrangements for Next Meeting</b> The next meeting will be the Annual Parish Council meeting and will be held in the Village Hall on <b>Wednesday 8<sup>th</sup> May 2019</b> beginning at 7.15 pm. This meeting will be preceded by the Annual Parish Meeting which will commence at 6.30 p.m.</p>	
		<p><b>Open Forum</b> Cllr Nelson proposed that following the appointment of the new Council that County Councillors and District Councillors should issue a brief report of items to be covered to all members prior to the meeting to be developed and enhanced at the meeting.</p> <p><b>County Councillor</b> Cllr Maughan: Reported the following items of interest:</p> <ol style="list-style-type: none"> <li>1. LCC had accepted the central government option to increase Council Tax by an additional 1% to a total of 4.9%, which will give LCC a budget of £461M for the delivery of services in the next FY.</li> <li>2. LCC is still under severe financial constraints much of which is due to the 80% reduction in the government grant to the LCC over the past 7/8 years.</li> <li>3. The additional funding awarded to LCC for Highway projects will, result in an increase in FY 19/20 in the frequency cycle of weed control, grass cutting and gully cleaning.</li> <li>4. Heritage – A consultation is underway on the relocation of some of the artwork displays from the Usher Gallery to an alternative location. However, there are no plans to close the Usher Gallery.</li> <li>5. NHS – As part of the ongoing NHS consultation review, Grantham Hospital is planned to be selected as the main centre for Elective Services in the area and a 24-hour urgent treatment centre established, led by GPs, supported by acute nurses. However, it will not be reopened as A&amp; E unit.</li> </ol> <p>Finally, Cllr Maughan requested that the CFPC note that LCC are not a health decision maker.</p>	

		<p><b>District Councillor</b>  Cllr Sampson: Reported the following items of interest</p> <ol style="list-style-type: none"> <li>1. Issued a certificate following the Ward Members Grant Scheme where the sum of £200 had been awarded to CFPC.</li> <li>2. Long Bennington Highways meeting – Hoping to take forward comments made by delegates who attended.</li> <li>3. Brandon Shoot – Reported his concern that the shoot is still operating despite being in breach of planning conditions. A recent application to increase the number of shoots had been refused by SKDC and an appeal had been lodged with the Planning Inspectorate. However, the inspectorate is overloaded and currently has 69-day backlog of appeals to action.</li> <li>4. The SKDC budget meeting was held on 1<sup>st</sup> March 19 which had a 21-point agenda of which he considered 18 were relevant including the one which granted permission to levy £5 Parish Council Tax increase on a band D property, He also reported that SKDC had stated that they were one of the lowest rateable authorities in the country.</li> <li>5. He was Standing down as District Councillor at the next election and gave his thanks to Caythorpe the Parish Council for all the support and assistance he had received over his term in office.</li> </ol> <p>Cllr Dix on behalf of the CFPC thanked Cllr Sampson for all his help and support over many years in office as District Councillor and wished him every success in his retirement.</p> <p><b>Public Attendance</b>  Cllr Nelson introduced attendees to the meeting one of those being Mrs Penny Milnes who is the independent candidate for Heath Ward and is currently on the PC at Hough.</p> <p>There were no items discussed in the section of the meeting.</p>	
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## Appendix 1 – Accounts Authorised and Paid Since the Last Meeting

Invoice Date	Invoice No. or Ref No.	Supplier Account Name	Invoice Detail	Invoice Value	VAT £	Total Inv. Value	Authorised for Payment by:	Date Paid
8-Jan-19	080119	HMRC Cumbernauld	Tax Payment - Mel Stevens (Nov)	117.20	0.00	117.20	BN/BG	8-Jan-19
31-Dec-18	1301	Brian Wills	General Maintenance in Village (November)	237.00	0.00	237.00	BN/BG	8-Jan-19
14-Jan-19	5528	Westgate Print	News and Views Printing - November Issue	708.00	0.00	708.00	BN/BG	14-Jan-19
14-Jan-19	140119	LALC	Training payment for year 01/04/9 - 31/03/20	115.00	0.00	115.00	BN/BG	14-Jan-19
29-Jan-19	817	Enviro-Tec - Pest Control Services	Annual Mole Control Payment - Burial Ground	325.00	0.00	325.00	BN/BG	29-Jan-19
29-Jan-19	290119	M Stevens	Monthly Salary (Nov 18)	469.10	0.00	469.10	BN/BG	29-Jan-19
31-Jan-19	310119	Brian Wills	General Maintenance in Village (January 19)	38.50	0.00	38.50	BN/BG	31-Jan-19
31-Jan-19	1484542	PC Specialist Ltd.	for the use by N&V Editors	858.33	171.67	1030.00	BN/BG	31-Jan-19
8-Feb-19	081218	HMRC Cumbernauld	Tax Payment - Mel Stevens (Jan)	117.20	0.00	117.20	BN/BG	8-Feb-19
11-Feb-19	110219	Brian Wills	Pavement Clearance in Village (January 19)	195.00	0.00	195.00	BN/BG	11-Feb-19
11-Feb-19	5557	Westgate Print	News and Views Printing - February 19 Issue	663.00	0.00	663.00	BN/BG	11-Feb-19
12-Feb-19	8905	LALC	VAT Element only - Training payment for year 01/04/9 - 31/03/20	23.00	23.00	23.00	BN/BG	12-Feb-19
20-Feb-19	121218	P A & L M Leeds	Expenses - Feb 19, plus software fro Laptop	45.00	0.00	45.00	BN/BG	20-Feb-19
26-Feb-19	260219	M Stevens	Monthly Salary (Feb 19)	469.10	0.00	469.10	BN/BG	26-Feb-19
26-Feb-19	260219B	Brian Wills	General Maintenance in Village (Feb 19)	78.50	0.00	78.50	BN/BG	26-Feb-19
27-Feb-19	270219DD	Public Works Loan Board	Repayment of Loan Installment	886.20	0.00	886.20	BN/BG	27-Feb-19
7-Mar-19	201218	Ben Watson	Litter Picking Payment (Jan/Feb)	174.00	0.00	174.00	BN/BG	8-Mar-19
8-Mar-19	1465013	Came & Company	CFPC Insurance Renewal 2019/20	4229.33	0.00	4229.33	BN/BG	8-Mar-19
8-Mar-19	9159	LALC	Membership Renewal 2019/20	338.68	0.00	338.68	BN/BG	8-Mar-19
8-Mar-19	080319	HMRC Cumbernauld	Tax Payment - Mel Stevens (Feb)	117.20	0.00	117.20	BN/BG	8-Mar-19
14-Mar-19	140319	Brian Wills	General Maintenance in Village (Feb/Mar 19)	49.00	0.00	49.00	BN/BG	14-Mar-19
18-Mar-19	5581	Westgate Print	News and Views Printing - March 19 Issue	708.00	0.00	708.00	BN/BG	18-Mar-19
Totals				10961.34	194.67	11133.01		

## Appendix 2 – Accounts Requiring Authorisation

Invoice Date	Invoice No. or Ref No.	Supplier Account Name	Invoice Detail	Invoice Value	VAT £	Total Inv. Value	Authorised for Payment by:	Date Paid
17-Mar-19	170319	M Stevens	CFPC - Expenses (Nov 18-Mar19)	62.38		62.38	BN/BG	21-Mar-19
Totals				62.38	0.00	62.38		

### Appendix 3 – CFPC Management Accounts

Caythorpe & Frieston Management Accounts						
Accounts at 16th March 2019						
	Actual 2017/18	Budget 2018/19	Budget for period 2018/19	Period actual 2018/19	Variance period 2018/19	Forecast year 2018/19
	£	£	£	£	£	£
<b>INCOME</b>						
Precept	28888	29085	29085	29085	0	29085
Other	3633	232	223	5064	4841	5064
Burial ground	3575	3100	2981	3100	119	3100
Interest	0	0	0	0	0	0
Street Cleaning	780	780	780	814	34	814
News & Views	8172	0	0	8372	8372	8372
VAT Reclaim	1689	1235	1188	1478	290	1478
Bus Shel/WM Grants			0	0	0	0
<b>TOTAL</b>	<b>46737</b>	<b>34432</b>	<b>34256</b>	<b>47912</b>	<b>13656</b>	<b>47912</b>
<b>EXPENDITURE</b>						
Burial grounds	3198	3300	3173	3114	-60	3114
Audit	240	240	240	240	0	240
Comm lincs	0	0	0	0	0	0
Staff salaries	7913	8097	7786	7298	-487	7767
Election costs	0	300	288	0	-288	0
Comm Projects	400	4274	4110	0	-4110	0
Maintenance	3820	3796	3650	3072	-578	3072
VH grant	3000	3150	3150	3500	350	3500
PF grant	3000	3150	3150	3500	350	3500
S137 Expenditure	0	150	144	0	-144	0
Insurance	4721	4660	4481	4229	-251	4229
LALC & SLCC	565	468	450	532	82	532
Tel,post, stat etc	374	232	223	913	690	913
PWLB loan	1772	1772	1704	1772	69	1772
Allotments	400	400	385	0	-385	200
News & Views	8270	0	0	7872	7872	7872
Bank Charges	72	0	0	60	60	60
Misc	7137	443	426	10837	10411	10837
<b>TOTAL</b>	<b>44882</b>	<b>34432</b>	<b>33359</b>	<b>46939</b>	<b>13580</b>	<b>47608</b>
<b>SURPLUS/(LOSS)</b>	<b>1855</b>	<b>0</b>	<b>897</b>	<b>973</b>	<b>76</b>	<b>304</b>
				£	£	£
Reserves as at	Mar-18			<b>32941</b>	<b>32941</b>	<b>32941</b>
Forecast surplus for year as above						
Forecast closing reserves at year end				<b>33915</b>	<b>33017</b>	<b>33246</b>
Weeks to Date	50	16-Mar-18				
Weeks Year	52					