

Caythorpe and Frieston Parish Council

Minutes of the Parish Council Meeting held on 8th May 2019

Present: **Councillors:** N Fritzsche (Chairman)

R Brooke
M Budden
A Roberts
A Graham
J Betts
P Sandy
J Carpenter
A Crawley

**District
Councillor** P Milnes

**County
Councillor**

Clerk: M Stevens

1.			Election of Chairman and Vice Chairman	
	1.1		<u>Acceptance of Office</u> MS confirmed that prior to the commencement of the meeting the Acceptance of Office form had been completed and signed by all members of the new Parish Council.	
	1.2		MS invited the meeting to nominate candidates for the position of Chairman of the Council for the forthcoming year. Cllr Brooke proposed that Cllr Fritzsche should take on the role of Chairman. It was noted that there were no new nominations. This motion was seconded by Cllr Crawley and was unanimously agreed by the members.	
	1.3		Chairman Cllr Fritzsche then asked for nominations to the position of Vice Chairman. Cllr Fritzsche proposed that Cllr Brooke takes on this role and again, there were no other applications from the members. This motion was seconded by Cllr Crawley and unanimously agreed by all members.	
2.			Apologies for Absence. Cllrs. A Maughan,	
3.			<u>Declaration of Interests under the Local Government Act</u> There were no declarations of interest.	
4.			<u>Parish Clerk's Report – To Update on matters occurring since the last meeting not otherwise on the agenda.</u>	
	4.1		<u>May Elections – Co-Option Process and Timetable</u> MS briefly outlined to the meeting the proposed timetable and process to meet the co-option required for the two councillor vacancies on the Parish Council. It was noted that the process had already commenced and the 2-week waiting period would complete on 14 th May. It is following this date that advertisements would be placed on the website and noticeboard for candidates interested in undertaking this role. Agreed: that this plan should be progressed as planned.	
	4.2		<u>CFPC – Meetings – Requirements and Frequency</u>	

		MS made the meeting aware that this matter should be agreed based on the views of the majority. It was agreed that the meeting frequency should remain as bi-monthly with the starting time revised to begin at 1930 hrs with the public forum minutes commencing at 1915 hrs. Agreed: that this plan should be progressed as planned.													
4.3		<u>Village Hall Improvement Grant</u> MS made Councillors aware of a letter that had been received from Dr Caroline Johnson MP that reminded councils that the government had recently made a provision for improvements to Village Halls. The grant would be available in the form of a grant application and it was proposed that copy of the letter would be made available to the Village Hall portfolio holder for further discussion with the council predecessor and the Village Hall committee chairman as to the viability of this opportunity. MS agreed to reply to Dr Johnson's letter. Agreed: that this plan should be progressed as planned.	MS												
4.4		<u>High Street Tree Felling by LCC</u> MS made reference to recent correspondence with Cllr Maughan regarding the lack of communication with LCC relating to this matter. In summary it was understood that in future, steps would be taken to ensure that the Parish Council are kept informed in such matters. It was noted that there had been no further details regarding a replacement plan for a replacement tree or other artwork type structure and that the public should be given opportunity to put forward additional ideas. It was unanimously agreed that an invitation to do this would be placed in the next edition of News and Views.	NF												
5.		<u>Election of Members for the Planning Committee</u>													
5.1		The motion was put forward that Cllr Brooke should be Chairman of the Planning Committee for the coming year and that Cllr Crawley should be appointed as Vice Chairman. Other members of this committee would be Cllrs Graham, Sandy and Roberts with the remaining position being filled by a new co-opted member. It was also stated that this committee could also be attended by any other member of the Parish Council. This motion was seconded and agreed unanimously by all members.													
6.		<u>Election of Members for the Finance Committee</u>													
6.1		The motion was proposed that Cllr Budden should be appointed as Chairman of the Finance Committee for the coming year and that Cllr Carpenter should be appointed as Vice Chairman. Other members of this committee would be Cllrs Crawley, Betts, Roberts with the remaining position be filled by a newly co-opted member. It was also stated that this committee could also be attended by any other member of the Parish Council. The first finance committee meeting would be planned for late August/early September for ratification of items discussed at the full parish meeting scheduled for September. This motion was seconded and agreed unanimously by all members.													
7.		<u>Appointment of Representatives to Key Committees and Other Portfolios</u>													
7.1		The motion was put forward for nominations for a number of key portfolios for the forthcoming annual period. The full list of appointments agreed for 2019/20 are as follows: <table border="1" data-bbox="491 1787 1385 1998"> <thead> <tr> <th></th> <th><u>Portfolio Description</u></th> <th><u>Councillor Responsible</u></th> </tr> </thead> <tbody> <tr> <td>a.</td> <td>Dog Fouling</td> <td>TBC</td> </tr> <tr> <td>b.</td> <td>Litter Picking &The Big Clean</td> <td>Cllr Crawley</td> </tr> <tr> <td>c.</td> <td>Allotment committee</td> <td>Cllr Roberts</td> </tr> </tbody> </table>		<u>Portfolio Description</u>	<u>Councillor Responsible</u>	a.	Dog Fouling	TBC	b.	Litter Picking &The Big Clean	Cllr Crawley	c.	Allotment committee	Cllr Roberts	
	<u>Portfolio Description</u>	<u>Councillor Responsible</u>													
a.	Dog Fouling	TBC													
b.	Litter Picking &The Big Clean	Cllr Crawley													
c.	Allotment committee	Cllr Roberts													

			d.	Playing Field committee	Cllr Budden			
			e.	Village Hall committee	Cllr Brooke			
			f.	News & Views	Cllr Sandy			
			g.	Community Heartbeat	TBC			
			h.	The Parish Plan	Cllr Carpenter			
			i.	Highways	Cllr Sandy			
			j.	Emergency Plan	Cllr Sandy			
			k.	Facebook Page	Cllr Betts			
			l.	War Memorial & Remembrance Day	Cllr Roberts			
			m.	Hospital Car Scheme	TBC			
			<p>It was noted that Cllr Graham agreed to confirm a choice of the remaining unassigned portfolios with the new co-opted members taking on the others.</p> <p>This motion was agreed unanimously by all members.</p>					AG
8.			<u>Approval of minutes of the Parish Meeting held on 20th March 2019</u>					
	8.1		<p>These minutes were presented to the meeting for approval and were approved subject to further consideration to an amendment put forward by Cllr Roberts.</p> <p>Agreed unanimously that once the amendment decision was made that the minutes would be signed by the Chairman have been proposed by Cllr Roberts and seconded by Cllr Brook.</p>					
9.			<u>Financial Matters</u>					
	9.1		<p><u>Internal Audit Report</u></p> <p>It was confirmed that a satisfactory internal audit had been concluded on 30th April by John McClelland. This section of the Annual Return had been completed, dated and signed on this date by the auditor.</p>					
	9.2		<p><u>Approval of the Parish Council Governance Statement 2019</u></p> <p>MS referred to a number of documents that had been forwarded to Councillors for perusal in advance of the meeting. These documents are as follows:</p> <ol style="list-style-type: none"> 1. Governance Statement 2. Account Statement 3. Management Accounts to 31st March 2019 4. Bank Account Reconciliation to 31st March 2019 <p>Having discussed and reviewed these documents at the meeting it was proposed by the Chairman Cllr Fritzsche that the Governance Statement is approved by the full meeting of the Parish Council. This motion was seconded by Cllr Carpenter and unanimously agreed by the members. Section 1 of the document was signed and dated by Chairman Fritzsche and the Parish Clerk and recorded as minute 9.2 on the document.</p>					
	9.3		<p><u>Approval of End of Year Accounting Statement 2019</u></p> <p>Again, having discussed and reviewed the financial documents at the meeting it was proposed by the Chairman Cllr Fritzsche that the Accounting Statements is approved by the full meeting of the Parish Council. This motion was seconded by Cllr Carpenter and unanimously agreed by the members. Section 2 of the</p>					

		document was signed and dated firstly by the Parish Clerk and then by Chairman Fritzsche and recorded as minute 9.3 on the document.	
	9.4	<u>Exercise of Public Rights</u> MS confirmed to the meeting that this document had been completed and that a copy would be sent to PKF Littlejohn the External Auditor, in due course. This document would be published on the Parish Website and the main village notice board for the period 17 th June – 26 th July (30-day period) having announced this fact on the 16 th June 2019	
	9.5	<u>Declaration of Status of Published Accounts</u> MS confirmed to the meeting that this document had been completed and that a copy would be sent to PKF Littlejohn the External Auditor, in due course. This document would be published on the Parish Website and on the main village notice board for the period 17 th June – 26 th July (30-day period) having announced this fact on the 16 th June 2019. In addition to this document a copy of the accounts for the year end will be published on the Parish Website.	
	9.6	<u>Review and Acceptance of CFPC Standing Orders</u> The subject of this document was discussed by the members and agreed that to date no glaring anomalies had been identified and that individual Councillors should continue to examine the documents and forward any concerns to the Parish Clerk for review. A copy of this document to be emailed to new Councillors for their records. Agreed: that this plan should be progressed as planned.	
	9.7	<u>Review and Acceptance of CFPC Financial Regulations</u> The subject of this document was discussed by the members and agreed that to date no glaring anomalies had been identified and that individual Councillors should continue to examine the documents and forward any concerns to the Parish Clerk for review. A copy of this document to be emailed to new Councillors for their records. Agreed: that this plan should be progressed as planned.	
	9.8	<u>Review and Acceptance and Signing of Disclosure of Personal Interests</u> All new Councillors signed and returned the form that confirmed they had no personal interests affecting their role as Parish Councillor. Councillors should continue to examine the documents and forward any concerns to the Parish Clerk for review. Agreed: that this plan should be progressed as planned.	
	9.9	<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 Resolved: that the payments were approved for payment	
	9.10	<u>Approval of CFPC – New Bank Signatories</u> Based on the previously agreed Finance Committee members (minute 6.1) it was proposed by Cllr Fritzsche that the following members would be appointed as Bank signatories for both manual and electronic payments. Cllrs Budden, Carpenter, Fritzsche and Brooke, This was seconded by Cllr Roberts and agreed unanimously.	
	9.11	<u>General Data Protection Regulations</u>	
		9.11.1 Parish Council members were reminded that GDPR came into effect May 2018 and LCPAS were appointed as Data Protection Officer (DPO) at an approved cost of £150 per annum. MS confirmed that CFPC had been given the status of Compliant as of 24 th April 2019 and that a report was imminent from LCPAS to confirm this fact.	

		9.11.2	All new members of the Council had been issued with the GDPR Security Compliance Checklist which had been signed and returned.	
		9.11.3	MS Stated that all relevant GDPR documentation is available on the Parish Website. The Councillors Privacy Notice would be sent to all Councillors by email for their review and records.	MS
	9.12		<u>War Memorial – Trees and Cleaning</u> In a recent report from Cllr Greybrook it was stated that there is an ongoing commitment for CFPC to ensure that the memorial is kept in good order. There will be periodic checks/inspections made by the WMT. Western Power have fitted spiked discs to the overhead cable – which appear to have deterred the pigeons from perching on the cable and tree work to overhanging branches has been completed by the local Arboriculturist. Agreed unanimously to approve the Report	
	9.13		<u>Laptop</u> The new Parish Council were made aware of this topic where it had been proposed that the redundant laptop should be offered to a worthy user within the community and the invitation was made in the last edition of News and Views. MS confirmed that no other applications had been received other than Caythorpe Preschool. It was therefore proposed by Cllr Graham and seconded by Cllr Roberts that the Laptop in question is donated to the Preschool and would be presented by Cllr Fritzsche once the agreed data cleansing had been actioned. Agreed unanimously to approve this plan.	NF/ MS
10.			Transport and Highways	
	10.1		<u>Parking and Highways Issues within the Parish</u>	
		10.1.1	Cllr Fritzsche stated that the parking area to the rear of the school had been completed to a satisfactory standard and that the next task would be to encourage the public to use the area rather than the High Street. It was proposed that a letter would be sent by the Parish Chairman to the Primary School, Preschool, Sure Start and the Village Hall to seek their support and to ask that they relate this message to their staff. Agreed unanimously to approve this plan.	
		10.1.2	<u>Bus Stop Markings/Signage.</u> Cllr Fritzsche outlined details of this project to the new Council and also referred the meeting to the information and emails recently received from Cllr Maughan on this subject. Following further discussion, it was agreed that the detail in the draft paper from LCC, where additional parking restrictions and new yellow lines near the Spar Shop are added without any consultation with CFPC, should be rejected. Furthermore, it was agreed that and that the plan originally put forward by the council to LCC in September 2017 would be adopted by the new Council and that yellow lines restrictions would only be applied at the pinch point. Additional details would be provided for Cllr Maughan to submit to Highways for further consideration.	MS
		10.1.3	<u>Hump-Backed Bridge & Caythorpe Heath Lane – PGL Bend</u> Cllr Fritzsche confirmed that Mid (UK) had agreed to contribute £200 towards this work and that this sum had also been agreed to be matched by CFPC. Cllr Maughan has forwarded details of these decisions to LCC Highways for consideration. It is understood that ‘SLOW’ signage would be painted on the road either side of the bridge. And that similar signage would be installed on the bend at PGL.	
		10.1.4	<u>Sensory Pavement Pads - LCC Highways will be looking to fund and action this financial year.</u>	
11.			The Parish Environment	
	11.1		<u>Planning</u>	

	11.1.1	<p>Mid UK Applications to Extend Operating Hours</p> <ol style="list-style-type: none"> 1. CFPC submitted detailed objections to the planning proposals on 5th and 29th March 2019. 2. CFPC was subsequently advised by LCC Cllr A Maughan that following the assurances he has received from LCC, he has decided not to object to the planning applications from Mid UK concerning the overnight cleaning and maintenance activities and having ‘listened carefully to all the comments made by other consultees and taken them into consideration in discussion with planning officers and Mid UK and is now satisfied that they have mitigated these issues and is not convinced that there remain reasonable planning grounds to object to cleaning and maintenance activities’ 3. Applications and comments are due to be considered by the LCC Planning Committee on 13 May 19. 4. <u>Way Forward:</u> <ol style="list-style-type: none"> I. It was agreed that that the new Parish Council would support the objections made by the previous Parish Council and will send a representative to the LCC committee to speak at the meeting that is scheduled for 13th May II. It was agreed that the LCC meeting would be attended by Cllrs Brooke and Fritzsche and the Cllr Brooke would speak at the meeting on behalf of the council and would reemphasis the objections already submitted by CFPC. III. Alternative suggestions were presented by Cllr Brooke for the meeting to consider and it was agreed that these would be suggested to LCC if required. <p>Agreed: unanimously to progress with this plan of action</p>	
	11.1.2	<p><u>New Applications</u> S19/0617 (previously S18-0068). - 61 High Street, Caythorpe Amendments to previous submission. demolition of existing outbuildings and the erection of a one and a half storey extension to form a kitchen diner with single garage and bedroom accommodation above and proposed summer house. Response required by 9 May 2019. Recommend: CFPC have no objections to this proposal.</p> <p>S19/0574 - PGL Caythorpe Construction of 4 outdoor Netball Courts and temporary camping area. Response required by 17 May 2019. It was agreed that SKDC should be encouraged to arrange a meeting with Anglian Water to ensure that existing water and sewerage infrastructure is adequate to cope with the proposed new application. Additionally, that the proposed lighting meets with exiting rules and that they will be switched off by 2100 hrs each day. Recommend: CFPC have no objections to this proposal providing that SKDC add these conditions should the application be approved.</p>	
	11.1.3	<p><u>Applications Actioned</u> S19/0565 - Barnwell House, 63 High Street work on 6 trees in a CA - Section 211 Notice, CPFC submitted no objections. Ref:1537444.</p>	
	11.1.4	<p><u>Decision Notices</u> S19/0113 - 1 High Street, Caythorpe, single storey extension to dwelling and roof lift to garage to provide annexe accommodation. Planning permission granted 29 March 2019.</p>	

			<p>S19/0257 - 1 Millfield Crescent Demolition of existing side extension and proposed extension to the rear of the bungalow. Planning permission granted 5 April 2019.</p>	
		11.1.5	<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 4 have closed since the last meeting and will be removed from the spreadsheet. This information will also be published on the Parish Council website. Agreed unanimously to approve the Report</p>	
		11.1.6	<p><u>Emergency Out of Hours Planning Enforcement Procedure</u> It was resolved that further details and contacts would be obtained from the SKDC Out of Hours Department to be used should the need arise. Cllr Milnes agreed to make enquiries and to report back to the meeting. Agreed: unanimously to approve this plan of action.</p>	
		11.1.7	<p><u>Other Issues to Report</u> There were no other issues to report</p>	
	11.2		<u>Dog Fouling</u>	
		11.2.1	<p>In a recent report issued by Cllr Greybrook it was reported that having spoken with Brian Wills he says that the bins continue to be very well used – although there are still few mindless dog owners still leaving dog mess on footpaths. 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 workload. Agreed unanimously to approve the Report</p>	
	11.3		<u>Housing</u>	
		11.3.1	<p>Cllr Roberts 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 2019. It was agreed that Cllr Roberts would liaise with Cllr Betts with information as and when received for Cllr Betts to take on as Housing portfolio holder.</p>	
	11.4		<u>Other Maintenance Issues</u>	
		11.4.1	<p><u>Frieston Bus Shelter – Structure Issue, Lighting and Drainage</u> MS reported that an email had been received from LCC Highways relating to the A607 Bus Shelter stating that the levels of the structure-base failed to meet with LCC requirements and that the shelter should be taken down and re-built, Verbal acknowledgement had been made to the email and a formal response would be made once the Councillors had been briefed at the Council meeting. The following action plan was proposed:</p> <ol style="list-style-type: none"> i. Send a brief response to the email outlining the sequence of events relating to this project. ii. Copy of paperwork (application form, supplier quotation, LCC Licence) iii. Site meeting with Councillors NF/PS/AC and Parish Clerk to evaluate details. iv. Request a site visit from LCC to meet with CFPC representatives to discuss issues and to discuss a realistic solution. <p>Agreed: unanimously to approve this plan of action.</p>	
		11.4.2	<p><u>Maintenance Register</u> Cllr Fritzsche 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 52 weeks to the financial year end show a total spend of £6034.64.</p>	

			Agreed unanimously to approve the Report	
		11.4.3	<u>Burial Ground</u> Cllr Roberts advised that there is a requirement to inspect the condition of the centre path at the burial ground that is now in need of repair. It was proposed that Cllrs Fritzsche and Roberts would meet on site to evaluate the requirements with view to obtaining costs for any repairs agreed and to present them to the members at the next meeting. Agreed: unanimously to approve this plan of action.	NF/ AR
		11.4.4	<u>Frieston Notice Board, Defibrillator and Post Box</u> <ul style="list-style-type: none"> • In Cllr Greybrook's report it was advised that a householder has come forward who is amenable to having the unit located on their property with access to an electricity supply. They are having a wall built, when this is completed the unit can be fixed there. • Cllr Roberts reported that the new Noticeboard to supply and fit a new notice board on Frieston Green for the sum of £680 as agreed at the last meeting had started and would be installed at a point on the green (position to be confirmed) in the very near future. • At the recent AGM a petition was received by the council from residents of Frieston and it was agreed that the new council would progress this issue by initially sending a copy of the petition to Royal Mail Customer Services department. It is also understood that a resident of Frieston is about to write to the Chief Executive of Royal Mail and that the issue would also be raised with the Grantham Journal. It was also proposed by Cllr Roberts that he would also be writing to the Royal Mail and copying in our member of Parliament. Agreed: that this plan is progressed as defined above 	
		11.4.5	<u>Footpath Issues</u> Cllr Roberts updated the new council about issues associated with pavements on the A607 between Caythorpe and the Fulbeck and specifically regarding concerns for mobility scooters and wheelchair and pushchairs. It was agreed that CFPC would write to LCC Highways (pavement department) to obtain a timescale for this clearance work before making any decision on localised clearing by Caythorpe and Fulbeck Parish Councils. It was also proposed that details of pavement clearing using the BigClean within the 30mph zone and pavements on Caythorpe Heath Lane leading to PGL would be dealt with at the next meeting. Agreed: that this plan is progressed as defined above	MS
	11.5		<u>Sewer Issue in Frieston</u>	
		11.5.1	The new Parish Council were informed that 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 take up the matter with LCC and report back accordingly. Agreed: that this plan is progressed as defined above	
12.			Community Safety – Report on Local Crime and Policing Matters	
	12.1		<u>Community Emergency Planning</u>	

	12.1.1	<p>Cllr Fritzsche updated the new council and stated that at the previous meeting 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. It was proposed that this issue is now passed to Cllr Sandy the new portfolio holder for Emergency Planning for evaluation. Cllr Fritzsche also advised that the Emergency Plan would also need updating with name changes of the new Parish Council contacts details. the new Parish Council.</p> <p>Agreed: that this plan is progressed as defined above</p>	
	12.2	<u>Local Crime and Policing Matters</u>	
	12.2.1	There were no policing matters to report	
13.		Community Activities	
	13.1	<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>New portfolio holder is now Cllr Crawley and agreed that he would discuss requirements with Cllr Brooke</p> <p>Agreed that this approach is supported and should be progressed on an on-going exercise.</p> <p>Agreed: To approve the report</p>	
	13.2	<p><u>Allotment Committee</u></p> <p>In a recent report issued by Cllr Ashcroft it was reported that the Annual General Meeting was held on Monday 1st April 2019 and was attended by 8 members with 2 apologies. All existing members of the committee were re-elected for a further term and one ex member had re-applied and been accepted as a new committee member. It was recognized that there would have to be a new parish Council member appointed due to the current incumbent not standing at the forthcoming elections. A copy of the AGM minutes is available on the Parish Council web site.</p> <p>Financially the association was in a strong position which was largely due to the success of the fundraising events. The accounts had recently been audited and were in accordance with the underlying records and there were no issues to draw to the attention of its members. There would be no increase in rental fees this year and they would remain at £40 for large plots and £28 for small plots.</p> <p>Further fund-raising events are planned for 2019, including the annual coffee morning in June with a plant sale and raffle, the Caythorpe Gala in September selling produce, chutneys and jams and possibly a new idea to sell pumpkins in October.</p> <p>Thanks to interest from outside the Parish the remaining plot vacancies had recently been filled and therefore there are currently no vacancies. Out of the 22 plots available 4 are now filled by personnel from outside the parish</p> <p>New portfolio holder is now Cllr Roberts and agreed that he would discuss requirements with the previous councillor Geoff Ashcroft</p> <p>Agreed: To approve the report</p>	
	13.3	<u>Playing Field Committee</u>	

		<p>In a report recently issued by Cllr Nelson it was stated that little more can be added to the article and letter in current edition of N&V both cover the issues involved. It was noted that a committee meeting was held during April 2019 and that the AGM is on May 23rd, the chairman (Bruce Nelson) is resigning from the committee and thus they will require a new Treasurer. If the village values the facility, then it's now over to them.</p> <p>The new portfolio holder is now Cllr Budden and agreed that he would discuss requirements with the previous councillor Bruce Nelson</p> <p>Agreed: To approve the report</p>	
13.4		<p><u>Village Hall Committee</u></p> <p>In a report recently issued by Cllr Greybrook it was stated that the monthly Table top Sale & 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. We need to ensure that all members off the public realise that the event is completely manned by volunteers as in the past few months some "customers" have been over-critical of them and quite demanding!</p> <p>Various forthcoming events are</p> <p>May 9th – 19:30hrs – "The Old Hat Jazz Band" will be performing in the Hall – this a being promoted by "Live & Local" which is sponsored by LCC, SKDC and The Arts Council England. It is heavily subsidised by these organisations.</p> <p>May 11th – Quiz Night – 19:00 for 19:30 start – raising funds for "Global Action"</p> <p>June 8th – Cuppa & Natta raising funds for the Caythorpe Scouts & Beavers – 1100 to 13:00</p> <p>Fast forwarding to December 15th – there will be a family pantomime, "Jungle Book" performed by the same theatre group as last year, and a grant has been received to cover the cost of the booking.</p> <p>The new portfolio holder is now Cllr Brooke and agreed that he would discuss requirements with the previous councillor Bob Greybrook</p> <p>Agreed: To approve the report</p>	
13.5		<p><u>News & Views.</u></p> <p>In a report recently issued by Cllr Nelson it was stated that no issues to draw to the attention of the PC, and that our joint Editors are doing a great job.</p> <p>The new portfolio holder is now Cllr Sandy and agreed that he would discuss requirements with the previous councillor Bruce Nelson</p> <p>Agreed: To approve the report</p>	
13.6		<p><u>Community Heartbeat.</u></p> <p>In a report recently issued by Cllr Greybrook it was reported that 3 of the units are in working order, checked weekly, and a report sent to CHT monthly. One of the units (Village Hall) was used but was not deployed.</p> <p>The new portfolio holder is TBC and when appointed requirements will be discussed with the previous councillor Bob Greybrook</p> <p>Agreed: To approve the report</p>	
13.7		<p><u>Hospital Car Scheme.</u></p> <p>In a report recently issued by Cllr Nelson it was stated that this could do with re-launching as it is some time since we asked for volunteers.</p> <p>The new portfolio holder is TBC and when appointed requirements will be discussed with the previous councillor Bruce Nelson</p> <p>Agreed: To approve the report</p>	
14.		Items of Urgent Business	
14.1		There were no items of urgent business	

15.		<p><u>Arrangements for Next Meeting</u> The next meeting will be the Annual Parish Council meeting and will be held in the Village Hall on Wednesday 10th July 2019 beginning at 7.30 pm.</p>	
		<p><u>Open Forum</u></p> <p>County Councillor Cllr Maughan: Was unable to attend the meeting, however, the following items of interest detailed below were reported prior to the meeting:</p> <ol style="list-style-type: none"> 1. Improving our Carbon Footprint Since 2012 Lincolnshire County Council has reduced its carbon emissions by almost 24%. In April 2019 the Council's executive approved a refreshed carbon strategy that will see a further 20% reduction by 2023. Initiatives to reduce carbon emissions include installing solar panels on council buildings, using more modern office space, reducing paper usage and reducing staff travel time. Not only will these initiatives make our council more environmentally friendly, but they will also save £12m from the councils budget over the same period. 2. Lincolnshire among "top five" areas for pothole repairs Statistics released earlier this year show that Lincolnshire County Council repaired 84,974 potholes in 2018. The bad winter weather in 2017/18 did enormous damage to our roads leading to a far greater number of potholes in the county. In response to this we invested over £12m extra into highway maintenance last year, which helped keep on top of the growing number of defects. The number of pothole repairs carried out in Lincolnshire is among the top five authorities in the country. 3. Majority of children get their first choice of primary school There are around 7,500 children wanting a school place this year, and of the offers made to Lincolnshire primary schools, 94% will receive their first choice of school. A further 3.9% have been offered their second choice of school. Letters were sent to parents on the 16 April notifying them of the offers made. 4. Grantham southern relief road given the go ahead for next stage We are now one step closer to providing those travelling in and around Grantham more reliable journey times and reduced congestion. The Secretary of State has approved the legal orders for the next phase of the project. The Council will now begin the process of appointing a contractor to construct the second phase. The second phase of the scheme will join the B1174 to the A1 trunk road, which will take 18 months to construct. The third and final phase of the relief road will link the A52 at Somerby Hill to the new roundabout off the B1174. This will begin shortly after completion of stage 2. <p>District Councillor Cllr Mrs Penny Milnes: Reported the following items of interest</p> <ol style="list-style-type: none"> 1. Following successfully being elected as District Councillor for the Loveden Ward thanks were expressed to predecessor Bob Sampson. 2. Every effort will be given to support local Parish Councils as and when required. 	

			<p>3. Concerns regarding the recent Mid(UK) applications had been discussed with Dr Caroline Johnson MP.</p> <p>Public Attendance</p> <p>The meeting was attended by two local residents and the following points were raised:</p> <ol style="list-style-type: none"> 1. <u>Vote of Thanks</u> Thanks to all the out-going Councillors for all of their efforts over time. 2. <u>Noticeboard</u> Enquired about progress to date and was informed that the project was on-going and further details would be discussed in the meeting as this is an agenda item, 3. <u>Potholes</u> Usual concerns that potholes are not being actioned quickly enough and the same ones continue to be repaired. 4. <u>Speeding</u> Identified instances of speeding in the High Street – urged to try and obtain registration numbers for reporting to the local PCSO. 	
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Appendix 1 – Accounts Authorised and Paid Since the Last Meeting

Invoice Date	Supplier Account Name	Invoice Detail	Invoice Value	VAT £	Total Inv. Value	Authorised for Payment by:	Date Paid
25-Mar-19	ICO	Data Protection Annual Registration	35.00	0.00	35.00	BN/BG	25-Mar-19
31-Mar-19	Unity Trust Bank	Service Charge	18.00	0.00	18.00	BN/BG	31-Mar-19
1-Apr-19	M Stevens	Monthly Salary (March 19)	469.10	0.00	469.10	BN/BG	29-Mar-19
8-Apr-19	HMRC Cumbernauld	Tax Payment - Mel Stevens (March)	117.20	0.00	117.20	GA/BG	8-Apr-19
8-Apr-19	LALC	12 copies of The Good Councillor Guide	47.80	1.16	48.96	GA/BG	8-Apr-19
9-Apr-19	Brian Wills	General Maintenance in Village (Mar/Apr)	131.00	0.00	131.00	GA/BG	10-Apr-19
12-Apr-19	P A & L M Leeds	Expenses - March & April 2019	50.00	0.00	50.00	GA/BG	12-Apr-19
25-Apr-19	Simpsons Arboriculture Ltd.	Pruning of Branches overhanging War Memorail	300.00	60.00	360.00	GA/BG	25-Apr-19
29-Apr-19	M Stevens	Monthly Salary (April 19)	469.10	0.00	469.10	BN/BG	29-Apr-19
5-May-19	HMRC Cumbernauld	Tax Payment - Mel Stevens (Apr)	117.20	0.00	117.20	BN/BG	5-May-19
5-May-19	Ben Watson	Litter Picking Payment (Mar/Apr)	156.60	0.00	156.60	BN/BG	5-May-19
Totals			1911.00	61.16	1972.16		

Appendix 2 – Accounts Requiring Authorisation

Invoice Date	Supplier Account Name	Invoice Detail	Invoice Value	VAT £	Total Inv. Value	Authorised for Payment by:	Date Paid
7-May-19	M Stevens	CFPC - Expenses ()	95.97	0.00	95.97	NF/RB	TBC
Totals			95.97	0.00	95.97		

Appendix 3 – CFPC Management Accounts – 31st March 2 2019

Caythorpe & Frieston Management Accounts						
Accounts at 31st 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
	£	£	£	£	£	£
INCOME						
Precept	28888	29085	29085	29085	0	29085
Other	3633	232	232	5064	4832	5064
Burial ground	3575	3100	3100	3900	800	3900
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	1235	1478	243	1478
Bus Shel/WM Grants			0	0	0	0
TOTAL	46737	34432	34432	48712	14280	48712
EXPENDITURE						
Burial grounds	3198	3300	3300	3114	-187	3114
Audit	240	240	240	240	0	240
Comm lincs	0	0	0	0	0	0
Staff salaries	7913	8097	8097	7298	-799	7298
Election costs	0	300	300	0	-300	0
Comm Projects	400	4274	4274	0	-4274	0
Maintenance	3820	3796	3796	3072	-724	3072
VH grant	3000	3150	3150	3500	350	3500
PF grant	3000	3150	3150	3500	350	3500
S137 Expenditure	0	150	150	0	-150	0
Insurance	4721	4660	4660	4229	-431	4229
LALC & SLCC	565	468	468	532	64	532
Tel,post, stat etc	374	232	232	976	744	976
PWLB loan	1772	1772	1772	1772	0	1772
Allotments	400	400	400	0	-400	0
News & Views	8270	0	0	7872	7872	7872
Bank Charges	72	0	0	78	78	78
Misc	7137	443	443	10872	10429	10872
TOTAL	44882	34432	34432	47054	12622	47054
SURPLUS/(LOSS)	1855	0	0	1658	1658	1658
				£	£	£
Reserves as at	Mar-18			32941	32941	32941
Forecast surplus for year as above						
Forecast closing reserves at year end				34599	34599	34599
Weeks to Date	52	31-Mar-19				
Weeks Year	52					