

Caythorpe and Frieston Parish Council

Minutes of the Parish Council Meeting held on 11th March 2020

Present:

Councillors: N Fritzsche (Chairman)

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

District

Councillor P Milnes

County

Councillor A Maughan

Clerk: M Stevens

1.		Apologies for Absence. None – All Councillors present	
2.		<u>Declaration of interests under the Local government.</u> Cllr Crawley expressed an interest as a committee member of the Playing Fields.	
3.		<u>Confirmation and a summary of requirements of the Annual Parish Council Meeting and the Annual Parish Meeting that are scheduled for May 2020.</u>	
	3.1	Cllr Fritzsche reminded the meeting that the next meeting would take place in the first week of May due to holiday commitments and that the Annual Parish Council meeting would be preceded by the Annual Parish Meeting. Furthermore, Cllr Fritzsche explained that the format of the APM would be that each Councillor Portfolio holder would briefly outline their achievements throughout the year followed by any plans for the forthcoming period. After each session the public would be invited to ask questions. The APM is not a platform for decisions taken by the council to be revisited and discussed by councillors it is to inform members of the public of the work undertaken by CFPC during the year and future plans and achievements by portfolio holders and for them to take questions from the public attending the meeting.	All
4.		<u>Approval of Minutes held on 8th January 2020</u>	
	4.1	Approval was sought for the minutes taken at the above meeting. <u>Decision:</u> 1. Minutes were proposed by Cllr Betts seconded by Cllr Budden approved unanimously and signed by the Chairman.	

5.		<u>Parish Clerk's Report – To Update on matters occurring since the last meeting not otherwise on the agenda.</u>	
	5.1	<u>Website Upgrade</u> MS advised the meeting that recently LCC had installed a new website for the council and that the plan is now to roll-out to parish level. This roll-out plan would commence with a training and briefing session on 23 rd March with the intention that data would be migrated to the new system before the end of April. <u>Decision:</u> 1. It was agreed that once the new system became available selective members would be invited to comment on the content.	
	5.2	<u>Came and Company Event</u> MS informed the meeting that this event had been scheduled for 19 th March and that there would be presentations from insurance and play equipment companies. Since the meeting it has been learnt that the event will be cancelled due to concerns associated with the coronavirus outbreak. <u>Decision:</u> 1. It was agreed that as the intention was to glean information about playground equipment safety monitoring that the event would be attended by a representative from the PC once the event had been rescheduled.	
6.		<u>Financial Matters</u>	
	6.1	<u>Authorisation of BACS/Cheque Payments</u> Two documents containing invoices approved and paid since the last meeting, and invoices awaiting approval for payment, were circulated to the meeting. MS stated that invoices had been received from SKDC and AR Siddans for the Bus Shelter lighting and Burial Ground Pathway refurbishment respectively and due to the VAT reclaim it was recommended that although budgeted for 2020/21 that these invoices are paid within the current financial year and the budget adjusted accordingly. <u>Decision:</u> 1. All items were examined by members and unanimously approved for payment.	
	6.2	<u>Review and Approval of CFPC Accounts – End of February 2020</u> Management Accounts for CFPC previously circulated to Cllrs were presented to the meeting for approval. At the meeting Cllr Budden chairman of the finance committee summarised the key points. <u>Decision:</u> 1. The financial accuracy of the accounts as circulated were unanimously approved.	
	6.3	6.3.1 <u>End of Year Accounts and Audit Requirements</u> MS reminded the meeting that as the financial end of year was approaching that there is a requirement to meet certain requirements that included an internal and external audit of the councils accounts and	

		<p>governance. It was stated that Bruce Nelson, chartered accountant and ex-chairman of the Parish council had very kindly agreed to carryout the internal audit of accounts. Following this exercise, the following stages would take place:</p> <ol style="list-style-type: none"> a. AGAR requirement by PKF Littlejohn. b. Webinar available from 11th March c. Instructions issued during the last week in March d. AGAR submission by 1st July e. Publishing Accounts on Website <p>Decision:</p> <p>1. It was unanimously agreed that the plan as outlined above would be actioned.</p>	MS
	6.4	<u>Approval of Funding for Projects (details submitted prior to meeting)</u>	
	6.4.1	<p><u>CFPC – Insurance Renewal Approval</u></p> <p>Cllr Budden stated that following the Finance Committee meeting that was held on 25th February it was proposed that of the 4 insurance quotes that had been received and reviewed the Ecclesiastical quote should be adopted for a period of 3 years at a first year premium of £2424.65.</p> <p>It was noted that this price was considerably less that premiums paid previous years and would only increase by 4% for the next 2 years.</p> <p>Decision:</p> <p>1. This motion was seconded and approved unanimously.</p> <p>2. It was agreed that this sum would be paid within the terms of the contract to meet the renewal deadline of 17th March</p>	MS
	6.4.2	<p><u>St Vincents – Annual Grass Cutting Payment</u></p> <p>Cllr Fritzsche reminded the meeting that this item had been actioned at the previous PC meeting where it had been agreed that the annual payment should be withdrawn, however a resubmission had been received from the PCC, albeit for a lager sum of money (£980), requesting that the matter is reconsidered and reversed.</p> <p>Cllr Fritzsche went on outline further investigation and legal ramifications including S137 implications, however, invited the members to each comment on the current application.</p> <p>Decision:</p> <p>1. Voting on the proposal the result was unanimously agreed that the original decision not to fund this proposal should be upheld.</p>	
	6.4.3	<p><u>Village Gates</u></p> <p>Cllr Betts summarised details from a paper that had been issued previously where it was proposed that a set of gates should be purchased and installed at 2 village locations.</p> <p>Discussed at the finance committee meeting of 25th March and therefore approval sought for an increase to the 2020/21 budget to £3100 from £3000.</p> <p>Each member expressed their view on the proposal.</p> <p>Cllr Roberts sought to add an amendment to this proposal where the proposal should be shared with the community first. This proposal was voted on but not carried with a recorded vote noted of 4 in favour and 7 members against, for Cllr Roberts, Sandy, Graham, Carpenter</p>	

		<p>Against Cllr Betts Budden, Crawley, Brookes, Linforth, Fritzsche, Allen</p> <p>Decision:</p> <p>1. As a result of this first vote a second vote was taken of the original proposal with a recorded vote of Cllrs Roberts, Graham, Sandy, not in favour with the Cllrs Betts, Budden, Linforth, Brookes, Crawley, Fritzsche, Allen in favour the motion was passed with a majority vote. Cllr Carpenter abstained</p>	
	6.4.4	<p><u>Burial Ground Gates</u></p> <p>Cllr Roberts updated the meeting with the fact that 3 quotations are currently being sought for the supply and installation of new gates for the burial ground. In addition, approval was sought to increase the 2020/21 budget from £700 to £1000.</p> <p>1. It was agreed that details of the quotations would be circulated once received and in addition a further quote would be obtained from Glasdon for the supply of a gate made from a composite material.</p> <p>2. The amount as proposed was unanimously approved and would be added to the 2020/21 budget.</p> <p>3. The 2020/21 budget to be amended accordingly and added to the minutes of this meeting as appendix 4.</p>	AR
	6.5.5	<p><u>Allotment Site – Perimeter Hedging</u></p> <p>Discussed at the finance committee meeting of 25th March and approval sought to add the sum of £1500 to the 2020/21 budget. Cllr Roberts gave details of the requirement to reduce the overhanging branches on the perimeter of the allotment site. Additionally, it was noted that this item is on the Allotments Association’s AGM agenda where it is intended to propose a contribution to the cost of the work and then to seek help for the remainder of the cost from the Parish Council. It is understood that on-going maintenance would also be discussed.</p> <p>Decision:</p> <p>1. The amount as proposed was unanimously approved and would be added to the 2020/21 budget.</p> <p>2. The 2020/21 budget to be amended accordingly and added to the minutes of this meeting as appendix 4.</p>	MS
	6.5.6	<p><u>War Memorial – Road Signs</u></p> <p>Discussed at the finance committee meeting of 25th March and therefore approval sought for the sum of £151 to be added to the 2020/21 budget. Cllr Roberts reminded the meeting of the 3 signs stating ‘Remembrance Day Parade in Progress Ahead’</p> <p>Decision:</p> <p>1. The amount as proposed was unanimously approved and would be added to the 2020/21 budget.</p> <p>2. The 2020/21 budget to be amended accordingly and added to the minutes of this meeting as appendix 4.</p>	
7.		Transport and Highways	
	7.1	<u>High Street Congestion</u>	

	7.1.1	<p><u>Yellow Lines and Bus Stops</u> Cllr Maughan stated that the LCC planning committee is now due to deliberate at a meeting scheduled April 2020.</p> <p>Decisions:</p> <p>1. It was agreed that Cllr Maughan would keep CFPC informed of any decision made and advise on the next stage of the process as required.</p>	AM
	7.2	<u>Other Transport and Highways Issues.</u>	
	7.2.1	<p><u>Sensory Pavements</u> Cllr Maughan agreed to provide recently obtained information regarding new locations believed to be near to the doctors surgery and care home.</p>	AM
8.		<u>The Parish Environment</u>	
	8.1	<u>Planning</u>	
	8.1.1	<p><u>New Applications – including actions taken and decisions since last meeting:</u></p> <ul style="list-style-type: none"> • S19/2173 - Mr Stephen Osborn. 60 High Street, Caythorpe, NG32 3DN Single storey extension to existing dwelling, replacement storage building, new garage and conversion of existing barn to form living area for main dwelling (amendments to application re S18/1963 for Single storey extension to existing dwelling, replacement storage building, new garage and conversion of existing barn to form living area for main dwelling). CFPC – Responded 11 Feb 20 • S20/0089 - Mr & Mrs Armstrong. 17 Church Lane, Caythorpe, NG32 3DU New dwelling on land at rear of existing CFPC - Responded: 11 Feb 20. • S20/0268 - Mr Fish, 22 High Street, Caythorpe, Lincolnshire, NG32 3BS T1 Sweet Chestnut - Reduce western canopy to 3.5m, reduce northern canopy to 3m, reduce eastern canopy to 3m, reduce southern canopy to 4m and reduce crown by 2m CFPC - Responded: 9 March 20 • S20/0340 - Dr S Marshall, Holly Cottage , 43 High Street, Caythorpe, NG32 3DR Erection of bespoke conservatory CFPC - Comments to RB by 17 March S19/2137 - Mr Finney, 24 	
	8.1.2	<p><u>Decision Notices Received Since Last Meeting</u></p> <ul style="list-style-type: none"> • S20/0060 28th January 2020 J Scott To remove dead wood from T3, T4 and T5. St Vincent's Church 	

			<p>Caythorpe Heath Lane Caythorpe Lincolnshire NG32 3EJ Work Allowed 5th February 2020</p> <ul style="list-style-type: none"> <p>S19/2067 28th November 2019 Mr Tim Dudfield Erection of 1.2m high timber fence to front boundary 9 High Street Caythorpe NG32 3BP Approved: 16th January 2020</p> <p>S19/2035 20th November 2019 Mr & Mrs G Rimmer Listed building consent for the removal of rear porch and erection of a timber framed rear entrance porch Frieston House 45 Hough Road Frieston NG32 3BY Approved: 10th February 2020</p> <p>S20/0184 6th February 2020 Mr Ian Braybrook T1) Remove ash tree to ground level T2) Reduce large horse chestnut limb overhanging garage Frieston Old Hall 36 Hough Road Frieston NG32 3BY Work Allowed 13th February 2020</p> <p>S19/2222 19th December 2019 Mr Peter Sowerby Refurbishment of lodge including replacement two storey extension. The Lodge Old Lincoln Road Caythorpe Lincolnshire NG32 3EJ Approved: 13th February 2020</p> <p>S19/2223 19th December 2019 Mr Peter Sowerby Listed building consent for the refurbishment of lodge including replacement two storey extension The Lodge Old Lincoln Road Caythorpe Lincolnshire NG32 3E Approved: 13th February 2020</p> <p>S19/1315 20th August 2019 Mrs Elizabeth Beardmore Demolition of existing detached garage, formation of new vehicular access, and the construction of a 4 bed detached dwelling. Urnsfield House Gorse Hill Lane</p> 	
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			Caythorpe NG32 3DY Approved: 27th February 2020	
		8.1.3	<u>Other Planning Issues</u> <u>S17/1611 ANESCO 7.2 MW Energy Storage Facility on Caythorpe Heath Lane.</u> The question was raised by Cllr Roberts with reference to the condition of planting / soft landscaping on the western boundary. Cllr Brooke stated that he had contacted ANESCO to ask what their plans are if any to remedy this. In It is understood that there is an on-going requirement to maintain soft landscaping / planting for 5 years from the date of use of the site. Currently awaiting their response.	
		8.1.4	<u>Administration and Training</u> Cllr Brooke outlined details a planning course recently attended and urged other members of the planning committee to also attend a course as and when possible. Additionally, he reiterated the requirement for all councillors to make a meaningful return on all consultation papers so that he is able to summarise the views of the council as a whole.	All
		8.1.5	<u>Project Register</u> The Parish Clerk stated that there is a total of 16 live projects and also noted 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	
	8.2		<u>Other Maintenance issues</u>	
		8.2.1	<u>Maintenance Register</u> The Parish Clerk referred to the updated document that had been issued prior to the meeting showing the expenditure on village maintenance. The report had been filtered to show details of the current financial year only to date. Decisions: 1. To approve the report.	
	8.3		<u>Other Topics for Discussion</u>	
		8.3.1	<u>Stump Tree Replacement</u> Cllr Fritzsche stated that there is likely to be a delay in having the stump removed until at least September as Jackdaws had again taken up residency. Cllr Roberts confirmed that the donated walnut tree had been planted on the triangle and would continue to be maintained .	
		8.3.2	<u>News and Views Funding Plans</u> Cllr Fritzsche summarised details from the proposal document that had been issued to members prior to the meeting where the entire administration of the News and Views accounts would be transferred to the News and Views editors so that profits from the exercise could be better utilised to the benefit of the community. It was noted that there were a number of concerns identified and in view of this it was agreed that the matter would be deferred to the meeting scheduled for May. Decisions:	

			1. It was agreed that further investigation was required and that LALC would be consulted regarding possible legal and VAT implications.	MS/ NF
	8.3.3	<u>Tree Planting</u> Cllr Crawley stated the need to make every effort to improve the carbon footprint at all levels and proposed that areas should be identified within the parish where trees could be planted.		
	8.3.4	<u>Heating and Solar</u> Cllr Crawley again used similar reasoning before referring to a paper that had been issued to all members prior to the meeting. Decision: 1. In both this and item 8.3.3 it was agreed that these proposals should be investigated further. 2. It was also agreed that these proposals should be included in the new Neighbourhood Plan.		AC JC
	8.3.5	<u>Standby Generators</u> Discussed at the finance committee meeting of 25 th March and therefore approval sought for the sum of £2000 to be added to the 2020/21 budget. Cllr Allen referred to a paper previously issued to the members and summarised a number of pros and cons for this proposal. Decision: 1. It was agreed that due to maintenance logistics and GDPR that the proposal was shelved for the time being. On this basis voting resulted in 3 in favour with 8 against and therefore the motion was not carried. 2. It was agreed therefore that the sum being sought would not be added to the 2020/21 budget.		
9.		Community Safety – Report on Local Crime and Policing Matters There were 5 crime or safety issues reported on the Police Website since the last meeting and Councillors were urged to use the link to the police website, provided with the agenda. for on-going monitoring.		
10.		Community Activities by Portfolio Holder These reports are attached at Appendix 5 and the following additions were noted.		
	10.1	<u>Playing Fields</u> Cllrs Budden reported that the playground inspection is being actioned on a fortnightly basis by local volunteers and results being logged. Additionally, an annual inspection is being scheduled. Cllr Crawley reported a reasonably successful ‘Dash’ event last weekend with 67 competitors attending. The event reported a profit in the region of £650. It is understood that an AGM is planned for May. The issue of the storage of sports equipment at the playing fields is currently being investigated		
	10.2	<u>Litter Picking</u>		

		<p>Cllr Crawley stated there had been email exchanges with Mid(UK) in recent times regarding litter on or adjacent to the A607 following the sighting a lorry spilling litter in that vicinity.</p> <p>Decisions:</p> <ol style="list-style-type: none"> 1. It was agreed that Cllr Crawley would continue to pressure Mid(UK) to resolve this unsatisfactory situation. 2. It was additionally agreed that the issue of vehicles turning right out of the Mid(UK) premises would be raised as would the level of litter being blown across adjacent fields. 	AC AC
9.3		<p><u>News and Views</u> Cllr Fritzsche requested on behalf of the editors of News and Views for additional interesting articles to be sent in for inclusion in News and Views publication.</p>	All
9.4		<p><u>Footpaths</u> Now that the growing season is nearly upon us the issue of overhanging hedges was raised.</p> <p>Decisions:</p> <ol style="list-style-type: none"> 1. It was agreed that Cllr Graham would produce an article for the next edition of N&V's seeking the co-operation from parishioners whose gardens border a footpath. 	AG
9.5		<p><u>Debris in Burial Ground Layby</u> Cllr Roberts spoke of excess debris in the layby area near the Burial Ground.</p> <p>Decisions:</p> <ol style="list-style-type: none"> 1. It was agreed that Cllr Crawley would enter a log onto fixmystreet. 	AC
10.		<p>Items of Urgent Business There were no items of urgent business reported</p>	
11.		<p>Arrangements for Next Meeting The next meeting will be held in the Village Hall on Wednesday 6th May 2020 beginning at 7.30 pm. Preceded by the Annual Parish Meeting that would commence at 6.30 p.m.</p>	

Open Forum

County Councillor

Cllr Maughan: Reported the following items of interest

Awaiting report

District Councillor

Cllr Milnes: Reported the following items of interest

- Clay Pigeon Shoot.
The Enforcement Notice was withdrawn by SKDC and as a result the appeal was stopped.
A new planning application has been submitted for 150 days shooting, together with a noise report. There is controversy and concern particularly from Fenton residents, and some from Brandon, who fear any increase from 50 days will cause unacceptable loss of amenity from noise.

Budget:

- The SK budget has been approved
- Council Tax will rise by £5 on band D for 2020/21 despite the results of community consultation with 39% in favour. The reason for this is financial uncertainty in the medium term and the Governments offer currently available to DC's (of a £5 increase) is unlikely to be available from 2021/22. It was therefore decided to maximise the limited funding available to ensure Council services and Corporate Strategy ambitions can be fully resourced.
- The Councils reserves and balances are sufficient to meet cash flow requirements and avoid unnecessary borrowing.
- Car Parking charges are to have an inflationary increase after a 10 year freeze to ensure costs are recovered.
- The Council declared a climate emergency and whilst a task force is looking into ways to reduce the carbon footprint £20,000 has been allocated for 'quick fixes'
- EnvironSK will continue to run services with a commercial eye on profit.
- InvestSK are to continue helping and encouraging businesses in the district to grow and also look for new investment to move into the area. They will continue to promote the benefits and attractions in the district. F.E.A.S.T – an Art Exhibition in Caythorpe VH 20/21 March

Local Plan:

- The LP is now adopted and the source for all planning policy.
Pages 29 – 31:
SP2: Settlement Hierarchy defines Caythorpe and Frieston as a Larger Village. There are no land allocations but development proposals which promote the role and function of the village and will not compromise the settlements nature and character, will be supported.
Policies SP3: Infill Development and SP4: Development on the Edge of Settlements will apply.

		<p>New CEO:</p> <ul style="list-style-type: none"> The new CEO, Karen Bradford took up her post on 2 March. I have been in a group meeting with her this morning. She handled her first Full Council meeting very well – on her first day!!! And I feel that she will be open in any dealings with her. <p><i>"Karen has a wealth of experience, particularly in terms of driving change and generating growth that will be a real benefit to our district. She knows the area very well, having been Deputy Chief Executive and Monitoring Officer at North Kesteven District Council for four years before moving to Gedling Borough Council as Chief Executive in 2018. She was one of five candidates, shortlisted from a total of 17, interviewed over a two-day period via a rigorous process of panel and one-to-one interviews. Karen said: "I am honoured to have this opportunity to help shape the future of South Kesteven District Council at such an exciting time. I look forward to joining the team shortly and building on the excellent work that has already started to maximise the opportunities to grow the district in a sustainable way that ensures we deliver what residents, businesses and investors want and need."</i></p> <p>Bus Stop Fence:</p> <ul style="list-style-type: none"> The work is lodged with the contractors and I have asked for an update on timings. Now believed to be actioned by 20th March. <p><u>Public Attendance</u></p> <p>The meeting was attended by 3 local residents and the following points were raised:</p> <p>A. <u>Village Hall</u></p> <p>The question was raised regarding possible plans for a new village hall as the current location continued to cause concerns regarding public access, parking and traffic congestion.</p> <p><u>Decision</u></p> <p>1. Cllr Fritzsche responded that there are no current plans, however, the subject would be included for consideration within the development of the new Neighbourhood Plan.</p> <p>B. <u>Parish Council Website</u></p> <p>It was suggested that the current website was rather antiquated and that there is an urgent need to upgrade and remove the out of date information.</p> <p>The clerk responded that efforts has been made to update relevant sections of the website through the ‘parish news’ section and that current meeting minutes and the latest editions of News and Views are always available to view.</p> <p>Additionally, it was reported that there are plans to upgrade the site and that a briefing/training session would be attended on 23rd March. There will be a requirement to transfer data to the new</p>	<p>JC</p>
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			<p>website as soon as practical and once completed would be made available to the community. Feedback from the community would be welcomed at this stage.</p> <p><u>Mid(UK) Recycling</u></p> <p>It was noted that an invitation was sent to Mid(UK) but unfortunately there was no attendance or update report received.</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
11-Jan-20	110120	P A & L M Leeds	Monthly Expenses - Jan	25.00	0.00	25.00	MB/RB	13-Jan-20
16-Jan-20	1374	Brian Wills	Bin Emptying (Dec/Jan)	80.50	0.00	80.50	MB/RB	16-Jan-20
30-Jan-20	300120	M Stevens	Monthly Salary (Jan 20)	469.10	0.00	469.10	JC/RB	30-Jan-20
31-Jan-20	1376	Brian Wills	Village Maintenance	120.00	0.00	120.00	MB/JC	31-Jan-20
3-Feb-20	030220	P A & L M Leeds	Expenses - Feb 20	25.00	0.00	25.00	MB/JC	3-Feb-20
5-Feb-20	050220	Richard Palmer	N&V Advertising Refund	41.60	0.00	41.60	MB/JC	5-Feb-20
7-Feb-20	SIN035569	Diocese of Lincoln	Annual Advance Rental for Allotments Site	200.00	0.00	200.00	MB/JC	7-Feb-20
7-Feb-20	070220	HMRC Cumbernauld	Tax Payment - Mel Stevens (Jan 20)	117.20	0.00	117.20	MB/JC	7-Feb-20
11-Feb-20	875	Enviro-tec	Annual Invoice for Mole Control in the Burial Ground	325.00	0.00	325.00	MB/JC	11-Feb-20
11-Feb-20	1379	Brian Wills	Bin Emptying (Jan/Feb)	77.00	0.00	77.00	MB/JC	11-Feb-20
13-Feb-20	4861180	Verdon Timber	2nd Post for Burial Ground	67.50	13.50	81.00	MB/JC	13-Feb-20
18-Feb-20	10326	LALC	Annual Subscription invoice for year 20/21 (1st April 2020 – 31st	349.95	0.00	349.95	MB/JC	19-Feb-20
24-Feb-20	240220	M Stevens	Monthly Salary (Feb 20)	469.10	0.00	469.10	MB/JC	28-Feb-20
27-Feb-20	PW497723	Public Works Loans	Payment of Loan Repayment	886.20	0.00	886.20	MB/JC	28-Feb-20
9-Mar-20	090320	Ben Watson	Litter Picking - Salary Payment (Jan/Feb)	139.20	0.00	139.20	MB/JC	9-Mar-20
9-Mar-20	090320B	HMRC Cumbernauld	Tax Payment - Mel Stevens (Feb 20)	117.20	0.00	117.20	MB/JC	9-Mar-20
10-Mar-20	1382	Brian Wills	Bin Emptying (Feb/Mar)	129.00	0.00	129.00	MB/JC	10-Mar-20
10-Mar-20	100320	P A & L M Leeds	Expenses - March 20	25.00	0.00	25.00	MB/JC	10-Mar-20
Totals				3663.55	13.50	3677.05		

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
28-Feb-20	SI-4761	A R Siddans Limited	Refurmishment of Burial Ground Pathway	7635.00	1527.00	9162.00	MB/JC	12-Mar-20
5-Mar-20	I0114053	South Kesteven District Council	Supply and Installation of Bus Shelter Street Lighting - A607	1950.00	0.00	1950.00	MB/JC	12-Mar-20
10-Mar-20	100320	M Stevens	CFPC - Expenses (Jan/Feb)	170.47	0.00	170.47	MB/JC	12-Mar-20
Totals				9755.47	1527.00	11282.47		

Appendix 3 – CFPC Management Accounts – 29.02.20

Accounts at 29th February 2020								
	Actual 2018/19	Budget 2019/20	Budget for period	Actual for Period	Total Period	Variance Period	Forecast 2019/20	Variance 2019/20
	£	£	£	£	£	£	£	£
INCOME								
Precept	29,085	29,450	29,450	29,450	29,450	0	29,450	0
Other	5,064	232	213	200	200	-13	200	-32
Burial ground	3,900	4,983	4,568	1,250	1,250	-3,318	1,364	-3,619
Street Cleaning	814	780	780	854	854	74	854	74
News & Views	8,372	6,000	3,000	8,073	8,073	5,073	8,123	2,123
Ward Grant	0		0	200	200	200	200	200
VAT Reclaim	1,478	1,900	1,900	1,953	1,953	53	1,953	53
TOTAL	48,712	43,345	39,911	41,979	41,979	2,068	42,143	-1,202
EXPENDITURE								
Burial grounds	3,114	4,368	4,004	2,660	2,660	-1,344	2,740	-1,628
Audit	240	240	240	240	240	0	240	0
Staff salaries	7,298	7,319	6,709	7,658	7,658	949	8,453	1,134
Election costs	0	600	600	88	88	-512	88	-512
Comm Projects	0	0	0	510	510	510	510	510
Maintenance	3,072	2,509	2,300	3,250	3,250	950	3,850	1,341
VH grant	3,500	3,570	3,570	3,500	3,500	-70	3,500	-70
PF grant	3,500	3,570	3,570	3,500	3,500	-70	3,500	-70
S137 Expenditure	0	150	138	0	0	-138	0	-150
Insurance	4,229	4,374	4,010	0	0	-4,010	2,425	-1,949
LALC & SLCC	532	525	481	606	606	125	606	81
Tel,post, stat etc	976	465	426	309	309	-117	337	-128
PWLB loan	1,772	1,772	886	1,772	1,772	886	1,772	0
Allotments	0	400	200	400	400	200	400	0
News & Views	7,872	6,500	5,958	6,683	6,683	725	8,123	1,623
Bank Charges	78	76	70	54	54	-16	72	-4
Litter Project Items	0	150	138	175	175	37	150	0
Mole Control	0	325	298	325	325	27	325	0
Dog Fouling Project	0	400	367	0	0	-367	0	-400
Pavement Crossing	0	2,000	1,833	0	0	-1,833	0	-2,000
Playing Fields Furn	0	1,000	1,000	1,000	1,000	0	1,000	0
Salt Bins	0	300	0	0	0	0	0	-300
Laptops N&V	0	700	0	0	0	0	0	-700
Pavement Clearance	0	750	0	78	78	78	0	-750
Tree Work	0	0	0	792	792	792	792	792
Bus Shelter A607	0	0	0	0	0	0	0	0
New Trees Planting	0	0	0	0	0	0	100	100
Chapel Lane Bench	0	0	0	0	0	0	475	475
BG Post and Gate	0	0	0	162	162	162	700	700
Bus Shelter Lighting	0	0	0	0	0	0	1,950	1,950
	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
Misc	10,872	1,283	1,176	1,226	1,226	50	1,337	54
TOTAL	47,054	43,346	37,974	34,988	34,988	-2,986	43,444	98
SURPLUS/(LOSS)	1,658	-1	1,937	6,992	6,992	5,055	-1,300	-1,299
Reserves	34,599	34,598					33,298	

Appendix 4 – Revised and Approved Budget ver. 1.4.2 11th March 2020

<u>Budget 2020/21 (ver 1.4.2)</u>	Actual 2018/19	Budget 2019/20	Forecast 2019/20	Budget 2020/21
	£	£	£	£
INCOME				
Precept	29,085	29,450	29,450	30,039
Other	5,064	232	200	232
Burial ground	3,900	4,983	1,364	2500
Street Cleaning	814	780	854	854
News & Views	8,372	6,000	8,123	8433
Ward Grant	0	0	200	0
VAT Reclaim	1,478	1,900	360	1900
TOTAL	48,712	43,345	40,551	43,958
RECURRENT EXPENDITURE				
Burial grounds	3,114	4,368	2,740	2877
Audit	240	240	240	240
Staff salaries	7,298	7,319	8,453	9000
Election costs	0	600	88	0
Comm Projects	0	0	510	500
Maintenance	3,072	2,509	3,850	3051
VH grant	3,500	3,570	3,500	3500
PF grant	3,500	3,570	3,500	3500
S137 Expenditure	0	150	0	150
Insurance	4,229	4,374	2,425	2522
LALC & SLCC	532	525	606	636
Tel,post, stat etc	976	465	337	440
PWLB loan	1,772	1,772	1,772	0
Allotments	0	400	400	400
News & Views	7,872	6,500	8,123	8433
Bank Charges	78	76	72	76
Litter Project Items	0	150	150	50
Mole Control	0	325	325	325
Pavement Clearance	0	750	0	100
Tree Work	0	0	792	832
New Tree Planting	0	0	100	0

Misc	10,872	1,283	1,337	1830
	47,054	38,946	39,320	38,462

SURPLUS	1,658	4,399	1,231	5,496
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CAPITAL EXPENDITURE

Dog Fouling Project	0	400	0	
Pavement Crossing	0	2,000	0	2000
Playing Fields Furn	0	1,000	1,000	
Salt Bins	0	300	0	300
Laptops N&V	0	700	0	
Burial Ground - Main Pathway refurbishment			9,000	0
Village Parking Signs				300
Bus Shelter A607	0	0		1000
Bus Shelter Lighting			1950	0
Village Name Signs x 3 (Gates)				3100
Allotment Hedging				1500
Burial Ground Post & Gate			0	1000
Memorial Signs				151
Standby Generator				0
Chapel Lane Bench			475	0
	0	4,400	12,425	9,351

SURPLUS/(LOSS)	1,658	-1	-11,194	-3,855
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RESERVES	34,599	34,598	23,405	19,550
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AS A % OF PRECEPT	118.96%	117.48%	79.47%	65.08%
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Pecept

Inflation Prices	5.00%
Inflation Salaries	5.00%

	Total Income Required by Parish	-26184
	Precept Summary	
Box A	How Much Required to Levy	30039
Box B	Reserves	3855
Box C	Total Income Required	29450

Box D	Precept increase to residents	589
Box E	Total Precept Income @ model 0.10%	30039

Appendix 5 – Community Activities by Portfolio Reports

The details in this section are reports from individual portfolio holders from which any additional matters arising were highlighted and discussed at the meeting.

1. Dog Fouling – Cllr J Allen

After a month or so with very little about, more dog mess has appeared, with the piles outside the school being a particular nuisance. As there is a litter bin right outside the school, the culprit is unbelievably inconsiderate. I put up an A4 poster of my own, with photographs, on the notice board and binned the poo – it remains to be seen if this has made any difference. As promised at the last meeting, I gave a ‘Clear it up’ poster to Mr. Lee for the footpath over his land.

2. Emergency Plan - Cllr Allen)

The completed Emergency Plan and Resource Document went off to Lincs. Emergency Planning department (LEPD) on Jan 10th. I have followed up with phone calls, but they have been unable to process the plan due to the strain on their systems caused by the recent bad weather. I have been told that they will eventually arrange a training session with the Emergency Planning Team (EPT), after which we will get an emergency box. I do not intend to bother them any more for the time being.

I am concerned that, at present, the only accessible copies of these documents are on my computer. With the council’s agreement I propose, therefore, to circulate by email the current version of the Plan to all councillors and the Resource document (which is intended for limited circulation only) to the EPT. I would also like to ask Mel to print off 3 copies of the important bits for himself, Neil and me. (The two together run to c. 100 pages, so I intend to wait for feedback from LEPD before printing more.) Please let me know at the meeting if this is acceptable.

3. Housing – Cllr Betts

No updates since our last meeting with the planning department back in November 2019

4. Facebook Page - Cllr Betts

Continued engagement on a variety of matter since the last PC meeting :- Caythorpe Dash, Village Green / Tyre, Planning Applications etc. The “following” of the parish council page continues to rise.

5. Village Gates and Signs- Cllr Betts

The authorisation from Lincolnshire county council has been gated for the 5 different locations for the village gates. Various options for gates / installation have been considered and the final proposal based on feedback from other councillors is attached and will be discussed as an agenda item.

6. Village Hall committee - Cllr Brooke

Nothing to report

7. Playing Field committee - Cllr Budden
Nothing to report

8. The Parish Plan - Cllr Carpenter

Next Steps

- a. To recruit a chair for the Working Party and settle the membership.
- b. To obtain background information into the process for members of the Working Party
through briefings from SKDC officers for a briefing on the process and other local parishes that have produced a Neighbourhood Plan.
- c. CFPC applies for designation
- d. Look into potential funding for technical assistance

9. Litter Picking & The Big Clean - Cllr Crawley

Since the last meeting, litter picks have been carried out on Gorse Hill and the A607 using a number of volunteers who are thanked for their efforts.

The clearance of the A607 resulted in 17 bags of litter being collected as well as some larger items such as a tyre, car parts, boots and construction materials.

An article in News and Views regarding the depositing of litter brought no direct response which is disappointing.

A piece appeared on the village Facebook page regarding a vehicle from Mountains depositing litter, believed to be recycled fuel (small pieces of plastic) came to my attention and as a result I emailed Simon Pattison at Mid UK for an explanation. A response was received that promised a full investigation into the incident as well as continued litter picks from their entrance to the A607 cross roads and 100m either side. I have yet to receive any further explanation for this incident or indeed what is being done to prevent a recurrence taking place.

SKDC Big Clean team is scheduled to carry out clearance of Old Lincoln Road and the footpath between South Parade and Hough Road on 2nd March as requested by us. I will monitor and hope to report results to the meeting.

I also welcome suggestions for further areas that could be targeted, when the team are next due to be visiting Caythorpe and Frieston.

10. News & Views - Cllr Fritzsche

Nothing to Report

11. Footpaths – Cllr Graham

Overgrown bush adjacent to bus stop at Eastcliffe Square

The bush next to the bus stop was trimmed, allowing for easy viewing of oncoming buses from the bus stop enclosure. This is only a temporary solution though, whereby a fence will replace the hedge. As yet there is no date for the replacement of the hedge with the fence. This situation is being monitored.

Frieston Path

The surface of Frieston Path is becoming increasingly uneven, due in large part to tree root growth. This was reported on Fixmystreet. The council responded and conducted

an inspection of the path but did not deem it necessary to repair at this time. It will now form part of their inspection schedule.

Sensory Paving

This issue has been ongoing for some time now. On reviewing this, Cllr Maughan updated to the effect that this work has been included in the work schedule for this financial year, and that sensory paving will be installed in two additional locations. However, it now seems as if the locations given will need to be re-assessed by the council to ensure they 'meet the usual criteria'. Updates will be sought on this issue.

Wall damage

The wall along the footpath from the High Street near the Primary School to the Old Lincoln Road is deteriorating in a number of places. This has been reported to the Council. It is unclear at this point who has responsibility for this wall and further investigation is required.

Footpath Diversion Caythorpe/Fulbeck

Clarity is currently being sought as to the nature of the issue, before any ongoing action is taken. Andy Savage at the council has been contacted for an update on this issue. He has come back with the following update:

'As you will be aware Caythorpe Public Footpath No. 4 has a missing link at either end of the path and does not connect to Old Lincoln Road or Lincoln Road. A Definitive Map Modification Order (DMMO) application was therefore submitted a number of years ago to address this anomaly – DMMO application No. 358. The application is currently 130 out of 153 and it is unclear when the Definitive Map team will commence investigatory work.'

He has also passed on a query, to the Definitive Map Modification Order team, as to when they think our issue may be addressed. They have now come back with the following update:

'As you know, the case currently stands at 129 of 152 cases. The first 30 are actively being worked on and once work starts it carries on until the case is complete, but the process is very lengthy, often taking a number of years. This means that I am not able to provide any meaningful timescale for progress.'

12. Community Heartbeat – Cllr Linforth

In February's news and views, residents of Frieston were asked if anyone was willing to house the 4th defibrillator that the parish has. We have had a couple of people contact us, but as of yet, no joy in sourcing a suitable spot.

The defibrillator sign on chapel lane has been replaced.

This defibrillator was also used, and it was 6 days before I heard from The Community Heartbeat Trust, which meant that this defibrillator was out of action until I heard. I have emailed and asked if this is something that can happen quicker.

13. Lives – Cllr Linforth

No changes so as per last update - At present we do not have a LIVES representative in Caythorpe. The community have been approached; however, no one has come forward yet.

14. Hospital Car Scheme – Cllr Linforth

Following on from my update in February's news and views, I have had an individual contact me regarding the hospital car scheme. I have asked them to look into their insurance and get back to me.

The Parish Councils involvement is more a stamp of approval and the passengers themselves arrange with the drivers collection/payment/pickup times etc.

15. Highways - Cllr Sandy

Nothing to Report

16. Allotment committee - Cllr Roberts

Tenants on the West and South side of the site have complained about the encroachment of overhanging trees ,brambles etc. 2 quotations are being obtained to deal this problem. The quotes will be discussed at an allotment committee meeting to consider their contribution to the cost. The details will be forwarded to the P.C. for consideration at the May meeting. Work if authorized will take place after the nesting season in Sept. The site tap is turned off due to a leak. This will be repaired. There are no plot vacancies.

17. Burial Ground – Cllr Roberts

The path has been repaired and surfaced to a high standard. The joiner inspecting the entrance gate has found the rot has spread too far to be repairable. A specification on replacement entrance gates will be forwarded to contractors. When these enquiries are complete the details can be discussed at a future P.C. meeting.

18. War Memorial & Remembrance Day - Cllr Roberts

The P.C. asked if traffic noise could be reduced whilst the Remembrance Service was in progress at the War Memorial. It was suggested a solution could be warning road signs. If the meeting considers this would help, then £151 is required to buy 3 boards and one frame with the words QUIET PLEASE SERVICE IN PROGRESS AT WAR MEMORIAL AHEAD. Cllr Andy Crawley stated 2 suitable frames were kept in the Village Hall. The meeting needs to consider if this expenditure is justified

Chapel Green seat.

The contractor is waiting for settled weather before starting work on the concrete base

Miscellaneous.

The public phone box in High St is working. The walnut tree sapling has been planted on the A607 triangle and mulch put round to keep in the moisture. The stump is stable and on inspection is occupied by 4 Jackdaws. The 5 hazel and 5 Maple saplings have been planted on the Eastern wide verge of the A607. Their positioning is well away from the roadside and will not impede the view of motorists at the Station road junction. Whilst they become established contractor Brian Wills will maintain them.