

CAYTHORPE AND FRIESTON PARISH COUNCIL

MEETING NUMBER 4

MINUTES OF THE PARISH COUNCIL MEETING HELD OVER ZOOM ON WEDNESDAY 11 NOVEMBER 2020

Present:

Councillors: N Fritzsche (Chairman)

J Allen, J Betts, R Brooke, A Crawley, C Linforth, P Sandy, D Lee, A Graham

Other attendees: Cllr Penny Milnes, Cllr Alexander Maughan

Clerk: Mrs D Manderfield

**Item 1 – Apologies for absence**

Cllr Roberts, Cllr Budden

**Item 2 – Declaration of Interests under the Local Government Act**

Cllr Crawley expressed an interest as a committee member of the Playing Fields Committee

Cllr Fritzsche questioned whether this was necessary at every meeting, and asked the Parish Clerk to raise this question with LALC

Action: DM

**Item 3 - Approval of Minutes of Meeting 3 held on 9<sup>th</sup> September on ZOOM**

3.1 These minutes were presented to the councillors prior to the meeting for approval

Proposed Cllr Betts, seconded Cllr Crawley and agreed unanimously that the minutes are a true record and will be signed by the chairman as soon as is possible due to COVID 19 restrictions

Action: NF

**Item 4 – Parish Clerk's Update on Matters Arising Since Last Meeting:**

4.1 HMRC

There is a credit of £693.47 on the PC PAYE account from previous tax years, this will be used for immediate future payments. Employers NI allowance of £4000 has also been claimed

4.2 Eastcliffe Square Bus Shelter

The clerk advised that LCC are intending to upgrade the bus shelter and will possibly request that the PC take on the responsibility and maintenance. As a result of Cllr Fritzsche questioning Cllr Maughan, it was declared that the type of shelter had not yet been agreed and that the PC would be included in the discussions. Cllr Maughan also suggested that the PC decide whether or not they agree to take on the responsibility and maintenance of a new shelter.

Action: CFPC

4.3 Training & Changes

The clerk advised that after completing 2 days of clerks training there appeared to be items that need addressing:

4.3.1 Page 24 of S.O no 73: The Standing Order currently states:

‘The Clerk shall inform the Chairman of the Planning Committee when there is a need to hold a planning committee meeting to deal with planning applications requiring Council observations. At least 3 days’ notice must be given for holding such a meeting’.

this needs to be amended to read:

‘The Clerk shall be given designated powers to submit planning decisions on behalf of the planning committee, and in their absence such powers fall to the chair of the planning committee’

Action: DM

It was also recommended that the following be added to the Risk Register:

#### Remote Meeting Policy

during the COVID-19 pandemic The Council will meet remotely. The clerk will continue to put the agenda on the noticeboards and website and will send any member of the public requesting one, an invitation to join the meeting.

Action: DM

#### Recording Policy

due to the Openness of Local Government Bodies Regulations 2014 it is advisable that the council record all its own meetings, suggesting that they be deleted as and when the minutes have been approved by the council.

Action: DM

#### 4.4 Proforma Invoice

The clerk reported that an invoice was expected for the new flags, Cllr Crawley explained that he was expediting this.

Action: AC

#### 4.5 New Website

LCC have made suggestions about the website and are happy with the way it is proceeding; the clerk is hopeful that it can go live very soon

#### 4.6 Breakthrough Communications Webinar

The clerk advised registration to the webinar on Friday 13<sup>th</sup> November and is hoping there will be a recording that can be distributed to all councillors. The webinar is designed to offer help and advice to local councils when supporting parishioners during the second lockdown.

### **Item 5 - Financial Matters**

#### 5.1 Authorisation of BACS payments

Documents containing invoices approved and paid since the last meeting and up to 31.10.20 were previously distributed.

<b>Invoice Date</b>	<b>Supplier Details</b>	<b>Invoice Detail</b>	<b>Invoice Value</b>
31.8.20	GW King & Sons	maintenance at the burial ground for July & August 2020	745.00
2.9.20	Playing Field Committee	Playing Field Committee Grant as discussed and agreed in the 07/20 minutes	3500.00
9.9.20	Ben Watson	community cleaner	174.00
9.9.20	Brian Wills	empty dog bins, and maintain police station hedge	107.00
16.9.20	Village Hall Committee	village hall committee grant as discussed and agreed in the 09/20 minutes	3500.00
14.9.20	JC Groundworks & Drainage	to install and build the village hall gates	600.00
21.9.20	Ben Watson	litter picking 2 weeks september	34.80
22.9.20	GW King & Sons	grass cut at Frieston upper & Lower greens 28/7, 11/8, 2/9, 17/9	200.00
30.9.20	D Manderfield	Salary	457.60
6.10.20	Brian Wills	empty dog bins, and maintain police station hedge	107.00
14.10.20	D Manderfield	clerks expenses	49.28
14.10.20	D Manderfield	salary	457.60
17.9.20	TDP Limited	Peak seat with anchor kit and a stainless steel personalised plaque	469.15

26.10.20	Westgate Print	News & Views printing September, October & November	1680.89
22.10.20	HMRC Cumbernauld	paye detail for month 6	114.40

**Decision: Approved unanimously**

## 5.2 Review and Approval of CFPC accounts

Bank Reconciliations as at 31.10.20 and management accounts were previously distributed.

<b>Caythorpe &amp; Frieston Management Accounts</b>			
<b>Accounts at 30th October 2020</b>			
	<b>Budget 2020/21</b>	<b>Actual for Period</b>	<b>Revised Forecast 20/21</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME</b>			
Precept	30,039	30,039	30039
Other	232	100	232
Community Fund	0	400	800
Burial ground	2,500	400	1200
Street Cleaning	854	907	906
News & Views	8,433	5,978	8433
Ward Grant	0	0	0
VAT Reclaim	1,900	1,918	1918
<b>TOTAL</b>	<b>43,958</b>	<b>39,742</b>	<b>43,528</b>
<b>Revenue Expenditure</b>			
Burial grounds	2,877	1,490	2980
Audit	240	360	360
Staff salaries	9,000	4,785	8531.56
Election costs	0	0	0
Comm Projects	500	256	500
Maintenance	3,051	2,265	3051
Street Cleaning		498	
VH grant	3,500	3,500	3500
PF grant	3,500	3,500	3500
S137 Expenditure	150	0	150
Insurance	2,522	0	2522.00
LALC & SLCC	636	0	636
Tel,post, stat etc	440	597	670.00
PWLB loan	0	886	886
Allotments	400	26	450
News & Views	8,433	4,999	8433

Bank Charges	76	18	76
Litter Project Items	50	0	50
Mole Control	325	0	325
Dog Fouling Project	0	0	0
Playing Fields Furn	0	0	0
Misc	1,830	138	1,000
Sub Total	37,530	23,317	37,621
<b>Capital Expenditure</b>			
Pavement Crossing	2,000	0	1720
Salt Bins	300	0	300
Village Parking Signs	300	198	198
Pavement Clearance	100	0	100
Tree Work	832	180	832
Bus Shelter A607	1,000	0	0
New Trees Planting	0	0	0
Chapel Lane Bench	0	794	701
BG Post and Gate	1,000	0	1280
Bus Shelter Lighting	0	0	0
Burial Ground Path	0	0	0
Village Gates	3,100	3,686	3686
Allotment Hedging	1,500	0	1800
Memorial Signs	151	169	169
Misc		0	0
Sub Total	10,283	5,027	10,786
<b>TOTAL</b>	<b>47,813</b>	<b>28,344</b>	<b>48,407</b>
<b>SURPLUS/(LOSS)</b>	<b>-3,855</b>	<b>11,398</b>	<b>-4,879</b>
<b>Reserves</b>	<b>22,453</b>	<b>37,706</b>	<b>21,430</b>
<b>Month Number</b>		<b>5</b>	

**Decision: Approved unanimously**

### 5.3 Update from Cllr Budden – Finance Committee Chair

Cllr Fritzsche advised in the absence of Cllr Budden that there were no major changes since the last meeting and the management accounts show the detail and are in good order.

Cllr Fritzsche advised that the Finance Committee need to begin planning for the precept in order that it be in place for the January meeting. He advised that this be done by email so that a decision could be made in January.

Action: MB Finance Committee

## **Item 6 Registers**

6.1 Risk Register – this was distributed previously.

The clerk advised that employees have to be offered a pension by law..

Cllr Fritzsche advised that he was hopeful that by the January meeting the increased risk highlighted in item 7 point 1a of the meeting held on 8.7.20 could be reduced. The clerk having received some training and now settling in to the new role.

Action to update: DM

6.2 Maintenance Register – this was distributed previously and reviewed.

**Decision: Agreed unanimously to approve these two documents**

Action: DM

## **ITEM 7 - Project Register Update**

7.1 Neighbourhood Plan

Cllr Allen reported that the LALC planning trainer advised that it would be better to wait until the outcome of proposals in the government white paper is known before proceeding with the neighbourhood plan. SKDC are pressing on with the update to the local plan, but this was a condition imposed when the plan was first approved. Jake Horton of SKDC Neighbourhoods Team would prefer continuation of the project. However, with a census due next year, the possibility that some of the local businesses/employers will not survive the pandemic and the uncertainty surrounding the white paper, a lot of the work could be obsolete within months.

Cllr Allen advised that as holding meetings is difficult at the moment the working party have been stood down for the time being. However, Cllr Allen added that there may be a possibility of a housing survey in the parish. A full breakdown of housing is required for the plan. Cllr Brooke suggested the council tax office maybe helpful to ascertain rental properties within the parish.

Action: JA

**Decision - Agreed unanimously to approve the progress of this project**

7.2 Burial Ground Gates

Cllr Sandy, in the absence of Cllr Roberts reported that the gates are due to be installed by the end of November

Action: PS

**Decision - Agreed unanimously to approve the progress of this project**

7.3 Chapel Lane Bench

Cllr Fritzsche, in the absence of Cllr Roberts, reported that the bench had been delivered and that Brian Wills is due to fit it.

Action: NF

**Decision - Agreed unanimously to approve the progress of this project**

7.4 Emergency Plan

Cllr Lee reported to have taken responsibility for the plan

7.5 High Street Line Markings LCC

Cllr Maughan reported that LCC are going out for consultation either November or December 2020

Action: AM

7.6 Allotment Hedging

Cllr Brooke, in the absence of Cllr Roberts reported that Mr Ward was happy to cut the hedges and would do so before 1.3.21

Action: RB

7.7 Playing Field Trees

The clerk advised that the insurance company do not require an annual survey but a 'regular' survey. Quotes have been received from Symbiosis Consulting UK and Landscape Science Consultancy Ltd of around £1000 + vat. Further quotes are expected.

Action: DM

**Decision - Agreed unanimously to approve the progress of this project**

7.8 LCC Archive Library

The clerk reported that the local library in Grantham could be interested in the photographic books but are unable to accept them during the pandemic.

**Decision - Agreed unanimously to suspend the project for the time being**

7.9 Allotment Tree Works

Cllr Brooke, in the absence of Cllr Roberts reported that the allotment committee have agreed to pay the balance of the invoice provided by Simpsons. The PC have agreed to fund £1800 which would leave a balance of £120.

Action: RB

**Decision - Agreed unanimously to approve the progress of this project**

7.10 SKDC Best Kept Village

Cllr Fritzsche reported that Caythorpe had come runner up in this competition and that he had accepted a cheque and a certificate from Cllr Milnes which were placed on show in the Village Hall porch. The event took place in the Red Lion and a photograph and report has been put on the website. Cllr Fritzsche thanked Cllr Milnes and asked that the council decide how to spend the £300.

Action: CFPC

### 7.11 Speed Trap on Waterloo Road

Cllr Fritzsche reported that after consultation with Cllr Maughan, LCC Highways and the Lincs Road Partnership there are a number of possibilities. Cllr Maughan explained that speed guns are available through Community Speed watch with a cost of around £400 per gun which includes training. Cllr Maughan agreed to introduce the clerk of Normanton & Carlton Scroop PC to CFPC clerk in the hope that speeding signs could be borrowed from them. Cllr Betts agreed to manage the Community Speed watch project.

Action: DM/JB/AM

### **Decision - Agreed unanimously to approve the progress of this project**

At this point Cllr Lee left the meeting due to work commitments

### 7.12 Back Street Lighting

During the meeting Cllr Fritzsche instigated a discussion with Cllr Maughan and Cllr Milnes.

Cllr Milnes reported that there had been a discussion with the officer at SKDC who suggested the school put up a light as there was nothing budgeted at present for extra lighting. Cllr Fritzsche pointed out that there is no lighting at all on Back Lane and that the PCs main concern is for parents and children at school drop off times and for the teachers who are leaving way after dusk. There is no footpath which increases vulnerability. Cllr Fritzsche also pointed out just because SKDC have decided not to set a budget for this area that does not mean that they do not have the responsibility for it. CFPC do not raise money for street lighting in the precept but SKDC do Cllr Milnes vowed to speak to the officers again.

Cllr Maughan reported that the request did not meet LCC policy for a new light on an existing road. the PC would have to meet one of two criteria; either in the interest of improving road safety, in which case Cllr Maughan was doubtful as there had been no accidents; or as part of a planning application.

Cllr Maughan declared that as LCC had constructed the parking area to encourage footfall from the school to Back Lane then discussions would continue between SKDC and LCC to formulate a solution.

Action: AM/PM

### **ITEM 8 - New Proposals.**

#### 8.1 11/20 item number 2

#### To approve the employment of a new litter picker – Proposal by Cllr Crawley

Cllr Crawley produced costings working on the current 3 hour litter picking contract and then 2 further options. The current minimum wage is £6.45 increasing to £8.20 in January when the employee reaches 21. The SKDC annual cleaning grant is £906.88

The total wages cost per annum is £1184.70, resulting in £277.82 to be paid from PC reserves.

Option 1: reduced hours from January 2021 to 2 hours would result in a wages bill of £905.90 per annum



Option 2: reduce hours immediately to 2.5 hours would result in a wages bill of £987.25

**Cllr Brooke proposed an amendment that the hours remain the same and the resulting overspend be built into the precept to cover the cost of litter picking and emptying the dog waste bins. The amendment was voted on first.**

**Decision – Agreed unanimously to approve the amendment to the proposal**

Action: DM/MB

#### 8.2 11/20 item number 1 – Proposal by Cllr Crawley

#### To investigate the possibility of providing sustainable energy means of heating & lighting to the Village Hall and the Hammond Pavilion

##### Back ground

At a recent meeting of the Parish Council, it was agreed that we should investigate sustainable means of heating and lighting the buildings owned by CFPC to take the lead in the villages regarding utilising green energy and reducing our carbon footprint.

At present the Village Hall is lit by electricity drawn from the grid and heated by means of an oil fired boiler which it is believed also provides hot water.

The Hammond Pavillion is lit and heated solely by electricity drawn from the grid. Water heating is also by means of electricity drawn from the grid.

It is estimated that the Village Hall produce 5.304 tonnes of carbon per annum and the Hammond Pavillion produces 8.037tonnes of carbon per annum.

The cost of electricity supplied to the village hall is £553.06 per annum and the cost of oil is £1607.56 per annum. The oil fired boiler at the village hall is approaching the end of its life and it is assessed that it will need replacement in the next few years.

The village hall is run by a Village Hall committee who pay directly for the electricity and oil consumed and have substantial cash reserves although their income has been adversely affected by COVID restrictions. The village hall is supported by the Parish Council who in the last year have provided a grant towards the cost of the hall as a village amenity of £3500

The Hammond Pavillion is run by the Playing Field committee who sublet part of the building to the Sports and Social club. The Playing Fields pay for the electricity consumed in heating and lighting the building and a proportion of this is recouped in the rent that is charged to the Sports and Social Club. The playing field spent £3350.85 on electricity in the last year. Both the playing Field Committee and the Sports and Social Club have substantial cash reserves although at present their income has been adversely affected by COVID restrictions. The Playing Field is supported by the Parish Council who in the last year have provided a grant towards the cost of this village amenity to the tune of £3500.

Enquiries with SKDC have revealed that neither property is listed and although the Village Hall lies within a conservation area, the PV panels being attached to the rear roof slopes and not being visible from the road, would not present any issues.

The Hammond Pavillion is not within a conservation area and there are no restrictions to the installation.

Planning permission is not required.

## Benefits for the parish

The benefits for the Parish will be upgrading these buildings to modern day and green standards of energy provision.

This will demonstrate that the Parish Council is a leader in providing sustainable energy in the local area and will reduce the carbon footprint of the Council. This will be a benefit not only to the residents of Caythorpe and Frieston, through reduced emissions, but also to the wider population nationally and internationally.

Apart from the green aspect of this project there are potential cash savings to be made in the long term. Electricity is likely to increase in cost, as is oil, from the low base rate at which it is currently being sold.

It is possible that this work could be funded (in part or in full) by a combination of:-

- 1) Seeking alternative quotes that may be cheaper
- 2) Government RHI payment (total £922.12 pa payable quarterly in arrears over 20 years). NB. Current scheme due to end March 2021 – unknown if there will be a replacement scheme.
- 3) Waiting until funding streams become available
- 4) Seeking contributions towards the cost from the Playing Field and Village Hall committees.
- 5) Gaining sponsorship towards the project
- 6) By means of a loan to pay for the work (Public Works loans are believed to be currently offered at an APR of 0.75%pa.)
- 7) Drawing from the reserves of CFPC

## Threats/Weakness

The major threat to this project is the capital cost.

At the time of initiating this project, there were a number of grants available that would have substantially contributed towards the cost of installation. Sadly, almost all of these funding streams have been either depleted, or have been diverted towards COVID related issues.

At the time of writing the only savings that can be made on the capital cost are relating to the VAT element of the cost (which is reclaimable by the Parish Council, but would need to be paid in the first instance).

There is an issue relating specifically to the provision of PV panels on the roof of the Hammond Pavillion. I am reliably informed that damage has been caused to the concrete roof tiles to this

building and more recently a satellite dish has been damaged by either vandalism or accidental damage by balls used on the playing field.

It is likely that without protection, damage (either intentional or accidental) could be caused to the roof mounted PV panels used to generate solar power. This would necessitate some form of protection to the panels by way of metal grilles mounted at eaves level to provide a barrier to a direct path for balls etc to impact with the PV panels. As such a grille cannot obstruct the path between the panels and the sun, these would need to be mounted at low level and thus could be negated by a ball being lobbed over the grille onto the PV panels. This would be an additional cost that has not been included in this paper but is estimated by the author to be in the region of £2000.

The PV panels to the Hammond Pavilion will be mounted on the West facing roof slope facing Old Lincoln Road facing the housing opposite. The protective grilles would also face this way and may raise objections from local residents although there is a certain amount of screening provided by the hedge between Old Lincoln Road and the Hamond Pavillion.

#### Cost

The capital cost is broken down as follows:-

##### Village Hall

##### UK Alternative Energy quote

PV Panels	£11983.98	Vat £2396.80	Total £14380.78
Air Source Heat Pump	17890.00	3578.00	21468.00
Battery Storage (2x Tesla)	12133.40	2426.68	14560.08
Total Village Hall	£42007.38	8401.48	£50409.46

##### Hammond Pavillion

PV panels	£17439.96	3487.99	£20927.93
Air Source Heat Pump	17233.92	nil	17233.92
Battery Storage (2 x Tesla)	12133.40	2426.68	14560.08
Total Hammond Pavillion	£46807.28	5914.67	£52721.95

t present the Village Hall is lit by electricity drawn from the grid and heated by means of an oil fired boiler which it is believed also provides hot water.

It is estimated that the Village Hall produce 5.304 tonnes of carbon per annum and the Hammond Pavilion produces 8.037tonnes of carbon per annum.

The cost of electricity supplied to the village hall is £553.06 per annum and the cost of oil is £1607.56 per annum. The oil fired boiler at the village hall is approaching the end of its life and it is assessed that it will need replacement in the next few years.

The village hall is run by a Village Hall committee who pay directly for the electricity and oil consumed and have substantial cash reserves although their income has been adversely affected by

COVID restrictions. The village hall is supported by the Parish Council who in the last year have provided a grant towards the cost of the hall as a village amenity of £3500

The Hammond Pavilion is lit and heated solely by electricity drawn from the grid. Water heating is also by means of electricity drawn from the grid.

The Hammond Pavilion is run by the Playing Field committee who sublet part of the building to the Sports and Social club. The Playing Fields pay for the electricity consumed in heating and lighting the building and a proportion of this is recouped in the rent that is charged to the Sports and Social Club. The playing field spent £3350.85 on electricity in the last year. Both the playing Field Committee and the Sports and Social Club have substantial cash reserves although at present their income has been adversely affected by COVID restrictions. The Playing Field is supported by the Parish Council who in the last year have provided a grant towards the cost of this village amenity to the tune of £3500.

Enquiries with SKDC have revealed that neither property is listed and although the Village Hall lies within a conservation area, the PV panels being attached to the rear roof slopes and not being visible from the road, would not present any issues.

The Hammond Pavilion is not within a conservation area and there are no restrictions to the installation. Planning permission is not required.

The capital cost is broken down as follows:-

#### **Village Hall**

UK Alternative Energy quote

PV Panels	£11983.98	Vat £2396.80	Total £14380.78
Air Source Heat Pump	17890.00	3578.00	21468.00
Battery Storage (2x Tesla)	<u>12133.40</u>	<u>2426.68</u>	<u>14560.08</u>
Total Village Hall	<u>£42007.38</u>	<u>8401.48</u>	<u>£50409.46</u>

#### **Hammond Pavillion**

PV panels	£17439.96	3487.99	£20927.93
Air Source Heat Pump	17233.92	nil	17233.92
Battery Storage (2 x Tesla)	<u>12133.40</u>	<u>2426.68</u>	<u>14560.08</u>
Total Hammond Pavillion	<u>£46807.28</u>	<u>5914.67</u>	<u>£52721.95</u>

Cllr Crawley reported that the biggest threat to the project is the capital outlay, however the VAT element could be recouped. There is a Renewable Heat Incentive Government Grant that may be available if the installation of the pumps be completed before 1.3.21. Cllr Fritzsche suggested that this may not be possible. A second possibility for funding at the present would be by way of a PWLB loan. There would need to be a parish survey conducted to gain consent for such a large loan.

Cllr Fritzsche declared that he had received information that the PC do not own either building. Although the PC are part of the Trustee Board which do own the buildings, the PC would need to go

through the board if the project were deemed viable. The clerk informed the council that both buildings make up part of the council Asset Register.

Cllr Fritzsche suggested that until it is confirmed who legally owns the buildings it would not be prudent to make any decisions at the moment. However, Cllr Crawley was asked to complete his report in order that the councillors fully understand and can make informed decisions in the future.

Cllr Allen pointed out that if the project were to go ahead it would be unlikely that the village hall would use any oil or electricity. Cllr Crawley agreed that there would be no need for oil but that the hall would still use a limited amount of electricity to charge the batteries to run the heat pumps overnight.

#### Action

1. Confirm who owns the Village Hall
2. Confirm who owns the Hammond Pavillion
3. Confirm how many quotes are required for a public body to borrow over £100,000

Action: DM

4. Ascertain a small working group made up from the community and councillors to support Cllr Crawley in this initiative

Action: AC

#### **Decision – Agreed unanimously to the actions set out above**

#### 8.2 11/20 item number 3 – Proposal by Cllr Allen

To discuss the long term future of Caythorpe Village Hall: is a new hall a realistic possibility

As there is a need to confirm ownership of the village hall Cllr Fritzsche proposed that this project be shelved until further notice

#### **Decision – Agreed unanimously to delaying this proposal**

#### 8.3 11/20 item number 4

Proposal

The Volunteer distributors for News and views deliver every month come rain or shine and the CFPC would like to show their appreciation and provide them with a little thank you at Christmas.

Back ground

There are 30 distributors for News and Views they are all volunteers and turn out every month irrespective of the weather and holidays the magazine always gets delivered there is no payment involved.

Benefits for the parish

The volunteers have supported our magazine from the start when it was produced in the Village by Roger, WE, then Tony Case and more latterly Laura and Pete. We have never rewarded them in the past for their hard work dedication every single month, such a gesture would be good for moral and assist in maintaining volunteers to deliver our magazine the money would come from the News and views account which is in credit.

## Threats/Weakness

If we don't motivate of helpers, they may decide not to volunteer in the future thereby placing a greater burden on the PC to either pay for delivery or increase the workload of already kind volunteers

Cost Annual one off cost of just £150

Capital Outlay £150 (aprox £5 each in a gift form)

Revenue Cost None

Quotations attached No Donation

Decision Approved/Not Approved

### **Decision - Agreed unanimously to the proposal**

Action: DM

## **ITEM 9 – The Parish Environment**

### 9.1 The Remembrance Day Parade

Cllr Fritzsche thanked Cllr Brooke for his amended standing orders due to the new COVID measures that had been put in place. Cllr Fritzsche went on to report that he had had some positive feedback from parishioners. There had been a lot of work put in by Cllrs Roberts and Brookes prior to the 'parade' and it was felt that the small service that had been allowed was a success.

### **Decision - Agreed unanimously to donate £60 to the Royal British Legion**

### 9.2 Planning

9.2.1 New Applications – including actions taken and decisions since last meeting

S20/1811 - Mrs C Ridler - outline planning for two 3-bed dwellings to rear of 35 Old Lincoln Road. Replaces S17/1847 for three 2-bed dwellings on same site (time expired).

9.2.2 Decision Notices Received Since Last Meeting

S20/1018. Mr P Sandy - alterations, repair and extension to existing dwelling (Block 1) facing on to Church Lane. Demolition of two buildings (Blocks 2 and 3) and replacement semi-detached dwellings built within the footprints. 3no. additional dwellings (Terrace, Blocks 4,5 and 6) built within the rear of the site. Parking areas and access into site with landscaping and boundary treatments. Conditionally approved 6 Nov 20.

S20/1508 - Mr D Allen - removal of common ash tree approved 20 Oct 20

S20/1614 - Caythorpe Primary - removal of fir tree - approved 15 Oct 20

9.2.3 Ongoing Planning Issues

S17/1611 ANESCO 7.2 MW Energy Storage Facility on Caythorpe Heath Lane.

Question raised by Cllr Roberts as to the condition of planting / soft landscaping on western boundary. Contacted ANESCO to ask what their plans are if any to remedy this. There is an on-going requirement to maintain soft landscaping / planting for 5 years from the date of use of the site. Awaiting their response.

S19/2107 – Erection of dwelling land adjacent to St Vincents' House 47 Old Lincoln Road – SKDC not yet determined.

## **ITEM 10 - Neighbourhood Plan**

please see 7.1 above

## **ITEM 11 - Community Safety.**

There were 2 anti-social behaviour crimes and 1 vehicle crime reported in September in Caythorpe  
There was 1 anti-social behaviour crime reported in Frieston

## **ITEM 12 – Community Activities by Portfolio Councillor – the following are reports written by the individual councillors.**

### 12.1 Cllr A Crawley

#### 12.1.1 Environmental Sustainability

A paper has been prepared for the provision of heating and PV panels to the Village Hall and Hammond Pavilion and circulated previously. See item 8.2 11/20 item number 1 above

Various issues relating to this paper have been raised by Councillors and these have been replied to by email.

Similar projects were carried out at The Viking Centre at Claxton which I have visited, and at Thorpe On the Hill and I have emailed a contact at that Parish Council to obtain further information.

An initial enquiry has been made with LALC regarding the obtaining of borrowing approval to apply for a loan from the PWLB and a reply setting out the procedure has been received.

I keep monitoring the funding opportunities available for this project but apart from the Non-Domestic RHI grant (which only applies to schemes completed before 31/03/21) there is nothing further available at this time.

I have made contact with the landowner who has offered to donate some land to the Parish Council for tree planting and wildlife amenity area and hope to be able to meet with him next week to discuss how to take this forward. Enquiries with our insurers have indicated that this additional risk will be covered without additional charge.

#### 12.1.2 Litter and the Big Clean

Please see 8.2 11/20 item number 2 with respect to the employment of the Parish Litter Picker

Councillor Darren Lee has volunteered to clear litter from the Frieston area so this will allow the employed litter picker to concentrate his efforts on Caythorpe. My thanks go to Darren for volunteering.

The new litter picker has drawn praise from Councillor Betts for the way in which he was seen performing his role.

The local girl, Chloe, litter picking towards her DoE award is continuing to clear areas of the village, particularly the playing fields, which seems to be a problem area at present.

An appeal regarding litter on the playing fields will be made in a forthcoming issue of News and Views.

Cllr Crawley added that the tyres dumped down Gorse Hill had been removed by SKDC, only to be replaced by more.

## 12.2 Cllr M Budden

### 12.2.1 Playing Field – nothing to report

Cllr Crawley brought it to the Council's attention that approximately £7000 worth of work was required on the play area equipment. He also reported that £700 had been donated by MID UK Recycling towards this. Please see 13.1 below

## 12.3 Cllr R Brooke.

### 12.3.1 Village Hall Committee

Robin Dickinson has retired as the Chair of the VH Cttee after 5 years of sterling work. Bruce Nelson has taken the reins in the interim before a replacement is formally announced.

The VH continues to be well used by its regular hirers and adequate supplies of all necessary sanitizing and PPE items have been obtained.

A monthly monitoring checklist covering the fire alarm system and emergency lighting etc is now in place. Please see 13.1 below

### 12.3.2 Allotment Committee

The plots are all being operated/rented apart from plot 1 which is in too much shade for a variety of fruit, flowers, and vegetables to be grown. We currently have 7 names on the waiting list, 3 of which are within the village and 4 outside the village.

The Allotments Cttee is awaiting revised quote from Simpsons and one other. Once these are obtained the CFAA committee will be able to confirm that they are willing to pay for the additional cost that is over and above the amount that has been pledged by the Parish Council which we believe is £1800.

The pumpkin sale in October was brilliantly supported by the village and a huge success, raising £49 for the CFAA. They aim to repeat the event next year.

## 12.4 Cllr N Fritzsche

### 12.4.1 News & Views- nothing to report

## 12.5 Cllr A Graham

### 12.5.1 Footpaths – nothing to report

### 12.5.2 Public Transport

The issue of the bus stop, at the corner of Eastcliffe Square has been raised again. The fencing has been installed next to the bus stop to replace the bushes. This has had the effect though that the users of the bus stop still cannot see the oncoming buses without stepping out from the bus stop and looking round the fence. This was raised as an issue by Cllr Roberts; a meeting then took place between me, Cllr Roberts, and Cllr Maughan at the site.

It was agreed that the siting of the bus stop was not ideal and that it could or should be moved forwards; it was also noted that the bus stop needed either repair or replacement. This may not be a priority for the council at this time, but it was decided to pursue the issue. Cllr Maughan has undertaken to raise the issue with LCC colleagues as a first step. We are awaiting the outcome of those discussions to know what the next steps are



## 12.6 Cllr P Sandy

12.6.1 Highways - Nothing to report

## 12.7 Cllr D Lee

12.7.1 Emergency Plan

Cllr Allen has also sent me paperwork regarding the emergency plan should it ever need to be implemented. It appears to me to be still relevant and follows the model currently being used by the emergency services. Local areas of concern as we approach winter would be localised flooding, and problems around snow and ice etc, but these will have to be dealt with as and when they occur. All grit bins are well stocked and when I have removed the litter from them will be serviceable

12.7.2 Dog Fouling

I have visited Jean and retrieved some of the signage which I will look to weatherproof regarding the dog fouling advice. All bins appear to be in good order and it would appear as expected most dog owners appear to be of the responsible type.

12.7.3 Shops, Businesses & Employment

I have spoken with various businesses in the past few weeks and they are coping well throughout this difficult time, and when fully operational from the corner shop to the care home employ around 60 people most of these local so that is good news.

## 12.8 Cllr J Betts

12.8.1 Housing - Nothing to Report

12.8.2 Facebook

Continue to use Facebook to post key information regarding pertinent planning matters and other relevant parish council news. 12.7.3 Volunteering and Skill Sharing

A number of parishioners are still being assisted by the volunteers, one elderly lady is currently isolating, and her husband has been moved to Lincoln suffering from COVID 19 symptoms. We have organised food and other supplies to be delivered as she is isolating. I have asked other volunteers to touch base with those parishioners they helped back in April / May 20' to ensure they are keeping well.

Have provided updates to Lincolnshire CVS of any additional people we have assisted.

Contacted the care home in light of recent event asking if they needed any support due to their recent outbreak yet they are fine and do not need the parish council's assistance.

## 12.9 Cllr C Linforth

12.9.1 Community Heartbeat

We still have no plot for the Frieston defibrillator to be placed, so I will now be sourcing an alternative spot in Caythorpe that is possibly near that end of the village.

All defibrillators are in FWO.

### 12.9.2 Hospital Car Scheme

There is no change in this due to the current corona virus pandemic so this is something that will be relooked at once lock down measures are eased more.

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

### 12.9.3 LIVES

At present we do not have a LIVES representative in Caythorpe. The community have been approached; however, no one has come forward yet.12.8.4

### 12.9.4 Schools & Childcare

Caythorpe school is fully open. All parents/carers attending the school now must wear a mask in the school grounds. They are not required by children.

Mrs Brockington, current headteacher, has resigned so the school will be recruiting a new headteacher.

Preschool is also open but on reduced hours due to numbers being low.

## **ITEM 13 - Items of Urgent Business**

### 13.1 Village Hall & Playing Field Committee Meetings

Cllr Fritzsche asked how and where meetings were held, Cllr Brookes responded that the last Village Hall meeting was held outside and that minutes were taken. Cllr Crawley reported that there had been no official meetings held by the Playing Field committee. Cllr Fritzsche requested that the representative councillors contact the committees to resolve to hold meetings so that formal decisions could be made by committee and not by individuals.

Action: RB/AC

### 13.2 Bank Account Mandate

The clerk brought it to the attention of the council that the original mandate had been lost and to request that Cllr Budden and Cllr Brooke sign the new mandate as soon as possible. Cllr Fritzsche has signed it.

Action: RB/MB/DM

Due to meetings being held by zoom it is important that Cllr Fritzsche signs the minutes and all other necessary documents as soon as possible.

Action: NF

## **ITEM 14. Arrangements for Next Meeting**

Subject to the applicable COVID-19 government guidelines, the next PC meeting, number 4, will be at 7.30pm on Wednesday 11th November 2020 and will be conducted via ZOOM.

**Open Forum Took Place at the beginning of the meeting at 1930hrs**

## **Public Attendance**

A parishioner of Caythorpe attended the meeting to express his thanks and congratulations to the Parish Councillors for organising the Remembrance Day Ceremony event. He went on to report on the Social Club. Although there is no income at the moment due to COVID they are minimising their expenses at this time. The finances have now been audited and show around £8000 in cash and liquid assets. He also reported the social clubs support of the PCs desire for environmental sustainability and reported that they have removed some, if not all plastic from their activities.

### Penny Milnes SKDC Councillor

- Vulnerable residents and businesses will still require help during the second COVID lockdown. There is £200 available for COVID related requirements. Cllr Betts suggested the PC could use it to produce more flyers as were used in the first lockdown situation. Cllr Milnes will check whether this is viable.
- Planning Review Committee are to hold workshops
- Planning is still pending on the land adjacent to St Vincents House. There is currently a heritage issue with plans causing a visual dominance and impact on entry to the village from the A607.
- Planning for the shooting ground at Brandon will go to committee on 9.12.20 and will include noise reports.
- NKDC has alerted the PC to intensive poultry units planned at Ermine Farm. There are possible issues with ammonia and noise. Councillors are invited to submit comments to NKDC.
- The gypsy pitches planning application at Fulbeck has been refused, however the appellants moved on to the site in September. A temporary injunction has been granted by the county courts and a formal site visit is planned for the end of November.
- There is training planned for PC's on responding to planning applications and Cllr Milnes continues to encourage the implementation of the neighbourhood plan.
- There has been a housing audit at SKDC which has shown up issues of non-compliance which could take 2-3 years to rectify.
- Cllr Milnes congratulated the PC on being runners up in the best kept village competition.

### Alexander Maughan LCC councillor – Report by Cllr Maughan

- LCC response to coronavirus

Infection rates in Lincolnshire remain below the national average. Public Health officials at LCC expect the second national lockdown to have a more positive impact on our area than others, due to the low starting base of infections. Updates on the situation in Lincolnshire are published regularly on the council website <https://www.lincolnshire.gov.uk/coronavirus-support-services>  
Support for businesses - we understand grants will be made available for businesses who are forced to close through the second national lockdown. This will be distributed by local councils and based on rateable value; up to an amount of £3,000 p/m. Local councils will also receive funding to award businesses on a discretionary basis. Further guidance on this is to follow from the Government. The Lincolnshire Resilience Forum will continue to support the volunteer groups across the county who provided support for the community during the spring lockdown. Since the school term began, Home to School Transport issues have been resolved swiftly where we can, with the County Council procuring additional bus routes from suppliers using additional funding from the Government.

- Greater Lincolnshire Devolution

The Government has invited a small number of councils to submit bids for devolution and local government reform (LGR) in their areas. Unfortunately, Lincolnshire councils were not invited to do so in this first tranche of bids, despite Government Ministers signalling that we would be.

Lincolnshire County Council reaffirmed its support for devolution in Lincolnshire at its most recent full council meeting, and we will continue preparing a business case for LGR and devolution to Greater Lincolnshire ready for any future invitation from the Secretary of State.

- Grantham bypass

Progress with phase 2 of the Grantham Southern Relief Road continues and is on track for completion in Autumn 2021. This second phase links the new B1174 roundabout to the A1 trunk road. Preparatory works for the final phase, linking the B1174 to Somerby Hill, have begun this summer too. The scheme as a whole, an investment of £110m in our local town, is on track and funded for completion over the next three years.

- A1 road safety

I recently organised a meeting with Highways England to discuss safety improvements at accident hot spots between Grantham-Newark on the A1. It was a disappointing meeting; Highways Officials seemed disinterested and unprepared at best. I followed this up with a zoom meeting last week with local MP Dr Caroline Johnson to escalate these issues further and gain her support and influence at a higher level. She has agreed to raise this with Senior Officials at Highways England on our behalf.

- Council budget

Despite the challenges of coronavirus, we remain on track to balance our budget in 2020/21, provided Government COVID support remains at current levels. We have been provided with significant additional funding to protect services and provide support for vulnerable people in the county. However, in 2021/22 we will only be able to set a one year budget due to the on-going fairer funding campaign which Government has still not been resolved. We have asked again for Lincolnshire MPs to support us in lobbying for a change to the funding formula that considers the extra costs of delivering services in rural areas.

- Agri-Food Sector

A joint initiative with the Greater Lincolnshire LEP and Lincolnshire County Council was one of 19 projects nationally recently awarded Government funding to attract overseas investment in our growing agri-food sector. We will be working with the Department for International Trade to promote the automation and innovation being developed here in Lincolnshire

- WPD Grant Funding

I have been made aware of a funding opportunity from Western Power Distribution which parish councils and community groups are eligible for, up to the value of £1,500.

The aim of the fund is to help you continue delivering services and support to vulnerable people in the community through the pandemic and specifically over the festive period.

Further details and an application form can be found at <https://www.westernpower.co.uk/ITT-festive-fund>

{Electronically signed}

D Manderfield

Parish Clerk

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