

CAYTHORPE AND FRIESTON PARISH COUNCIL
MEETING NUMBER 4
MINUTES OF THE PARISH COUNCIL MEETING ON WEDNESDAY 11TH
NOVEMBER 2021 IN CAYTHORPE VILLAGE HALL

Present:

Councillors: Fritzsche (Chairman), Roberts, Sandy, Allen, Hall, Betts, Lee, Crawley,
Other Attendees: Cllr Penny Milnes(SKDC), 2 members of the public (Village Hall
Committee)

Clerk: Mrs D Manderfield

ITEM 1 – Apologies for absence

Cllrs Linforth, Graham, Maughan(LCC)

ITEM 2 – Declaration of Interests under the Local Government Act

Cllr Crawley declared an interest as a member of the Playing Field Committee

ITEM 3 - Approval of Minutes of Meeting 3 held on 15th September 2021

Copies of the minutes were circulated prior to the meeting. It was **Resolved** to adopt the minutes as a true record of events and they were signed by the chairman, Cllr Crawley

ITEM 4 – Parish Clerk’s Report

Nigel Sardeson has completed his report on all the trees in the Parish and made his recommendations. He had to return to further inspect 3 trees, namely the lime and the Horse Chestnut on the playing field and the lime on Upper Frieston Green. I have since requested quotes from 4 local tree surgeons and submitted necessary planning permissions. Parish Online has been completely updated so that all the information is accessible to all, and the quotes will be attached when they have all been received.

Chloe Mulhall has been employed as the new litter picker for the Parish

I have been on a further clerks training course which has brought the following to my attention:

The LALC website is for all councillors and not just the clerk. However, LALC would ask that no councillor books their own training. This must be done through the clerk. Financial regulations have not been updated since 2012

The AGAR has now been concluded and I have posted on the website a £10 fee for a copy. The last one I could find was £5 in 2019. There have been no parishioners come forward.

I had been getting more spam through my emails and was concerned so I have had the laptop ‘cleaned’. He did say that the anti virus appears to be doing its job.

I have started putting planning applications on the website

Cllr Fritzsche requested that the updated financial regulations be circulated to all councillors to be voted on at the meeting in January

Cllr Fritzsche also asked for councillors to comment on Parish Online. There was a varied view. It was Resolved to forward documents on notification.

4.1 It was **Resolved** that the Clerks appraisal would take place before the next meeting in January

Action: NF/Clerk

ITEM 5 – Financial Matters:

5.1 Authorisation of BACS payments

Councillors considered the list, previously circulated, and **Resolved** to approve the accounts for payment.

Please see Appendix A below

5.2 Review and Approval of CFPC accounts

Councillors considered the bank reconciliations and the management accounts, previously circulated, and **Resolved** to approve both

Please see Appendix B below for management accounts

5.3 Update from Cllr Fritzsche – Acting Finance Committee Chair

Cllr Fritzsche circulated a paper setting out possible % increases to the precept and the affect it would have on band D council tax. The councillors were asked to consider this in preparation for the next meeting in January.

Cllr Fritzsche expressed his gratitude for the work of the outgoing chair, and asked that a letter of thanks be drawn up and sent to Mr Budden.

Action: Clerk

5.4 Village Hall Grant

The councillors considered the application and it was **Resolved** that the Village Hall be awarded £3500.

ITEM 6 – Registers

6.1 Risk Register – this was distributed previously.

It was **Resolved** to approve this document

6.2 Maintenance Register – this is available to be viewed on Parish Online

Cllr Fritzsche expressed the importance of having all expected expenses on this document in order to budget for the future.

It was **Resolved** to approve this document

6.3 New Standing Orders – nothing to add

ITEM 7 - Project Register Update – this is available to be viewed on Parish Online

7.1 Archive Library

Cllr Hall has agreed to take the 2 books.

It was **Resolved** that this project was ongoing

Action: Clerk/RH

7.2 Frieston Bench

The pad has been completed. Cllr Lee has agreed to speak to the parishioner in relation to the donation she wishes to make.

It was **Resolved** that this project was ongoing

Action: DL

7.3 EV Charging Points

Cllr Crawley reported that the Red Lion car park was a possibility and that he was in the process of getting costs for this. He will also approach the new management at The Waggon & Horses to assess the possibility of having charging points on their carpark next to the electricity substation. Also see 7.6 below

It was **Resolved** that this project was ongoing

Action: AC

7.4 Conifer Tree

Cllr Lee has agreed to source a conifer tree for Frieston Green.

Cllr Hall has agreed to source an artificial Christmas tree for the church

It was **Resolved** that this project was ongoing

Action: DL/RH

7.5 Line Markings

Cllr Fritzsche reported that the Parish Council were still waiting for the results of LCC consultation

It was **Resolved** that this project was ongoing

7.6 Back Lane Street Lighting

Although this project was **Resolved** to be completed. Cllr Crawley is still considering this as a suitable location for EV charging points

7.7 Road Repairs

It was **Resolved** that this project has been completed

7.8 A607 speed limit

Cllr Betts reported that at the moment it was not possible to borrow the SID from Carlton Scroop. It was **Resolved** that this project be suspended until the SID can be borrowed again. Cllr Betts has contacted Lincs Highways for a second time in order to get some replacement 30 Mph signage for Church Lane & Gorse Hill Lane. He is yet to have a response.

7.8 Caythorpe Heath Bridge

There is a weight restriction notice on the bridge LCC have sent formal consultation letters out. CFPC wish to ensure that local businesses are not affected by this proposal. Access must still be gained from either the High Dyke, A15 or A 607 up to but not over the bridge. Also, it was noted that the road is not being gritted this has implications on parishioners who use this route, as a B road it should be gritted. Chairman to contact Cllr Maughan to make representation on these matters.

Action: Chair

7.9 Allotment Hedging

Simpsons to be instructed. It was **Resolved** that this project was ongoing

Action: Clerk

7.10 Glebe Field

The tender was unsuccessful so it was **Resolved** that this project has been completed

7.11 Remembrance Sunday

Cllr Roberts has organised a parade and bugler. Cllrs Hall & Lee have put poppies up around the village. It was **Resolved** that this project be ongoing

7.12 Eastcliffe Square Bus Shelter

LCC have completed the work and although the Parish Council questioned if the work had been completed and signed off as there was no weather protection to the board that has been placed as the lean to protection. it was **Resolved** to request that Cllr Maughan investigate.

Action:AM

7.13 Playing Field Trees

Councillors considered the quotes the clerk had obtained from 4 different tree surgeons, and it was **Resolved** that the tender to be offered to Sam Barrell, on the proviso that he removes all brash from site/s and cuts any logs into handleable sizes for use by locals. The PC would also need a copy of his public liability insurance.

Action: Clerk

Item 8 – New Proposals

8.1 Neighbourhood Plan 04/21/8a

Cllr Allen read out the vision for Caythorpe & Frieston Parish in readiness for a meeting with Clive Keeble, the consultant. Cllr Roberts again expressed a concern for protecting some of the social housing. There followed discussions with respect to housing. Cllr Milnes did point out that as Caythorpe is considered a large village development is inevitable. Cllr Allen proposed a number of areas in the village that the Neighbourhood Plan would like to keep green. It was **Resolved** that, with evidence from the survey, that Back Lane is not to be considered a green area in the Neighbourhood Plan

8.2 Caythorpe Hall Footpath Diversion 04/21/8b

In the absence of Cllr Graham Cllr Fritzsche explained that Cllr Grahams' proposal was simply to advise the PC that there is a proposal by the landowner of Caythorpe Hall to re route the public footpath across his land. When this proposal eventually goes to consultation the Parish Council will be consulted.

8.3 Allotments – Income & costs 04/21/8c

The Parish Council rents the allotment land and then gets reimbursed from the allotment committee. There have been large costs over the last 2 years totalling £2400. Cllr Roberts is to approach the allotment committee with a view to increasing the rent to cover R&M.

it was **Resolved**, 6:2 that from the financial year 22/23 a rent increase would be discussed to cover half of the cost of future maintenance.

Action: AR

8.4 Village Hall Grant

This issue has been dealt with previously in 5.4

8.5 Resignation – Co-option/ Finance Chair

Since the meeting the clerk received notification that there had been no election requests and the PC can begin the co-option process.

Cllr Fritzsche reported that a local parishioner was advising the Parish Council on financial matters during this time as there were no volunteers to take over the role. There were no objections to this.

Item 9 – The Parish Environment

9.1 Planning – this is available to be viewed on Parish online

The clerk has submitted planning permission applications for the trees with TPOs and those in the conservation area of Frieston Green that require work recommended in the tree report carried out recently

9.2 Other Planning Issues

Cllr Roberts brought it to the attention of the council that the night time security lights at Mid Uk are not dimmed and it is understood that it is a condition for them not to be on when there is no working. However Cllr Fritzsche did respond that he believes they have a night shift now. Cllr Hall will investigate

Action: RH

Item 10 – Neighbourhood Plan – Report by Cllr Allen

The public survey ended early in September. The results have been analysed and are available on the parish website. I have revised some of the facts-and-figures sections already published, on the advice of Clive Keble, and will discuss with the Parish Clerk how best get them online.

I had a meeting with Clive last month to discuss the next steps, which are to define a set of objectives for the plan, and policies that will achieve the objectives. I have drafted these, based upon the results from the survey, and circulated them to the working group and parish councillors. We have arranged a meeting with Clive on Nov 11, during which these will, I hope, be finalised. I would like councillors to be involved, but if few can attend please could we to run through them at the PC meeting.

As ever, the Village Hall is the most difficult topic. The majority in the survey would opt for a new one, but it is difficult to see how this could be achieved in the foreseeable future. We need a policy that would leave as many options open as possible.

Once we have settled on objectives and policies, a case for them has to be argued as part of the plan. This is rather technical, and Clive will advise. Then we make the draft plan and an abridged version available for a 6 week public consultation, when parishioners and other interested parties (including SKDC) will be able to comment. This will start as soon as possible in the New Year, though we haven't yet worked out how best to go about making it available to everyone (the unabridged version will be a very big document) or how to handle comments. I am advised that at least one public meeting needs to be held.

That just leaves amending the draft in the light of any comments, formal submission to SKDC, amending it again if the inspector requests it, and FINALLY a referendum for the parish on whether or not to accept it.

ITEM 11 - Community Safety. – there is a Crime Register that can be viewed on Parish Online

During August there were a total of 4 crimes reported and during September there were none.

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

12.1 Cllr Crawley

12.1.1 Litter picking and the Big Clean

The new litter picker (Chloe Mulhall) has been appointed and has started work around the villages.

The Big Clean team attended in September and cleaned Gorse Hill Lane, Chapel Lane and East Cliff Square as well as Templeway Gardens. They are not due back in the villages until the New Year.

12.1.2 Environmental Sustainability

Trees being raised by various people in the villages and will be planted soon.

Discussions have taken place with Ben Ulyott regarding planting along Love Lane and the fields behind Mid UK. Further planting will take place along the A607.

There has been no progress on the sustainable heating and lighting to the Village Hall and Hammond pavilion, pending possible replacement sites and re roofing work to the village hall.

12.1.3 I have written to Dab Clayton at LCC requesting an update on EV charge points.

I have also written to ESB Energy regarding the outstanding tree replacement work around the battery storage facility on Caythorpe Heath Lane.

12.1.4 Playing Fields

Please see 7.13 above The Playing Field appear willing to contribute a sum towards this work.

Peter Sowerby has agreed to lay the base for the new storage containers free of charge and once this is in position we will try and source two shipping containers to take the equipment currently stored in the Pavilion. This should be taking place in the near future

The DASH took place on Sunday 24th October and was well attended. 160 entered although not all turned up on the day. Approximately 60 people from the villages and beyond helped with marshalling and baking. The event was well supported by PGL, The Red Lion, and Uk Alternative Energy. Further sponsors are being sought. The event was very successful and greatly enjoyed by all competitors with much positive feedback and reviews. A substantial sum of money has been raised for the Playing Field and will be donated shortly. The next event is on 27th March 2022 and there are 4 people signed up already.

12.2 Cllr Hall

12.2.1 Village Hall Committee

Accounts as of 28th April – Trading at a loss email sent 28th April 2021

Grant requested of the amount £3,500 within this email, which wasn't represented to the CFPC and therefore hasn't been received. This needs to be discussed and a decision made at the next CFPC meeting on 10th Nov.

Financial pressure exacerbated due to the number of groups that have ceased to use the hall during the Covid-19 lockdown and restrictions.

Estimation of future outgoings

Hedge maintenance	£1,000
Wall repairs to make safe	£2,940
General Decorating	£1,500
Replacement Front Door	£3,000
Ongoing roof maintenance	£1,500
Fire System Maintenance	£500 (per annum)
Badminton Club	£300 (start-up costs)

Roofing Discussion

Quotes have been received to replace the flat roof that are circa £10,000. However, discussion is now under way to consider that as a flat roof has a likely life of around 20 years, is a full pitch roof a better longer term solution but is likely to cost approximately £30,000.

12.3 Cllr Fritzsche

12.3.1 Village News and Views

Not much to update you on the N&V however below is the really good news if you didn't already know

The best bit of news to share is that we entered the Parish Magazine of the Year Awards. When we entered in 2019 we came 21st out of 320 A5 magazines. This year out of 330 magazines we came 4th 🏆 We also won Best Editors 😁

Well done to both our wonderful editors

12.4 Cllr Graham

Nothing to report

12.5 Cllr Sandy

continual reporting on fixmystreet. Success after about 18 months, manhole repaired in the verge Hough Road Frieston but I think it's just cos it got to the top of the list, nothing otherwise

12.6 Cllr Lee

Nothing to report

12.7 Cllr Betts

12.7.1 Facebook & Messenger

We have contacted by several residents interested to know what the "next steps" are to the neighbourhood plan results which we published on our FB page a couple of weeks ago. We have also been contacted by a resident asking whether the Parish Council will be investing in any EV charging points as the resident in question lives on the highs street with no parking yet would like to purchase an electric vehicle yet is concerned about how he would charge it. We were also contacted this month regarding a planning application for the Waggon and Horses which a resident claimed was new planning for 2Nr houses yet I believe they have been misinformed.

12.7.2 Housing - Nothing to report

12.7.3 Fireworks

After several discussions with the social club committee in September offering our assistance with the funding of the firework display they decided there was not enough time for planning and for obtaining necessary permits so they declined our offer. Obviously our offer was based on the fact that they are strapped for cash post COVID yet they have asked for a meeting with the parish council this year to discuss "support" for next year. My opinion is that by next October they should have enough cashflow from trading for a full year that they can fund the fireworks.

12.7.4 Volunteering - No updates.

12.8 Cllr Linforth

Nothing to Report

12.9 Cllr Roberts

12.9.1 Burial Ground.

This winter some low branches will have to be cut back on the oak tree that is over hanging some graves at a low level likely to impede the mower. I ask that the mole catcher services be retained for the next year. There is despite me blocking it off several times ,an unofficial footpath being created from the North East corner of the burial ground through the hedge to the adjacent field footpath.

I have 2 posts and some wire so I will ask for Brian Wills with my help to block the gap.

12.9.2 Allotments. Please see 8.9 and 7.3 above

12.9.3 War Memorial and Church Green.

It has not been possible to organize a Church Service prior to the Act of Remembrance at the War Memorial due to shortage of available clergy.

So the Parade will leave the Waggon and Horses car park at 10.45 am. The Revd Stuart Hadley will start proceedings at 10.50am. the bugler has been organized and his £60 fee will be paid by bank transfer. Cllr Darren Lee will read the names of the men killed followed by Chairman Neil laying the wreath on behalf of us all. A wreath has been obtained for the Memorial down Love Lane to the men killed in the Lancaster crash.

ITEM 13 - Items of Urgent Business

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ITEM 14. Arrangements for Next Meeting

The next Parish Council Meeting Number 5 of 2021 will be held on Wednesday 12th January 2022 commencing at 7.30pm and will be in the village hall.

Open Forum

2 local residents and members of the village hall committee joined the public meeting and explained that they were hoping to get funding for a coach to run children's badminton classes. It was **Resolved** immediately to allocate £300 from the Community Project Fund so that the village hall committee could arrange for a coach to start in January.

Secondly they explained that there was a problem with the village hall roof. There appeared to be 3 options: continue to patch the roof as it stands, cover the flat roof,

or put on a new pitched roof. It was **Resolved** that Cllr Hall would contact an architect who would come and advise/ suggest costings for drawings.

Appendix A

28-Aug-21	79	GW King & Sons	maintenance at Burial ground July & August	760	NF/AC	08 September 2021
08-Sep-21	month 6	D Manderfield	salary	559.4	NF/AC	30 September 2021
08-Sep-21	month 6	D Manderfield	12.60 refunded as per last month	-12.6	NF/AC	30 September 2021
08-Sep-21	month 6	J Watson	final salary payment	149.16	NF/AC	08 September 2021
15-Sep-21	GTM/298450	Jacksons Buildbase	repaid to Clerk who paid for it on personal credit card on behalf of the PC	113.46	NF/AC	15 September 2021
10-Sep-21	11793	LALC	website maintenance basic service	42	NF/AC	15 September 2021
15-Sep-21	09/21/4	Caythorpe PF Committee	agreed at meeting dated 15.9.21 minute number 8.4	3500	NF/AC	22 September 2021
14-Sep-21	1460	Brian Wills	empty dog bins, church grass & weeding	126	NF/AC	22 September 2021
23-Sep-21	SB20213138	PKF Littlejohn LLP	External Audit	240	NF/AC	29 September 2021
30-Sep-21	300921	D Manderfield	clerks expenses for September, stamps, stapler & staples	40.62	NF/AC	29 September 2021
30-Sep-21		Unity Trust Bank	Bank Service Charge	18	`	30 September 2021
30-Sep-21	SL-7434	Direct PC Supplies	Computer Repair Service	40	NF/AC	06 October 2021

06-Oct-21	month 7	D Manderfield	salary (change of tax code)	647	NF/AC	29 October 2021
07-Oct-21	71021	Nigel Sardeson	tree safety survey and report	350	NF/AC	13 October 2021
24-Sep-21	1170	Crimson Kings	tree and hedge work at Village Hall	1344	NF/AC	13 October 2021
19-Oct-21	191021	P&L Leeds	Sept, Oct, Nov N&V expenses	75	NF/AC	20 October 2021
09-Oct-21	1463	Brian Wills	empty dog bins 24* £4	96	NF/AC	20 October 2021
09-Oct-21	1462	Brian Wills	painting notice boards, benches, shed & gates at Caythorpe & Frieston	463	NF/AC	20 October 2021
22-Oct-21	221021	Nigel Sardeson	further tree investigation and drilling. Help with planning permissions	200	NF/AC	27 October 2021
20-Oct-21	201021	P&L Leeds	distributors christmas gifts	150	NF/AC	27/10/2021 from N&V account

Appendix B

Caythorpe & Frieston Management Accounts as at 31st October 2021					
	Actual 2020/1	Budget 2021/22	Actual For Period	Revised Forecast 21/22	Variance to Budget
INCOME					
Precept	30039.00	30039.00	30039.00	30039.00	0.00
Miscellaneous	0.00	0.00	200.00		0.00
Community Fund	1610.00	0.00		0.00	0.00
Allotment	226.00	226.00	225.70	226.00	0.00
Burial ground	1700.00	1700.00	1000.00	1700.00	0.00
SKDC Community Cleaning	907.00	907.00	463.32	907.00	0.00
Neighbourhood Plan			7669.00	7669.00	7669.00
Ward Grant	0.00	400.00	0.00	100.00	-300.00
VAT Reclaim	1918.00	1538.00	1538.04	1538.00	0.00
TOTAL income	45917.00	43810.00	44836.71	51179.00	7369.00
					0.00

Revenue Expenditure					0.00
Burial grounds	3037.00	2980.00	3326.06	2980.00	0.00
Allotments	251.00	226.00	0.00	226.00	0.00
Audit	360.00	360.00	200.00	360.00	0.00
Staff salaries	7278.00	7070.00	4014.40	7070.00	0.00
Election costs	0.00	0.00	0.00	0.00	0.00
Comm Projects	256.00	500.00	39.00	500.00	0.00
Maintenance	2096.00	2150.00	1962.93	2150.00	0.00
Street Cleaning	1147.00	1362.00	690.36	1362.00	0.00
VH grant	3500.00	3500.00	0.00	3500.00	0.00
PF grant	3500.00	3500.00	3500.00	3500.00	0.00
S137 Expenditure	416.00	500.00	115.00	500.00	0.00
Insurance	2496.00	2522.00	0.00	2522.00	0.00
LALC & SLCC	504.00	550.00	224.92	550.00	0.00
Tel,post, stat etc	750.00	575.00	259.77	575.00	0.00
PWLB loan	886.00	0.00	0.00	0.00	0.00
Bank Charges	72.00	144.00	72.00	144.00	0.00
Mole Control	0.00	325.00	325.00	650.00	325.00
Christmas Tree	0.00	150.00	0.00	150.00	0.00
Misc	1307.00	0.00	0.00	0.00	0.00
Sub Total	27856.00	26414.00	14729.44	26739.00	325.00
				0	
					0.00
Capital Expenditure					0.00
Chattertons Legal Costs		400.00	100.00	1000.00	600.00
Neighbourhood Plan	198.00	0.00	1679.00	7669.00	7669.00
Tree Work	180.00	1000.00	1670.00	1000.00	0.00
New Trees Planting	0.00	0.00	0.00	200.00	200.00
Frieston Bench	1333.00	0.00	503.61	500.00	500.00
Conifer Tree			0.00	150.00	150.00
Queens platinum Jubilee			0.00	1000.00	1000.00
BG Post and Gate	1428.00	0.00	0.00	0.00	0.00
Village Gates	3686.00	0.00	0.00	0.00	0.00
Allotment Hedging	1920.00	0.00	0.00	0.00	0.00

Memorial Signs	169.00	0.00	0.00	0.00	0.00
Misc	0.00	0.00	0.00	0.00	0.00
Sub Total	8914.00	1400.00	3952.61	11519.00	10119.00
				0	
News & Views					
Income	9517.00	9000.00	3701.65	9000.00	0.00
Expenditure	7212.00	6634.00	3196.12	6634.00	0.00
Sub Total	2305.00	2366.00	505.53	2366.00	0.00
TOTAL expenditure	43982.00	34448.00	21878.17	44892.00	10444.00
				0	
SURPLUS/(LOSS)	1935.00	9362.00	22958.54	6287.00	-3075.00
Reserves		38715.95	52312.49	35640.95	