

CAYTHORPE AND FRIESTON PARISH COUNCIL

MEETING NUMBER 5

MINUTES OF THE PARISH COUNCIL MEETING ON WEDNESDAY 12th January 2022 IN CAYTHORPE VILLAGE HALL

Present:

Councillors: Crawley (Chairman), Roberts, Sandy, Allen, Hall, Lee, Graham

Other Attendees: Cllr Maughan (LCC)

Clerk: Mrs D Manderfield

ITEM 1 – Apologies for absence

Cllrs Linforth, Betts, Fritzsche. Milnes

ITEM 2 – Declaration of Interests under the Local Government Act

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

Cllr Roberts declared an interest as a tenant of an allotment and a member of the allotment committee

ITEM 3 – New Councillor

There had been no expressions of interest, *since the meeting co-option signs have been put on noticeboards, deadline 1st March*

ITEM 4 – Approval of Minutes of Meeting 4 held on 10th November 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 will be signed by the chairman, Cllr Fritzsche in due course

ITEM 5 – Parish Clerk's Report

We have received a kind donation from Mrs Deavin and have forwarded a thank you letter via Cllr Lee

Mr Burke is still concerned about the lime tree on Upper Frieston Green but I have assured him it is being attended to. There is now a link from the website to our Parish Online showing the trees that the PC are responsible for. This will be kept updated once the work has been completed.

Simpsons have been instructed to complete the work at the allotments as in their quote *Cllr Roberts had asked Simpsons to delay the work until further notice, however the PC agreed that the work be done.*

Sam Barrell has been instructed to undertake the work on the trees as per his quote and the others declined

The cleaning grant Oct 21 – Mar 22 has been paid, £463.32. this is no longer linked to the living wage but will continue to be paid at this rate (£926.64 annually) until further notice.

The Village Hall have been donated £300 for badminton start up costs and also the grant of £2380

The bugler and the wreaths for Remembrance Day have all been paid via Cllr Roberts

Co-option posters have been posted on our noticeboards

The New Financial Regulations (2019) have been circulated for Cllrs to make recommendations to the clerk as requested by Cllr Fritzsche

I have been doing a lot of work on updating the website with policies and have added The Risk Register and the recently updated standing orders. I have forwarded the updated Freedom of Information Act and have made suggestions. This will need to be resolved prior to posting to the website.

The Neighbourhood Plan has now been posted on the website prior to the questionnaire going live on 6.1.22. I had major problems adding the photos so Cllr Allen chose to add them as PDF instead.

There was 1 burial on 5.1.22

I have had my appraisal with Cllr Fritzsche

5.1 It was **Resolved** that the Freedom of Information Act circulated by the clerk previously be accepted and posted to the website

Action: Clerk

ITEM 6 – Financial Matters:

6.1 Authorisation of BACS payments

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

Please see Appendix A below

6.2 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

6.3 Update from Finance Committee

There was no update at this time

6.4 Village Hall Refurbishments

Cllr Hall reported that there had been a meeting between the Village Hall committee and a known architect prior to Christmas and that it went very well. The architect offered many suggestions for the roof, and offered to meet with the Village Hall committee again, if they required, free of charge

6.5 Precept

Cllr Fritzsche submitted a paper regarding the precept and circulated it prior to the meeting. It was **Resolved** to raise the precept by 3% to £31971.20, and for the precept form be forwarded to SKDC.

Please see Appendix C below

Action: Clerk

ITEM 7 – Registers

7.1 Risk Register – this was distributed previously.

Cllr Roberts pointed out that there were now 8 benches in the parish and 2 sets of entry gates. It was **Resolved** to update the risk register with this information.

Since the meeting the benches have been re-counted and there are 9 around the parish.

Action: Clerk

7.2 Maintenance Register – this is available to be viewed on Parish Online and was distributed previously

It was **Resolved** to approve this document

ITEM 8 - Project Register Update – this has been updated and is available to be viewed on Parish Online

8.1 EV Charging Points

Cllr Crawley reported that there had been consultations with Dan Clayton at LCC and representatives of Western Power to discuss what might be possible. Cllr Crawley has also had meetings with representatives from a company called Digital Bunker to explore what they may be able to offer in the way of alternative technology and funding. They may be in a position to prepare a presentation for the village and Parish Councillors.

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

Action: AC

8.2 Playing Field & Village Trees

Sam Barrell is in the process of carrying out all repairs & maintenance to the village trees in line with the consultant's report.

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

8.3 Footpaths

Cllr Graham reported that a clause in right-to-roam legislation introduced by the government in 2000 stated that any pre-1949 paths must be recorded by 2026 to continue to carry public rights. The Countryside and Rights of Way Act contained a provision that will extinguish those rights if the paths have not been properly recorded. In theory, some of the paths that residents use could be lost due to this to this legislative clause! Cllr Graham added that this may not affect our parish as it seems to largely affect urban areas. To that end Cllr Graham will be putting a piece in News and Views, highlighting the matter to residents, and directing them to a link that will take them to the draft digital definitive map, that shows all the paths that are officially recognised. If there is a path that anyone believes is not on the definitive map, but they think it a public right of way, now would be the time to get it registered.

8.4 Line Markings

Cllr Maughan reported that there were some objections which needed to be reported to the Planning & Regulation Committee at LCC

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

8.5 Potholes

There is currently a campaign by LCC to encourage Parish and Town Councils to help them with lobbying the Govt to return the 12million that has been cut from the highways budget. Cllr Maughan encouraged Cllr Sandy to get involved. Cllr Sandy expressed a concern for the potholes on Frieston Heath Lane and Cllr Maughan requested that he firstly make a report on fix-my-street and then forward to him the report number for expedition.

Action: PS

8.6 Allotment Hedging

Simpsons have been instructed to complete the work at the allotments, (as clerks report). The PC are not in a position to increase rent.

Action: Clerk

8.7 SKDC Sand Bags

SKDC has made an offer of free sand to Parish Councils Cllr Lee has arranged for the bags to be kept at the farmyard on Love Lane

Action:DL

8.8 Noticeboards

Cllr Fritsche has arranged for new toppers for the noticeboards as part of repairs & maintenance. These will be positioned by Brian Wills

Action: NF

8.9 Queens Platinum Jubilee

There is £1000 budgeted for this event and it is the understanding that there may be grants available.

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

Action:NF

8.10 Caythorpe Heath Bridge

Cllr Maughan is in discussions with highways as to whether the grit lorry could grit from either side of the bridge.

Action: AM

Item 9 – New Proposals

There were no new proposals, please see 6.5 above

Item 10 – The Parish Environment

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

All planning is now available to view from the Parish Council website

10.2 Other Planning Issues

There are no other planning issues.

10.3 Report from Planning Committee Chair

S21/2270

11 south Parade; planning permission granted for demolition of existing garage and existing projection and erection of front and rear single-story extension and garage.

S21/2260

Craggs farm; planning permission granted for extension to existing building

S21/2241

21 South Parade; residential development; planning withdrawn

S22/2135

Craggs farm; erection of new build; no update

S21/2523

11 Frieston Road; felling of 1 pine tree; CFPC response as no objections but questions asked as little or no evidence given for why, which could have an impact on further applications CFPC have to decide on in the future.

Item 11 – Neighbourhood Plan – Report by Cllr Allen

The draft Plan and the Evidence Document , which contains additional information to support the Plan, are now complete and on the CFPC website. The 6 week public consultation period began on Jan 6th and will run until Feb 18th. A leaflet about the public consultation, with instructions for viewing the Plan, has been delivered to each house in the parish. The leaflet asks for responses to the Vision, Objectives and Policies in the plan, either on the leaflet or online with SmartSurvey. Hard copies of the plan have been put in the porches of the church and village hall for those who do not have access online.

Please would you read the Vision, Objectives and Policies, and respond with your agreement (or otherwise) online. We do not expect as many responses as we got for the survey last year, but if you can encourage friends, neighbours etc. to look at the plan and complete the questionnaire it would be helpful.

The Plan has also been publicised by means of posters around the villages and on social media, and a reminder will go into the Feb. issue of News and Views. Clive Kebble is handling the consultation with interested parties such as local government, water and power providers, landowners who don't live in the parish etc.

An exhibition is planned for Feb 6th alongside the Village Breakfast, when working group members and Clive will be on hand to ask questions.

The Evidence Document contains references to planning regulations, land surveys etc. which could be useful in the future if it becomes necessary to object to an unacceptable planning application for a substantial development. I suggest it remains on the website for the planning committee to refer to.

ITEM 12 - Community Safety. – there is a Crime Register that can be viewed on Parish Online

During the months September – November there have been 3 antisocial behaviour crimes, 1 criminal damage, 8 violence and sexual offence charges, 2 thefts, 1 vehicle crime, 1 drugs and 1 burglary

ITEM 13– Community Activities by Portfolio Councillor – the following are reports written by the individual councillors.

13.1 Cllr Crawley

12.1.1 Litter picking and the Big Clean

Nothing significant to report

13.1.2 Environmental Sustainability

I have collected a number of trees that have been raised by villagers and will be organizing a tree planting session in the near future.

The W.I are keen to donate a tree for planting around the villages and the playing field has been suggested as a suitable site to replace one of those recently felled.

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.

13.1.3 Playing Fields

Works have been carried out to maintain and fell trees on the playing field.

Peter Sowerby has laid a base for the new storage containers free of charge. I am currently awaiting suitable weather to clean off the block wall to the basketball court and am obtaining prices on sleepers to go under the containers. I have got prices on containers and am investigating means of getting them into position. A grant has been agreed by the Football Foundation towards the cost of this work and the balance has been agreed by the Playing Field Committee to house the equipment currently stored in the Pavilion.

The next DASH fundraising run is planned for Sunday 8th May 2022 and there are a total of 20 competitors signed up to date. Competitors in the longer distance races are being given an option to donate money to a tree planting fund (rather than have a tee shirt) and several have opted to do this.

13.2 Cllr Hall

13.2.1 Village Hall Committee

Panto; lost £200. 50 attendees however the theatre cost £450. In previous years there has been a donation which helped to break even, but it wasn't secured this year.

Breakfasts; cancelled for this month due to COVID. Hoping to run the next one in February

Nursery proposal; early stages of discussion with a Nursery owner.

Badminton group; VH asked for support from PC in setting this group up via the community fund. To date this hasn't been provided

13.3 Cllr Fritzsche

13.3.1 Village News and Views

Nothing new really with N & V, they are looking at freshening up parts as they like to do this once a year or so to keep things looking new. Other than that, no news other than Advertising remains stable, hopefully will have 2 new adverts next month.

The delivery team were used to deliver the Neighbourhood plan consultation document to each house which has helped the NP team a lot so many thanks to them. We paid them £20 each for carrying the task out which meant we delivered them all over the parish by the start date

Nothing to report

13.5 Cllr Sandy

Nothing to Report

13.6 Cllr Lee

Nothing to report

13.7 Cllr Betts

Nothing to Report

13.8 Cllr Linforth

Nothing new to report on my portfolios.

Defibrillator have been deployed a few times demonstrating how valuable they are.

Nothing to report on other areas.

13.9 Cllr Roberts

13.9.1 The Burial Ground continues to be kept to a high standard of maintenance by Kings of Claypole.

13.9.2 The Remembrance Day Parade and outdoor service went well without any issues. Darren and Becky organised the poignant individual wreaths fixed to the Church Green posts. We have recovered these wreaths which we have put on the top shelf of the Police Office stationery cupboard for safe keeping I will add this to the briefing notes for next year

Cllr Roberts went on to express his sincere thanks to Cllr Hall and Cllr Lee for their contribution towards the Remembrance Day service

ITEM 14 - Items of Urgent Business

ITEM 15. Arrangements for Next Meeting

The next Parish Council Meeting Number 6 of 2021 will be held on Wednesday 9th March 2022 commencing at 7.30pm and will be in the village hall.

Open Forum

Report from LCC Councillor Alexander Maughan

Similar to the Parish Council LCC is setting the budget for 2022/23 financial year. The draft budget was approved by the executive last week and now subject to a public consultation and scrutiny from Councillors, before being voted on by the Full Council in February.

Key budget headlines:

- LCC will spend £534 million on delivering services across Lincolnshire next year. More than half of Council funding is spent on delivering adult care and children's services, supporting the vulnerable in our county.
- In addition to the revenue budget there is capital programme worth £113 million in 2022/23 and £268 million in future years. The programme includes projects like Grantham bypass, County flood schemes (including Long Bennington) and North Hykeham Relief Road. Funding for capital projects mostly comes from S106 developer contributions, grant income from government and council borrowing.
- We are proposing a balanced budget which means there will be no requirement next year to take money from reserves. However, deposits Rishi Sunak announcing a 3 year spending review, the government has only given a funding settlement to councils for one year, so the medium term financial plan remains uncertain. The current projections expect a draw down on reserves of £23 million the years after (being a 50% reduction of the finance volatility reserve).
- To balance the budget we are proposing a council tax increase of 3% on the adult social care precept, to help fund cost pressures in this area.

- The budget includes cost pressures of £42 million. These cost pressures relate mostly to the increases in the living wage and national insurance contributions from April, which the council will need to pay to its staff and contractors. £8 million of this will be funded through additional income and making savings such as smarter working.

- In 2020/21 the Department for Transport cut our allocated highways maintenance grant by £12 million (25%). This is the portion of road tax that we receive from Government to maintain local roads. We funded this shortfall from reserves in the current year, with some additional money to support extra road resurfacing in rural areas too. However we cannot continue to fund recurring costs from diminishing reserves.

We are calling on the Government and our Lincolnshire MPs to support our campaign to fix this roads funding gap. If they do not, we face a very difficult decision with regard to future road maintenance funding in Lincolnshire.

More details about the campaign and how to get involved can be found at: <https://www.lincolnshire.gov.uk/highwaysfunding>

Appendix A

16-10-21	56	GW King & Sons	maintenance at Burial Ground September & October	760	NF/AC	01 11 2021
16-10-21	55	GW King & Sons	grasscutting at Frieston Greens 16.8.21 - 6.10.21	208	NF/AC	01 11 2021
31-10-21	311021	Expenses	clerks expenses - October	18.81	NF/AC	10 11 2021
09-11-21	1465	Brian Wills	empty dog bins & cut church grass	116	NF/AC	10 11 2021
31-10-21	2020/21-11	Clive Keble Consulting	Support work on CFPC Neighbourhood Plan Sept, Oct 21 (12 hours)	660	NF/AC	10 11 2021
10-11-21	month 8	Salary	salary	572	NF/AC	30 11 2021
10-11-21	month 8	Salary	wages	55.44	NF/AC	30 11 2021
14-11-21	141121	A Roberts	payment for buglar at remembrance day parade	60	NF/AC	17 11 2021
14-11-21	141121	Royal British Legion	2x wreaths	60	NF/AC	17 11 2021
14-11-21	meeting 4 11/21	Village Hall Committee	Badminton set up costs	300	NF/AC	17 11 2021

25-11-21	meeting 4 11/21	Village Hall Committee	Grant	2380	NF/AC	25 11 2021
08-12-21	month 9	Salary	salary	572	NF/AC	30 12 2021
08-12-21	month 9	Salary	salary	55.44	NF/AC	30 12 2021
06-12-21	1466	Brian Wills	empty dog bins	216	NF/AC	08 12 2021
11-11-21	79	GW King & Sons	grass cut at Frieston upper & lower greens oct & nov	104	NF/AC	08 12 2021
30-11-21	301121	Expenses	clerk expenses - November	18.81	NF/AC	08 12 2021
21-12-21	6257	Westgate Printers	News & Views Aug, sept, nov, Dec/Jan	2932.65	NF/AC	05/01/2022 from N&V account
24-12-21	email241221	P&L Leeds	cash for Neighbourhood Plan (distribution of questionnaires)	340	NF/AC	05 01 2022
21-12-21	6274	Westgate Printers	Neighbourhood Plan Flyers and questionnaires	239.87	NF/AC	05 01 2022
03-01-22	1468	Brian Wills	Empty Dog Bins	112		05 01 2022

Appendix B

Caythorpe & Frieston Management Accounts Accounts at 31st December 2021

	Actual 2020/21	Budget 2021/22	Actual for Period	revised Forecast 2021/22	Variance to Budget
INCOME					
Precept	30039.00	30039.00	30039.00	30039.00	0.00
News & Views	9517.00	9000.00	4761.62	9000.00	
Miscellaneous/Donations	0.00	0.00	609.06		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 Cleanin	907.00	907.00	926.64	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	36400.00	43810.00	46769.06	51179.00	7369.00
					0.00
Revenue Expenditure					0.00
Burial grounds	3037.00	2980.00	3326.06	2980.00	0.00
News & Views	7212.00	6634.00	6128.77	6634.00	

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	5158.40	7070.00	0.00
Election costs	0.00	0.00	0.00	0.00	0.00
Comm Projects	256.00	500.00	300.00	500.00	0.00
Maintenance	2096.00	2150.00	2474.93	2150.00	0.00
Street Cleaning	1147.00	1362.00	801.24	1362.00	0.00
VH grant	3500.00	3500.00	3500.00	3500.00	0.00
PF grant	3500.00	3500.00	3500.00	3500.00	0.00
S137 Expenditure	416.00	500.00	235.00	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	297.39	575.00	0.00
PWLB loan	886.00	0.00	0.00	0.00	0.00
Bank Charges	72.00	144.00	108.00	144.00	0.00
Mole Control	0.00	325.00	325.00	650.00	325.00
Misc	1307.00	0.00	0.00	0.00	0.00
Sub Total	35068.00	32898.00	26579.71	33223.00	325.00
					0.00
Capital Expenditure					0.00
Chattertons Legal Costs		400.00	100.00	1000.00	600.00
Neighbourhood Plan	198.00	0.00	2878.89	7669.00	7669.00
Tree Work	180.00	1000.00	550.00	6000.00	5000.00
New Trees Planting	0.00	0.00	0.00	200.00	200.00
Frieston Bench	1333.00	0.00	578.61	500.00	500.00
Conifer Tree			0.00	150.00	150.00
Queens platinum Jubill			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	4107.50	16519.00	15119.00

TOTAL expenditure	43982.00	34298.00	30687.21	49742.00	15444.00
SURPLUS/(LOSS)	-7582.00	9512.00	16081.85	1437.00	-8075.00
Reserves		38865.95	45435.80	30790.95	
Month Number			9.00		
vat to be reclaimed in 21/22		561.28			

Appendix C

Agenda Item for CFPC Meeting**Date 12th January 2022****Number 5****Item Number 6 f****Proposal**

As I promised at our last meeting and subsequent messages to you need the information to be able to make a decision upon in the January meeting where we need to decide our precept for the year 2022.

Although I haven't had correspondence from any of you with reference to projects you wish to carry out during 2022, we do have a number of projects which are in the planning and may become possibilities in future years. As such these will require funding, the issue we face is we held the precept the last two years and did not raise it, if we hold the precept for a further year and this isn't raised either, when we do require money to finance our projects the rise would be a large one to enable us to carry out what we require.

Therefore I think we should consider increasing the precept by 2% this year which will leave us in a position to be able to address our projects when they arise, although this 2% only raises a small amount of money(estimated at 620.80p) as it builds into the precept a 2% rise next year would be slightly more due to the increased level this year. I believe a slow steady increase is much more acceptable to the public than one large one. The projects I am aware of are supporting projects at the Village Hall, the playing field, bus shelters and of course our environmental sustainability projects which will require some funding from the Parish Council

Our precept income for the year 2021 was £30,039 if the CFPC decided to make no increase the precept for 2022 year would be £31040.

In considering any increase, the precept would start at £31040 plus any proposed increase, the table below shows the effect of .5% increases up to 5% in .5% increments

Increase by %	Amount per Band D property	Total additional income for CFPC	Total Precept income
0	57.06	0	31040
0.5	57.35	£155.20	£31,195.20
1	57.63	£310.40	£31,350.40
1.5	57.92	£465.60	£31,505.60
2	58.20	£620.80	£31,660.80
2.5	58.49	£776.00	£31,816.00
3	58.77	£931.20	£31,971.20
3.5	59.06	£1,086.40	£32,126.40
4	59.34	£1,241.60	£32,281.60
4.5	59.63	£1,396.80	£32,436.80
5	59.91	£1,552.00	£32,592.00

<p><u>Back ground</u> The precept was increased two years ago but has not been increased since. If we make the decision not to increase the precept again thanks, this means when we do require more money from the precept income we will need to raise it quite steeply to achieve the money we may require. Therefore it may be prudent to consider a smaller increase in the precept to take into account any future plans the parish may have. Or we determined to leave the precept at its current level and would need to bite the bullet or take the pain when we do need to increase it to increase our reserves or promote projects we are looking to initiate. My concern is</p>			
<p><u>Benefits for the parish</u> The reserves keep healthy and when the parish council has unplanned expenditure it would be more affordable. If the precept stays the same this would mean there has been no increase to the parishioners for three years in a row</p>			
<p><u>Threats/Weakness</u> If the reserves run low we only get one opportunity a year to increase the precept so the PC may have to consider a loan to fund its plans should they take it beyond its reserves. If the precept increases parishioners may not understand fully the reason for the increase and ask the parish council to explain why the increase was necessary.</p>			
<p><u>Proposal</u> Increase the precept by 3% for year 2022.</p> <p>If you have any comments prior to the meeting please email me so that any amendments to this proposal could be placed before the meeting to avoid elongating the meeting.</p>			
<p><u>Cost</u> Additional Income £931.20p</p>			
<u>Quotations attached</u>		Not Applicable	
<u>Decision</u>		Approved/Not Approved	
<p><u>Vote</u> For Against Abstentions</p>			