

CAYTHORPE AND FRIESTON PARISH COUNCIL

MEETING NUMBER 3

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 28<sup>th</sup> September 2022

Present:

Councillors: Fritzsche (Chairman), Crawley, Roberts, Allen, & Linforth

Clerk: Mrs D Manderfield

**Item 1 – Apologies for absence**

Councillors: Lee, Sandy, Betts, Milne, Spackman, Hall, & Graham

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

Cllr Crawley expressed a declaration of interest as a committee member of the Playing Fields, and Cllr Linforth as a committee member of the Social Club

**Item 3 - Approval of Minutes of meeting number 2 held on 13<sup>th</sup> July 2022**

It was **Resolved** to accept the minutes as a true record of events. They were signed by the chairman, Cllr Crawley

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

After submitting all the necessary paperwork and ultimately a Grant Completion Form we were awarded the SKDC community grant towards the Queens Platinum Jubilee of £5000 in 2 stages.

There was a refund from LALC as they overcharged for the website administration

The SKDC community cleaning grant is £463.32 Apr – September

We received great comments from Colin Ward, funeral director about the Burial Ground he said it was ‘possibly the best I’ve seen’ I will pass his comments on to John King when I see him

We had a further donation to the QPJ fund for £200 from local residents. All donors have received thank you letters

Cllr Spackman is now an authoriser on the bank accounts

I continue to update the website weekly

We do not appear to have received the VAT reclaim, I have sent it again in case it got lost in the post. HMRC are currently very busy

I produced a set of budget figures for the Finance Committee

There will be more road closures on the A607 between Caythorpe Heath Lane and Frieston Heath Lane for road repairs. All details are on the website

AGAR and Notice of Conclusion have been accepted and returned and posted on notice board and website. There is no requirement for the length of time these need to be left on noticeboards so I plan to leave them up for 14 days, as per the last statute

I have tried, on numerous occasions to have an ex councillor removed from the banking system, hopefully after Cllrs sign this latest application it will be done

We no longer have bank statements posted out, they are now downloaded from the website

I have recently made an adjustment to the accounts as I believe they were incorrect. The heading is New Trees Planting. In 21/22 there was no budget for new trees and £301 spent. There was then 2 donations totalling £230 which should have resulted in a deficit of -£71 to

carry forward, however I carried forward the £230, omitting the monies already spent in the year.

Gallagher, the insurance brokers have recommended Insurance Replacement Valuation on the CFPC insured buildings (ie Village Hall, Hammond Pavillion, PF Garage and the War Memorial). The last time this was done was 2017. They recommended Cardinus to carry out desktop valuations. I spoke to Cardinus recently and from this I believe a desktop valuation is possible. However, the cost will be £130 = VAT for each report, equalling a total of £624 for the 4 reports. This will need to be included in the budget.

I have drawn up a Schedule of Events' for Arnhem to try and future proof the event I contacted Church of England (re Church clock) for possible grant availability; however, our project would not be eligible. I have since contacted the Diocese of Lincoln and am waiting to hear back

I have received training on the new CRM from LALC. All councillors should have had log in details to the new LALC website although they will not have access to the portal.

The clerk added that VAT reclaim had been received.

Cllr Crawley wondered how the Parish Council could access the accounts if the clerk was unable to. The Clerk will action Financial Regulation 6.11

Action: Clerk

## **Item 5 - Financial Matters**

### 5.1 Authorisation of BACS/Cheque payments.

Councillors considered the list, previously circulated, and **Resolved** to accept the payments  
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 reports  
Please see Appendix B below for management accounts

### 5.3 Update from Finance committee Chair

Cllr Fritzsche reminded those present that although the decisions had to be made at a full council meeting, there was to be another Finance Committee meeting on 4.10.22 to determine the budget, and future projects

## **Item 6 Registers**

### 6.1 Risk Register – this was distributed previously.

After amendments, and updating on the website, It was **Resolved** to approve this document

### 6.2 Maintenance Register – this was distributed previously and reviewed.

After amendments It was **Resolved** to approve this document

## **Item 7 - Project Register Update**

### 7.1 Neighbourhood Plan

Please see full update below

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

Action: JA

### 7.2 EV Charging Points

At the finance meeting on 25.8.22 the Chairman declared that it was unlikely that this project would be completed this year

### 7.3 Ownership of The Village Hall

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

Action: DS

### 7.4 Stock of Council Houses

It was **Resolved** that this project is now completed

### 7.5 Frieston Path

A member of the public has, once again, complained to the Parish Council. It was **Resolved** that the clerk contact LCC to expedite the maintenance of the path, and Cllr Graham contact the residents with regard to garden maintenance, thus keeping the path clear

Action: Clerk/ AG

### 7.6 New Armada Beacon

As SKDC have agreed to fund a new Beacon it was **Resolved** that this project is ongoing and Cllr Fritzsche would provide detailed costings for future discussion

### 7.7 Firework Display

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

## **Item 8 - New Proposals.**

### 8.1 Social Media Policy

The paper had been circulated previously and it was **Resolved** to adopt the policy

Action: Clerk

### 8.2 Dignity at Work Policy

The paper had been circulated previously and after discussions it was **Resolved** that much of the relevance was covered by the Code of Conduct, and was, therefore not necessary.

### 8.3 Clerks Appraisal

Unfortunately, due to illness this has been delayed. A new date will be set soon

Action: NF/ Clerk

### 8.4 Bonfire Night Fireworks Display – Cllr Betts

After much discussion the Chairman amended the proposal and it was thus **Resolved** that the Parish Council would, in principle, support and under write the event for 2023. There would need to be further discussion once definitive figures become available and the council will need to address, debate, and Resolve again all financial and logistical implications.

Action: JB

### 8.5 Remembrance Day Arrangements – Cllr Roberts

This is an annual event . It was **Resolved** to follow the procedures in the Remembrance Day Standing Orders and that the clerk would contact the army. The bugler, wreaths, contractors, and army have all been contacted

Action: Clerk/AR/DL/NF

### 8.6 Church Clock – Cllr Fritzsche

Cllr Fritzsche explained to all the necessity for electrifying the church clock and the cost implications. The Clerk is hoping to source a grant as the cost could be in the region of £10000. It was **Resolved** that the chair would ask in the community if there were any volunteers to re wind the clock weekly, or for any private sponsors who may be willing to contribute. This would then be discussed at the finance meeting in preparation for a full council decision.

### 8.7 EROB Refunds

The paper had been circulated previously and after discussions the chair requested an amendment to the paper. It was **Resolved** that these residents would be refunded in full, however an Assignment of Right of Burial form would need to be completed prior to the refund being paid.

### 8.8 Memorial Seat – Cllr Fritzsche

The paper had been circulated previously and after discussion it was **Resolved** to approve this proposal.

Action: NF

### 8.9 Insurance Replacement Valuation

The paper had been circulated previously and after discussion it was **Resolved** to approve this proposal

Action: Clerk

## **Item 9 – The Parish Environment**

### 9.1 Report from Cllr Spackman – Planning Committee Chair

#### **S19/2107 Land at side of St Vincent’s House, Old Lincoln Rd –**

**Application.** Erection of a single dwelling

**Status – Appeal in progress.**

#### **S22/1217 Land Adjoining 9 Waterloo Road Caythorpe.**

**Application** 2 x 5 bed properties and barn conversion

**Decision – Not yet determined.**

#### **S22/1622 2 Hall Farm Barns , Church Lane, Caythorpe**

**New Application** Additional first floor internally within the existing barn space. Replacement of existing two storey old timber extension on the north elevation with new single storey entrance. The erection of solar panels on separate adjustable frame to be located in the open area of land to the north

**Status Not yet determined**

## **Other matters to discuss -**

### **Mid UK**

Council will sanction an independent noise report TBC – ? update required

There have been additional reports of noise disturbance .. September 2022. Simon Pattison from Mid UK agreed to further investigate, but his initial response suggested they thought had resolved this with cladding !

### 9.2 Other Planning Issues

BESS: Cllr Roberts re-iterated his concerns with respect of the Battery Storage on Caythorpe Heath Road, the clerk had previously written to the Chief Fire officer but had no response. The clerk was requested to raise the issue with Cllr Maughan for expedition

Action: Clerk

Glebe Land: Cllr Roberts expressed his concerns about the well being capped off and whether planning was required/ garnered for the stables and fencing that are there now. The clerk was requested to raise the issue with Cllr Milne

Action: Clerk

### **Item 10 - Neighbourhood Plan – Report by Cllr Allen**

The decision notice from SKDC that our NP meets the requirements was received on Sept 13<sup>th</sup>, and a 6 week consultation begins on Sept 14<sup>th</sup>. The NP will be available for consultation on the SKDC website and on the CFPC site, with a hard copy placed in St Vincent’s Church porch.

Comments on the Plan will be invited from parishioners (via notice boards and News and Views), statutory consultees and external interested parties. Responses must be sent directly to SKDC and will be viewable on their website. When the 6 week period ends on Oct. 26<sup>th</sup>, the plan and any responses will be examined by an independent examiner, Andrew Ashcroft. He may visit the parish and may send a “clarification note” for more information. He will then prepare the final examination report which (depending on the issues raised) should be with SKDC around 6-8 weeks after the examination has begun.

The final examination report will usually consist of a series of “modifications” that need to be made to the NP to ensure that it complies with all the statutory criteria and to ensure that it is in line with the National guidelines the SKDC adopted Local Plan . After this it is then up to SKDC (in consultation with the Neighbourhood Plan group) as to whether these modifications are acceptable. If SKDC accept the modifications, then the Plan can proceed to referendum at a date set by SKDC (who will also cover all referendum preparations and costs). If the modifications are not acceptable, alternative changes can be proposed, and another round of consultation and examination will ensue.

Update 27/09/22.

The grant awarding body have now requested a final account for the funds. We have underspent by around £1500, as the help needed from the Planning Consultant was less than he estimated. The final account has been sent in and the Parish Clerk will refund the unspent amount once they send her the instructions.

The grant allows a discrepancy of up to £500 in any one category (e.g. printing), so the overspend on my estimate for public engagement, i.e. distributing the last of the surveys and providing snacks during the exhibition, have been covered by the underspend on consulting. As a result, none of the expenditure has been met by the PC.

The Parish Council thanked Cllr Allen and her working party for all their hard work

**Item 11 - Community Safety.**

In June there were 6 reported crimes in our parish: 1 categorised as 'vehicle crime', 1 'Theft', 2 'violence & sexual offence', 1 'criminal damage & arson' and 1 'public order'

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

12.1 Report by Cllr Crawley

**12.1.1 Litter Picking and the Big Clean**

The litter picker employed by the Council continues to assist in keeping the villages clean. The Big Clean team will be attending the village w/c 28/11/22. If anyone would like them to target a specific area, then please let me know.

*The chair asked if the copse on Lime grove could be considered.*

I have reported a dumped sofa on Gorse Hill Lane. This was cleared promptly by SKDC

**12.1.2 Environmental Sustainability**

The replacement trees planted around the battery storage facility on Caythorpe Heath Lane that have died as a result of lack of water – I have held a site meeting with the company responsible and they have agreed to plant further replacement trees in the autumn. Many of the trees around the site have taken and are establishing.

A programme of watering and clearance is taking place on the newly planted trees elsewhere in the villages by myself and a couple of volunteers. A brush cutter will benefit this work

I am still awaiting proposals from another contractor regarding Air Source Heating, PV Panels and Battery Storage at the Playing Field pavilion. I am in correspondence with SKDC about possible grant funding towards this work.

I have met with the new chair and many committee members of the Village Hall regarding a number of matters including the provision of Air Source Heating, PV Panels and Battery Storage.

A decision on the possible provision of electric vehicle charging points from Lincolnshire County Council is still awaited.

Sites for new tree planting are sought as I have a number of trees that have been raised by myself and volunteers that currently have no destination.

**Playing Fields**

The last DASH raised about £1000 for the playing field. The next event will be on 26<sup>th</sup> March 2023.

Watering of trees on the PF by volunteers and myself has continued as necessary and in the main, the trees appear to have taken well.

#### 16.2 Report by Cllr Hall

Nothing to report

#### 16.3 Report by Cllr Fritzsche

News & Views are in good shape, there was a glitch in the operations this month with a total failure of the hard drive on the computer that is used to generate the magazine. This meant that not only the copy for that particular month had been lost but also all past issues, revenue, advertising and all other information relating to news and views. I wasn't aware that everything had been contained on just one hard drive, so now the Parish Clerk and myself set up a shared folder on OneDrive so all information can be stored in the cloud and is no longer susceptible to hard drive failure. We have agreed to the purchase of a new hard drive and repair of the existing laptop so that their good work can continue in aid of the community.

Pete and Laura pulled out all of the stops so that this magazine met all of its deadlines in being at the printers on time out to the delivery team on time and ultimately dropping through our door steps on time, so this was a fantastic achievement by both of them and I take my hat off to their hard work.

The news and views team also support the gala with a cash donation to ensure money raised by the community is delivered back to the community and I think those that attended this year's gala will agree that it has been a fantastic achievement and a really good community event so once again thanks to Laura Pete and of course Carole who assists

#### 16.4 Report by Cllr Graham

Nothing to report

#### 16.5 Report by Cllr Sandy

Nothing to report

#### 16.6 Report by Cllr Lee

Nothing to report

#### 16.7 Report by Cllr Betts

Nothing to report

#### 16.8 Report by Cllr Linforth

##### **Update on Defibrillators**

We are incredibly lucky to now have all four working defibrillators within the parish. Defibrillators are checked weekly by myself, and I liaise with the Community Heartbeat Team who ensure the ambulance service are aware of the nearest working defibrillator, should it be needed. When 999 are called, they will decide as to whether a defibrillator is needed. If it is deemed that it is required, the caller will be advised of the nearest one, and be given the code to get into the cabinet to retrieve the defibrillator. The cabinet cannot be opened without the code.

Replacement defib pads have been ordered as pads are expiring at the end of the month.

## **LIVES**

At present we do not have a LIVES representative in Caythorpe. If this is something that a member of the community would be interesting in doing, it is something that the parish council can support with training etc and would urge them to contact me.

## **Hospital Car Scheme**

The Parish Councils involvement is more a stamp of approval and the passengers themselves arrange with the driver details regarding collection/payment/pickup times etc. There is a call connect service that can be used. Residents can contact the company who will advise what service they can offer.

## **Children and Childcare**

Caythorpe Primary School is fully open after the summer break and the school has had some improvement work to the outside area over the summer.

Caythorpe Preschool remains open. Number of children is low at present which has resulted in preschool still not being open on Fridays. However, as demand dictates, they would look at opening again on a Friday.

Sure start centre is open with regular face to face sessions happening.

## 16.9 Report by Cllr Roberts

Burial Ground. The water tank extension hose pipe has been stolen. Peter Sandy states he will replace it in due course. Water can still be drawn out but in a slightly awkward way. Double depth graves have been dug for recent burials without problem. 2 families with 2 adjacent reservations have requested they now prefer one double depth grave. The Clerk is now dealing with the admin that entails. In one case the family have requested the return of the £100 reservation fee. I personally can see no problem with this as the grave space freed up can be reallocated and a fee collected. I will ask the Chairman to put my suggestion to the meeting. LALC state the decision is ours. The other family wish the reserved grave, no longer required, be reallocated to another family member, this is being organised.

Remembrance Day. This year it is Sunday 13th November. The Church Service is to be at 10.15am at St. Vincents. Therefore, the Church Parade led by the Chairman should leave The Waggon and Horses at 10am. All welcome to attend the Parade I will speak to Alan Graham who has contact with the Youth organisations. To avoid any unnecessary delay between the end of the service and the wait for 11am Darren Lee has suggested he makes a start on reading the long list of the fallen. He will stop just prior to the 2 minute silence and then continue after reveille is blown. I agree, it will be his decision on the day. Brian Wills should be asked to put the traffic signs out. The bugler has been booked. He charged £60 last year. I will contact him to see if that is this year's charge. I will arrange for 2 volunteers to stop the traffic on Church Lane when the Parade is on the move up the High St to the Church

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

There were no items of urgent business

## **Item 18 - Arrangements for Next Meeting**



The next Parish Council Meeting Number 4 of 2022 will be held on Wednesday 9<sup>th</sup> November commencing at 7.30 p.m. in the village hall.

{Electronically signed}  
D Manderfield  
Parish Clerk

#### Appendix A

Invoice Date	Invoice Number	To Whom	Particulars of Payment	Total Amount
29-Jun-22	13002	Community Heartbeat	Defibrillators	1236
26-Jun-22	90 21/23	P&L Leeds	donation towards Caythorpe Gala from N&V account	500
26-Jun-22	260622	P&L Leeds	N&V Expenses June, July, August	120
26-Jun-22	260622	P&L Leeds	Gazebo for News & Views Raffle at Caythorpe Gala from N&V account	206.98
05-Jun-22	50622	Dominic Degnan	for a DJ set at the QPJ	250
14-Jul-22	310722	D Manderfield	clerks expenses	18.81
27-Jun-22	79	GW King & Sons	garden maintenance at the Burial Ground May & June	800
04-May-22	AS-103	Time Assured Limited	Annual Clock Survey	168
18-Jul-22	1483	Brian Wills	empty dog bins, tidy up Police building and cut hedge at Frieston bus shelter	257
01-Feb-22	SIN049403	Diocese of Lincoln	allotment rent 12 months in advance was due 20/3, but only just rec'd	225.7
02-Aug-22	5 2022/	Caythorpe Playing Field Committee	Hire of Tables & Chairs for the QPJ	400
02-Aug-22	310822	D Manderfield	Clerks Expenses	33.39
08-Aug-22	167	Caythorpe & Frieston Village Hall Committee	Hire of Tables & Chairs for the QPJ	475
15-Aug-22	1484	Brian Wills	empty dog bins & bin bags	126.9
28-Aug-22	300922	P&L Leeds	September Expenses	122.8

23-Aug-22	SB20220942	PKF Littlejohn	Annual Audit	360
20-Aug-22	64	GW King & Sons	grass cutting at Frieston Greens jun x2, july x1, aug x1	240
28-Aug-22	65	GW King & Sons	garden maintenance at Burial Ground July & August	800
23-Aug-22	355332	PC Image data recovery	data recovery and back up. from N&V account	352.74

## Appendix B

### Caythorpe & Frieston Management Accounts as at 31.8.22

	Actual 2021/22	Budget 2022/23	Actual for Period	Revised Forecast	Variance to Budget
<b>INCOME</b>					
Precept	30039.00	31971.00	15985.60		
News & Views	8674.07	9000.00	3206.58		
Miscellaneous/Donations	1339.06	30.00	2358.62		
		0.00			
Allotment	225.70	226.00	225.70		
Burial ground	2300.00	2000.00	400.00		
SKDC Community Cleanin	926.64	927.00	463.32		
Neighbourhood Plan	7669.00	0.00	0.00		
Community Fund	0.00	0.00	5000.00	5000.00	5000.00
VAT Reclaim	1538.04	1521.07	0.00		
<b>TOTAL income</b>	<b>52711.51</b>	<b>45675.07</b>	<b>27639.82</b>	<b>5000.00</b>	<b>5000.00</b>
					0.00
<b>Revenue Expenditure</b>					0.00
Burial grounds	3371.06	3900.00	2480.00		
News & Views	6228.77	6452.00	3022.69		
News & Views Expenses	0.00	300.00	200.00		
Allotments	800.00	1026.00	225.70		
Audit	200.00	300.00	0.00		
Staff salaries	7498.62	10945.00	3174.60		
Election costs	0.00	0.00			
Maintenance	3265.93	2234.00	1372.90		
Street Cleaning	1004.28	951.00	303.03		
VH grant	3500.00	3500.00	0.00		
PF grant	3500.00	3500.00	0.00		
S137 Expenditure	425.50		0.00		
S111 Associated Power		100.00	0.00		
Insurance	2578.84	3000.00	0.00		

LALC & SLCC	714.48	490.00	50.00		
Tel,post, stat etc	483.28	470.00	188.63		
PWLB loan	0.00				
Bank Charges		144.00	36.00		
Mole Control	650.00	325.00	0.00		
Defibrilator Pads		1160.00	1030.00		
Church Clock	0.00	140.00	140.00		
Misc					
<b>Sub Total</b>	<b>34220.76</b>	<b>38937.00</b>	<b>12223.55</b>	<b>0.00</b>	<b>0.00</b>
					0.00
<b>Capital Expenditure</b>					<b>0.00</b>
Chattertons Legal Costs	100.00	900.00	0.00		
Neighbourhood Plan	6485.89	500.00	0.00		
Tree Work	5100.00	1750.00	0.00		
New Trees Planting	301.00	-71.00	0.00	97.00	97.00
Frieston Bench	578.61	0.00			
Conifer Tree		150.00	0.00		
Queens platinum Jubilee	1078.00	1000.00	0.00	0.00	-1000.00
Queens platinum Jubilee (funded)		9725.00	6105.53		
Christmas Trees, lights & holders		550.00	0.00		
Bus Shelter		4500.00	0.00	0.00	-4500.00
Beacon Repairs		1000.00	0.00	0.00	-1000.00
EV Charges		2000.00	0.00	0.00	-2000.00
Replacement Noticeboards		750.00	0.00	0.00	-750.00
<b>Sub Total</b>	<b>13643.50</b>	<b>22754.00</b>	<b>6105.53</b>	<b>97.00</b>	<b>-9153.00</b>
<b>TOTAL expenditure</b>	<b>47864.26</b>	<b>61691.00</b>	<b>18329.08</b>	<b>97.00</b>	<b>-9153.00</b>
<b>SURPLUS/(LOSS)</b>	<b>4847.25</b>	<b>-16015.93</b>	<b>9310.74</b>	<b>4903.00</b>	<b>14153.00</b>
<b>Reserves</b>		<b>13338.02</b>	<b>38664.69</b>	<b>34256.95</b>	
<b>Month Number</b>			<b>5</b>		
vat to be reclaimed in 22/23		676.09			