

CAYTHORPE AND FRIESTON PARISH COUNCIL

MEETING NUMBER 1

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 17th May 2023

Present:

Councillors: Crawley (Chairman), Sandy, Roberts, Dudfield

Mr Simon Farr, Mr David Manderfield, Mr Sean Topley, Mr Mark Fells & Mrs Sadie Powell

There were 2 members of the public

Clerk: Mrs D Manderfield

Item 1 – Election of Chairman and Vice- Chairman

It was **Resolved** that Cllr Crawley be elected as Chairman and that Cllr Sandy be elected as Vice-Chair. Both councillors signed the Acceptance of Office

Cllr Crawley progressed item 12C on the agenda and Mr Farr, Mr Manderfield, Mr Topley, Mr Fells & Mrs Powell left the room.

After discussions it was **Resolved** that all members be elected to the Parish Council including Mr David Macpherson and Mr Neil Macer. All members present duly signed the Acceptance of Office forms and Mr Macpherson and Mr Macer will do so as soon as possible

Item 2 – Apologies for absence

Mr David Macpherson & Mr Neil Macer

Item 3 – 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 Topley as an allotment holder, Cllr Farr declared that his wife was a member of the Social Club Committee

Item 4 - Approval of Minutes of meeting number 6 held on 8th March 2023

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

Item 5 – Parish Clerk’s Update on Matters Arising Since Last Meeting

a lot of time has been spent on the elections, posting various notices to websites and noticeboards, attending meetings and organising the delivery and verification of Nomination Papers

advertising for a new litter picker.

Visiting the burial ground as I received a phone call from a parishioner informing me that the ground around her sisters grave had sunk. I met GW King whilst up there and it seems there may be quite a few graves that have sunk and the ground will need levelling and grass reseeding. I have requested that this be added to the maintenance register but as yet we don’t have a maintenance contractor.

We have had a removal of a headstone for additional inscription and I have had to do a number of re-assignment of burials to correct earlier errors

We have had donations for the Coronation from Mid UK and GR Ward and letters of thanks have been sent

I have begun the application to add signatories for the online banking – to be considered at the meeting

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AGAR – all statements have been completed and the Internal Auditor has signed off the final accounts

Item 6 – Election of Members of the Planning Committee for 2023/24

It was **Resolved** that Cllr Dudfield be elected as Chair of the Planning Committee and that ALL councillors would be members

Item 7 – Election of Members of the Finance Committee for 2022/23

It was **Resolved** that Cllr Farr be elected as Chair of the Financial Committee. It was **Resolved** that ALL councillors should be members.

Item 8 – Appointment of Portfolio Holders

There was some discussion surrounding this, it was agreed that as there were two members absent that there was room for manoeuvre and that portfolios may change. A full listing of the new portfolio positions, as they stand is published as Appendix A below

Item 9 - Financial Matters

9.1 Approval of the Parish Council Annual Internal Audit Report

It was confirmed that a satisfactory internal audit had been concluded on 3rd May 2023 by Bruce Nelson (FCA). This section of the Annual Return AGAR page 3 had been completed, dated, and signed on this date by the auditor and would be submitted to PKF Littlejohn for external auditing.

A copy of the AGAR had been circulated for review to all members in advance of the meeting.

It was **Resolved** that this section of the AGAR be approved and sent to the external auditor PKF Littlejohn

Action: Clerk

9.2 Approval of Annual Governance Statement (section 1) for 2022/23

It was **Resolved** that this section of the AGAR be approved and recorded on page 4 of the AGAR as minute 9.2.

The document was signed by the Parish Clerk and the Chairman (of this meeting) and the completed AGAR document would be sent to the external auditor PKF Littlejohn.

Action: Clerk

9.3 Approval of Accounting Statements (section 2) 2022/23

It was **Resolved** that this section of the AGAR be approved and recorded on page 5 of the AGAR as minute 9.3

The document was signed by the Parish Clerk and the Chairman (of this meeting) and the completed AGAR document would be sent to the external auditor PKF Littlejohn.

Action: Clerk

9.4 To obtain acceptance of – CFPC Standing Orders

The document had been issued to all members prior to the meeting and it was confirmed that no anomalies had been identified. As such it was **Resolved** that this document would be adopted for use by all members for the forthcoming year 2023/24

9.5 To obtain acceptance of – CFPC Financial Regulations

it was **Resolved** that this document would be adopted for use by all members for the forthcoming year 2023/24

9.6 To obtain acceptance (signature) of – CFPC Disclosure of Personal Interests

This document was circulated during the meeting and signed by those Cllrs present. Those absent will be asked to sign as soon as possible after the meeting.

Action: Clerk

9.7 Authorisation of BACS/Cheque payments.

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

9.8 End of Year Accounts and Audit Requirements – Submission of Public Rights

A copy of this document had been circulated for review to all members in advance of the meeting.

The document was complete and a copy would be sent to PKF Littlejohn the External Auditor, in due course. The Notice of Public Rights and the publication of unaudited AGAR will be published on the Parish Website and on the main village notice board for the period 5th June – 14th July (30-day period) having announced this fact on the 31st May 2023.

In addition to this document a copy of the accounts for the year end will be published on the Parish Website

Action: Clerk

9.9 Review of CFPC accounts. Bank rec & management accounts.

Bank reconciliations and management accounts as at 30.4.23 were circulated to all prior to the meeting.

Please see Appendix C below

9.10 Update from Finance committee Chair

There was no report at this time, Cllr Crawley explained that the accounts were in good order and that there was around £40,000 in the bank for the main account and appx £3000 in the News and Views account. He also reported that the precept had been increased by 7% to £34,000

Item 10 Registers

10.1 Risk Register – this was distributed previously.

It was **Resolved** to approve this document, the clerk will forward a copy to all new councillors

Action: Clerk

10.2 Maintenance Register – this was distributed previously and reviewed.

It was **Resolved** to approve this document

Item 11 - Project Register Update

11.1 Neighbourhood Plan

The NP is on the agenda for the Full Council (SKDC) that is taking place on the 18 May – Therefore, once formally approved then the Neighbourhood Plan will be classed as adopted.

11.2 EV Charging Points

Possible sites have been sourced and there are ongoing discussions with Western Power, however there are massive cost implications and difficulty in finding a contractor to install the charging heads and payment equipment. LCC are trying to progress this and Councillor Crawley is following this up.

11.3 Ownership of the Village Hall

This project will be passed to Cllr Dudfield as Chair of the Planning Committee

11.4 Electrification of the Church Clock

The Grant has been accepted by SKDC but is yet to be received by the Parish Council. John Scott is sourcing the Faculty on behalf of the church

11.5 Firework Display

Although Johnathan Betts stood down as councillor, he has volunteered to be point of contact for the firework display and will begin crowd funding nearer to the event date of 4th November

Item 12 - New Proposals.

12.1 Addition of levelling the burial ground to the maintenance register

The clerk received a phone call from a resident requesting that her sisters grave be levelled. After investigation it became apparent that there has been quite a lot of 'sinking'. It was Resolved to add this to the maintenance register. Quotes may need to be sourced

Action: Clerk

12.2 Additional Bank Signatories

It was Resolved that Cllr Sandy and Cllr Dudfield be additional signatories and that Mr Fritzsche be removed. The relevant banking forms were signed with the exception of Mr Fritzsche who wasn't present

Action: Clerk/NF

12.3 Co-Option

Please see item 1 above

Item 13 – The Parish Environment

13.1 Planning

Cllr Crawley explained to the new councillors that Mid UK had been a point of discussion at many meetings and he had attended and addressed the LCC Planning Committee on this issue. However their recent planning application for increased opening hours had been granted. There were exceptions put in place to mitigate the noise, however many councillors were doubtful that this would be sufficient. It was agreed to wait and monitor if necessary.

13.2 Other Planning Issues

There were no other issues

13.3 New Street Names

The council had received a request from a local builder to approve a new street name behind 45 High Street where 2 properties were being built. After discussion it was **Resolved** to approve Anvil Drive

Item 14 - Neighbourhood Plan – Report by Cllr Allen

Please see 11.1 above

Item 15 - Community Safety.

There are currently no figures available.

It was reported that there had been an affray in the Waggon Horses over the Coronation weekend involving people from the travelling community. It is understood that those involved have now moved on, but it was suggested that it might be worth raising concerns with Penny Milne as the current site in Carlton Scroop is only temporary.

Item 16 – Community Activities by Portfolio Councillor – the following are reports written by the individual councillors. *This was originally omitted from the agenda*

16.1 Report by Cllr Crawley

16.1.1 Litter Picking and the Big Clean

The litter picker employed by the Council has resigned but a new litter picker has been appointed and continues to assist in keeping the villages clean.

The Big Clean team schedule does not appear to be published at present. If there are any areas of concern then please let me know and I will try and get the team to address these when they next visit the villages.

A litter picking event was organized for the Coronation volunteer day. This was well supported and a great deal of rubbish was cleared from the A607. SKDC cleared the resultant bags later that week. Sadly this was replaced by new litter within days.

16.1.2 Environmental Sustainability

The tree replacement programme around the battery storage facility on Caythorpe Heath Lane has been carried out. I have received assurances from the operating company ESB, that they have appointed contractors to look after and water the newly planted trees. An area of wildflower seeding is planned to be carried out.

A new gate to the site access has been fitted.

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

Members of the public on the Coronation volunteer day cleared around trees planted on the playing field and spread mulch kindly donated by Sam Barrell. I have subsequently strimmed around the trees planted along the A607.

Quotes have been obtained for solar panels and battery storage for the Hammond pavilion and Village Hall and grant applications will be submitted to SKDC shortly. There is some concern regarding the siting of the panels on the village hall with some of the Village Hall committee preferring the panels to be sited on the West facing roof (the High Street side). As this is in a conservation area this will involve getting permission from SKDC and

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scaffolding being erected in the street. Quotes have also been obtained for an air source heat pump to serve the village hall. Some of the Committee doubt how effective this will be in a building such as the village hall.

16.1.3 Playing Fields

The AGM was conducted in April.

The new trees will be maintained and watered as necessary and I have pruned some of the hedging trees planted last year to keep them in check and encourage lateral growth. The Queens Platinum Jubilee hornbeam appears to have taken well.

Quotes are being obtained for replacing the bark on the play area with a more suitable rubberised material that will not be scattered under the play equipment and require less maintenance. A grant will be applied for, to contribute to the cost of this work.

An extension to the patio area outside the Sports and Social club is wanted and contractors have been approached, and once quotes are obtained a grant will be applied for.

The notice board for outside the pavilion has been ordered and is expected imminently. Once delivery has been made, this will be erected by volunteers from the Playing Field Committee.

The last DASH was well supported and I have emailed the organizers for details of the amount raised and sent to the Playing Field and Parish Council.

Item 17 - Items of Urgent Business

17.1 Brian Wills has recently retired and so the Parish Council are in the process of sourcing a new contractor to replace him. It was Resolved to contract Lee Ballaam from Grantham.

It has since become clear that the vacancy was not advertised as previously believed so there will be posters displayed as soon as possible.

17.2 Cllr Crawley had been contacted by a local resident requesting that the Parish Council support her with applying for a speed limit review on the A607 between Frieston and Chapel Lane crossroads. After due deliberation the council Resolved that it was unable to support this request.

17.3 Cllr Crawley informed the council that Penny Milnes and Alexander Maughan had retained their seats and offered his congratulations

Item 18 - Arrangements for Next Meeting

The next Parish Council Meeting Number 2 of 2023 will be held on Wednesday 12th July 2023 commencing at 7.30 p.m. in the village hall. (7.15 for open forum)

Cllr Crawley thanked everyone for coming and closed the meeting

Open Forum

There was 1 member of the public who was interested in the Coronation and asked whether the Parish Council received the grant from SKDC. Cllr Crawley confirmed that they received £2000 and as the accounts stand at the moment it looks like the event would break even. Cllr Crawley went on to say that he thought it was a great weekend. The member of the public agreed with him

{Electronically signed}

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D Manderfield
Parish Clerk

Appendix A

<u>Portfolio Description</u>	<u>Councillor Responsible</u>
Litter Picking & The Big Clean	Cllr Crawley
Environmental Sustainability	Cllr Crawley
Playing Field Committee	Cllr Crawley
The Neighbourhood Plan	Cllr Crawley
Village Hall Committee	Cllr Manderfield
Highways	Cllr Manderfield
Facebook Page	Cllr Macpherson
Allotment Committee	Cllr Macpherson
Chairman Finance Committee	Cllr Farr
Shops, Businesses & Employment	Cllr Farr
Community Heartbeat	Cllr Farr
Hospital Car Scheme	Cllr Farr
Dog Fouling	Cllr Dudfield
Chairman Planning Committee	Cllr Dudfield
News & Views	Cllr Fells
Footpaths	Cllr Fells
Public Transport	Cllr Fells
Emergency Plan	Cllr Topley
Children & Childcare	Cllr Powell
Volunteering & Skill Sharing	Cllr Powell
Housing	Cllr Sandy
Burial Ground	Cllr Sandy & Cllr Roberts
War Memorial & Remembrance Day	Cllr Roberts & Cllr Sandy
Community Safety	Vacant
LIVES	Vacant

Appendix B

Invoice Date	Invoice Number	To Whom	Particulars of Payment	Total Amount
24.3.23	35332	Impact China	coronation mugs for school children for C&F N&V Community Group	1255.2
24.3.23	6619	Westgate Print	Feb & Mar issues from N&V acc	1636.3
24.3.23	6620	Westgate Print	Apr issue from N&V acc	915.16
27.2.23	3477	LALC	Annual Training Scheme 23/24	168
4.1.23	13286	LALC	Annual Membership	366.43
27.3.23	1496	Brian Wills	Empty Dog Bins & Paint notice boards	277
11.4.23	13652	LALC	website basic package	60
12.4.23	tfr	N&V acc	Townsend Moore advertising	59.85

12.4.23	tfr	N&V acc	GR Ward Coronation donation	
11.4.23	IDB/5612-1F	Sherwood Hire	toilet hire for coronation paid from N&V acc	685.68
21.4.23	Apr-23	D Manderfield	Clerks expenses - April	18.81
16.4.23	32UG020-0004	Parish Online	annual subscription	96
21.4.23		MF Russell	Rhythm Eaters Coronation gig from N&V acc	150
23.2.23	230506-1	Patchwork Audio	balance of invoice from N&V acc	880
21.4.23	66	GW King & Sons	maintenance at Burial Ground Apr & May	830
25.4.23	1497	Brian Wills	empty dog bins, dog bin bags	126

Appendix C

CFPC Management Accounts as at 30.4.23							
	ACTUAL 22/23		INCOME		EXPENSE		Balance
	INCOME	EXPENSE	Budget	Actual	Budget	Actual	Actual
Income							
Precept	31971.2		34208.98	17,104.59			
Donations for trees	154	105	0	0		-	49
Donations for bench	1223.65	402.22	0	0	717.34	-	717.34
Donations	2261.62		1200				-
Allotment	225.7	225.7	225.7	225.70	1200	-	1,200.00
Burial Ground	2500	3380	2000	250.00	4400	830.00	3,570.00
SKDC Community Cleaning Grant	926.64	951.16	926.64	-	1108	72.15	1,035.85
Community Fund	5000						-
VAT Reclaim	1521.07		1500	1,249.82			-
							-
Revenue Expenditure							
News & Views Expenses		712.8			480	-	
Audit		300			300	-	

Staff Salaries		8193.12			9000	746.59	
Election Costs		3			1600	-	
Maintenance		2737.7			2800	403.00	
VH Grant		3500			3500	-	
PF Grant		3500			3500	-	
S137 Expenditure					0	-	
S111 Associated Power					100	-	
Insurance		4689.78			3000	-	
LALC & SLCC		60			540	556.43	
Office Costs		539.6			470	98.81	
Bank Charges		72			72	-	
Mole Control					325	-	
Defibrillator Pads		1190			141	-	
Church Clock		140			168	-	
Remembrance Day Flags					100	-	
Remembrance Day Wreaths & Bugler		120			120	-	
SUB TOTAL EXP					33641.34	2706.98	
Capital Expenditure							Balance Available
Chattertons Legal Costs for VH Registration		495			405	-	405
Conifer Tree					150	-	150
Christmas Tree lights & holders		108.33			420	-	420
Bus Shelter					4500	-	
Fireworks		750			3250	-	3250
Kings Coronation		1000			0	-	
Electrification of Church Clock	1500				10000	-	
EV Charges					2000	-	

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SUB EXP	TOTAL					20725	0		
TOTAL INCOME	47283.88	33175.41	40061.32	18830.11					
TOTAL EXPENDITURE						54366.34	2706.98		
SURPLUS/ (LOSS)						- 14305.02	16123.13		
Opening Reserves						32678.04			
Closing Reserves						18,373.02	48,801.17		
total opening reserves		38683.33							
total closing reserves		50,742.47							