

CAYTHORPE AND FRIESTON PARISH COUNCIL

MEETING NUMBER 1

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 8th May 2024

Present:

Councillors: Sandy, Farr, Topley, Middleditch, Crawley, Manderfield & Stojanovic

Mr Andrew Page, Cllr Maughan and Cllr Milnes

There were 3 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

Item 2 – Apologies for absence

Cllrs Macpherson, Macer & Roberts. All councillors had notified the clerk and the council **Resolved** to accept the reasons for absence

Item 3 – Declaration of Interests under the Local Government Act

Cllr Crawley expressed a declaration of interest as a committee member of the Playing Field Committee

Cllr Manderfield expressed a declaration of interest as a committee member of the Village Hall Committee

Cllr Topley expressed a declaration of interest as a member of the Allotment Association

Item 4 - Approval of Minutes of meeting number 6 held on 13th March 2024

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 - To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fulfil the existing vacancy – 1

After due deliberations it was **Resolved** that Mr Andrew Page be elected. Cllr Page duly signed the Acceptance of Office forms and Cllr Crawley welcomed him to the Parish Council

Item 6 – Parish Clerk’s Update on Matters Arising Since Last Meeting

Since the last meeting I have drafted a T’s & C’s and the updated burial charges to be considered at this meeting for uploading to the website

As the invoice for the church clock has not yet been received this project is still in progress.

The clerk informed the council that Time Assured had received the incorrect sized sprocket from the suppliers which had delayed them further. The sprocket is expected to be fitted 9th/10th May and the clock will be set at the correct time. it will stay like this possibly for a couple of weeks when it will start to settle and slow. At this point the automatic regulator will be fitted and the time corrected

I have spent a lot of time trying to resolve the authorising problems with Unity Bank.

Currently we have only one councillor being able to authorise payments and the minimum Meeting number 1-05/24

required is two. Cllr Middleditch agreed to be the second, Tim Dudfield has been removed but as yet Cllr Middleditch has not been added to the list. Therefore as it stands the PC is unable to make payments *since then Unity Bank have made everything right and Cllr Sandy is now able to authorise again. Cllr Middleditch is still not listed as authoriser on the bank but I have been assured that she is able to do so*

Posters have been put on the noticeboards and website detailing the upcoming meeting with the landowner with regard to the public footpath in front of Caythorpe Hall

I have instructed the arborist and he should be in Caythorpe to inspect the parish trees during April/May

I have been liaising with the residents of Frieston Greens with regard to the mulching machine request. The contractor has ordered one but it is yet to arrive

The Village Roof project has been completed and the Completion Report sent

The Financial Year end has been completed and the AGAR (Annual Governance and Accountability Return) begun

The VAT Return has been submitted to HMRC to the tune of £7106.45

There has been quite a lot of liaison with our insurers with respect to the new Gala Committee and if it comes under the umbrella of the Parish Council as the Village Hall, Playing Field and Social Club do. This will be discussed and resolved at the meeting today

I have been in contact with Sam Barrell, the local tree surgeon and he has submitted a quote for the work required, 2 further quotes will be required

The Internal Audit has been completed and the AGAR is expected to be resolved at this meeting

Item 7 – Election of Members of the Planning Committee for 2024/25

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

Item 8 – Election of Members of the Finance Committee for 2024/25

It was **Resolved** that Cllr Stojanovic be elected as Chair of the Finance Committee and that ALL councillors should be members.

Item 9 – Appointment of Portfolio Holders

There was some discussion surrounding this, a full listing of the new portfolio positions, as they stand is published as Appendix A below

Item 10 - Financial Matters

10.1 Approval of the Parish Council Annual Internal Audit Report

It was confirmed that a satisfactory internal audit had been concluded on 13th April 2024 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

10.2 Approval of Annual Governance Statement (section 1) for 2023/24

It was **Resolved** that this section of the AGAR be approved and recorded on page 4 of the AGAR as minute 10.2.

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

10.3 Approval of Accounting Statements (section 2) 2023/24

It was **Resolved** that this section of the AGAR be approved and recorded on page 5 of the AGAR as minute 10.3

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

10.4 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 2024/25

10.5 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 2024/25 *The clerk added that New Model Financial Regulations had been recently released by NALC that the PC may look to adopt in the future*

10.6 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

10.7 Authorisation of BACS/Cheque payments.

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

10.8 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 3rd June – 12th July (30-day period) having announced this fact on the 29th 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

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

Bank reconciliations and management accounts as at 30.4.24 were circulated to all prior to the meeting.

Please see Appendix C below

10.10 Update from Finance committee Chair

There was no report at this time, Cllr Crawley explained that the accounts were in good for the new year

Item 11 Registers

11.1 Risk Register – this was distributed previously.

It was **Resolved** to approve this document,

Action: Clerk

11.2 Maintenance Register – this was distributed previously and reviewed.

It was **Resolved** to approve this document

Item 12 - Project Register Update

12.1 Caythorpe Hall Footpath Re-Route

The landowner had contacted Cllr Middleditch following the meeting. Cllr Middleditch explained that the landowner should now contact LCC but also requested that the PC be kept informed and be made aware of the final results of the survey

12.2 Armada Beacon

Cllr Crawley reported that the local vicar had requested that the PC honour the D Day celebrations event by way of a wreath and a flag. Cllr Crawley proposed that approx. £50 would be needed and it was **Resolved** to approve the spend using the Clerks delegated powers under consultation with the Chair

Action: AC

Cllr Crawley went on to suggest that the Paras visit the local school, as new Children and Childcare portfolio holder Cllr Farr agreed to contact the headteacher for her views

12.3 Fireworks

There is nothing to add at this stage

12.4 Tree Survey

Survey has been concluded and the clerk is procuring quotes from local tree surgeons

12.5 Burial Ground Levelling Contract

There was continued discussion surrounding this topic, as there appeared to be a lot of confusion around the quotes that had been submitted. As new Finance Chair, Cllr Stojanovic agreed to contact the contractors to agree quantities of top soil required. In a previous meeting Cllr Farr agreed to contact Fineturf for a quote. He agreed to do this ASAP

12.6 Grit Bin – Arnhem Drive

Cllr Maughan requested that Cllr Topley forward the email chain to him and he would expedite

Meeting number 1-05/24

12.7 Police Office

Cllr Crawley reported that this project would be put on hold for the time being

12.8 Electrification of the Church Clock

Time Assured reported that all work should be completed by the end of June

12.9 2 Historical Books

Cllr Stojanovic reported that he was still investigating the possibilities

Item 13 - New Proposals.

13.1 Burial Ground T's & C's and prices for website

The clerk had previously distributed the Terms and Conditions and the updated prices for the councils consideration to add them to the policies on the website. It was **Resolved** to accept this document

Action: Clerk

13.2 For the Parish Council to accept the Gala Committee volunteer group as part of the council

After necessary discussion it was **Resolved** to take on responsibility for Gala committee events subject to them providing the Parish Council with all the risk assessments beforehand. It was believed by most councillors that this was already the case as Cllr Farr is the PC representative on the Gala Committee and has access to the bank account

13.3 Litter Picker

Cllr Crawley and Cllr Sandy had previously interviewed 3 individuals for the post. After much discussion it was Resolved to offer the position to Darran Gibson

13.4 Gift for Internal Auditor

After discussion it was **Resolved** that £25 be approved for a 'thank you' gift under clerks delegated powers

Item 14 – The Parish Environment

14.1 Planning

Nothing to report

14.2 Other Planning Issues

Cllr Middleditch reported noticing a fence had been erected in front of a listed building and wondered if planning permission was necessary. Cllr Middleditch agreed to liaise with Cllr Milnes

Item 15 - Community Safety.

March figures are now available:

6 Violence & Sex Offences

1 Criminal Damage & Arson

2 Public Order

Meeting number 1-05/24

1 Anti-Social Behaviour

Cases recorded within our parish

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 handed in his resignation in order to continue with his studies. An advert has been placed and a number of applicants have applied and been interviewed. A proposal for the post will be discussed in this meeting.

16.1.2 Environmental Sustainability

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.

Mid UK have agreed to look in to complaints about their vehicles and the redundant chimney and fire damaged building.

16.1.3 Playing Fields

The AGM took place on 1st May . It was reported that The Playing Field showed a loss for the year of £5782, but has cash reserves of £33458.76 as at 31st March 2024. Questions were raised about the need for fundraising as there is substantial expenditure which will probably be needed in the next year. The secretary (Tom Mountain) is standing down and a new secretary will be appointed at their next meeting which is being held on 8th May.

Following the receipt of quotes for replacing the bark on the play area with a rubberised material, it was apparent that the cost was prohibitive. The bark surface will be topped up in the spring /early summer. Alternative quotes have obtained for the supply of suitable material and an order placed.

An extension to the patio area outside the Sports and Social club is wanted and contractors have been approached, and several quotes have been obtained. It appears that Lincolnshire Cricket are unable to help with funding this work. Alternative sources of funding are being explored. No progress to date.

The grant application for replacing the windows and doors at the Hammond Pavilion through the FCC Communities Fund has been declined. A recent committee meeting decided that without grant, this project was not affordable nor achievable, and alternative costs for replacing two sets of double doors and repairing and repainting the remainder of the doors and windows are being sought. A further quote has been obtained which is only marginally cheaper than the one already obtained. Work in abeyance for the time being.

The solar project is still under discussion.

Planning for the Gala is proceeding for this year's event in September.

Meeting number 1-05/24

A second Firework event is being planned for 2nd November 2024. A subcommittee has met to discuss and agree the way forward and will continue to do so as necessary. Galaxy Fireworks have been booked and a deposit paid.

It is believed that the old Police Office has been mothballed by Lincolnshire Police. A letter has been composed and sent to the Police and Crime Commissioner expressing our interest in acquiring this site should they decide to sell it. Nothing has been heard from the PCC although he was recently on the news, saying that any decision to dispose of police buildings will be taken by the new Chief Constable. The result of the elections held on 2nd May may influence decision making on this item.

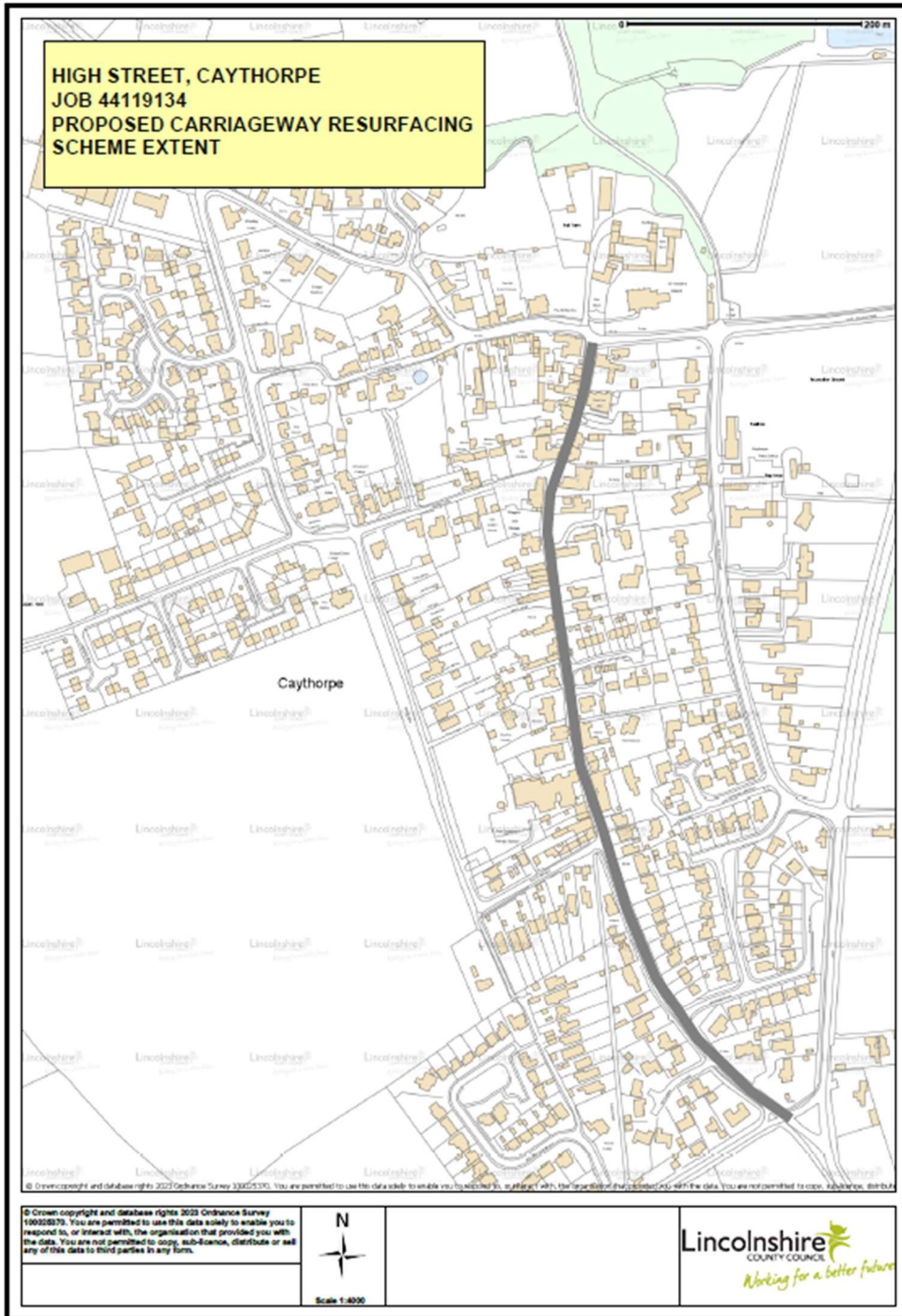
16.1.4 Christmas Celebrations

Sleaford brass band have reserved a spot for the Carols around the tree at a date to be arranged.

16.2 Report from Cllr David Manderfield

16.2.1 Highways

The High Street is due for resurfacing with a provisional start date of mid-August. The extent of the resurfacing is from the Junction with Frieston Road to the Church Lane. See below. I have asked Cllr Maughan if it is possible to extend the resurfacing to the junction with the A607, we are waiting for feedback from Highways.



Created by Andrew Blissett on 13 June 2023

I have continued to report potholes via Fix My Street including Gorse Hill Lane, High Street, Arnhem Drive, Caythorpe Heath Lane, Chapel Lane and the A607. LCC have conducted an inspection of the A607 and reported that although deteriorating, it is not in need of repair as resurfacing of this section of road is planned for spring 2025. A section of sunken road on the west bound carriageway of Gorse Hill Lane which had previously been repaired has been reported to Highways by Cllr Maughan and repair has now been planned.

The blocked drain causing standing water outside the Waggon and Horses has been cleared. The wonky street name sign on the A607 at the Love Lane junction has been repaired. I have reported the Unsuitable for HGV's sign at the junction of the A607 and Frieston Heath Lane and repair is now scheduled.

Meeting number 1-05/24

I have contacted SKDC regarding several streetlights around the village which are still awaiting repair.

16.2.2 Village Hall

I attended the village hall meeting on 30th April.

The committee have moved forward with several improvements. The floor covering in the two storerooms has been replaced and a new external door fitted to the larger store room. The walls in the foyer have been painted by a volunteer and new glass has been fitted to the front door creating a more welcoming environment.

The committee continue to try to find a plasterer to carry out work in the kitchen areas, although is proving difficult. A painter is also required to paint the exterior woodwork of the front door now that it has been reglazed.

A fund raiser for the Village Hall and the local Scout group was held on the 9th of March which raised approx. £500.00, however this was mainly from the Scouts parents and families. The next fundraiser is planned for the end of September.

The next village breakfast will be held on the 5th of May.

Cream teas will be served from 2-4pm on the 9th of June to coincide with The Big Help Out.

The Village Hall committee declined the offer of the portrait Of King Charles

Bank balance as of the 27th of Feb 2024

Savings ac - £27,117.83

Current ac - £4,260.28

Date of next meeting is 21st of May.

The AGM will be held on the 18th of June.

16.2.3 Beacon

Cllr Macer and I are planning to meet at the Beacon on Saturday 11th of May to carry a final assessment and make the final plans for the lighting on the 6th of June.

16.3 Report from Cllr Stojanovic

16.3.1 War Memorial

No update.

16.3.2 Skills Sharing

No update.

16.3.3 News & Views

I met with the editorial team last month. We have agreed that I will write an article (A4SP) for the next edition of the publication. Copy deadline is May 17. Ideas to be discussed in meeting.

16.4 Report from Cllr Macpherson

the tap is leaking on the allotments. According to the agreement we are responsible for maintenance so I have requested that they get 2 estimates for repair.

Item 17 - Items of Urgent Business

There were no matters arising

Item 18 - Arrangements for Next Meeting

The next Parish Council Meeting Number 2 of 2024 will be held on Wednesday 10th July 2024 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

Report from Cllr Penny Milnes – SKDC

Bins

To date, the paper and card collections from the purple lidded bins has been incredibly successful with a 99% collection rate which yields high quality, clean and dry material. However, there was a 30% contamination within the silver bin which needed addressing. After two days in February there were numerous issues, and it was agreed that the rejections would be halted temporarily.

It was clear that the contamination campaign had been successful in reducing the contamination rate which fell from 30% to 17%.

It was therefore agreed to restart the campaign with a different approach using data collected by crews allowing more targeted actions.

Starting 13 May brightly coloured 'Ooops' advisory tags will identify contamination by paper, card and plastics.

10 June rejections will re-start with a more relaxed approach of up to 10 wrong items being accepted. This will continue through the summer with the more targeted, data driven approach. Additional support will be provided to Parish Councils and community groups to help cascade the message.

SKDC Local Plan Review

The Local Plan consultation is closed, with over 1,000 representations collected. These will now be collated and reviewed by the Planning team ready for the next stage of the process.

SKDC Economic Development Strategy

On Tuesday, a consultation will be launched on the Council's draft Economic Development Strategy. This will be available via the website.

South Kesteven Prosperity Fund

This fund is still open for applications albeit many applications have already been submitted. If you have a project in mind don't waste time!

Code of Conduct Complaints

These have escalated mainly due to disrespectful social media posts.

Cllr Alexander Maughan – LCC

Meeting number 1-05/24

Cllr Maughan reported that there were to be 2 reconstruction schemes in our parish. Firstly the whole of the High Street should be completed this year (please see above report by Cllr Manderfield).

Cllr Maughan also reported that there were to be 3 stretches on the A607 that need resurfacing and that this would cause logistical problems going forward, night time working could be an answer but this would take longer, and closing the whole of the A607 was problematic.

The new Mayor of Greater Lincolnshire will be elected next year

There were 3 members of the public present:

1 resident was interested to know if the PC had any plans to resurrect the hospital car scheme

A representative of Quickline spoke about the internet infrastructure that was planned, and Fiona Monk ,the Sleaford Area mental health community connector spoke in relation to the possibility of a well being cafe in Caythorpe, and the thoughts of the councillors with respect to this

{Electronically signed}

D Manderfield
Parish Clerk

Appendix A

Portfolio Description

Litter Picking & The Big Clean
Environmental Sustainability
Playing Field Committee
Village Hall Committee
Highways
Facebook Page
Allotment Committee
Chairman Finance Committee
Volunteering & Skill Sharing
War Memorial & Remembrance Day
News & Views
Gala Committee
Dog Fouling
Children & Childcare
Christmas Celebration
Emergency Plan
Shops, Businesses & Employment
Community Heartbeat
LIVES

Councillor Responsible

Cllr Crawley
Cllr Crawley
Cllr Crawley
Cllr Manderfield
Cllr Manderfield
Cllr Macpherson
Cllr Macpherson
Cllr Stojanovic
Cllr Stojanovic
Cllr Stojanovic
Cllr Stojanovic
Cllr Farr
Cllr Farr
Cllr Farr
Cllr Topley
Cllr Topley
Cllr Topley
Cllr Macer
Cllr Macer

Hospital Car Scheme
 Chairman Planning Committee
 Footpaths
 Public Transport
 Housing
 Burial Ground

Cllr Page
 Cllr Page
 Cllr Middleditch
 Cllr Middleditch
 Cllr Sandy
 Cllr Sandy

Appendix B

Invoice Date	Invoice Number	To Whom	Particulars of Payment	Total Amount
6.3.24	March	D Manderfield	Clerk expenses inc Microsoft Subscription	98.8
3.3.24	531349680	Gallagher	Annual insurance 17.3.24 - 16.3.25	3571.54
12.3.24	ZA326874	ICO	Data protection registration	35
20.3.24		Village Hall Committee	Grant for flooring item number 6-13/03 9.5	1300
31.3.24		Unity Bank	Service Fee	18
1.2.24	SIN063836	Diocese of Lincoln (LDTBF)	Allotment rent	225.7
9.1.24	14483	LALC	annual subscription	374.2
1.4.24	proforma	LALC	Annual Training Scheme	180
8.4.24	80424	P&L Leeds	N&V Expenses Mar, Apr, May	120
11.4.24	TFR	Instant Access Account		50000
16.4.24	Apr-24	D Manderfield	Clerk Expenses April	18.81
16.4.24	32UG020-0005	Parish Online	Annual subscription	96
24.4.24		Sardeson Sculpture	Tree Safety Survet & Report	500

Appendix C

Accounts Summary

Income		Budget	Actual YTD
Precept		36090.68	18,045.34
Allotment		225.7	225.70
Burial Ground		2500	-
SKDC Community Cleaning Grant		926.64	-
income to incorrect account (TFR to N&V)			-
VAT Reclaim		7106.45	7,106.45
Income for Earmarked Accounts		0	-
		46849.47	25377.49
Expenditure		Budget	Actual YTD
Maintenance		3048	-
Burial Ground		3500	-

Meeting number 1-05/24

Allotments		225.7	225.70	
Tree Work		6500	500.00	
S111 Associated Power			100	-
News & Views	S137		480	120.00
Defibrillator Pads	S111		200	-
Defibrillator	S137	1000		-
Church Clock Annual Service			0	-
Remembrance Day Flags	S137		120	-
Remembrance Day Wreaths & Bugler	S137		200	-
Christmas Tree, Lights & Holders	S137		420	-
Additional S137 payments	S137		500	-
VH Grant		3500		-
PF Grant		3500		-
Audit			378	-
Election Costs		3000		-
Insurance		4000		-
LALC & SLCC			540	524.20
Office Costs			460	98.81
Bank Charges			144	-
VAT to Reclaim 24/25			0	46.00
Staff Salaries		11470		800.28
Transfers to N&V Account				50,000.00
Expenditure from Earmarked Accounts		9215.42		-
		52501.12		52,314.99
S137 Allowance per Electorate	10.81			
number of electorate	1080			
Total Available to spend	11674.8			
Less Used	120.00			
Balance Remaining	11,554.80			
Accounts Period End Summary	Current Acc	N&V Acc	Investment Acc	Total
Opening Balance as at 1.4.23	£45,553.11	£3,027.85	£ -	£48,580.96
Income	£25,377.49	£1,557.58	£50,000.00	£76,935.07
Outgoings	£52,314.99	-	£0.00	£52,314.99
Closing Balance as at 30.4.24	£18,615.61	£4,585.43	£ 50,000.00	£73,201.04
Bank Rec as at 30.4.24	£18,615.61	£4,585.43	£50,000.00	£73,201.04