

CAYTHORPE AND FRIESTON PARISH COUNCIL

MEETING NUMBER 4

MINUTES OF THE PARISH COUNCIL MEETING HELD WEDNESDAY 13th NOVEMBER 2024

Present:

Councillors: Sandy, Page, Manderfield, Crawley, Farr, Topley & Milnes

There were 2 members of the public

Clerk: Mrs D Manderfield

Item 1 – Chairmans Remarks

Cllr Crawley welcomed the councillors and the public.

Please see below public discussions under Open Forum

Item 2 – Apologies for absence

Cllrs Macer, Macpherson, & Stojanovic. 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 Society

Item 4 - Approval of Minutes of meeting number 3 held on 11th September 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 fill the existing vacancy

The clerk reported that an application had been forwarded to a parishioner. If a viable application is received the clerk will forward to all councillors

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

Burial Ground

We have been approached by a parishioner requiring a Bahai funeral
our current graves lie at approx. 120° E whereas 150° SE will be required.

2 graves will be required to achieve the 150°SE

Cllr Crawley has asked me to acquire proof that the ground has been consecrated so I have been in touch with the diocese and Lincolnshire Archives, from whom I am waiting copies of the images. Cllr Sandy will bring the proposal to full council for deliberation and a decision as to whether or not this can be accommodated.

The Grave levelling has been completed and the invoice paid

The shed has been added to the insurance policy, the pro-rata amount charge of £20 has been waived

I have spoken to the Gravedigger with regard to marking out plots at the Burial Ground, the suggested cost would be in the region of £200. I have added this to the agenda, for consideration

The bugler, wreaths and sub-contractor have all been approached with regard to Remembrance Day

LALC announced recently that Pete Langford (webmaster) passed away. Pete was an integral part in my clerking life and will be sadly missed

There has been a lot of work for the Firework Committee to prepare for the firework display, ie insurance, risk assessments, emergency evacuation & lost children plans; all have been collated and filed. Currently, CFPC has received £200 in sponsorship and £42.68 from the Go Fund Me page

I have also booked councillors on to various courses which all councillors should be supporting

We recently received a complaint with regard to the dog bins overflowing, however I believe they have now been emptied

I have spent a lot of time preparing the budget for the Chair and Finance Chair in preparation for the budget meeting

The Parish Council has had some interest with regard to the 2 vacancies and application forms have been sent out

Clerks Pay Scales have recently been agreed. Pay will be increased to £15.08 ph and back paid to April 24

Can I remind all councillors that your portfolio report is important, not just for councillors but also the wider community

Item 7 - Financial Matters

7.1 Authorisation of BACS/Cheque payments.

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

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

Bank reconciliations and management accounts as at 31.10.24 were circulated to all prior to the meeting.

Please see Appendix B below

7.3 Review of the 25/26 Budget prior to setting the Precept

The Clerk explained to the councillors that the meeting was not to determine the precept but to resolve the budget. Cllr Crawley proposed that a Chairmans Allowance of £100 be included under S15 of LGA 1972 and also added to the 24/25 budget. This was all duly discussed and **Resolved**. The Clerk will amend the accounts and the budget as necessary. The Budget was **Resolved** in principal, please see Appendix C below

Action: Clerk

7.4 Update from Finance committee Chair

Unfortunately Cllr Stojanovic was absent from the meeting, however he had reported that he would liaise with the clerk following the meeting with regard to the precept and any necessary adjustments to the budget

Action: Cllr Stojanovic & Clerk

7.5 Village Hall & Playing Field Annual Grants

It was agreed to invite members of both committees to attend the next meeting

7.6 Donations to Scouts & Playing Field Committee

Cllr Crawley proposed making donations to the Scouts and the Playing Field Committee as a 'thank you' for volunteering at the Fireworks display and for helping to make the event a resounding success. After due discussions it was **Resolved** to donate £300 to The 1st Caythorpe & Dukes Covert Scout Group, and £100 to the Playing Field Committee.

Cllr Crawley then proposed to acknowledge the effort that a particular parishioner put in to helping organise and run the display by provision of a token gift. It was **Resolved** that £20 would be spent from the Chairmans Allowance

Action: Clerk, Cllr Farr

Item 8 Registers

8.1 Risk Register – this was distributed previously.

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

8.2 Maintenance Register – this was distributed previously and reviewed.

It was **Resolved** to approve this document

Item 9 - Project Register Update

9.1 Firework Display

Cllr Crawley reported that there had been discussions at Firework Committee meetings that there might be a need for better quality speakers. He also proposed that the event be scheduled for 2025. It was **Resolved** that the Clerk contact Galaxy Fireworks to make a provisional booking for 1st November 2025. The Firework Committee members will be: Cllrs Crawley, Farr, Page and Topley. Kim Farr, Sam Bennett and Jonathan Betts

Action: Clerk

9.2 Electrification of the Church Clock

The Clerk reported that this project had been completed and the final invoice paid

9.3 Burial Ground Levelling Contract

The Clerk reported that this project had been completed and the final invoice paid

9.4 Grit Bin – Arnhem Drive

Please see 10.2

9.5 Tree Survey

The Clerk reported that this project had been completed, and that the final invoice is still outstanding

9.6 2 Historical Books

There is no change to this project

Action: Cllr Stojanovic

9.7 Allotment Lease – expires 20.3.25

There is no change to this project.

Action: Cllr Macpherson

Item 10 - New Proposals.

10.1 Accommodating a Baha’I burial

Cllr Sandy explained that the Parish Council had been approached by a parishioner requiring this kind of burial. The premise being that the grave would need to be dug 150°SE opposed to the 120°E that all the other graves are dug. After due discussion it was **Resolved** that CFPC are an inclusive council and that this kind of burial could be accommodated. However, due to the angle required and to maintain the overall appearance of the Burial Ground the parishioner would need to purchase 2 graves at the end of a row

10.2 Grit Bin on Arnhem Drive – Cllr Topley

Cllr Topley proposed a replacement grit bin for the bottom of Arnhem Drive. He explained that there was a 160ltr capacity bin which would fit the existing base and cost in the region of £230 It was **Resolved** to accept this proposal.

Action: Cllr Topley

10.3 Christmas Tree Festival

Cllr Crawley explained that he had been approached by the local vicar to participate in this festival. The law was clarified last year to allow councils to use S137 to donate to the church. After due discussions it was **Resolved** that the Parish Council would support this by way of decorating a tree and Cllr Page’s family have agreed to decorate.

10.4 Memorial Headstone – Repair Work

Please see report by a member of the public below. It was agreed to postpone this proposal for the time being, whilst investigations are ongoing

10.5 Burial Ground Plot Marking

The Clerk summarised that for each burial Cllr Sandy currently has to manually mark the plot. After discussions with the grave digger the clerk had determined that it was possible for him to mark all plots with flat stones for approximately £200 - £300. After due discussion it was **Resolved** to accept this proposal. The Clerk will add this to the Project Register and contact the gravedigger

Action: Clerk

10.6 CCTV at Playing Field

Cllr Crawley reported that there had been some vandalism at the playing field and as such was possibly a need for CCTV cameras. Cllr Milnes suggested contacting the local police for advice. This proposal has been postponed

Item 11 – Planning Matters

11.1 Planning Issues

Meeting number 4-11/24

Cllr Milnes reported a contentious planning application on the border with Fulbeck Parish. CFPC have not been asked to comment and the application will go before SKDC planning committee

11.2 Report from Cllr Page – Planning Committee Chair

Consultation S24/1528 – replacement of timber cladding and other works -we have no objections

Consultation S24/1422 – removal of cementitious render from Old Post Office, High Street... no objections

Consultation S24/1641 – reduce height of trees at Craggs Farm- no objections

Consultation S24/1644 – reduce height of a sweet chestnut High Street in close proximity to a listed wall – no objections

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

Darran Gibson, is continuing his duties keeping the villages clean. He is supported by a number of volunteers to whom I have issued equipment.

12.1.2 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. A couple of newly planed trees on Millfield Crescent that were strimmed by the Council grass cutting team have been replaced by a volunteer. We will be planting further trees along the A607 towards Fulbeck where suitable spaces exist.

12.1.3 Playing Fields

The committee are still considering the issue of solar panels and battery storage to reduce their electricity consumption and costs.

The Gala was a great success and a record amount of money was raised. The Gala team have retained some for deposits etc for next year , donated some to the village hall to cover the hire of the hall and equipment for fundraisers and the balance of £3500 to go to the Playing Field (including £500 towards a bench). The fact that all of the money was not going to the Playing Field caused some upset amongst certain members of the Playing Field Committee at the last meeting.

The Caythorpe DASH did not take place this autumn but it is hoped that it may be resurrected next spring.

There have been further instances of vandalism at the Playing Field with a fireworks banner removed and left over the wall in front of Caythorpe Hall and damage being caused to a slide in the play area. The damage to the slide is valued at about £400 (if fixed by volunteers) and is not worth claiming on our insurance cover. This ongoing vandalism has prompted a call for CCTV to be installed. This is being considered by the Playing Field Committee.

Chairmans Report

A number of Councillors attended the Annual Regimental Dinner at Caythorpe Court and the evening was enjoyed by all attending.

The second firework display took place on Saturday 2nd November and was deemed a great success and enjoyed by all who attended, A record of the event has been added to the Village Facebook site and the CFPC website and sponsors have received individual notes of thanks. The initial Profit and loss account suggests that if all sponsorships are honoured, then costs will be covered. We have received great help from the 1st Caythorpe Scouts and the Playing Field Committee and I plan to propose that we make donations to them. I also plan to propose that we second a committee to plan a similar event for 2025 and engage Galaxy Fireworks for another display.

There has been no update on the sale of the old police office.

In response to a number of complaints received about vegetation overgrowing the path between the Pavilion on Old Lincoln Road and the High Street by the Doctors Surgery, I spoke with the owner of the bungalow behind 43 Old Lincoln Road, and the owner of the land behind the Old Post Office to try and find a solution to trimming the vegetation from their properties that was overhanging the path. As a result of that conversation this was trimmed and removed very promptly.

A proposal has been received from the allotment committee regarding the renewal of their lease. I have a number of issues with their proposal and have asked for a meeting with Councillor McPherson to address these issues before meeting with representatives of the allotment committee.

There have been no applicants to date, for the vacant Councilor posts. I have approached one possible candidate who has stated that this is something she does not wish to pursue at this time.

I have reported the rotted posts to the street name sign on Arnhem Drive and as a result this has been refixed on new posts.

The Council has received an invitation to participate in the Christmas Tree Festival at St Vincents Church and this will be resolved at the next meeting. Councilor Page's partner and daughter have kindly agreed to decorate the tree on our behalf.

The annual Remembrance Day is planned for this Sunday. I have liaised with Councilor Stojanovic and ordered replacement wreaths lost in the storm last year. All of the wreaths have been affixed to the posts near the War Memorial and arrangements are in hand for the service of Remembrance to take place on Sunday.

12.2 Report from Cllr Manderfield

12.2.1 Highways

I have continued to report potholes via Fix My Street including Gorse Hill Lane, and the A607. I have also requested that the gulleys at the side of the road on Gorse Hill Lane are filled as the stone has been washed out by the rain.

I reported the broken Arnhem Drive Street name sign at the junction with High Street, this has now been fixed.

I have requested an update from Cllr Maughan after our meeting with the LCC Highways Manager with regard to the section of Waterloo Road between Church Lane and Waterloo Close.

I have reported numerous faulty streetlights to SKDC, the majority of the streetlights have now been replaced with new LED lights.

12.2.2 Village Hall

I was unable to attend the village hall committee meeting on the 5th of November. The committee are continuing with their great work planning general maintenance and improvements to the hall and organising events. The next Chill & Chat is on the 15th of November, film night (Dirty Rotten Scoundrels) on the 22nd November and village breakfast on the 1st December.

12.3 Report from Cllr Macpherson

Facebook is up to date.

I have been in touch with Daisy Weaver from the Diocese solicitors who, on 9th October, promised that she would endeavour to have the draft of our new lease for the allotments ready for end of October.

I have received nothing and will chase again now.

Once we have the new lease, my proposal will be that we mirror that lease to the Allotment Association to ensure that this is a cost neutral exercise.

12.4 Report from Cllr Stojanovic

the village's Remembrance Day event on Sunday went ahead without any problems and was well attended.

12.5 Report from Cllr Farr

No report received

Cllr Farr did add that he was looking at options for a further dog bin on the track up to Victoria Farm, Cllr Crawley pointed out that it would be necessary to contact the landowner and the contractor regarding access, with a view to emptying the bin

12.6 Report from Cllr Topley

12.6.1 Grit Bins and salt

I have submitted a proposal to the Clerk for the replacement of the grit bin on Arnhem drive. To be discussed at this meeting.

Checked the current Grit bins and these all seem well above half full.

I have ordered a 1 tonne bag of salt to be delivered to Ben Ulllyott's yard on Love Lane. This should be delivered this month and ben will store for us. I propose that if all agree on the grit bin for Arnhem Drive, we use some of this salt to fill it.

12.6.2 Christmas Celebrations

I have spoken with Helen Smith about the Christmas tree. She is available this Sunday for me and anyone who would like to join to go and have a look at the trees out at Casthorpe (Near Barrowby). If we are happy she should would require £30 in cash and we can tag the tree and arrange a date to pick it up and they will cut it fresh ready for collection. I will see if I can arrange a Pick-up truck to collect.

12.6.3 Emergency Plan

I have made a start on this and will collate all information and update as soon as this is all available

12.7 Report from Cllr Page

Meeting number 4-11/24

Nothing to report

Cllr Page did add that, with regard to the Hospital Car Scheme, he would begin gauging demand by writing an article for News & Views

12.4 Report from Cllr Macer

All defibrillators are in full working order

12.3 Report from Councillor Sandy

I am pleased to be able to report that at long last the levelling of the sunken plots in the burial ground has been completed. It has transformed the look of the burial ground and as the grass gets established it will be brilliant. The contractor said that he had several visitors who were all delighted with the improvements and thanked him. He also said it was a pleasure to work there.

Cllr Sandy also reported that he had been made aware that the fence at the back of the burial ground had rotted and fallen. He will investigate costs involved.

Item 13 - Items of Urgent Business

There were no items of urgent business

Item 14 - Arrangements for Next Meeting

The next Parish Council Meeting Number 5 of 2024 will be held on Wednesday 5th January 2025 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

{Electronically signed}

D Manderfield

Parish Clerk

Report from Cllr Penny Milne (SKDC)

Remembrance:

A very moving and inclusive service of remembrance, well done to all involved. I was fortunate to be able to acquire, and lay, a wreath on behalf of South Kesteven District Council.

Eastcliffe Square Garage Site:

As part of a District wide survey of garage sites, this site has recently been assessed. The results will be known by March 2025. The remit is to find sites that are suitable for social house building. What is your view on what use this site could be put to?

Planning: Have your say on how new development will look like

A Design Code is being prepared which, once approved, will set out SKDC's design expectations for planning applications and sit alongside the Local Plan.

SKDC is one of five local authorities to have been awarded £80,000 by the Office for Place and the Ministry of Housing, Communities and Local Government (MHCLG) as part of a

Design Code Pathfinder project and is keen to evaluate and update its existing design standards.

“Knowing the positive difference that has already been made thanks to our pioneering Design Guide which was adopted some time ago, there is confidence that moving forwards with a stronger Design Code will build on that progress and give potential developers an even clearer steer on the high quality of design we expect in new developments across South Kesteven.

Further engagement events are planned for later this year and in early 2025.

New Customer Services Centre

A new customer services centre was opened in the Picture House (underneath the council offices and part of the cinema building) on 14 October.

Devolution:

Further to the Greater Lincolnshire Devolution Deal and the creation of the Greater Lincolnshire Mayoral Combined County Authority (MCCA), a District Joint Committee is about to be set up comprising the seven district authorities – although there are only 4 seats!!

Report from Cllr Alexander Maughan (LCC)

Cllr Maughan did not attend this meeting

Open Forum

There was one member of the public who raised an issue with the Australian Air Force Monument on Love Lane. He described that it was falling into disrepair. As he was a past councillor he had taken the liberty of ascertaining a quote from the original suppliers, GH Linnel. Cllr Crawley suggested that it was quite expensive and not considered urgent. Cllr Milnes agreed to speak with a colleague at SKDC with regard to funding, The member of the public thought the Australian air force might be in a position to make a donation towards the cost and Cllr Crawley suggested further quotes would be necessary

Appendix A

Invoice Date	Invoice Number	To Whom	Particulars of Payment	Total Amount	Date Paid
30.8.24	47	GW King & Sons	Garden Maintenance at the Burial Ground July & August	860	04 September 2024
2.10.24	GF3841/1	Phenomenal Fireworks (Galaxy)	balance of fireworks display	2700	17 September 2024
30.6.24	6848	Westgate Print	N&V magazine Mar, Apr, May, Jun, Jul (from N&V acc)	3370	17 September 2024

16.9.24	24203	Time Assured Limited	Installation of new Regulator	1764	17 September 2024
5.9.24	53	GW King & Sons	4x grass cuts at Frieston Upper & Lower greens	320	23 September 2024
30-Sep-24	Sep-24	D Manderfield	clerks expenses	18.81	23 September 2024
23-Sep-24	10186	JW Plant	VE Day 80 flag	44.8	23 September 2024
16-Sep-24	23111	Community Heartbeat	3x Adult Defibrillation Electrodes	165.54	24 September 2024
30-Sep-24		Unity Bank	Service Charge		
10.10.24	BS66053/3	HFE Signs Limited	Advertising banner for fireworks	99.65	10 October 2024
10.10.24		Robert Holland	inv 148 refunded, paid in error	400	10 October 2024
18.10.24		RBL Poppy Appeal	2x Wreaths (&30 wooden crosses (free))	60	23 October 2024
31.10.24	Oct-24	D Manderfield	Clerk expenses - October	18.81	23 October 2024
15.10.24	Oct-24	P&L Leeds	N&V Expenses Sept/Oct/Nov	120	23 October 2024
15.10.24	Oct-24	P&L Leeds	christmas chocolates & cards for distributors from N&V account	280	23 October 2024
23.10.24	various	Andy Crawley	LED lights & Transformer for Fireworks display	250.08	23 October 2024
29.10.24		Andy Crawley	Barrier Tape for Firework Display	10.38	29.10.24
30.10.24	527	Taylor Landscaping	balance of invoice 527	2768	30.10.24

Appendix B

Accounts Summary

Income		Budget	Actual YTD
Precept		36090.68	36,090.68
Allotment		225.7	225.70
Burial Ground		2500	2,600.00
SKDC Community Cleaning Grant		926.64	926.64
Internal Transfers			3,277.23
VAT Reclaim		7106.45	7,106.45
Income for Earmarked Accounts		3075.17	3,075.17
		49924.64	53301.87

Expenditure		Budget	Actual YTD	
Maintenance	OSA 1906 S 9,10	3048	1,458.30	
Burial Ground	LGA 1972 S214	3500	6,627.73	
Allotments	S&A Act 1908	225.7	225.70	
Tree Work	HA 1980 S130	6500	500.00	
S111 Associated Power		100	-	
News & Views	S137	480	360.00	
Defibrillator Pads	S111	200	137.95	
Defibrillator	S137	1000	-	
Church Clock Annual Service	PCA 1957 S2	0	-	
Benches	PCA S1	0	1,103.85	
Remembrance Day Flags	S137	120	60.00	
Remembrance Day Wreaths & Bugler	S137	200	60.00	
Christmas Tree, Lights & Holders	LGA 1972 S144	420	-	
Additional S137 payments	S137	500	83.97	
VH Grant	S137	3500	-	
PF Grant	S137	3500	-	
Audit		378	315.00	
Election Costs		3000	-	
Insurance		4000	-	
LALC & SLCC		540	524.20	
Office Costs		460	280.65	
Bank Charges		144	41.40	
VAT to Reclaim 24/25		0	2,770.83	
Staff Salaries		11470	6,124.83	
Internal Transfers			50,972.09	
Expenditure from Earmarked Accounts		10775.42	8,543.50	
		54061.12	80,190.00	
S137 Allowance per Electorate	10.81			
number of electorate	1080			
Total Available to spend	11674.8			
Less Used	563.97			
Balance Remaining	11,110.83			
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	£ 53,301.87	£ 6,060.78	£ 50,651.99	£ 110,014.64
Outgoings	£ 80,190.00	£ 4,208.88	£ 2,305.14	£ 86,704.02
Closing Balance as at 31.10.24	£ 18,664.98	£ 4,879.75	£ 48,346.85	£ 71,891.58
Bank Rec as at 31.10.24	£ 15,846.80	£ 4,879.75	£ 48,346.85	£ 69,073.40

Difference of -£2818.18

Meeting number 4-11/24

Cash received from Firework
Donations
Appendix C

	2025/26	£	%
	Income	Increase against actual fig from previous year	Increase against actual fig from previous year
Precept			
Allotment	225.7	-	0.00
Burial Ground	4000	1,400.00	53.85
SKDC Community Grant	926.64	-	0.00
Vat Reclaim	2,770.83	4,335.62	-61.01
		0	
	7923.17	-2935.62	-84.62
	2024/25	£	%
	Expenditure	Increase against actual fig from previous year	Increase against actual fig from previous year
Burial Ground	4000	500	-46.58
Allotment	225.7	-0.3	0.00
Tree Work	1000	-5500	100.00
Audit	315	-63	0.00
Salaries	12500	1030	104.09
Election	3000	0	0.00
Maintenance	3200	2	119.43
VH Grant	3500	0	0.00
PF Grant	3500	0	0.00
S137 Expenditure &S111	2500	480	256.17
Insurance	4000	0	0.00

Chairmans Allowance	100		
Office Costs inc LALC	1000	0	24.25
Bank Charges	144	0	73.91
Earmarked Accounts	4000	-6215.42	-59.40
		0	0.00
		0	-100.00
	42984.7		