

## Caythorpe and Frieston Parish Council

### Minutes of the Annual Parish Council Meeting held on 9<sup>th</sup> May 2018

**Present:**         **Councillors:** B Nelson (Chairman)  
   R Dix  
   G Ashcroft,  
   R Brooke  
   G Woodward  
   R Greybrook  
   A Roberts  
   H Root  
   R Mountain  
   M Budden

**Clerk:**             Mr M. Stevens

1.		<b>Election of Chairman and Vice Chairman</b>	<b>Action</b>
	1.1	MS invited the meeting to nominate candidates for the position of Chairman of the Council for the forthcoming year. It was noted that there were no new nominations and therefore Cllr Dix proposed that Cllr Nelson should be take the role of Chairman. <b>This was seconded by Cllr Ashcroft and was unanimously agreed by the members.</b>	
	1.2	Chairman Nelson then asked for nominations to the position of Vice Chairman. Again, there were no other applications from the members and therefore Cllr Nelson proposed that Cllr Dix takes on this role for an additional period of 1 year. <b>This motion was seconded by Cllr Greybrook and unanimously agreed by all members.</b>	
2.		<b>Apologies for Absence.</b> Cllrs. N Fritzsche, A Maughan, R Sampson	
3.		<b><u>Declaration of Interests under the Local Government Act</u></b> There were no declarations of interest	
4.		<b><u>Election of Members for the Planning Committee</u></b>	
	4.1	The motion was put forward that Cllr Ashcroft remains as Chairman of the Planning Committee for the coming year and that Cllr Brooke should be appointed as Vice Chairman. It was agreed that the planning groups' members totalling 6 would be selected for a meeting from any of the main body. <b>This motion was seconded and agreed unanimously by all members.</b>	
5.		<b><u>Election of Members for the Finance Committee</u></b>	
	5.1	The motion was put forward that Cllr Nelson remains as Chairman of the Finance Committee for the coming year and that Cllr Budden should be appointed as Vice Chairman. It was agreed that the finance groups' members totalling 6 would be selected for a meeting from any of the main body. <b>This motion was seconded and agreed unanimously by all members.</b>	
6.		<b><u>Appointment of Representatives to the Village Hall, Playing Fields and Allotment Committees</u></b>	
	6.1	The motion was put forward for nominations of these roles for the forthcoming annual period with an additional representative assigned and responsible for the monitoring of pothole repairs within the village. The full list of appointments for 2018/19 are as follows: Cllr Root – Village Hall Cllr Nelson – Playing Fields Cllr Ashcroft – Allotments	

		<p>Cllr Brooke – Litter  Cllr Greybrook – Dog Fouling &amp; Defibrillators  Cllr Mountain – News and Views  Cllr Roberts – Village Highways and Potholes  <b>This motion was agreed unanimously by all members.</b></p>	
7.		<p><b>Approval of minutes of the Parish Meeting held on 14<sup>th</sup> March 2018</b>  These minutes were presented to the meeting for approval  <b>Agreed unanimously that the minutes are a true record and were signed by the Chairman</b></p>	
8.		<p><b>Parish Clerk’s Report – To Update on matters occurring since the last meeting not otherwise on the agenda.</b></p>	
	8.1	MS stated that there were no additional items to report	
9.		<b><u>Financial Matters:</u></b>	
	9.1	<p><u>Approval of the Parish Council Governance Statement 2018</u>  MS referred to a number of documents that had been forwarded to Councillors for perusal in advance of the meeting. These documents are as follows:</p> <ol style="list-style-type: none"> <li>1. Governance Statement</li> <li>2. Account Statement</li> <li>3. Scanned Document copies of PKF Littlejohn’s (external Auditor) returns</li> <li>4. Management Accounts to 31<sup>st</sup> March 2018</li> <li>5. Bank Account Reconciliation to 31st March 2018</li> </ol> <p>Having discussed and reviewed these documents at the meeting it was proposed by the Chairman that the Governance Statement is approved by the full meeting of the Parish Council. <b>This motion was seconded by Cllr Ashcroft and unanimously agreed by the members.</b> Section 1 of the document was signed and dated by Chairman Nelson and the Parish Clerk and recorded as minute 9.1 on the document.</p>	
	9.2	<p><u>Approval of End of Year Accounting Statement 2018</u>  Again, having discussed and reviewed the financial documents at the meeting it was proposed by the Chairman that the Accounting Statements is approved by the full meeting of the Parish Council. <b>This motion was seconded by Cllr Ashcroft and unanimously agreed by the members.</b> Section 2 of the document was signed and dated firstly by the Parish Clerk and then by Chairman Nelson and recorded as minute 9.2 on the document.</p>	
	9.3	<p><u>Internal Audit Report</u>  It was confirmed that a satisfactory internal audit had been concluded on 29<sup>th</sup> April by John Carpenter. This section of the Annual Return had been completed, dated and signed on this date by the auditor.</p>	
	9.4	<p><u>Exercise of Public Rights</u>  MS confirmed to the meeting that this document had been completed and that a copy would be sent to PKF Littlejohn the External Auditor, in due course. This document would be published on the Parish Website and the main village notice board for the period 4<sup>th</sup> June – 13<sup>th</sup> July (30-day period) having announced this fact on the 3<sup>rd</sup> June 2018</p>	MS
	9.5	<p><u>Declaration of Status of Published Accounts</u>  MS confirmed to the meeting that this document had been completed and that a copy would be sent to PKF Littlejohn the External Auditor, in due course. This document would be published on the Parish Website and on the main village notice board for the period 4<sup>th</sup> June – 13<sup>th</sup> July (30-day period) having announced this fact on the 3<sup>rd</sup> June 2018.  In addition to this document a copy of the accounts for the year end will be published on the Parish Website.</p>	MS
	9.6	<u>Review and Acceptance of CFPC Standing Orders</u>	

		The subject of this document was discussed by the members and agreed that to date no glaring anomalies had been identified and that individual Councillors should continue to examine the documents and forward any concerns to the Parish Clerk for review.	ALL
9.7		<u>Review and Acceptance of CFPC Financial Regulations</u> The subject of this document was discussed by the members and agreed that to date no glaring anomalies had been identified and that individual Councillors should continue to examine the documents and forward any concerns to the Parish Clerk for review..	ALL
9.8		<u>Review and Acceptance and Signing of Disclosure of Personal Interests</u> MS circulated a document that included the names of each of the Councillors for each to confirm by signing that they had no personal interests affecting their role as Parish Councillor. Of those present all signed and returned the form except for Cllr Fritzsche who was not in attendance and would be asked to sign the form at the next meeting.	MS
9.9		<b>General Data Protection Regulations</b>	
	9.9.1	Cllr Nelson updated the meeting with the background information relating to this subject and also gave details of progress that been made since the last meeting and the appointment of the working group.	
		Cllr Nelson went on to explain that through the work and investigations of the working group and the recent input from LALC a number of items needed to be agreed and adopted by the full parish council so that additional actions could commence to ensure that CFPC become fully GDPR compliant at the earliest opportunity. These areas for consideration had been circulated prior to the meeting for councillors to read and digest in advance of the meeting and are as follows: a. To appoint [Local Council Public Advisory Services (LCPAS)] as the councils Data Protection Officer b. Seek Approval for expenditure of £300 for DPO and Compliance. c. To adopt the Personal Data Map d. To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy e. To adopt the Privacy Notices [General & Staff] f. To adopt Security Compliance Checklists for Clerk and all councillors g. To note that the council is already registered as a Data Controller with the ICO <b>Members were asked for comments and Cllr Dix summarised the position and proposed that all motions (a-g above) are approved. This proposal was seconded and unanimously approved.</b>	
	9.9.2	Cllr Nelson summarised by stating that the additional 18 tasks identified by the working group would now be progressed and that members would be updated with progress at the next parish meeting scheduled for July.	
9.10		<u>Authorisation of BACS/Cheque Payments</u>	
		The Chairman circulated 2 documents for approval by the Councillors, a. Invoices approved and paid since the last meeting. b. Invoices to be paid once authorised at the meeting See Appendix (1 & 2) for details. <b>Resolved: that the payments were approved for payment</b>	
9.11		<u>War Memorial</u>	
	9.11.1	Cllr Greybrook referred to a report previously issued and stated that the renovation work will be carried out in June by E. Gill & Sons of Newark. Following a meeting with Rev Stuart Hadley it has been decided to incorporate the re-dedication of the memorial in the Remembrance Day service as both services have a very similar format.	

			<b>Agreed unanimously to approve the report</b>	
		9.11.2	<p>Cllr Greybrook presented a mock-up of a full-size ‘Tommy’ which was a 6ft aluminium sculpture of an armed soldier. It was suggested that this is maybe something that the village would want to purchase through donation in advance of the next Remembrance Service.</p> <p><b>It was agreed that further investigation was required to justify the £750 cost.</b></p>	BN/ BG
10.			<b>Transport and Highways</b>	
	10.1		<u>High Street Congestion</u>	
		10.1.1	<p>Cllr Nelson updated the meeting and stated that since the last meeting information had been received via Cllr. Maughan that the Back-Lane parking project had been brought forward to the current financial year. It was noted that CFPC had been asked to contribute a nominal sum of £250 towards this project.</p>	
		10.1.2	<p>Cllr Nelson then went on to say that only today he had received additional details from LCC Highways that gave an indication to the type of material being proposed for this project. Cllr Nelson went on to say that at a site meeting attended by councillors and representative from LCC Highways management team it was stated that a type 3 stone material would be used that appeared to be satisfactory for the job. However, it is now being suggested that a matted type material would be used instead. After much discussion the members agreed that this proposed solution was not only disappointing but was totally unsuitable and would be a waste of public funds. It was agreed that Cllr Nelson would write to LCC Highways to lodge the councils’ disappointment and ask for additional clarification on the issue.</p> <p><b>It was unanimously agreed that the issue is progressed as stated.</b></p>	BN
		10.1.3	<p>Cllr Nelson then stated that the other projects associated with the High Street such as yellow and white lines are being progressed but there were no additional details to report.</p>	
		10.1.4	<p>Cllr Roberts reminded the meeting of the dangers of the hump back bridge that is near the entrance to Mid(UK) premises. It was agreed that as the majority of traffic on this road is associated with Mid(UK) that they are approached and asked if they would fund on contribute towards the cost to have a slow sign painted on the road either side of the bridge. Cllr Nelson agreed to write to the Mid(UK) to progress this matter.</p>	BN
	10.2		<u>Community Speed Watch</u>	
		10.2.1	<p>MS updated members with progress that had been made since the last meeting. He stated that passive notices had be erected in 5 locations throughout the village, reminding drivers of the 30-mph speed limit. Additionally, the mobile speed camera is being deployed to a number of locations over the next few weeks so that speed habits can be logged and analysed to enable a decision to be made regarding the purchasing and fixing of a permanent speed cameras throughout the village.</p> <p><b>It was agreed unanimously that this plan is progressed as outlined</b></p>	
11.			<b>The Parish Environment</b>	
	11.1		<u>Planning</u>	
		11.1.1	<p><u>New Applications</u>  <b>S18/0700</b> Mouse Hall, Church Lane, Caythorpe.  Tree work (TPO), Beech- Reduce by 2m in height and 1m spread. Thin crown by 10% situated right hand side of driveway.  <b>CFPC to submit no objections</b></p> <p><b>S18/0692</b> - Mouse Hall, Church Lane, Caythorpe.</p>	

			Tree work (211 application in a conservation area. Beech (T1), 18m tall, 110cm diameter, propose lift crown to 6m over road and 4m over property, <b>CFPC to submit no objections</b>	
		11.1.2	<u>Applications Actioned</u> None to report	
		11.1.3	<u>Decision Notices</u>	
			<p><b>S18/0130</b> -16 High Street, Caythorpe Removal of branches from Beech Tree to allow clearance to power lines. Work Allowed subject to conditions Branch Collar to be left intact. <b>Work approved 21 Mar 18.</b></p> <p><b>S17/2473</b> – adjacent to 22 Arnhem Drive 2 - storey detached dwelling - adjacent to 22 Arnhem Drive. Approval has been granted subject to the conditions of the revised application <b>Work approved 3 Apr 18.</b></p> <p><b>S18/068</b> - Old Bells, High Street. Demolition of existing outbuilding and the erection of a one and a half storey extension and summer house. Work approved subject to conditions, primarily that the building is kept in tune with the surrounding area and specifically in relation with drawing submitted on 12th January 2018. <b>Work Approved - 6 April 2018</b></p> <p><b>S18/0238</b> - Erection of 3-bedroom dwelling- 18 Templeway Close, Caythorpe. <b>Application refused - 19 April 2018.</b></p> <p><b>S18/0372</b> - The Old House, 22 Old Lincoln Road, Caythorpe. Installation of internal lift. <b>Approval granted - 19 April 2018.</b></p> <p><b>S18/0231</b> - Walnut Lodge, 13 High Street. Caythorpe Section 73 application relating to variation of Condition 1 (approved plans) of S16/0568 to allow for amendments to boundary treatments. <b>Planning permission granted - 23 April 2018.</b></p>	
		11.1.4	<u>Other Planning Issues</u>	
			<p><u>Barrowden Parish Council (Leicestershire)</u> Details had been received from NALC and gave details where BPC believe that there is a strong case for ending the complete division of responsibility between planning bodies and building control. BPC say that it should be a requirement that building control bodies ensure that development proceeds in general accordance with the approved plans and conditions. To that end it will be submitting a proposal direct to Government over the early summer of 2018 asking for an end to this policy division. It was recognised that following a report received from a local resident earlier that Cllr Ashcroft would discuss this issue with Cllr B Sampson to ascertain if there had been instances of similar breeches and if so to respond to BPC on behalf of CFPC using these examples. It was also agreed that CFPC Councillors should give their individual views on this subject through the survey channel.</p>	GA ALL
			Additionally, the subject of the Right to Buy council houses was discussed and it was agreed that Cllr Dix would seek additional information from Cllr	

			Sampson before making representation to SKDC about making more space available for more social housing.	RD
	11.2		<u>Project Register.</u> The summary document circulated by the clerk is showing that there are currently 11 live projects and 6 projects that have been closed since the last meeting and will be removed from the list. <b>Agreed unanimously to approve the Report</b>	
	11.2		<u>Dog Fouling</u> Cllr Greybrook referred to a report previously issued and stated that two dog waste bins have been installed – one at the junction of South Parade/Back Lane and one at the footpath adjacent to the allotment site. Both are being well used and suggest that this would justify at least two more bins be purchased. In view of this report the meeting agreed that 3 additional bins would be purchased and installed at previously identified locations in the village. <b>Agreed unanimously to approve this project</b>	BG
	11.3		<u>Armada Beacon</u>	
			Cllr Nelson invited MS to update the meeting with the progress of this project. MS stated that the site had been surveyed to ascertain the best method to remove the Beacon from the existing site and move to the new agreed site opposite the concrete apron on Gorse Hill Lane. MS also indicated that a new section would be added to the structure to give it additional height so that it could be viewed from a greater distance. The project should be completed during May/June <b>It was agreed to approve the plan and approve the report.</b>	
	11.4		<u>Other Maintenance Issues</u>	
		11.4.1	<u>Pathways</u> Cllr Roberts reported that in a recent communication with Cllr Maughan it had been suggested that the BIG Clean project might be used to help with the cleaning and clearing of pathways that had been covered with rotting leaves and other debris rather than waiting for a place on the LCC planned programme. It was suggested that the list of areas concerned would be forwarded to Cllr Brooke for action as he had recently made contact with representatives of the BIG Clean department. <b>It was agreed unanimously to approve this plan of action</b>	AR/ RB
		11.4.2	<u>Maintenance Register</u> MS referred to the updated document that had been issued prior to the meeting and shows the expenditure on village maintenance to 31 <sup>st</sup> April and noted that the total spend for the year amounted to £6084 of which the sum of £4133 was for grass cutting.	
12.			<b>Community Activities</b>	
	12.1		<u>Allotment Committee</u> Cllr Ashcroft had issued a report in advance of the meeting in which it was reported that due to the continuing poor weather over the past few months allotment holders are extremely behind with this year's preparation for the planting of new crops. However, thanks to the brief rays of sunshine over the last week, things have started to look up a little, but it cannot hide the fact that there is a lot of catching up to do. Currently there are still 3 small plots vacant and the on-going campaign for vacancies is published regularly in the News and Views. <b>Agreed: To approve the report</b>	
	12.2		<u>Playing Field Committee</u>	

		<p>Cllr Nelson had issued a report prior to the meeting and reported that the Playing Fields end of year accounts which are now being audited show a loss for the year of just under £1000, the budget for 2018/19 shows a loss of some £3000. These losses can be sustained at present but obviously this cannot go on.</p> <p>The AGM will be held on June 5th at 19.30 in the Hammond Pavilion, given that a number of the committee are standing down for understandable reasons we will be lucky if we have a full complement.</p> <p><b>Agreed: To approve the report.</b></p>	
12.3		<p><u>Village Hall Committee</u></p> <p>Cllr Greybrook had issued a report prior to the meeting. In the report it was stated that confirmation of a grant from WREN has been received for funding for the updating and renovating of the toilets, this is in the region of £10,000. The work will commence on July 16<sup>th</sup> and is expected to take 2/3 weeks to complete.</p> <p>Also, the Committee will be refurbishing the bare area at a cost of about £1,000. Some of the Committee Members have volunteered to carry out the work.</p> <p>The monthly Table Top Sale and Village Breakfast continues to thrive, with the breakfast takings being a great source of income for the hall. Thanks to all volunteers for ensuring its success.</p> <p><b>Agreed: To approve the report</b></p>	
12.4		<p><u>News &amp; Views.</u></p> <p>Cllr Nelson reported that our new joint Editors are making a great success of their new roles. We have had our first unfortunate incident of an advertiser not paying, and this is being handled in accordance with the procedures which will enable us to go to the Small Claims Court if need be.</p> <p><b>Agreed: To approve the report</b></p>	
12.5		<p><u>Community Heartbeat.</u></p> <p>Cllr Greybrook had issued a report prior to the meeting. In the report it was stated that two of the units have been fitted with new batteries – one at the Village Hall, one at the Playing Field. The unit in Frieston now requires a replacement, this has been ordered.</p> <p><b>Agreed: To approve the report</b></p>	
13.		<p><b><u>Community Safety – Report on Local Crime and Policing Matters</u></b></p>	
	10.1	<p><u>Theft of Heating Oil</u></p> <p>Cllr Roberts stated that there had been 2 occurrences of heating oil being stolen within the village since the last meeting.</p>	
11.		<p><b><u>Items of Urgent Business</u></b></p>	
	11.1	<p>No Items to report</p>	
12.		<p><b><u>Arrangements for Next Meeting</u></b></p> <p>The next meeting of the Parish Council would be held in the Village Hall on <b>Wednesday 18<sup>th</sup> July 2018</b> commencing at 7.30 p.m. with provision for a short public section that will commence at 7.15 p.m.</p>	

			<p><b><u>Open Forum</u></b></p> <p><b>County Councillor</b> Cllr Maughan: Not in Attendance – No items reported</p> <p><b>District Councillor</b> Cllr Sampson: Not in Attendance – No items reported</p> <p><b>Public Attendance</b></p> <p>The meeting was attended by a resident who had recently moved in to the new property that is on the land adjacent to 39 Old Lincoln Road, Caythorpe and on the footpath link from Old Lincoln Road to High Street Caythorpe. The resident identified and spoke of several instances of breaches of the planning regulations within the property and requested that the Parish Council assist with this issue.</p> <p>It was agreed that Cllr. Roberts would obtain full details in writing from the resident and these would be forwarded by the CFPC Planning Chairman to challenge the relevant SKDC planning department and used as an example for the recent survey request from Leicestershire.</p>	AR/ GA



**Appendix 1 - CAYTHORPE & FRIESTON PARISH COUNCIL MEETING – 8<sup>th</sup> May 2018  
Accounts Authorised and Paid since the Last PC Meeting**

Invoice Date	Supplier Account Name	Invoice Detail	Invoice Value	VAT £	Total Inv. Value	Date Paid
13-Mar-18	Community Heartbeat Trust	4 x Adult Defibrillation electrodes	123.00	0.00	123.00	19-Mar-18
19-Mar-18	P A & L M Leeds	Expenses Claim - Mar 18	25.00	0.00	25.00	19-Mar-18
28-Mar-18	Tony Case	Expenses Claim - Jan - Apr 18	60.00	0.00	60.00	28-Mar-18
28-Mar-18	M Stevens	Salary Payment - March 18	446.83	0.00	446.83	28-Mar-18
29-Mar-18	Westgate Print	News and Views Printing - Feb 18 Issue	708.00	0.00	708.00	29-Mar-18
3-Apr-18	Glasdon UK Ltd	Dog Waste Bins x 2	173.04	34.60	207.64	3-Apr-18
9-Apr-18	PAYE - Tax Payment	MS - Tax Due March 2018	111.60	0.00	111.60	9-Apr-18
9-Apr-18	P A & L M Leeds	Expenses Claim - April	25.00	0.00	25.00	9-Apr-18
16-Apr-18	Glasdon UK Ltd	Dog Waste Bin Fixings	39.30	7.86	47.16	16-Apr-18
27-Apr-18	Helping Hand Enviroment	Litter Picking Equipment	64.04	12.80	76.84	27-Apr-18
30-Apr-18	M Stevens	Salary Payment - April	446.83	0.00	446.83	30-Apr-18
30-Apr-18	Westgate Print	News and Views Printing - Mar 18 Issue	708.00	0.00	708.00	1-May-18
2-May-18	G W King & Sons	Garden Maintenance of Burial Ground March/April	640.00	0.00	640.00	2-May-18
3-May-18	Ben Watson	Litter Picking - (Mar/Apr)	139.20	0.00	139.20	4-May-18

8-May-08	Brian Wills	Burial Ground Maintenance	57.50	0.00	57.50	8-May-18
8-May-18	PAYE - Tax Payment	MS - Tax Due April 2018	111.60	0.00	111.60	8-May-18
8-May-18	P A & L M Leeds	Expenses Claim - April	25.00	0.00	25.00	8-May-18
Totals			3903.94	55.26	3959.20	

**Appendix 2 - CAYTHORPE & FRIESTON PARISH COUNCIL MEETING – 9<sup>th</sup> May 2018**  
**Accounts to be Authorised and Paid**

Invoice Date	Supplier Account Name	Invoice Detail	Invoice Value	VAT £	Total Inv. Value	Date Paid
8-May-18	M Stevens	Expenses (Mar / Apr 18)	119.45	0.00	119.45	10-May-18
9-May-18	P A & L M Leeds	Expenses Claim - April	25.00	0.00	25.00	10-May-18
Totals			144.45	0.00	144.45	

## Appendix 3

## Caythorpe &amp; Frieston Management Accounts

## Accounts at 31st March 2018

	Actual 2016/17	Budget 2017/18	Budget for period 2017/18	Period actual 2017/18	Variance period 2017/18
	£	£	£	£	£
<b>INCOME</b>					
Precept	29901	28888	28888	28888	0
Other	4553	0	0	3633	3633
Burial ground	3025	2000	2000	3575	1575
Interest	14	0	0	0	0
Street Cleaning	749	749	780	780	0
News & Views	6046	6046	6046	8172	2126
VAT Reclaim	3981	0	0	1689	1689
<b>TOTAL</b>	<b>48268</b>	<b>37683</b>	<b>37714</b>	<b>46737</b>	<b>9023</b>
<b>EXPENDITURE</b>					
Burial grounds	3030	3182	3182	3198	16
Audit	360	396	396	240	-156
Comm lincs	0	0	0	0	0
Staff salaries	5097	7646	7646	7913	267
Election costs	0	1000	1000	0	-1000
Comm Projects	500	2500	2500	400	-2100
Maintenance	9552	3000	3000	3820	820
VH grant	3000	3000	3000	3000	0
PF grant	3000	3000	3000	3000	0
S137 Expenditure	0	150	150	0	-150
Insurance	4060	4660	4660	4721	61
LALC & SLCC	446	468	468	565	97
Tel,post, stat etc	405	425	425	374	-51
PWLB loan	1772	1772	1772	1772	0
Allotments	50	500	500	400	-100
News & Views	5663	5663	5663	8270	2607
Bank Charges	0	0	0	72	72
Misc	2503	321	321	7137	6816
<b>TOTAL</b>	<b>39439</b>	<b>37683</b>	<b>37683</b>	<b>44881</b>	<b>7198</b>
<b>SURPLUS/(LOSS)</b>	<b>8830</b>	<b>0</b>	<b>31</b>	<b>1857</b>	<b>1826</b>
Reserves as at	Mar-17			£ <b>31085</b>	£ <b>31085</b>
Forecast surplus for year as above					
Forecast closing reserves at year end				<b>32941</b>	<b>32910</b>



