

		commissioned and is operational. It was recommended that a note was included in the next edition of News and Views reminding parishioners about the new box and its location	BN
5.		Financial Matters:	
	5.1	<u>To Formally Confirm the Appointment of the Newly Co-opted Parish Councillor</u>	
	5.1.1	Chairman Nelson welcomed Roger Brooke to the meeting. He stated that Cllr Brooke was selected by an interview and democratic process as detailed in the minutes of that meeting that was held on 1 st March 2017.	
	5.1.2	MS confirmed that the required documentation had been issued to Cllr Brooke in advance of the meeting and all had been signed according to regulations.	
	5.2	<u>Presentation and Approval of Parish Council Accounts include Forecast for the Year.</u>	
	5.2.1	MS circulated the management accounts to members and stated that there were no issues to report. The accounts were approved and agreed unanimously	
	5.3	<u>Authorisation of BACS/Cheque Payments.</u> The Chairman circulated 2 documents for approval by the Councillors, i. Invoices approved and paid since the last meeting. ii. Invoices to be paid once authorised at the meeting See Appendix (1) for details. Resolved: that the payments be approved	
	5.4	<u>Burial Ground – Review and update of any Issues</u>	
	5.4.1	MS reported that a email had been sent to Mr G E Ward requesting that the soiled waste is removed from the burial ground, however, to date no reply had been received. It was agreed that MS would endeavour to make further contact.	MS
	5.4.2	Cllr Roberts had requested that the burial ground footpath is inspected and recommended that provision was made in the accounts to resurface. MS stated that he had inspected the path and urged others to do so before a decision was made to finance.	All
	5.5	<u>VAT</u>	
	5.5.1	Chairman Nelson referred to a recent meeting with Elysian Associates and went on to state that the meeting was free of charge, however, they were asked to produce a report following the discussions and that this document attracted a cost of £375. It was proposed that this amount was approved for payment and this was seconded and agreed unanimously.	
	5.5.2	Cllr Nelson went on to state that some areas of the report were somewhat ambiguous and contradictory and that he had sought and obtained clarification from Elysian Associates on this issue. Knowledge gained from this exercise had been noted and Cllr Nelson said that as there are distinct differences between the management and control of the Playing Fields and Village Hall that great care should be applied when undertaking projects on their behalf in the future.	
	5.6	<u>Insurance</u>	
	5.6.1	Cllr Nelson stated that a comparison of quotes recently received from 4 insurance companies had been analysed. Based on this information it was proposed by Cllr Dix that the quote from Ecclesiastical be selected on a 3 year term basis for the fixed sum of £3129 per annum. This motion was seconded and agreed unanimously.	
	5.6.2	In addition Cllr Nelson stated that it had been recommended by the insurers that CFPC carryout a Buildings Valuation. MS had arranged a meeting with a Surveyor (Cunningham and Lindsey) for 17 th March and that a quotation for this service had been received for the sum of £775. It was proposed that this sum be approved for payment and was subsequently unanimously agreed.	
	5.7	<u>Costs Associated with Back Lane as per report from LCC</u>	
	5.7.1	Chairman Nelson summarised the CFPC's current position in terms of traffic congestion in the High Street and went on to say that following a meeting with Cllr Davis that an email had been received from Rowan Smith of LCC	

		Highways stating that CFPC would have to pay £2500 towards the cost of a report that would outline the specification and estimated costs for the proposed parking area in Back Lane.	
	5.7.2	<p>The view of the members of the meeting was that this approach was unacceptable and that alternatives should be considered. Namely:</p> <ul style="list-style-type: none"> • Should this amount be agreed that it would only be payable if the project was approved and went ahead. • Whilst accepting that any specification would have to be approved by LCC, that CFPC should seek approval to progress by obtaining design and cost specifications from approved contractors. <p>It was agreed that the feasibility of these suggestions would be investigated further</p>	BN/GA
	5.8	<u>Sherwood Rise Community Centre</u>	
	5.8.1	Cllr Dix informed the meeting that a draft agreement had been received from SKDC that outlined future responsibilities for residents using the community centre. The meeting was reminded that local residents met at the building for sessions 11 months of the year. Cllr Dix went on to say that the agreement received identified need for users to pay £5 month for meetings and outlined requirement for conducting a risk assessment on the building and the need for Indemnity insurance, which could cost an estimated £120 per annum.	
	5.8.2	Cllr Dix quoted numerous acts and regulations and stated that SKDC had not fully appreciated the impact that this new agreement would cause the residents. Cllr Dix proposed that CFPC could considering offering some help and assistance with this matter. Following much discussion, it was agreed that before financial help could be offered that the group would have to firstly identify financial need. Councillor Dix agreed to lead on this subject. This approach was agreed unanimously.	RD
	5.9	<u>Fulbeck Wind Farm Project</u>	
	5.9.1	District Cllr Sampson updated the meeting on the conditions which have been attached to the planning approval for the storage of straw at the former RAF airfield at Fulbeck.	
6.		<u>The Parish Environment</u>	
	6.1	<u>New Planning Applications Received since Last Meeting</u>	
	6.1.1	<u>S17/0306</u> – Application for tree subject to TPO - Crown reduction of Oak tree by 5-6 metres, and crown lifting to give 5m clearance to ground and neighbour property. Frieston Old Place, 9 Frieston Green. Agreed unanimously - Subject to specialist support CFPC has no objections to this proposal.	
	6.1.2	<u>S17/0215</u> - Removal of Oak Tree Westgate, 2 Old Lincoln Road. - Response Submitted : After reviewing the specialist tree report enclosed with the subject application Caythorpe & Frieston Parrish Council (CFPC) supported the findings of the report and the recommendation for the removal of the diseased tree and establishing a suitable replacement. Agreed unanimously	
	6.1.3	<u>S17/0030</u> - Reduction of ash and sycamore trees by 3m and removal of T23 and T24. South Moore 2A High Street. Response Submitted: Subject that T23 and T24 are dead, Caythorpe & Frieston Parish Council (CFPC) have no objections to their removal and that topping proposed to the ash and sycamore trees are carried out by a qualified arboriculturalists. Agreed unanimously	
	6.1.4	<u>S17/0770 & S17/0277</u> – Applications for revised boundary treatment Land of High Street, Caythorpe. Response Submitted Summary: CFPC maintain their objections (submitted in response to application S17/0070) to the applicants planned proposals for the boundary treatment at the subject property Agreed unanimously	
	6.2	<u>Planning Decisions Received Since Last Meeting</u>	
	6.2.1	<u>S16/2825</u> Change of use of Agricultural Land to B1 Office use to include office extension and parking. Fulbeck Heights Pottergate Road Fulbeck: Permission Refused.	

	6.2.2	S17/0025 - War Memorial Trees. No TPO to be applied. No objection to the work being carried out.	
	6.2.3	S16/2159 - 24 High Street. Lawfulness certificate for erection of rear extension and alterations to windows issued. Approved	
	6.2.4	S16/2537 – Change of use land for straw storage and installation of mobile weighbridge. Former RAF Fulbeck Airfield. Planning Permission Granted. (see comments at 5.9 from Cllr Sampson	
6.3		<u>Caythorpe Hall Footpaths</u> No additional information to report since the last meeting	
6.4		<u>Dog Fouling.</u>	
	6.4.1	Cllr Greybrook had previously circulated this report. The report stated This is still an ongoing problem – a full page article was published in the “News & Views” and notices have been put on the notice boards. District Cllr Sampson has been in contact with SKDC who had provided a quantity of leaflets for distribution to parishioners with the next issue of News and Views Agreed (unanimously): to approve the Report	
	6.4.2	In addition Cllr Greybrook provided information regarding the provision of bins from a company called Tikspac, where 1 unit plus 2,500 bags is provided at a cost of £300 per annum. The bin would have the parish logo applied and provide artwork for a company to sponsor the unit. The unit is delivered free of charge with a fixing post. It was agreed that local companies would be approached to see if they had an interest in sponsoring this initiative.	BG
6.5		<u>Trees Projects</u>	
	6.5.1	MS outlined to the meeting that significant progress had happened since the last meeting with regard to work to be carried out in 4 areas of the village, these being the War Memorial Area, Frieston Top Green, Chapel Lane Junction and the Burial Ground.	
	6.8.2	MS stated that 211 approvals had been received from SKDC to progress with work. That confirmation had been received from Simpsons that there will be no additional cost for the additional work required and that the 23 rd March had been confirmed by Simpsons to commence work. Cllr Sampson confirmed that he will attend the Memorial Site and that an update letter would be sent to Mrs Blakemore. MS stated that we were still awaiting a copy of the contractors’ Public Liability Insurance but subsequent to the meeting this has now been received.	MS
6.6		<u>Parish Website</u>	
	6.6.1	MS confirmed that since the last meeting the ICT department of LCC had been approached and they had confirmed ownership of the site and that there are restrictions imposed. It is understood that Users have limited access to changes but can add new pages and content within the site.	
	6.6.2	MS stated that a new account has been created and that a delegate will be attending their next planned training course. In addition, CFPC have been provided with the latest version of the User Guide.	
	6.6.3	Cllr Giddings reported that there had been a good deal of interest on the CFPC Facebook Page and suggested that to maintain the level of interest that summary details from planning applications should also be added as required. It was proposed that information currently submitted by Cllr Ashcroft would be used as content material and this was agreed unanimously.	HG
6.7		<u>Best Kept Village 2017</u>	
	6.7.1	MS informed the meeting that an update had been received regarding registering for this initiative. It was emphasised that commitment needed to be there and a team and project leader appointed if we are to progress. In addition a need to produce a detailed application form similar to the example received. Following much discussion it was decided that on this occasion CFPC would not register for this competition.	

	6.8		<u>Bus Shelter Project</u>	
		6.8.1	MS informed the meeting that information had been obtained from LALC regarding contacts within LCC and a portal for Community Grants. In addition there is a website that gives advice and costing for different types of bus shelters.	
		6.8.2	It was agreed that as it is probable that a detailed paper will have to be produced in order to justify any grant. On this basis it was agreed that this project would have to be investigated further and that Cllr Roberts would assist with this initiative. This was proposed by Cllr Roberts and seconded by Cllr Fitzsche	MS/AR
	6.9		<u>Future Operation Communication Model</u>	
		6.9.1	Cllr Dix outlined to the meeting details of the new model for communicating to the LCC. He emphasised the need to operate in the modern way and urged CFPC to comply with future requirements.	
7.			<u>Transport and Highways</u>	
		7.1	<u>Traffic Congestion & Back Lane</u>	
		7.1.1	This matter was agreed to be carried forward until the Back Lane finances are approved	
		7.2	<u>Potholes</u>	
		7.1.2	There was deep concern about the current level of potholes in the Village. Reports had been received of vehicle damage and the dangers being caused due to drivers now swerving to avoid potholes. Cllr Greybrook raised the issue of potholes in Waterloo Road where it was purported that repairs had been actioned. It was agreed that photographic evidence to the contrary would be forwarded to Cllr Davis for comment and action by Cllr Wood.	PW
8.			<u>Community Safety</u>	
		8.1	<u>Fire and Rescue</u>	
		8.1.1	Cllr Nelson summarised key areas of a report previously issued. He stated that a Multi-Agency Exercise was held on January 31 st at Mid UK Recycling Plant Caythorpe attended by District Cllr Bob Sampson, Cllr Ashcroft and Cllr Nelson, hosted by Mid UK Ltd and Lincs Fire & Rescue Service. Following a brief site tour and overview of Mid UK's operations, representatives travelled to Brant Broughton fire station to carry out a Multi-Agency table top exercise based on a major fire at the Caythorpe site. Attendees included all the "blue light" services as well as Mid UK staff, LCC Emergency Planning team and Tom Mountain from PGL. There were no direct action points arising, although CFPC were asked as to status of the CFPC Emergency Plan. Chairman Nelson confirmed it was in hand'. Agreed: to approve the report	
		8.2	<u>Resilience Communications 2017 Conference</u>	
		8.2.1	MS confirmed that due to lack of numbers that this conference had been postponed until June 2017	
9.			<u>Community Activities</u>	
		9.1	<u>Allotment Committee</u> Cllr Ashcroft summarised key areas of a report previously issued and stated that the Allotment Association AGM was held in the Village Hall on Wed 15 Feb. attended by a total of 12 people. It was reported that accounts are in a healthy financially position. The Communal Area is now fully landscaped and equipment had been purchased and is available for use by plot holders. The CFAA had expressed their gratitude for the financial support received from Caythorpe and Frieston Parish Council. Several changes to the Committee will take place over the next few months, in particular for the posts of Chairman and Treasurer, as a result of the incumbents leaving the village in the foreseeable future. Following the pending round of plot changes, it is anticipated that there will be 1 large plot vacant with no one on the waiting list at this time. Agreed: To approve the report	

9.2		<p><u>Playing Field Committee</u> The Chairman submitted a report on behalf of the committee. The Caythorpe DASH was recently held in some very wet and cold conditions but still attended by 124 entrants. There was the usual excellent support from residents who acted as marshals and from Cllr Sampson who stood on the finish line for quite some time and awarded all finishers a medal. The financial result has yet to be finalised but will be a surplus in the region of £1000.</p> <p>Cllr Nelson stated that there are concerns that all recent running events have been organised by David Dorey who has done a great job but is now hanging up his “running” shoes and as a result of this the PF have a problem as the budget will show a loss of some £3500 per annum as income from pitch hire as well as the PC grant and rent from CSSC is not sufficient to cover the running costs.</p> <p>Fund raising is so important and with the demise of the athletic events there is only the annual GALA that will raise approximately £1500. Cllr Nelson emphasised the need to attract people to help organise and run much needed fund raising events in the future.</p> <p>Agreed: To approve the report.</p>	
9.3		<p><u>Village Hall Committee</u> Cllr Greybrook summarised key areas of a report previously issued and stated that the VH has recently been awarded a grant by SKDC Community Fund of £8653 to assist with the provision of a sound system and acoustic panels. The work will be completed during April. Other improvements being considered are a complete renovation of the toilet facilities and a re-vamp of the kitchen area.</p> <p>Bookings are holding up well, and in addition the committee are planning some events throughout the year.</p> <p>The monthly Table Top Sale and Breakfast continues to thrive and is an important fund raiser for the hall. A number of new volunteers have come forward to assist with the breakfasts.</p> <p>June 10th there will be a Ceilidh, raising funds – this will replace the “Jazz in the Garden” concert, so as not to have a repeat of last year’s issues</p> <p>Agreed: To approve the report</p>	
9.4		<p><u>News & Views.</u> The Chairman stated that publications are back to normal with Tony Case doing an excellent job and bringing in advertising thereby reducing the printing costs.</p> <p>CFPC are in the final stages of purchasing a new lap top this following approval at the meeting held on 1st March. The laptop will always remain the property of CFPC</p> <p>Agreed unanimously to approve this plan of action</p>	
9.5		<p><u>LIVES First Responders</u> Cllr Ashcroft summarised key areas of a report previously issued and stated that Lives HQ are joining groups together to form clusters. The aims of this is to share more effectively training, communications, the co-ordination of group activities including recruitment, first aid provision, kit resources etc. Any groups coming in to a new cluster will retain their local group name and identity and retain control of group funds. An inaugural meeting of the Stubton cluster, which Caythorpe and Fulbeck will belong, together, with Claypole, Long Bennington, Brant Broughton, Welbourn and Beckingham was held in Stubton on 23 February. Key roles of Cluster Coordinator, Recruit administrator, Stores coordinator and trainer were identified. A 3-month trial will now take place to identify the practicalities of running groups in this new formation</p> <p>Agreed: To approve the report</p>	
9.6		<p><u>Community Heartbeat.</u> Cllr Greybrook reported that all units are functioning correctly and are monitored weekly. Also that on Wednesday April 12th an AED/CPR refresher</p>	

		<p>evening will be held in the Village Hall commencing at 7:30 pm. with Linda Kingston of Caythorpe & Fulbeck LIVES who will be doing the training.</p> <p>Agreed: Report noted</p>	
	9.7	<p><u>Fish and Chip Van</u> Cllr Dix reported that the fish and chip van had recently been banned from the Waggon and Horses car park and that an alternative site is urgently required. Ideas for alternatives are welcomed.</p> <p>Agreed: Report noted</p>	
10.		<p><u>Arrangements for Next Meeting</u> The next meeting of the Parish Council would be held in the Village Hall on Wednesday 3rd May 2017 commencing at 7.30 p.m. with provision for a short public section that will commence at 7.15 p.m.</p>	ALL
		<p><u>Open Forum</u></p> <p>County Councillor</p> <p>Councillor Paul Wood updated the members with the following information:</p> <ol style="list-style-type: none"> 1. Councillor Paul Wood stated that the County Council had agreed the budget increase for 2017/18 at a level of 3.95% for band D properties which will raise £265m. 2. He advised that to meet current financial constraints LCC will be taking £20M out of reserves. 3. Cllr Wood also reported that LCC plans to conduct a survey on the proposal to create Unitary Authorities at the same time as council elections on 4 May had been blocked by District Councils. It was possible that LCC may look to carry out a survey later in the year <p>Cllr Nelson thanked Cllr Wood for his support in all matters and wished him well in the forthcoming election.</p> <p>District Councillor</p> <p>Councillor Bob Sampson concurred with the remarks made by Cllr Nelson and updated the members with the following information:</p> <ol style="list-style-type: none"> 1. The District Council had decided not to go with the originally proposed tax level increase of £5 per Band D property but chose to go with £4 on Band D 2. Hare Coursing is on the increase and the Police have recently introduced an initiative to encourage public reporting. <p>Public Attendance</p> <ol style="list-style-type: none"> 1. There were 3 members attending the meeting but had no items to raise. 	

Appendix 1 - CAYTHORPE & FRIESTON PARISH COUNCIL MEETING – 8th March 17
Accounts Authorised and Paid since the Last PC Meeting

Invoice Date	Supplier Account Name	Invoice Detail	Invoice Value	VAT £	Total Inv. Value
27-Jan-17	M Stevens	Salary Payment (4 weeks - January 2017)	265.29	0.00	265.29
27-Jan-17	PAYE - Tax Payment	MS - Tax Due January 2017	66.32	0.00	66.32
6-Mar-17	M Stevens	Salary Payment (4 weeks - 24th February 2017)	265.29	0.00	265.29
6-Mar-17	PAYE - Tax Payment	MS - Tax Due February 2017	66.32	0.00	66.32

Appendix 1 - CAYTHORPE & FRIESTON PARISH COUNCIL MEETING – 11th Jan 17
Accounts to be Authorised and Paid

Invoice Date	Supplier Account Name	Invoice Detail	Invoice Value	VAT £	Total Inv. Value
6-Mar-17	Ben Watson	Litter Picking - 7 weeks Nov - w/e 16/01 - w/e 27/02	121.80	0.00	121.80
8-Mar-17	Andy Roberts	Net refund for previous Burial Expenses	50.00	0.00	50.00
7-Mar-17	Mel Stevens	Expenses (printer Ink costs)	16.74	0.00	16.74
21-Feb-17	LALC	Training Cost	24.00	0.00	24.00
6-Mar-17	LALC	Training Cost - Credit Note	-16.00	0.00	-16.00
7-Mar-17	Tony Case	Reimbursement of costs for N&V PC Bundle	562.40	112.49	674.89

Appendix 2

Caythorpe & Frieston Management Accounts

Accounts at 8th March 2017

	Actual 2015/16	Budget 2016/17	Budget for period 2016/17	Period actual 2016/17	Variance period 2016/17	Forecast year 2016/17
	£	£	£	£	£	£
INCOME						
Precept	28815	28775	28775	29901	1126	29901
Other	4530	0	0	4453	4453	4453
Burial ground	2050	500	462	2925	2463	2925
Interest	9	0	0	14	14	14
Street Cleaning	886	650	600	749	149	749
News & Views	4614	0	0	4691	4691	5191
VAT Reclaim	0	0	0	3981	3981	3981
TOTAL	40904	29925	29837	46713	16877	47213
EXPENDITURE						
Burial grounds	2436	2500	2308	2980	672	3280
Audit	240	240	222	360	138	360
Comm lincs	0	25	23	0	-23	0
Staff salaries	5420	6700	6185	4975	-1209	5634
Election costs	82	250	231	0	-231	0
Comm Projects	0	2535	2340	500	-1840	500
Maintenance	2995	2750	2538	7728	5190	8078
VH grant	3000	3000	3000	3000	0	3000
PF grant	3000	3000	3000	3000	0	3000
S137 Expenditure	70	100	92	0	-92	0
Insurance	4673	4400	4062	0	-4062	4275
LALC & SLCC	552	600	554	105	-449	713
Tel,post, stat etc	48	100	92	313	221	358
PWLB loan	1773	1775	1638	1772	134	1772
Allotments	23842	300	277	50	-227	50
News & Views	1082	500	462	4395	3933	6405
Misc	4556	0	0	1383	1383	2333
TOTAL	53769	28775	27023	30562	3539	39758
SURPLUS/(LOSS)	-12865	1150	2813	16151	13338	7455
Reserves as at	Mar-17				£	£
					22255	29710
Forecast surplus for year as above					1150	
Forecast closing reserves at year end					23405	29710
Weeks to Date	48					

