

Caythorpe and Frieston Parish Council

Minutes of the Parish Council Meeting held on 14th March 2018

Present: **Councillors:** B Nelson (Chairman)
 G Ashcroft,
 G Woodward
 R Greybrook
 A Roberts
 R Brooke
 N Fritzsche
 H Root
 M Budden
 R Mountain
Clerk: Mr M. Stevens

1.		<u>Apologies for Absence.</u> District Cllr. R Sampson, Cllr R Dix	
2.		<u>Declaration of Interests under the Local Government Act</u> There were no declarations of interest	
3.		<u>Approval of minutes of the Parish Meeting held on 10th January 2018</u> These minutes were presented to the meeting for approval. Agreed unanimously that the minutes are a true record and were signed by the Chairman.	
4.		<u>Parish Clerk's Report – To update on matters occurring since the last meeting not otherwise on the agenda.</u>	
	4.1	<u>NHS Sustainability and Transformation Plan (STP) - NHS Presentation</u> Further to minute 10.1 of the last Parish Council meeting MS stated that contact had been made with the department and it has been agreed that a meeting would be held in the village hall. Due to other bookings the dates provided were limited to Fridays only. A response is now awaited so that arrangements can be made.	
5.		<u>Financial Matters:</u>	
	5.1	<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 & 2 for details. Resolved: that the payments were approved for payment	
	5.2	<u>Review and Acceptance of Accounts to 14th March 2018</u> The management accounts and bank statement reconciliation had been sent out to all Councillors prior to the meeting and is a snap shot of the Parish Accounts as at 14 th March. It was noted that the forecast to the end of year is currently projecting a surplus of £2104 against budget which will give closing reserves at the end of year of £33189. Resolved: that the accounts to date were approved unanimously.	
	5.3	<u>Review of CFPC Finance Committee Meeting – 1st March 2018</u>	
	5.3.1	<u>Approval of Financial Committee Minutes</u> The minutes of the meeting were reviewed by the committee members and it was agreed that they are a true record of matters discussed at the meeting and were approved and signed by the Chairman. Approved unanimously	
	5.3.2	<u>Seek Approval for Actual Expenditure of Funds for 2018/19</u> Having been identified and discussed at the recent Financial Committee Meeting the following items were again reviewed and approval was sought for the values specified:	

		<p>a) War Memorial Cleaning - £1105 (Net of grant)</p> <p>b) Litter Project Items - £150</p> <p>c) Annual Mole Control Contract - £325</p> <p>All of the items were approved unanimously</p>	
	5.3.3	<p><u>Seek Approval to Allocate Funds to the Following Projects</u></p> <p>Having discussed items in detail at the recent Financial Committee meeting the following are categories that approval is now sought to allocate funds for these projects, however, would require further approval for expenditure at a later stage, if required.</p> <p>a) Community Speed Watch - £5000</p> <p>b) Dog Fouling Project - £400</p> <p>c) Rural Beat Office - £4000</p> <p>d) Pavement Crossings for the Visually Impaired - £2000</p> <p>e) Playing Fields Pavilion Furniture - £1000</p> <p>f) Salt Bins - £600</p> <p>All of the items above were approved unanimously</p>	
	5.3.4	<p><u>PWLB Loan – Budget Entry Amendment</u></p> <p>Cllr Nelson stated that at the time of submitting the 2018/19 budget for approval it had been thought that the final payment on this loan was this year, however, it had been recently noted that the loan does not complete until September 2020. In view of this fact the budget has been amended to correct this error and is submitted to the parish council for approval.</p> <p>It was unanimously agreed that this correction is actioned</p>	
	5.3.5	<p><u>Came and Company</u></p> <p>Cllr Nelson informed the members that the Parish Council Insurance renewal had been discussed at the recent Finance meeting. In summary, the renewal was the second year of a 3-year period that was agreed to take advantage of favourable pricing. The renewal date is 17th March and approval was sought to pay this amount with immediate effect to ensure on-going insurance cover.</p> <p>Agreed unanimously to pay this account</p>	
	5.3.6	<p><u>General Data Protection Regulations</u></p> <p>Cllr Nelson informed the meeting that this item had been fully discussed at the recent Finance Meeting and from that the decision had been made to set-up a sub-committee who would act to ensure that GDPR compliance was achieved before the legislation deadline.</p> <p>Cllr Nelson reported that at the subsequent meeting held on 9th March the following action points had been agreed. These and the agenda from the meeting had been previously sent to all members for information.</p> <ol style="list-style-type: none"> 1. Investigate Information Commissioners Office (ICO) requirements further with view to registering CFPC. - BN 2. Use outline provided by NALC and written by Winckworth and Sherwood as a plan and next steps. - All 3. Purchase a set of documents and forms provided by Lincolnshire Council Public Advisory Service (LCPAS) at a cost of £30 - MS 4. Start analysing types of personal data currently held by CFPC - RB/MS 5. Consult other councils on types of naming conventions used for email accounts - GA 6. Investigate further IT requirements to ensure the safety of storage and recovery of personal data. GA 7. Ensure that CFPC Councillors are aware of the future requirements and to identify and declare details of any personal data of other individuals currently held from previous projects. - ALL 8. Await further information before considering the appointment of a Data Protection Officer – ALL <p>It was agreed unanimously to approve this plan</p>	

	5.3.7	<u>Burial Ground Fees</u> Cllr Nelson stated that this subject had been discussed in detail at the recent Finance meeting. It appeared that there had been some inconsistency/uncertainty in the imposition of fees and clarity was required given the nature of the fees. The current financial status relating to the burial ground had been closely examined. In view of this examination and in order to provide a clear statement of the council's policy it was proposed that the previous decision (and consequent minute) relating to the relevant burial fees taken in 2012 should be rescinded. It was further proposed that in all instances where a reserve deposit for a burial plot has been received that upon internment (burial or ashes) all other charges applicable at the time of internment would apply. This proposal was seconded and agreed unanimously to be applied with immediate effect.	
	5.4	<u>Audit Plans 2017/18</u>	
	5.4.1	<u>External Auditor</u> MS confirmed that following the appointment of PKF Littlejohn LLP as the external Auditor the planned Webinar had taken place and that copies of the presentation had been sent out to all councillors for information. MS went on to say that additional communication was believed to be imminent.	
	5.4.2	<u>Internal Auditor</u> MS stated that John Carpenter who carried out the Internal Audit CFPC last year had agreed to action again this year. On his request a timetable had been sent to him to cover off the milestones within this end of year exercise. MS stated that end of year accounts will have been fully audited and ready for submitting to the council for approval at the next Parish council meeting scheduled for 9 th May 2018	
	5.5	<u>War Memorial Cleaning</u>	
	5.5.1	Cllr Greybrook referred to his report previously issued and confirmed that a grant had now been awarded by the War Memorial Trust for £1730 which is for 75% of the cost of the project. The work will be carried out in June by E. Gill of Newark. Cllr Greybrook also stated that one of the grant conditions is to apply SMARTWATER to the memorial and a grant request has been made to the "In Memoriam" Trust, who will hopefully supply the product FOC. Additionally, an email has been sent to John Aspinall at Beckingham Camp asking if he can attend to the treating the bench on the Church Green ASAP	
	5.5.2	Cllr Nelson stated that although the 75% grant had been obtained CFPC would have to pay for project in full before being reimbursed with the grant. The deposit for the work had already been submitted to E Gill and Sons. Cllr Nelson stated that the memorial should look good for the planned Remembrance Day celebrations this year and also expressed thanks on behalf of the parish council to Cllr Greybrook for all his hard work in achieving this grant for the village. Approved unanimously: that this plan project is fully completed as previously discussed.	
6.		<u>Transport and Highways</u>	
	6.1	<u>High Street Congestion – Progress Report</u> This item was also raised by a member of the public during the open forum at the start of the meeting so details herewith include answers to comments made at that time.	
	6.1.1	<u>Yellow Lines and Bus Stops</u> Cllr Maughan confirmed discussion with LCC Highways and confirmed that the Bus Stop lines would be added (painted) sometime within the next financial year. Yellow lines as requested are being scheduled but will take additional time as the TRO assessment process will have to be progressed before implementation. Although there are no timings available at present Cllr Maughan agreed to follow up.	AM
	6.1.2	<u>Back Lane Parking</u> Cllr Maughan confirmed that LCC Highways had agreed to provide a parking	

		<p>area (layby) in Back Lane behind the School in an effort to relieve the High Street congestion problem. However, Cllr Maughan went on to say that this project would not be funded or started in the next financial and would be planned for 2019/2020.</p> <p>Cllr Nelson commented whether the project could be brought forward if CFPC could contribute towards the cost. It was agreed that a letter should be written to LCC via Cllr Maughan to ask this and other questions to help shorten the projected timing.</p>	BN/ MS
	6.1.3	<p><u>Hump Back Bridge</u></p> <p>Cllr Maughan stated that there had been no progress from LCC Highways on this subject due to cost. It was stated that LRSP would be approached and it was also suggested that Mid(UK) Recycling should be approached in view of the increased traffic in that area.</p>	
	6.2	<u>Community Speed Watch</u>	
	6.2.1	<p>Cllr Nelson outlined progress that had been made since the last meeting. Registration with CSW had been actioned and the areas of concern had been identified, surveyed and approved. Arrangements had been made with Carlton Scroop parish council to borrow their mobile speed camera so that actual incidents of speeding in Caythorpe village could be analysed. Subject to training and insurance cover the camera would be installed at suitable locations for a series of 2-week periods. Data would be downloaded and analysed so that future decisions could be made. MS asked for assistance in locating the camera for this trial period.</p>	MS
	6.2.2	<p>MS stated that since registration 6 passive notices had been received and required fixing on lampposts at suitable locations and proposed that this work could be actioned using the services of Brian Wills. The plan would be to discuss requirements with Brian Wills and action as soon as is practical.</p> <p>The plan was unanimously approved for action</p>	AR/ MS
	6.2.3	<p>Cllr Fritzsche suggested that while the camera is in the possession of CFPC it be used to monitor the speed of traffic on the A607. It was agreed that this plan would be considered at the appropriate time and subject to personnel's availability.</p>	NF
7.		<u>The Parish Environment</u>	
	7.1	<p><u>New Planning Applications Received since Last Meeting</u></p> <p>Cllr Ashcroft referred the meeting to his report that was issued prior to the meeting.</p>	
	7.1.1	<p><u>New Applications</u></p> <p>S17/2473 – Amended Information for Submitted Application - 2-storey detached dwelling - adjacent to 22 Arnhem Drive.</p> <p>Revisions: Dormer window removed on south elevation, skylight added on north elevation, garage width smaller, bedrooms 2,3 & 4 adjusted. Also dwelling moved away from South and West boundary and from tree root protection radius.</p> <p>Cllr Ashcroft referred that meeting to the previous response from CFPC for this application to original application: "Caythorpe and Frieston Parish Council (CFPC) has no objections in principle to the building of a property on this piece of land. However, the council is concerned that a 4-bedroomed property would be an over development of the site, overlook other properties and overall be a rather imposing feature for residents on the other side of the road, all of whom are in bungalows. The CFPC would suggest that a lower profile, single storey building would be more appropriate and fit in better with the character of the surrounding area. Finally, should SKDC be minded to approve this application, it is requested that highways are consulted to address potential traffic issues at what is a busy intersection in the village. In particular, the CFPC is concerned that the proposed plans only provide parking provision for 2 cars when, it is suggested to avoid further vehicular congestion, the applicant should be looking to the future by adding a requirement for off road parking for 4 cars." SKDC Reference is 1232759</p>	

		<p>It was proposed that the submitted revisions make no difference to previous comments and recommend no further response. This proposal was seconded and agreed unanimously.</p> <p>Mid UK Wilsford -Cat A: County Matter Application Consultations - Adjoining Parish. Partially retrospective applications, for retention of a water storage tank, two residual materials storage compounds and proposed development of two additional residual materials storage compounds. Carpet recycling/polypropylene recovery operations to be increased from 65,000 tonnes to 260,000 tonnes per annum & tonnage of waste plasterboard received at the site to be increased from 65,000 tonnes to 100,000 tonnes per annum. Cllr Ashcroft stated that although these plans do not affect the Caythorpe site as such, as an adjoining parish we have been given the opportunity to comment.</p> <p>Councillors were reminded of comments previously submitted on (28th May 2016) on similar plans for the Wilsford site, a copy of which was provided in advance of this report.</p> <p>Based on discussions and subject to confirmation that the Caythorpe site is not affected it was proposed that the maintenance of CFPC's previous comments which highlighted the highway issues as a result of the increased traffic movements are reiterated by the required deadline for this application. This proposal was seconded and agreed unanimously</p> <p>S18/0238 - Erection of 3-bedroom dwelling. Location: 18 Templeway Close, Caythorpe. Cllr Ashcroft referred the meeting to facts relating to this application for Councillors consideration:</p> <ul style="list-style-type: none"> • Previous planning application S06/1602/20 was lost on appeal in 2007. Has there been a significant change in this latest application? • The building line is in front of the building line of existing properties and could be contrary to existing planning policies. This was one of the reasons for the 2006 original application being refused by SKDC. • What will be the impact on the current tenants of 18 Templeway Close, because of the shared access and loss of most of its garden area. Could this be seen as loss of residential amenity to the occupants of 18 Templeway Close. • Could this be considered as an overdevelopment? • The issue of Public Right of Way to rear gardens omitted from plan. • Highway Safety. - The question of additional traffic on an already busy thoroughfare at its junction with Gorse Hill Lane. <p>Following much discussion and additional views expressed from councilors it was unanimously agreed that this application would not be supported by CFPC and that points as detailed above would be submitted to SKDC as requested by the deadline date of 19th March.</p>	
	7.1.2	<p><u>Applications Actioned</u></p> <ul style="list-style-type: none"> • S18/0078 & S18/075 - Stubton Shooting Club. CFPC supported objections of our neighbouring councils. • S18/0130 - 16 High Street. Tree work on a Beech Tree that has a TPO at. CFPC submitted no objections • S18/0044 - 60 High Street, Caythorpe. Link extension between existing dwelling and stone barn and erection of detached garage at. CFPC submitted no objections. • S18/068 - Old Bells, High Street. Demolition of existing outbuilding and the erection of a one and a half storey extension and summer house. CFPC 	

		<p>submitted no objections provided no loss of car parking space within the current boundary occurs.</p> <ul style="list-style-type: none"> • Caythorpe Hall Church Lane Caythorpe. Planning Appeal: Construction of conservatory on east elevation of dwelling (Caythorpe Hall). Construction of a veranda on the west elevation of dwelling. CFPC maintained previous comments -no objections. • S18/0231 - Walnut Lodge, 13 High Street. Section 73 application relating to variation of Condition 1 (approved plans) of S16/0568 to allow for amendments to boundary treatments. <p>CFPC Comments: “After council discussion, which reiterated the desire to maintain the rural aspect of the village, the CFPC accepts that the existing hedge around the site is in very poor condition and detracts from the visual amenity of the village, particularly the view from the High Street. It supports therefore the applicants’ proposal as shown in diagram ST-215/01 for a Hawthorne Hedge with Post and Rails fence support, until hedge reaches maturity, along the High Street, South Parade and “visible” part of Frieston Footpath. Further it supports the proposal for wooden feather board fence at a height of 1-8 metres along Frieston path”.</p>	
	7.1.3	<p><u>Decision Notices</u></p> <ul style="list-style-type: none"> • S18/0137 - Fell Eucalyptus Tree, 60 High St. Work allowed @ 2 Mar. • S17/0857 - Water Storage Reservoir - Mr Tim Ward, Land at Elms Farm, Frieston Approved 11 Jan 18. conditions stipulate that the water will be used strictly for Agricultural purposes and that the structure should be fully dismantled should this requirement cease in the future. • S17/2335 - Erection of Conservatory at Rodney's rest, 1 Hough Road, Frieston. Planning permission granted. • S17/2114 - 20 High Street, Caythorpe. Reduction of 2.5m and crown thinning of 20% to Copper Beech tree. Application approved. • S18/0091 - Land at Mill Farm - non-material amendment to S17/1611 - reciting of the transformers and alterations to the DNO substation. Transformers moved closer to battery units, to reduce length of cable required. • 17/2507 - Erection of a detached garage, Ivy Cottage, 33 Church Lane. Planning permission granted. • S18/0137 - 60 High St. Fell Eucalyptus Tree Work allowed @ 2 Mar 2018 	
	7.1.4	<p><u>Other Planning Issues</u> There were no other planning issues reported</p>	
	7.1.5	<p><u>Project Register.</u> The summary document circulated by the clerk is showing that there are currently 14 live projects and 5 projects that have been closed since the last meeting and will be removed from the list. Agreed unanimously to approve the Report</p>	
	7.2	<p><u>Dog Fouling</u></p>	
	7.2.1	<p>Cllr Greybrook referred to a report previously issued and stated that since the finance meeting suitable bin types have been sourced and the best cost obtained is £86.52 + VAT. On this basis it was agreed that 2 bins would be purchased</p>	

		<p>from funds previously approved during this meeting and would be sited in two of the locations identified below:</p> <ul style="list-style-type: none"> • Footpath adjacent to Allotments • South Parade/Back Lane • Love Lane • Caythorpe Hall - drive entrance • Wheatgrass Lane/Gorse Hill Lane • High Street <p>Cllr Roberts confirmed that Brian Wills is prepared to empty the bins on a cycle to be confirmed based on the current hourly rate.</p> <p>Cllr Roberts also confirmed that he had spoken with District Councillor Bob Sampson about obtaining some black bins from SKDC and Cllr Greybrook at his request has emailed the DC with a justification paper on this subject and is currently awaiting a reply.</p> <p>Agreed unanimously to approve the Report</p>	
	7.3	<u>Armada Beacon</u>	
	7.3.1	<p>Cllr Nelson referred the meeting to a report that had been issued following a recent meeting with Mary and Duncan Siddans.</p> <p>MS confirmed that the meeting had been very productive and that suggested conditions from the playing fields committee and been taken into consideration resulting in the following action points.</p> <ol style="list-style-type: none"> 1. <u>To confirm the actual location</u> <ol style="list-style-type: none"> i. Mary Siddans said that ideally the beacon should be relocated in its original position which was in the Beacon Field which is somewhere between Gorse Hill Lane and the track that runs down from the end of Wheatgrass Lane. ii. Another location suggested by me was on the ridge along the track off Gorse Hill Lane approximately 150 metres in from the road. iii. The third position was suggested by Duncan Siddans which is off Gorse Hill Lane in the field that on the left just past the concrete (sugar beet) parking area. The beacon would be positioned in the top corner of the field. iv. It was agreed that DS/MS would arrange to meet to visit all proposed positions. The one presently favoured option by DS was the latter suggestion/option. (iii) above. 2. <u>Timescale for work and by whom</u> DS stated that the work would be largely undertaken by himself and that ideally work would be done May/June when the ground is much drier. 3. <u>Costs</u> This subject was mentioned by MS and that all removal costs would be met by the Siddans' and this was not contested by the Siddans'. Additionally, based on the number of times that the beacon is used in the future if there is a requirement to maintain the condition of the beacon. Assistance with these costs would be sought from the Parish Council. 4. <u>Removal and make good</u> DS stated and confirmed that following the removal of the beacon from the Playing Field site that all groundwork would be restored to a satisfactory condition. It was agreed that MS/DS would visit the site to ascertain the best method of removal and if it was practical to remove all or part of the existing foundations with the beacon. 5. <u>Public Assess</u> The requirement of this condition as requested by the Playing Fields Committee was discussed and it was concluded that when the beacon is alight that it is potentially a health and safety hazard to the public. In summary it was suggested that wherever the beacon is located the purpose 	

			<p>is to align it with other Armada Beacons as was the original intention and that it should be viewed from a distance and not to have a public right of way and access to the new site.</p> <p>It was agreed that to update all concerned at a later stage which is likely to be after the site visit with Duncan Siddans. At this time feedback will be provided to PC and PFC to obtain further agreement to progress. It is recommended that at this stage a letter will be sent to the M & D Siddans agreeing the project timescale and to confirm the then agreed terms and conditions.</p> <p>It was agreed to approve the plan and approve the report.</p>	
	7.4		<u>Grass Cutting within the Parish</u>	
		7.4.1	<p>MS referred to the minutes of the last PC meeting where a strategy had been discussed for dealing with this issue. i.e.</p> <ol style="list-style-type: none"> The work currently undertaken by GW King would continue and be funded as now by CFPC. The work currently actioned by SKDC would continue as now following the confirmation that the areas outlined on their map would be worked on the same frequency and at the same cost in 2018/19 as in this year. The work currently undertaken by LCC Highways was confirmed from their map and would be undertaken on a 2 safety cuts per year basis. <p>MS reported that since this decision talks had taken place with LCC Highways who indicated very firmly that unless a formal contract was drawn up with LCC for the sub-contracting of grass cutting work then CFPC are forbidden to carryout such work and would be liable to legal action if this is ignored.</p> <p>On this basis it was agreed that no further action would be taken and that the results of the grass cutting process for 2018/19 season would be closely monitored.</p>	
	7.5		<u>Other Maintenance Issues</u>	
		7.4.1	<p><u>Maintenance Register</u></p> <p>MS referred to the updated document that had been issued prior to the meeting and shows the expenditure on village maintenance to 14/03/18 by work, type and supplier. Due to the winter period there had only been 1 addition since last publishing.</p>	
		7.4.2	<p><u>Other Maintenance Issues</u></p> <p>Cllr Roberts again expressed concerns over the poor condition of footpaths in the area and specifically to the lack of clearing of leaves and other vegetation during the winter period. MS reported that CFPC had been asked not to undertake work using the sub-contractor as LCC had concerns that pathways that are already in a poor condition would be damaged further. MS also stated that responses to logs already placed with LCC was that “the work is being scheduled along with the on-going scheduled plan,” however evidence of this work on any plan could not be found. Cllr Maughan agreed to investigate further once provided with details of the logs in question.</p>	MS
8.			Community Safety	
	8.1		<u>Cluster Meeting with Lincolnshire Police and Crime Commissioner.</u>	
		8.1.1	<p>Cllr Nelson reminded the members that this meeting had been attended by Cllrs Ashcroft and Brooke and a number of questions had been raised with Marc Jones on the night and that these questions with subsequent answers had been documented and had been issued to members in advance of the meeting. Additionally, and in summary Cllr Maughan thank those who attended and stated that the meeting had proved to be a very worthwhile exercise and that he hoped to arrange similar events in the future.</p>	All
		8.1.2	<p>MS commented that an email had been received on the day from the LPCC’s office emphasising the desire to continue to take notice of the needs of local residents and the wish to get closer to them through local newspapers and periodicals. It was agreed that MS would reply to the email giving details of the village News and Views publication.</p>	
9.			Community Activities	
	9.1		<p><u>Litter Picking</u></p> <p>Cllr Brooke updated the meeting with progress that had been made over recent</p>	

		<p>weeks. This included the excellent work that had been undertaken by volunteers from the village (Messrs Crawley and Waspe) who had cleared in excess of 15 bags of rubbish from the Gorse Hill Lane area from the burial ground to beyond the bridge. Cllr Brooke also detailed the plans that are now in place with SKDC for the provision of bags and equipment and the collection of full bags from the collection area. He went on to state that there is every hope that others will join in with the next litter pick event.</p>	
	9.2	<p><u>Allotment Committee</u> Cllr Ashcroft had issued a report in advance of the meeting in which it was reported that the AGM of the association was held in the Village Hall on Tuesday 16th Jan 2018, attended by a total of 5 members and a representative from the Parish Council. Financially the association is in a healthy position and the accounts for year ending Dec 2017 had been duly audited. A copy of the statement of accounts has been published on the CFPC website under the allotments section. Currently there are a total 22 plots, of which 19 are occupied with 3 plots currently vacant. Despite the on-going advertisement for vacancies appearing in the News and Views for the last two publications, there are currently no names on the waiting list. The committee are planning to renew their efforts and expand the advertising to try and seek new members. Agreed: To approve the report</p>	
	9.3	<p><u>Playing Field Committee</u> Cllr Nelson had issued a report prior to the meeting and reported that other than to note that despite the two articles in the most recent edition of N&V asking for new volunteers to join the committee and or help with the Gala and other events there has been an underwhelming response. The Playing Fields will as reported operate at a loss for the current year and for the foreseeable future. Agreed: To approve the report.</p>	
	9.4	<p><u>Village Hall Committee</u> Cllr Greybrook had issued a report prior to the meeting. In the report it was stated that there are currently has 3 projects being carried out in the hall</p> <ol style="list-style-type: none"> 1) The main one is the refurbishment and updating of the toilet facilities for which a grant of £10,069 has been received from WREN – this work will be carried out over the next 3/4 months to fit in with hall bookings. 2) New LED lighting in the main hall, partially funded by the Badminton Club who have donated £300 3) Refurbishment of the bar area – funded by the hall <p>The monthly table top sale and village breakfast continues to thrive and is a good source of income for the hall and regular hall bookings have stayed steady and “one-off bookings” are showing a marked increase. Agreed: To approve the report</p>	
	9.5	<p><u>News & Views.</u> Cllr Nelson reported that Our new Editors again produced an excellent edition and are really stamping their identity on the magazine, we are very fortunate to have them carrying out this task. Agreed: That it is excellent news that this publication will continue</p>	
	9.6	<p><u>Community Heartbeat.</u> Cllr Greybrook had issued a report prior to the meeting. In the report it was stated that the four units are checked on a weekly basis and continue to function correctly. The Pads will have to be replaced this month (March) at a cost of £30 + VAT per unit. The existing pads will be given to L.I.V.E.S for their training sessions. Agreed: To approve the report</p>	
10.		Items of Urgent Business	
	10.1	<u>Waggon and Horses Carpark Rubbish</u>	
	10.1.1	<p>Cllr Budden referred the meeting to a substantial quantity of full black bin bags that had been deposited in the Waggon and Horses carpark. It was agreed that once the owners of these had been identified steps would be taken to have them removed. It was also agreed that if ownership could not be established Cllr</p>	

		Brooke would speak to SKDC to have them removed.	RB
11.		<p><u>Arrangements for Next Meeting</u> The Annual Parish Meeting and the next Annual Parish Council meeting will both be held in the Village Hall on Wednesday 9th May 2018 beginning at 6.30pm.</p>	ALL
		<p><u>Open Forum</u></p> <p>County Councillor Cllr Maughan briefly updated the meeting with the following information:</p> <ol style="list-style-type: none"> 1. LCC had recently approved the financial budget for the next 2 years with highlights from this such as; <ol style="list-style-type: none"> a. Savings of £34M b. Increase to precept levy of 4.9% c. £36M in reserves d. £9M extra being allocated to Highways with £1.7M for the repair of potholes (33K instances of pothole reports on file) <p>District Councillor Cllr Sampson was unable to attend this meeting; however, the following points were submitted to the meeting on his behalf by Cllr Nelson:</p> <ol style="list-style-type: none"> 1. Similar increase of budget agreed for SKDC 2. £1000 had been allocated to Cllr Sampson for expenditure on useful projects throughout his area of responsibility resulting in £200 of this amount being donated to CFPC <p>Public Attendance</p> <p>The meeting was attended by 7 local residents and the following questions were raised and discussed prior to the start of the full meeting. At this meeting and at this time Cllr Nelson welcomed Mr Simon Pattison – Compliance Director Mid(UK) Recycling to the meeting who then gave a 30-minute update regarding the company and then invited question from the floor.</p> <p>During this session Simon gave a brief overview of his background and experiences followed by a slide presentation of key facts about the company and their future plans, with additional information about the vehicle types and the sophisticated equipment now being used to ensure that all regulations and standards are maintained.</p> <p>The following questions and answer session identified a number of varied topics summarised as follows:</p> <p>Q1 – There is a lot of small litter pieces including plastic that is being shed from vehicles on roads, verges and fields nearby and there is concern that these particles are being ingested by farm animals. What is being done to rectify this issue?</p> <p>Ans – Blowers are being introduced and used to clean the vehicles before they are leaving the premises. Also, drivers are being trained (driver awareness courses) to ensure that they inspect their vehicle before leaving site.</p> <p>Q2 – As more recycle plants have been closed and those remaining are now further away are there any plans for Mid(UK) to open the site to the public?</p> <p>Ans – Mid(UK) cannot open their doors to the public as it is not that type of facility, however, where there are needs due to large projects within the village special consideration will be given.</p> <p>Q3 – As Mid(UK) has expanded over recent time are there any future plans to expand Caythorpe site and also will the site continue to ensure that previous experiences of dust and incineration will not reoccur?</p> <p>Ans – There are no plans to expand Caythorpe. There is one area that is currently being refurbished. Dust is being dealt with by using water dampening systems and there is no burning done on site.</p> <p>Q4 – Are there any plans to upgrade the vehicle fleet to make them for eco-friendly?</p> <p>Ans – There are no plans at present for electric or hybrid vehicles, however,</p>	

		<p>upgrades are being considered by the transport department for 2019.</p> <p>Following this Q&A session Simon Pattison thanked everyone for their interest and welcomed the opportunity to attend future meetings and to bring along colleagues such as the Site and Transport Managers.</p> <p>Village Resident Gordon Grant again raised the question of High Street congestion. Cllr Nelson stated that the subject was already on the meeting agenda for action but would be brought forward to this point. The update from Cllrs Maughan and Nelson on this issue can be found in the minutes of the meeting under minutes 6.11 & 6.12</p> <p>End of Public Forum session</p>	
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Appendix 1 - CAYTHORPE & FRIESTON PARISH COUNCIL MEETING – 14th March 2018
Accounts Authorised and Paid since the Last PC Meeting

Invoice Date	Invoice No. or Ref No.	Supplier Name	Invoice Detail	Total Inv. Value	Authorised for Payment by:	Date Paid
31-Dec-17	5221	Westgate Print	News and Views Printing Oct/Nov/Dec Jan Issues	2041.56	BN/BG	15-Jan-18
25-Jan-18	250118	P A & L M Leeds	Expenses Claim - Jan 18	25.00	BN/BG	25-Jan-18
26-Jan-18	5269	Westgate Print	News and Views Printing - Feb 18 Issue	708.00	BN/BG	29-Jan-18
26-Jan-18	260118	M Stevens	Salary Payment - January 18	446.83	BN/BG	29-Jan-18
1-Feb-18	SIN021969	Diocese of Lincoln	Rental Payment for Allotment Site	200.00	BN/BG	8-Feb-18
1-Feb-18	767	Envir-Tec - Pest Control Services	Annual Mole Control Payment - Burial Ground	325.00	BN/BG	8-Feb-18
5-Feb-18	300043	Lincolnshire County Council	CSW Survey Fee	40.00	BN/GA	5-Feb-18
8-Feb-18	080218	HMRC	MS - Tax Due January 2018	111.60	BN/BG	8-Feb-18
12-Feb-18	010218	P A & L M Leeds	Expenses Claim - Feb 18	25.00	GA/BG	12-Feb-18
28-Feb-18	280218	M Stevens	Salary Payment - February 18	446.83	BN/BG	28-Feb-18
28-Feb-18	7942	LALC	Annual Subscriptions	404.04	BN/BG	28-Feb-18
28-Feb-18	280218	E Gill & Sons	Deposit of 50% for War Memorial Cleaning	1380.00	BN/BG	28-Feb-18
28-Feb-18	270218	PWL B	Repayment of loan - 2nd Payment	886.20	BN/BG	28-Feb-18
28-Feb-18	1240	Brian Wills	Burial Ground Maintenance	28.00	BN/BG	2-Mar-18
2-Mar-18	5278	Westgate Print	News and Views Printing - Mar 18 Issue	708.00	BN/BG	5-Mar-18

5-Mar-18	280218	Ben Watson - Litter Picker	Litter Picking -(Jan Feb)	121.80	BN/BG	5-Mar-18
8-Mar-18	080318	HMRC	MS - Tax Due February 2018	111.60	BN/BG	8-Mar-18
Totals				8009.46		

Appendix 2 - CAYTHORPE & FRIESTON PARISH COUNCIL MEETING – 14th March 2018
Accounts to be Authorised and Paid

Invoice Date	Invoice No. or Ref No.	Supplier Name	Invoice Detail	Total Inv. Value	Authorised for Payment by:	Date Paid
19-Jan-18	1465013	Came & Company	Parish Insurance Premium 2018/19	4066.66	BN/BG	15-Mar-18
13-Mar-18	130818	M Stevens	Expenses Jan-Feb 18	140.05	BN/BG	15-Mar-18
14-Mar-18	1325	Local Council Public Advisory Service	Packs 1 & 2 GDPR Documents	60.00	BN/BG	15-Mar-18
14-Mar-18	140318	Bruce Nelson	Payment of ICO Registration 2018/19	35.00	BN/BG	15-Mar-18
Totals				4301.71		

Appendix 3

Caythorpe & Frieston Management Accounts

Accounts at 14th March 2018

	Actual 2016/17	Budget 2017/18	Budget for period 2017/18	Period actual 2017/18	Variance period 2017/18	Foreca st year 2017/18
	£	£	£	£	£	£
INCOME						
Precept	29901	28888	28888	28888	0	28888
Other	4553	0	0	3533	3533	3633
Burial ground	3025	2000	2000	3275	1275	3275
Interest	14	0	0	0	0	0
Street Cleaning	749	749	780	780	0	780
News & Views	6046	6046	6046	6932	886	6932
VAT Reclaim	3981	0	0	1689	1689	1689
TOTAL	48268	37683	37714	45097	7383	45197
EXPENDITURE						
Burial grounds	3030	3182	3182	3170	-12	3182
Audit	360	396	396	240	-156	240
Comm lincs	0	0	0	0	0	0
Staff salaries	5097	7646	7646	7233	-413	8000
Election costs	0	1000	1000	0	-1000	0
Comm Projects	500	2500	2500	400	-2100	400
Maintenance	9552	3000	3000	3820	820	3820
VH grant	3000	3000	3000	3000	0	3000
PF grant	3000	3000	3000	3000	0	3000
S137						
Expenditure	0	150	150	0	-150	0
Insurance	4060	4660	4660	654	-4006	4720.66
LALC & SLCC	446	468	468	565	97	565
Tel,post, stat etc	405	425	425	234	-191	234
PWLB loan	1772	1772	1772	1772	0	1772
Allotments	50	500	500	400	-100	400
News & Views	5663	5663	5663	6769	1106	6769
Bank Charges	0	0	0	54	54	72
Misc.	2503	321	321	6919	6598	6919
TOTAL	39439	37683	37683	38230	547	43094
SURPLUS/(LOSSES)	8830	0	31	6867	6836	2103
Reserves as at	Mar-17			£ 31085	£ 31085	£ 31085
Forecast surplus for year as above						
Forecast closing reserves at year end				37952	37921	33188

