

Thorpe on the Hill Parish Council

Minutes of the meeting 20 July 2022

Cllr Lyons welcomed everyone to the meeting and offered the Parish Clerk's apologies. Cllr Bindley was asked to take the minutes.

22.086 Public time – no members of the public were in attendance

22.087 Parish Council

1. Membership: Cllrs R Sheldon MBE, N Williams, N Lyons (Chair), M Bindley (Vice-Chair), N Greaves, Cllr J Bramford, 1 vacancy
2. Present: Cllrs N Lyons, M Bindley, Cllr R Sheldon MBE, Cllr N. Williams, Cllr J Bramford, District Cllr P. Overton, County Cllr M. Thompson
3. Apologies: J Guest-Musson Parish Clerk, Cllr Greaves
4. Declaration of interest: None
5. Declaration of gifts and hospitality over £25: none
6. The following training courses were agreed: none

22.088 Co-option of Parish Councillor to fill vacancy created by Cllr Martin. No applications have been received. The vacancy will need to be re-advertised with a view to co-opting a new councillor at the September meeting.

Action Parish Clerk

22.089 Updates from District and County Councillors

County Cllr Thompson reported on following up the issues around the shared school playing field. He discovered portfolio is split between Children's Services and Estates, but this has been clarified and a meeting arranged for 2 p.m. on 14th September with all parties to try to resolve the situation. To further the situation Cllr Bindley agreed to scan and forward the 1994 lease to County Cllr Thompson.

Action Cllr Bindley

District Cllr Overton reported on the Sleaford Moor Enterprise Park and a 25% in the agreed £76,000,000 funding. The meeting was reminded about the Code of Conduct training.

22.090 Minutes Parish Council meeting 8 June 2022 were signed as a true record.

22.091 Financial matters Finance report as below was accepted

	Budget 2022/23	Actual 2022/23
Precept	(23,838.00)	(23,838.00)
VAT Refunded	(1,000.00)	(1,269.19)
Allotments and lake	(270.00)	(324.00)
ORPMR	(2,620.00)	(548.00)
Interest Received / Bank charges	(50.00)	27.00
Grants / donations	(600.00)	0.00
Total income	(28,378.00)	(25,952.19)
Love Your Parish week (section 137)	300.00	0.00
Insurance	1,800.00	1,610.96
Audit	300.00	70.00

Salary, Expenses, Training	14,700.00	5,150.40
Subscriptions	330.00	286.52
Miscellaneous	88.00	(56.00)
Repairs & Maintainance of Lake	2,000.00	222.48
Repairs & Maintainance of assets	3,000.00	371.77
Various assets	500.00	415.51
Stationary, stamps etc	250.00	234.81
Grants and donations (Section 137)	3,286.93	1,177.98
ORPMR, bowls and tennis courts	400.00	598.51
Christmas (Section 137)	0.00	0.00
VAT paid	500.00	1,568.82
Total Expenditure	27,454.93	11,651.76
Campaigning/planning issues	1,000.00	0.00
Election	2,000.00	0.00
Traffic calming	10,000.00	5,000.00
ORPMR trans from Vhall	4,429.14	2,942.00
OPRMR Covid grant	6,194.40	0.00
Tennis court deposits	390.00	(10.00)
Purchase of additional assets	241,471.92	0.00
Total reserves	265,485.46	7,932.00
Total income, expenditure inc reserves	264,562.39	(6,368.43)

1. Balance Carried Forward	(265,485.46)
2. Precept	(23,838.00)
3. Other receipts	(2,114.19)
4. Staff costs	5,150.40
6. Other Payments(inc reserves)	14,433.36
7. Carry Forward	<u>(271,853.89)</u>

Unity Bank Current Account	17276.85
Skipton BS	<u>254577.04</u>
Total in bank	<u>271,853.89</u>

22.092 Income and expenditure the following expenditure was authorised and income noted

Expenditure to authorise

Date	to who	details		VAT Element
30/06/2022	Unity Bank	bank charges	£18.00	£0.00
23/06/2022	Plusnet	telephone	£25.20	£4.20
13/06/2022	M Bindley	padlock for Speed devices	£36.97	£0.00
10/06/2022	Wave	water	£48.04	£0.00
09/06/2022	Lloyds Bank	stationary	£53.12	£0.00
08/07/2022	Secure One	alarm maintainance	£181.80	£30.30
11/07/2022	Lloyds Bank debit card	grants, One Drive	£410.57	£30.60
17/06/2022	TDP Ltd	Jamies Bench at lake	£498.61	£83.10
08/07/2022	Revive	Surface clean tennis courts	£1,184.00	£0.00
10/06/2022	Chris Martin	doors and benches	£1,442.00	£0.00
10/06/2022	Zurich insurance	insurance	£1,610.96	£0.00
08/07/2022	Mike Daubney Architec	ORPMR Architect proposals	£1,800.00	£300.00

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17/06/2022	wages	£2,570.20	£0.00
ELAN City	speed signs - not paid yet	£5,280.00	£880.00

Income to note

Date	to who	details	VAT Element
03/05/2022		hall hire	-£584.00 £0.00
08/07/2022	British Gas	Feed in Tarrif	-£434.20 £0.00
03/05/2022		allotment rent	-£170.00 £0.00
23/05/2022	OFGEM	Feed in Tarrif	-£125.45 £0.00
06/05/2022		tennis court	-£10.00 £0.00

22.093 Parish Clerks report on outstanding/ongoing Parish Council decisions – *decisions on items discussed at the meeting are in italics*

Table 1 – Items pending further actions, no further discuss required at the moment

Date raised	Issue	Current position	Person/s responsible
2020	Parish tree identity tags	Waiting to be put on – leave on as outstanding	Parish Clerk
Nov 2020	Quotes projector for ORPMR, Electronic notice board, replacement front doors	Action is pending potential extension of ORPMR	
Sept 2020	White lines on Middle Lane	Waiting for an update from highways	Parish Clerk, County Cllr Thompson
July 2021	Covid safe ORPMR	Action is pending potential extension of ORPMR 1. Replace cracked ceiling tiles 2. Obtain quotes for stainless steel freestanding kitchen, repaint walls, blackout blinds on hall windows, sand and varnish wood floor	Parish Clerk / Caretaker
Dec 2021	Volunteer amber and red risk assessments	Work on producing these is still ongoing with a view to bringing a proposal to a future Parish Council meeting	Parish Clerk, Cllrs Lyons and Bindley

Table 2 – Items to be noted or discussed

Mar 2021	Access to shared playing field	Lincolnshire County Council Asset Manager has had meeting with the School Head. The response is "the school are not willing to put a fence up between the school and the playing field as they feel it will create a barrier to the openness of the school grounds. – <i>Meeting between PC, School and LCC arranged for 2.00 pm, 14th September 2022</i>	Parish Clerk
Mar 2022	Equipment in the play park geared toward the pre-schoolers	Explore the options with Wicksted. <i>Sales team will be emailing Parish Clerk shortly</i> No update received. Cllr Lyons will check if a reply from Wicksted has been received.	Cllr Greaves Parish Clerk
Mar 2022	Speeding on Lincoln Lane	Look at installation of a speed camera on Lincoln Lane. <i>Information is going to be gathered from some informal sessions yet to be arranged</i> Placed on hold (see earlier in minutes)	Cllr Lyons

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May 2022	Annual inspection of ORPMR	<p>1.Deep Clean – <i>follow up session to be arranged with the people who recently deep cleaned the hall</i></p> <p>A detailed specification for the cleaning needs to be drawn up and a frequency of cleaning and cost per clean agreed for approval by the council.</p> <p>2.Leaks in the roof – minor leaks are evident and appear to originate from the clock tower – minor leaks are evident and appear to originate from the clock tower it was agreed to monitor and put in actions required if extension goes ahead - <i>Cllr Martin inspected the roof and it is a minor drip when the wind is in a certain direction. In his opinion it will wait until the outcome of the possible changes to ORPMR</i></p> <p>No further action.</p>	<p>Parish Clerk</p> <p>Parish Clerk</p>
June 22	Signing of the constitution for Whisby Nature Park and the omission of right to walk dogs off lead around Thorpe Lake and free car parking for parishioners	<p>Email sent to Chair of the Committee Cllr Roe who passed the matter to NKDC to sort out with a view to seeking a solution which is acceptable to all parties.</p> <p><i>County Cllr Thompson clarified that the constitution was just a guiding document for the steering committee. The legal document establishing parishioners' rights had been identified and they were not under threat.</i></p>	Parish Clerk
June 22	Possible extension to ORPMR	<p>Drawing up of detailed plans / model of 2 options which may require additional funds approx. £500 to aid consultation with parishioners</p> <p>Production of a finance plan</p> <p>Consideration of a new name such as Oliver Roper Community Hall</p> <p>Investigate grant applications on Active Lincolnshire for sports.</p> <p>Cllr Lyons updated the meeting. Preliminary feedback has identified that costs in the building industry are rising at an unprecedented rate and this has resulted in projected costs for the proposed two models of an expanded hall being higher than expected. A consultation cannot therefore proceed at this stage and a new meeting will be arranged with the architects.</p> <p>Cllr Bindley had looked into Lincs Active and concluded that TOTH would not fit the socio-economic profile to qualify for funding. County Cllr Thompson clarified that this might not be the case and Cllr Bindley agreed to contact them.</p>	Cllrs Lyons/Bindley

All other actions from parish meetings are either completed or itemised above

22.094 Planning applications –

The following responses to planning applications were discussed and accepted.

- a) 22/0651/HOUS Erection of two storey extension and single storey side extension Location: El Mas 10 Fosse Lane Thorpe On The Hill Lincoln Lincolnshire – no comment

b) 22/0774/VARCON Application to vary Condition 12 (approved plans) to planning permission 17/0620/FUL - Proposed change of use of unutilised D2 land to form Holiday Golf Retreat to include stationing of lodges and associated access tracks and services. Location: Lincoln Golf

Centre Moor Lane Thorpe On The Hill Lincoln Lincolnshire – no comment

c) Planning Application Reference: 22/0662/HOUS Erection of rear extension and demolition of existing garage. Location: South View 12 Lincoln Lane Thorpe On The Hill Lincoln Lincolnshire – no comment

22.095 Correspondence received that has not been circulated to the wider Parish or is not on the agenda.

a) Request from parishioner as follows “The speed indicating signs currently in action have been effective to a degree but traffic continues to exceed the limit on Lincoln Lane. Would it be possible to consider erecting another sign in the middle of the village, maybe between numbers 20 and 50 - to reinforce the restriction?” It was agreed to place this request on hold. The extent of the problem and a suitable location for a speed camera, or even the direction it would face, have not yet been established.

Action Parish Clerk

b) Request about removal of covenant on wet land at Sinderson Meadows which was previously owned by the Parish Council - There was no initial support for removing the covenant but it was agreed that the matter did need to be investigated so that the council members could be aware of the exact wording of the covenant and the exact location of the site it applied to. The Parish Clerk was asked to investigate and report to the September meeting.

Action Parish Clerk

22.096 Verbal updates from portfolio holders – none

22.097 Appointments

- Lake Management Committee Parishioner seat – follow up required with the Wildlife Group

Action Cllr Lyons

- Staffing committee – 1 vacancy
- Wildlife – Cllr Lyons was appointed
- Oliver Roper Parish Meeting Room – Shared between Cllrs Bamford and Bindley

22.098 It was agreed that a new notice board is needed and that this should be a joint Parish Council / Community notice board. The Parish Clerk was asked to obtain quotes for the installation of a new external display board, fitted to the existing posts if possible. It was confirmed that this should just be a normal display case, not an electronic board.

Action Parish Clerk

22.098 The proposed changes to the Memorialisation Policy were approved.

**Appendix A
Action Parish Clerk**

22.099 Changes to Hiring of ORPMR terms and conditions were approved.

**Appendix B
Action Parish Clerk**

22.100 The condition of the circular seat on the green was discussed and it was accepted that the seat needs refurbishment. The Parish Clerk was asked to action this. It was also requested that the Parish Clerk first contact Mrs Brindley to discuss and seek approval for any colour change, as the seat is dedicated to her late husband. Cllr Sheldon can provide contact details if needed.

Action Parish Clerk

22.101 Closed session

In the light of the resignation of the Parish Clerk, Councillors unanimously expressed their gratitude to Janet Guest-Musson for the way she has filled the roles of Proper Officer and Responsible Financial Officer since 2015. Janet has been outstanding in terms of her hard work, professionalism, detailed knowledge, and her positive and proactive approach. She will be missed.

Having said that, Councillors agreed there is a degree of urgency in filling the role and appointing a new Parish Clerk. Cllrs Lyons and Bindley reported that there had been some discussion on splitting the Proper Officer and Responsible Finance Officer roles. In principle they were not in favour of this because the Parish Council is a small organisation and the extra time needed for coordination and communication between two post holders would be a disadvantage. The preference was to appoint one person to cover both roles. The meeting approved this preference.

Cllrs Lyons and Bindley reported that there was also discussion about the balance between working from home and in the Parish office. On balance they thought that working in the office every week was not necessary and felt a lot of the work involved can be completed off site. It was suggested that a minimum of one session a month in the office, as a drop-in session for parishioners or councillors would be acceptable. A councillor could support the Parish Clerk if there was sufficient need. The meeting approved this as development.

Cllrs Lyons and Bindley were delegated responsibility and asked to begin the process of appointing a new Parish Clerk as soon as possible.

Action Cllrs Lyons and Bindley

The Council needs to investigate a suitable way to recognise the service of Janet Guest-Musson to the community of Thorpe on the Hill and that of Cllr Martin.

Action All Cllrs

FUTURE MEETING DATES

Parish Council Meeting dates –

2022 – 7 Sept, 19 Oct, 7 Dec

2023 – 25 Jan, 8 Mar, 3 May, 7 Jun, 19 Jul, 6 Sept, 18 Oct, 6 Dec

Parish Meeting date - 8 March 2023

Annual Meeting of the Parish Council - 3 May 2023

Grant applications Oct 30th closing date for receipt of grant application

Appendix A

Policy number 1

THORPE ON THE HILL PARISH COUNCIL

Memorialisation Policy

Dedication of Benches, Trees and Shrubs within the Parish

Thorpe on the Hill Parish Council supports the needs and principles of allowing memorial benches, trees, and shrubs in the Parish. The Council is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Council will ensure that the issue is managed and regulated for the mutual benefit of all.

The content of this policy will be revised as necessary to meet changing circumstances, fashion, and trends. The policy will be reviewed at least every year and proposed amendments shall be submitted to the Council for approval.

This policy will be made available to the public and all those who apply for memorial benches, trees and shrubs will be issued with a copy.

1 Purpose

1.1 The Council is seeking to ensure it is adopting a clear, measurable and sympathetic approach, which will take account of the sometimes-contrasting needs of a variety of users.

1.2 The policy will also ensure that only memorial benches, trees, and shrubs are erected which are instigated by the next of kin or executor and that benches have a common appearance, style and size which are appropriate for that location, can be maintained and will not cause offence to others.

1.3 The policy will establish responsibility for maintenance, repair, and replacement.

1.4 The Council through this policy will endeavor to always offer the highest standard of service in undertaking its management and regulatory responsibility.

2 Location

2.1 The planting of Memorial trees and shrubs shall only be carried out between November and February to ensure the most efficient growing conditions.

3 Memorials

3.1 Thorpe on the Hill Parish Council can only offer memorial benches, trees and shrubs to deceased parishioners of Thorpe on the Hill Parish.

3.2 Thorpe on the Hill Parish Council offers memorialisation within the land that falls within its ownership or control, for the following:

- Memorial tree with or without a plaque (subject to availability)
- Memorial shrub with or without a plaque (subject to availability)
- Memorial bench with plaque (subject to availability)

- Memorial plaque on an existing bench (subject to availability)

3.3 Memorial benches, trees and shrubs shall be positioned to maximize the benefit and development of the area however the Council will attempt to accommodate the wishes of the applicants.

3.4 The Council will limit the number of memorial benches in particular areas so that they shall not detract from the prime purpose of the area. The Council reserves the right to refuse applications on this basis.

3.5 The Council shall specify the type of benches, trees and shrubs to be installed/planted to be in keeping with the intended location.

3.6 Application for benches will be offered on a first come, first served, basis and only village residents would be eligible for memorial benches. Benches will be anchored securely to prevent theft.

4 Lease Period

4.1 All memorials are based on a 10-year lease and can be renewed after this period if the applicant wishes. The fee covers the purchase, delivery, and installation of the memorial, together with the on-going repair and maintenance for the 10-year period.

4.2 Upon the end of the 10-year period any memorial plaques shall be removed and may be collected by the applicant. The Council reserves the right to remove any bench, tree or shrub, which, in its opinion is damaged or beyond economic repair.

5 Inscriptions for Both Bench & Tree Plaques

5.1 Memorial plaques shall be affixed in the center of the upper most lath of the back of the bench. In the case of trees and shrubs plaques shall be secured by a central pointed fixing.

5.2 The inscription on the plaque is to be restricted to "In (Loving) Memory of" the name of the person and the dates of birth and death.

6 Process

6.1 Once an application has been received and location agreed, the Council will arrange for the purchase and planting/installation of the preferred memorial.

6.2 The Council accepts no liability for damage to any memorial benches, trees or shrubs from vandals, third parties or whilst the Council carries out routine maintenance in the area.

6.3 The Council will not grant applications for memorial benches to pets.

6.4 No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted. These shall be removed without reference to the original applicant.

7 Payment

7.1 Full payment covering the whole 10-year lease period is required with every

completed application form. The application form will be sent out once the type of memorial and location has been agreed. Cheques should be made payable to Thorpe on the Hill Parish Council however payment is preferred via BACS bank details are on the application form.

8 Conditions

8.1 Thorpe on the Hill Parish Council reserves the right to plant trees, install benches or place memorial plaques where suitable, but will, where appropriate, accommodate requests.

8.2 Once planted/installed, the tree/shrub/bench cannot be repositioned or removed from the site. However, should a tree or bench become unsafe, Thorpe on the Hill Parish Council reserves the right to remove immediately in the interest of health and safety until repairs or replacement can take place.

8.3 Thorpe on the Hill Parish Council will maintain responsibility for the memorial and associated plaque during the 10-year lease period. This will include any preservation, treatment, repair works and replacement of the memorial where required due to fair wear and tear or vandalism.

8.4 Please contact Thorpe on the Hill Parish Council in writing to the address below or email : tothparish@gmail.com for more information on availability and prices of memorials. **Please note that the decision of the Parish Council is final and there is no means of appeal.**

Parish Office, Oliver Roper Parish Meeting Room, Lincoln Lane Thorpe on the Hill,
Lincoln LN6 9BH

Dated : 7 November 2018

Review Date: yearly at the Annual meeting

Revised 8 September 2021, 20 July 2022

Appendix B

Oliver Roper Parish Meeting Room

Conditions of Hire @ July 2022

1. **Use of the premises** is restricted to the use, times and date specified on the booking form. The hire period must include time taken for setting up and clearing down. For local groups only, 15 minutes before and after the hire period will be free of charge.
2. A cashless payment system is operated. Payment, either in advance or on the day of hire can be made in two ways. The Booking Agent/Caretaker can be paid by card, or payment can be made directly to the Parish Council by BACS bank transfer (sort code 60-83-01 account 20354286). Regular groups can pay per month via the same means.
3. **New groups** wanting to use the hall have the full support of the Parish Council and can request, via the Parish Clerk, that the hire charges be waived during the first 6 weeks to enable the group to become established. All new groups will be offered a discount of their first 6 sessions for the price of 5.

4. **Supervision of the premises**, the fabric and contents, their care, safety from damage if the responsibility of the hirer, including proper supervision of car parking arrangements so as to avoid obstruction of the highway, environs and disturbance to neighbours.
5. **The wearing of footwear** likely to cause damage to floors is not permitted.
6. **Smoking** is not permitted in any part of the building at any time.
7. Representatives of the Parish Council shall have **right of entry** at any time during the hire.
8. The Parish Council reserve the **right to cancel** or refuse any letting.
9. **Breakages, losses or damage** to any property whatsoever will be paid for by the hirer. Hirers may wish to provide their own insurance against their liability towards the public and their own employees in this respect.
10. The Parish Council shall not be responsible for any **loss or damage to any property** whatsoever or death or injury to any person whatsoever.
11. The Hirer shall **not sub-let** or use the premises for any unlawful purpose or in any unlawful way.
12. The premises does not have a **Premises Licence** under the Licencing Act 2003, please refer to the notice in the hall window for further details.
13. **Cancellation charges** will apply if the booking is cancelled and a replacement booking is not found. The charges will be: 14 days prior 100%.
14. **Condition at the end of the hiring.** The Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Parish Council shall be at liberty to make an additional charge. The following cleaning schedule must be observed:
 - a. Ensure floors in main hall are swept and dry (we are not expecting them to be spotless, but no mud/water/debris etc.)
 - b. Ensure all tables used are clean and have been wiped down (no pen marks etc.)
 - c. Ensure no pen/paint marks on radiators, wipe if necessary
 - d. Ensure kitchen floor is swept and clean (again, not spotless, but no food/water etc.)
 - e. Ensure kitchen worktops are clean and wiped down
 - f. Ensure toilet floors are clean (no muddy footprints), mop if necessary
 - g. Ensure toilets are flushed/clean, and toilet sinks cleaned (no mud/paint left on sinks/taps)
15. **Special preparations**, such as those required for the purpose of dancing, must not be applied to the floors without specific approval.
16. **Complaints or comments** should be referred to the Parish Clerk in the first instance. Any appeals regarding charges or other matters can be made to the Parish Council who will make a final decision.
17. **Risk assessments** for the use of the hall are on the Parish Council website at <https://thorpe-hill.parish.lincolnshire.gov.uk/downloads/file/106/oliver-roper-parish-meeting-room-risk-assessment> and must be adhered to at all times.

Agreed Parish Council meeting 9 September 2020

Amended at Parish Council meeting on 20 July 2022

Oliver Roper Parish Meeting Room

GUIDANCE FOR HIRERS @ July 2022

Licensing Act 2003:

Please note that this property **does not** have a Premises Licence. If you are providing any of the following **you** may need to apply for a temporary licence with the consent of Thorpe on the Hill Parish Council:

- Retail sale of alcohol
- Performance of a play between the hours of 11 PM - 8 AM
- Exhibition of a film
- Indoor sporting events if the audience is over 1000 people between the hours of 8 AM - 11 PM
- Boxing or wrestling entertainment
- Performances of live music between the hours of 11 PM - 8 AM
- Playing of recorded music
- Performances of Dance
- Supplying hot food or hot drink between 11 PM and 5 AM

Hall capacity: The capacity of the hall is 50 people seated or 120 standing.

Other items to note:

- The conditions of hire require you to leave the hall clean and tidy **or incur an additional cost for cleaning**. The Caretaker will check after your hire that you have completed the following schedule to ensure that
 - floors in main hall are swept and dry (we are not expecting them to be spotless, but no mud/water/debris etc.)
 - all tables used are clean and wiped down (no pen marks etc.)
 - no pen/paint marks on radiators, wipe if necessary
 - kitchen floor is swept and clean (again not spotless, but no food/water etc.)
 - kitchen worktops are clean and wiped down
 - toilet floors are clean (no muddy footprints), mop if necessary
 - toilets are flushed/clean and toilet sinks cleaned (no mud/paint on sinks/taps)
- The hall has a strict **no smoking policy** both in the hall and in the grounds.
- Hirers must ensure that you **give consideration to residents** when using the hall and grounds.
- Children should be **supervised at all times** whilst on the premises, especially in the kitchen, due to the presence of the water boiler and sharp knives.
- The kitchen is equipped with a microwave, oven, hob, fridge and water boiler, along with cups/mugs, plates and cutlery for 50 people. However, you will need to bring your own food & drink items, including tea bags, coffee, milk and sugar etc. Tables (17 total) and seating for 50 people is also provided.
- Please could all hirers/groups refrain from using items in kitchen cupboards/drawers that are labelled for other groups (marked by a red dot). Items in cupboards/drawers that are marked by a green dot can be used by anyone.

- The Parish Council office (attached to the ORPMR) is in use on a Friday by the Parish Clerk all day. Parish Council members and the Clerk may require access to the office at additional times should it prove necessary.
- The Caretaker will open and close the hall for you before and after your booking; the hall will be open and ready for you when you arrive.
- If your event finishes early, please contact the Caretaker before leaving the hall - please do not leave the hall unattended.
- All plug-in electrical appliances should be PAT tested and are used at the hirers' own risk, the Parish Council cannot accept any liability for the electrical safety of items it does not own.
- Free wi-fi is available in the ORPMR; see poster in hall for log-in details.
- The ORPMR sat-nav postcode is LN6 9BH.
- The hall is wheelchair accessible, and has a disabled access toilet (which also includes baby changing facilities).
- The hall has parking space for approximately 30 vehicles, including two disabled access bays immediately outside the hall.
- The floor area of the hall is 80 square meters. The ceiling height is 8.5 feet/2.6 meters.
- The hall has a projector screen, however hirers must provide their own projector.
- The playing of ball games inside the hall is not permitted.

Oliver Roper Parish Meeting Room

Pricing @ July 2022

The Oliver Roper Parish Meeting Room is available for hire during the day and evenings, including weekends. The hire fees are as follows (as of 1 Sep 2019):

Village groups and registered charities: £8 per hour

Village residents: £10 per hour

All others: £13 per hour

(+ £5 one-off surcharge for any hire after 10 PM)

A Village Group is defined as one which has clearly established links to TOTH, either by being primarily based in the village, or having been started originally as a group for TOTH parishioners, even if membership includes non-residents.

Village resident's rate only applies to residents booking for personal use - residents booking on behalf of a business will be charged the full rate.

A cashless payment system is operated. Payment, either in advance or on the day of hire can be made in two ways. The Booking Agent/Caretaker can be paid by card, or directly to the Parish Council by BACS bank transfer.

Regular groups can pay per month via the same means.

If you wish to pay via bank transfer (including online transfers), the details are as follows:

Pay to: *Thorpe on the Hill Parish Council*

Bank : *Unity Trust Bank, Nine Brindley Place, Birmingham, B1 2HB*

Account no: *20354286*

Sort code: *60-83-01*

Payment reference: *Use invoice no.*