

# Thorpe on the Hill Parish Council

**Wednesday 7 Sept 2022 at 7pm**  
**Oliver Roper Parish Meeting Room**

Dear Cllrs                      You are hereby summoned to a meeting of Thorpe on the Hill Parish Council details above. If you require a paper copy of this agenda or supporting documents please let me know at least 2 days before the start of the meeting.

Signed: *Janet Guest-Musson*, Parish Clerk

2 September 2022

## **Parish Council meeting agenda**

1. Chair's welcoming remarks and note to public to remind them of the Standing Orders regarding public participation in meetings - Notably there can be no participation in meetings once public time has ended. Members of the public raising issues or questions should be aware that only items on the meeting agenda can be debated or decided at the meeting, unless the Parish Clerk has delegated powers to deal with it as urgent, e.g. highway repairs. The Chair may decide to answer a question asked by a member of the public or call on a fellow councillor to do so, or, direct that a written response be given.
2. **Public time (20 mins)** - members of the public may ask questions or make short statements to the Council.
3. **Apologies for absence and declarations of interest** in accordance with the requirements of the Localism Act 2011 to include any declaration of gifts and hospitality over £25 and note training courses
4. Co-option of Parish Councillor to fill vacancy created by Cllr Martin and Cllr Greaves
5. Consider updates from District and County Councillors
6. Consider and sign meeting minutes of Parish Council meeting and Annual Parish Council Meeting on 20 July 2022, available on the Parish Council website [Click here](#)
7. Consider the financial report for this financial year to date **Appendix A**
8. Discuss and authorise payments & note income received. **Appendix B**
9. Discuss and review Parish Clerk report. **Appendix C**
10. Consider the following planning applications : Planning Cllrs are Bindley, Lyons and Williams
  - a) 22/1174/HOUS Proposal: Demolition of existing sun room/dining room and erection of a new sun room and dining area with balcony above Location: Jubilee Farm House Middle Lane Thorpe On The Hill Lincoln Lincolnshire
11. Receive and consider correspondence received that has not been circulated to the wider Parish or is not on the agenda
  - a) Request for a speed camera on entry to the village from Eagle/Whisby due to ever increasing speeds. Parishioner is worried for the safety of pedestrians especially since this road takes most of the school run traffic.
  - b) North Hykeham relief road public engagement and survey which opens on 12 September 2022

12. Receive verbal updates from portfolio holders

13. To consider appointments to the following

- Lake Management Committee Parishioner seat – follow up required with the wildlife group
- Staffing committee
- Oliver Roper playpark – 1 vacancy

14. To consider the replacement or removal of the flower barrels along the fence at the ORPMR due to their poor condition.  
Cllr Bamford

### **Closed session**

15. To discuss and approve the licence renewal for Lincoln Featherbenders and Flyfishers

16. Recruitment of new Parish Clerk – update on progress and to agree process of appointment

17. Recognition of services of Janet Guest and Cllr Martin update

### **Future meeting dates**

#### **Parish Council Meetings**

2022 – 19 Oct, 7 Dec

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

**Parish Meeting** - 8 March 2023

**Annual Meeting of the Parish Council** – 3 May 2023

**Grant applications** - Oct 30 closing date for receipt of grant applications

### **Portfolio holders**

- Staffing Committee – *Vacancy*, Sheldon MBE and Bindley
- Whisby Quarry Liaison meeting – Cllrs Lyons and *vacancy*
- Whisby Nature Park Steering Board – Cllr Sheldon MBE
- Allotments – Cllr Lyons
- Planning – Cllrs Lyons, Bindley and Williams
- Finance – Cllr Bramford
- Tennis court – Cllr Bramford
- Oliver Roper playpark – *vacancy*
- Wildlife – Cllr Lyons
- Oliver Roper Parish Meeting Room – Cllrs Bamford and Bindley (Shared)

## Appendix A Finance report

	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)	(414.00)
ORPMR	(2,620.00)	(1,349.00)
Interest Received / Bank charges	(50.00)	30.91
Grants / donations	(600.00)	0.00
<b>Total income</b>	<b>(28,378.00)</b>	<b>(26,839.28)</b>

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	6,450.58
Subscriptions	330.00	286.52
Miscellaneous	88.00	(56.00)
Repairs & Maintenance of Lake	2,000.00	1,527.73
Repairs & Maintenance of assets	3,000.00	371.77
Various assets	500.00	415.51
Stationary, stamps etc	250.00	257.80
Grants and donations (Section 137)	3,286.93	1,602.98
ORPMR, bowls and tennis courts	400.00	629.91
Christmas (Section 137)	0.00	0.00
VAT paid	500.00	1,988.27
<b>Total Expenditure</b>	<b>27,454.93</b>	<b>15,156.03</b>

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	3,692.00
OPRMR Covid grant	6,194.40	0.00
Tennis court deposits	390.00	(10.00)
Purchase of additional assets	241,471.92	0.00
<b>Total reserves</b>	<b>265,485.46</b>	<b>8,682.00</b>
<b>Total income, expenditure inc reserves</b>	<b>264,562.39</b>	<b>(3,001.25)</b>

1. Balance Carried Forward	(265,485.46)
2. Precept	(23,838.00)
3. Other receipts	(3,001.28)
4. Staff costs	6,450.58
6. Other Payments( inc reserves)	17,387.45
7. Carry Forward	<u>(268,486.71)</u>

Unity Bank Current Account	13909.67
Skipton BS	254577.04
<b>Total in bank</b>	<u><u>268,486.71</u></u>

## Appendix B Income and expenditure report

### Income to note

15/07/2022	various	hall hire	-£475.00	£0.00
22/07/2022	Cody Punch	hall hire	-£200.00	£0.00
13/08/2022	Invoice 740	hall hire	-£51.09	£0.00
01/08/2022	??	19/8/22 email to VFtH & V Hall	-£45.00	£0.00

### Expenditure to authorise

	Lloyds bank credit			
09/08/2022	card	one drive and fee	£4.99	£0.00
29/07/2022	Hudsons cleaning	ORPMR window cleaning	£10.00	£0.00
17/08/2022	Indeed recruitment	Parish Clerk vacancy ad	£15.08	£0.00
25/07/2022	Plusnet	telephone	£25.20	£4.20
22/08/2022	Plusnet	phone	£25.20	£4.20
15/08/2022	HMRC	tax and NI	£32.89	£0.00
15/08/2022	LCC Pensions	Pensions	£233.86	£0.00
05/08/2022	Printtalk	view from the hill	£425.00	£0.00
15/08/2022		wages	£1018.35	£0.00
29/07/2022	FSL Projects	design options for ORPMR	£900.00	£150.00

## Appendix C Parish Clerk report outstanding/ongoing Parish Council decisions

Date raised	Issue	Current position	Person/s responsible
2020	Parish tree identity tags	Waiting to be put on – leave on as outstanding	Parish Clerk
2021	Actions pending waiting for outcome of potential extension of ORPMR	Installation of ceiling projector, Electronic notice board, replacement front doors, Replace cracked ceiling tiles, stainless steel freestanding kitchen, repaint walls, blackout blinds on hall windows, sand and varnish wood floor	Pending
Sept 2020	White lines on Middle Lane	Waiting for an update from highways	Parish Clerk, County Cllr Thompson
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
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. Meeting between PC, School and LCC arranged for 2.00 pm, 14 <sup>th</sup> September 2022	Parish Clerk
Mar 2022	Equipment in the play park geared toward the pre-schoolers	Explore the options with Wicksted. Sales team will be emailing Parish Clerk shortly. No update received. Cllr Lyons will check if a reply from Wicksted has been received.	Cllr Lyons
Mar 2022	Speeding on Lincoln Lane	Look at installation of a speed camera on Lincoln Lane. Information is going to be gathered from some informal sessions yet to be arranged	Cllr Lyons on hold

May 2022	Annual inspection of ORPMR	1.Deep Clean – <i>follow up session to be arranged with the people who recently deep cleaned the hall</i> 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.	Parish Clerk  Parish Clerk
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	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. As at 2 Sept nothing received from NKDC	Parish Clerk
June 22	Possible extension to ORPMR	<ul style="list-style-type: none"> <li>- Drawing up of detailed plans / model of 2 options</li> <li>- Production of a finance plan</li> <li>- Consideration of a new name such as Oliver Roper Community Hall</li> <li>- Investigate grant applications on Active Lincolnshire for sports – Investigate but not an option</li> <li>- New meeting arranged with the architects with a view to progressing towards parish consultation</li> </ul>	Cllrs Lyons/Bindley
July 2022	Covenant on wet land at Sinderson Gardens	Covenant needs to be removed by the current owner via the courts as it was placed on the area when planning for the new development was granted	Parish Clerk
July 2022	New Notice board to replace the existing one	Quotes required for the installation of a new notice board	Parish Clerk
July 2022	Lake Management Committee Parishioners seat	Follow up required with the Wildlife Group	Cllr Lyons
July 2022	Refurbishment of circular seat on village green	A possible change of colour was discussed with Mr Martin who assured the Parish Clerk that the colour would not change. He therefore has been requested to do the job	Parish Clerk

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