

# Thorpe on the Hill Parish Council

## Minutes of the meeting 19 October 2022

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Cllr Lyons chaired the meeting and welcomed everyone.

### **22.118 Public time** –The following points were raised

- Remembrance Sunday – Scouts will do the refreshments on Sunday 13 Nov from the ORPMR. School are attending the service at the War Memorial on Friday 11 Nov. The War memorial area has been tidied by parishioners. There was a comment that the War Memorial may need professionally cleaning in the future.
- New play equipment – concerns were raised about the large amount of money being considered on new equipment when the existing equipment seemed OK for under 4yrs to use. Parish Clerk to investigate what age group the existing play equipment covers. **Action Parish Clerk**  
Also requested public consultation
- ORPMR extension public consultation – concerns raised that this had not gone out to public consultation yet despite the Parish Council spending funds on architects. Chair explained the current situation.
- North Hykeham relief road – Concerns were received from a member of the public regarding the effects of the ring road on Thorpe on the Hill and a letter made available to the Parish Council to address the concerns. It was agreed to put this on the agenda at a future meeting for a full discussion with the aim of addressing the concerns early in the process.

County Cllr Thompson (LCC) explained work had already started in terms of surveys to define a route and advised it may be advantageous to invite the Project Manager to come to a meeting at some stage if required

**22.119 Recruitment of new Parish Clerk** Following the recruitment process, Kerrie Vickers is now in position as the new Parish Clerk to work alongside the current Clerk until the end of the year.

### **22.120 Parish Council**

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

**22.121 Co-option of new Parish Councillors** Being in a position to co-opt to fill 2 vacancies, the Parish Council have received 2 applications and welcomed Zoe Ives and Charlotte Owen and at this point they joined the meeting.

### **22.122 Updates from District and County Councillors**

**County Cllr M Thompson** Cllr Thompson discussed the recent full council meeting. The meeting agenda included a review of financial performance for 2021/22. £1,105,663k was spent in 2021/22 on providing public services. This equated to £1,443 for every person in Lincolnshire. However, there was an underspend against budget and how best to allocate this was debated. A vote to allocate £5.000m to the Development Fund reserve for local Highways works and £2.392m of the balance to the revenue contingency budget to help fund inflationary cost pressures was carried.

**North Hykeham Relief Road** Cllr Thompson advised that the recent consultation at The Bentley Hotel was an initial consultation to look at routes. The Survey is now closed and will be published in the Spring with a further consultation to follow.

**School Lane** Cllr Thompson advised he had updated FixMyStreet recently regarding the water running down the street but advised that other than the erosion of the road surface this issue will have to be dealt with by Anglin Water. Parish Council discussed the possibility of reinstating the footpath on Sykes Lane with the intention of having a rear entrance into the school. This hopefully will encourage persons taking and collecting children by car to use Whisby Nature Reserve car park and alleviate the parking issues on School Lane as was discussed in a meeting recently with the school.

**Whisby Nature Park** The steering group had a meeting on 12th October and discussed the progress on formally progressing the Constitution of the Steering Group and for confirmation that parking at the Natural World Centre for Parishioners would remain free of charge.

**District Cllr P Overton** discussed the increase in costs and that NKDC had budgeted for a 2% increase but advised that the District Council did have good reserves and had addressed the situation. Cllr Overton advised that the Council had agreed to put climate change on the agenda and that 103 properties in the district were currently undergoing a 'retro' fit with approximately 400 more to be done.

**22.123 Minutes Parish Council meeting 7 September 2022** were signed as a true record.

**22.124 Receive the external audit report** – no issues raised and the report was accepted

#### **22.125 Financial matters**

- **Finance report** as below was accepted

	<b>Budget 2022/23</b>	<b>Actual 2022/23</b>
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)	(2,110.72)
Interest Received / Bank charges	(50.00)	(895.44)
Grants / donations	(600.00)	0.00
<b>Total income</b>	<b>(28,378.00)</b>	<b>(28,527.35)</b>

Love Your Parish week (section 137)	300.00	0.00
Insurance	1,800.00	1,610.96
Audit	300.00	270.00
Salary, Expenses, Training	14,700.00	7,887.59
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	974.57
Various assets	500.00	0.00
Stationary, stamps etc	250.00	280.79
Grants and donations (Section 137)	3,286.93	1,841.36
ORPMR, bowls and tennis courts	400.00	993.18
Christmas (Section 137)	0.00	0.00
VAT paid	500.00	2,069.67
<b>Total Expenditure</b>	<b>27,454.93</b>	<b>17,686.37</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>

1. Balance Carried Forward	(265,485.46)
2. Precept	(23,838.00)
3. Other receipts	(4,689.35)
4. Staff costs	7,887.59
6. Other Payments( inc reserves)	18,480.78
7. Carry Forward	<u>(267,644.44)</u>

Unity Bank Current Account	12136.63
Skipton BS	<u>255507.81</u>
<b>Total in bank</b>	<b><u>267,644.44</u></b>

- Expenditure** as below was authorised

Date	to who	details	Inc VAT	VAT Element
07/09/2022	Salary	salary	£1,393.56	£0.00
26/09/2022	Plusnet	telephone	£25.20	£4.20
28/09/2022	View from the Hill	printing	£238.38	£0.00
09/09/2022	Lloyds bank credit card	Parish Clerk vacancy advert	£20.07	£0.00
02/09/2022	Wave	ORPMR	£137.61	£0.00
02/09/2022	Wicksteed	OR play park inspection	£122.40	£20.40
		Maintenance on boiler		
23/09/2022	Catering B	ORPMR	£73.80	£12.30
12/09/2022	Steve North	grass cutting	£345.00	£0.00
28/09/2022	PKF Littlejohn Ltd	external audit	£240.00	£40.00
02/09/2022	Charlotte Owen	deep clean ORPMR	£150.00	£0.00
28/09/2022	Wicksteed	crotch strap for swing	£53.80	£4.50
01/09/2022	Indeed recruitment	charges	£119.11	£0.00
28/09/2022	RC Wetherall	Allotment hedge Sky Lane	£45.00	£0.00

- Income** as below was noted

Date	to who	details	Inc VAT	VAT Element
23/08/2022	Hall hire	Hall hire	-£805.30	£0.00

## 22.126 Parish Clerk report outstanding/ongoing

Parish Council decisions are noted in italics

Date raised	Issue	Current position	Person/s responsible
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2020	Parish tree identity tags	Waiting to be put on – in hand	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 red risk assessments	To review with a view to agreeing the risk assessment – <i>Adopted with change of title to Red volunteer risk assessment for grass cutting at the Eric East Lake</i>	Appendix A Parish Clerk
Mar 2021	Access to shared playing field	To receive an update to the current position which includes the unwillingness of both the school and LCC to allow the Parish access to the field. <i>The option to share the playing field will be terminated by Lincolnshire County Council and the Parish Council are now looking at an alternative solution.</i>	Cllr Lyons
May 2022	Annual inspection of ORPMR	1.Deep Clean – follow up session to be arranged with the people who recently deep cleaned the hall <i>A detailed specification for the cleaning has been drawn up. Cost per clean to be agreed and approved by the council.</i>	Caretaker / Parish Clerk
June 2022	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	Agreed to send out a letter to NKDC with the 1998 agreement with a view to signing off the constitution. Email has been sent but nothing heard to date. <i>A further email to be sent to NKDC reminding them to arrange a signing date</i>	Parish Clerk
	Possible extension to ORPMR	The following actions 1-3 have been agreed at the June 22 Parish Council meeting 1. Drawing up of detailed plans / model of 2 options 2. Production of a finance plan 3. Consideration of a new name such as Oliver Roper Community Hall  <i>Proposals of the costings have been received and deemed unworkable at this time. The 2 Councillors agreed to share the costings and plans with the other Councillors to be discussed at the next meeting. Cllr Lyons confirmed that should the extension gain agreement, a public consultation would take place once the PC had all the information for the consultation.</i>	Cllrs Lyons/Bindley
July 2022	New Notice board to replace the existing one	Quotes required for the installation of a new notice board. This is progressing.	Parish Clerk
July 2022	Refurbishment of circular seat on village green	Mr Martin has been contracted to do the work	Parish Clerk
Sept 2022	Reporting process regarding parking on double yellow lines around the school area	<i>The lining has been completed</i>	Complete

## **22.127 Planning applications** none

**22.128 New play equipment for under 4yrs in Oliver Roper play area** 3 quotes for varying styles of play equipment have been received from Wicksteed with the consideration that Wicksteed currently maintain and inspect the current play equipment. It was agreed to contact Wicksteed to provide a map to show where the new equipment would be placed.

**Parish Clerk to action**

It was agreed to see if a grant could be obtained for equipment

**Parish Clerk to action**

Consult with playgroup in term of the current play area equipment and also the current proposals

**Parish Clerk to action**

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

**Report of a near miss** to a child by a car during drop off time at the Parish School. Resident contacted the Parish Clerk who advised contacting Highways and Police in line with current guidelines. Cllr Thompson has been helpful in communications with Highways and progression of the road markings following the Traffic Restrictions order at the junction of Little Thorpe Lane and Lincoln Lane. County Cllr Thompson advised that the Parish Council could make an application to reduce the speed limit around the school to 20mph however, there is currently a 12-month backlog. It was agreed to obtain an application form.

**Parish Clerk to action**

## **22.130 Verbal reports from portfolio holders** None

### **22.131 Appointments** Standing item until vacancies filled

- Lake Management Committee Parishioner seat – 1 vacancy
- Staffing committee – 1 vacancy
- Oliver Roper Play park – portfolio holder currently Cllr Bramford who wishes this to be reviewed at the next meeting

### **22.132 NKDC (THORPE ON THE HILL)(PART OF FOOTPATH NO.2) PUBLIC PATH DIVERSION**

**ORDER 2022** This was noted and discussed that the school were willing to look into a diversion into the school via the playing field in order for children to access the school if walking from Whisby Nature Park. County Cllr Thompson supported this ambition. Need to look into the possibility of grants to improve the current state of the footpath.

**Parish Clerk to action**

**22.133 The licence renewal for Lincoln Featherbenders and Flyfishers** has been accepted by the Parish Council. Parish Clerk has written to confirm but to date nothing has been received from the club. It was agreed to send a further email

**Parish Clerk to action**

### **Future meeting dates**

Parish Council Meeting dates –

2022 - 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 202

## Appendix A Red volunteer risk assessment

What are the hazards	Who might be harmed	Likelihood	Existing Controls	Additional Controls required	Likelihood after controls
Exposure to weather	Volunteers	Low	Work will not be attempted in inclement weather. In bright sun, the normal precautions against sun exposure will be taken.	None	Very Low
Slips, trips and falls	Volunteers	Med	Normal care will be exercised, and all volunteers reminded that the banks are uneven and there are trip hazards. All volunteers to wear suitable footwear for walking on uneven ground.	None	Low
Working with farm machinery	Volunteers	Med	The tractor will tow the grass cutting machinery. There will be one driver and two banksmen. Only a driver who has full personal insurance and professional experience in the use of the tractor and cutter will be allowed to fulfil this role. The two banksmen will act as spotters, one walking ahead of the tractor and one behind to both warn and keep back any members of the public. These volunteers will be briefed to maintain a distance of at least 20 metres between themselves and the machinery while it is in motion. The volunteer walking behind will be warned concerning the danger of debris or stones that may be thrown out by the cutter.	None	Low
Use of Machinery	See above	Med	See above	None	Low
Vehicle movement: death, broken bones, bruising	Volunteers, Public	High	5mph speed limit when driving on the site. Authorised persons only.		Low

Please be advised that these are notes of the meeting taken by the Parish Clerk and cannot in any way be regarded as official minutes of Council proceedings until approved and signed at the next meeting.

			Banksmen to ensure members of the pupil are warned. Notices to be put up to that effect.		
Drowning deep water	Volunteers		Bankmen should remain at least 2 metres from the lake shore or any deep water. Driver to ensure tractor is always travelling parallel to the shore and at least 3 metres clear of it, unless completing a turn, which should always be initiated in the direction away from the shore.		Low

#### Likelihood's Key

Low = unlikely risk of accidents

Medium = Likely risk of accidents causing harm to persons

High = Likely risk of accidents causing extensive harm and / or death to persons

All accidents, however minor, should be reported to the event supervisor and the Parish Clerk.

Please create your own risk assessment from the template above, adding, removing or amending categories as needed. If you need further guidance, please see our Green Risk Band risk assessment and our Strimmer Policy, or ask the Parish Clerk for help.