

Thorpe on the Hill Parish Council

Wednesday 25 January 2023 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: *Kerrie Vickers*, Parish Clerk

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. Consider updates from District and County Councillors
5. Consider and sign meeting minutes of Parish Council meeting on 07 December 2022, available on the Parish Council website [Click here to view](#)
6. To discuss the North Hykeham Relief Road
7. To discuss and consider the transfer of Parish Council funds from Skipton Building Society to Unity Trust Bank to enable the payment of the previously agreed purchases of playground equipment and new village notice board.
8. To discuss and consider adding additional Parish Councillors to act as trustees of Skipton Building Society and parish clerk as administrator.
9. To agree new broadband provider for Oliver Roper Parish Meeting Room.
Contract ends February 2023 and increases from £21.00 to £49.80.

BT Business Broadband (no phone) - £9.95 set up - £19.95 + vat per month for 24 month contract

BT Business Essential package (includes phone line) - £19.95 set up fee - £24.95 +vat per month for 24 month contract

Sky For Business (includes phone line) - £12 set up – £24.95 + vat for 12 months then rises with rate of inflation – 36 month contract

10. Consider the financial report for this financial year to date **Appendix A**
11. Discuss and authorise payments & note income received. **Appendix B**
12. Discuss and agree budget and precept for financial year 2023/2024 **Appendix C**
13. Discuss and review Parish Clerk report. **Appendix D**
14. Note the following planning applications :

22/0651/HOUS EI Mas 10 Fosse Lane Thorpe On The Hill Lincoln – Approved

22/1695/TPO 33 Station Road Thorpe On The Hill Lincoln Lincolnshire LN6 9BS - Approved

Planning Cllrs are Bindley, Lyons and Williams

15. Receive and consider correspondence received that has not been circulated to the wider Parish or is not on the agenda
16. Receive verbal updates from portfolio holders
17. To consider appointments to the following
- Lake Management Committee Parishioner seat – 1 vacancy
 - Staffing committee – 1 vacancy
 - Oliver Roper Play Park – to consider replacing Cllr Bramford
18. Closed session

Future meeting dates

Parish Council Meetings

2023 – 8 Mar, 19 April , 17 May

Parish Meeting - 8 March 2023

Annual Meeting of the Parish Council – 17 May

Grant applications - Oct 31 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 – Cllr Bamford
- 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)	(369.00)
ORPMR	(2,620.00)	(2,819.42)
Interest Received / Bank charges	(50.00)	(850.74)
Grants / donations	(600.00)	0.00
Total income	(28,378.00)	(29,146.35)

Love Your Parish week (section 137)	300.00	35.00
Insurance	1,800.00	1,610.96
Audit	300.00	270.00
Salary, Expences, Training	14,700.00	17,280.25
Subscriptions	330.00	286.52
Miscellaneous	88.00	(66.00)
Repairs & Maintainance of Lake	2,000.00	1,482.73
Repairs & Maintainance of assets	3,000.00	979.07
Various assets	500.00	0.00
Stationary, stamps etc	250.00	363.19
Grants and donations (Section 137)	3,286.93	2,504.36
ORPMR, bowls and tennis courts	400.00	1,373.57
Christmas (Section 137)	0.00	0.00
VAT paid	500.00	2,255.07
Total Expenditure	27,454.93	28,374.72

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
Total reserves	265,485.46	8,682.00

Total income, expenditure inc reserves	264,562.39	7,910.37
---	-------------------	-----------------

Balance Sheet

1. Balance Carried Forward	(265,485.46)
2. Precept	(23,838.00)
3. Other receipts	(5,308.35)
4. Staff costs	17,280.25
6. Other Payments(inc reserves)	19,776.47
7. Carry Forward	(257,575.09)

Unity Bank Current Account	2067.28
Skipton BS	255507.81
Total in bank	257,575.09

Appendix B Expenditure to authorise/income to note

Date paid	To whom	detail	amount	vat element
23/11/2022	Plusnet	telephone	25.2	4.2
25/11/2022	Commissioners Office	licence	35	0
12/12/2022	Lloyds bank credit card	office costs	10.43	0
16/12/2022	Janet Guest-Musson	salary	734.88	0
16/12/2022	HMRC	tax and NI	36.08	0
16/12/2022	LCC Pensions	salary	458.71	0
16/12/2022	Matthew Scott	salary	83.5	0
16/12/2022	Peter Harding	salary	206.4	0
16/12/2022	K Vickers	salary	717.16	0
23/12/2022	Plusnet	telephone	25.2	4.2
28/12/2022	Lindum Fire Services	service	166.28	27.72
28/12/2022	LALC	training scheme	18	3
28/12/2022	Wave (Anglian Water)	water	50.43	0
28/12/2022	CFS Fencing	fencing	1566.3	261.05
28/12/2022	St Michael's Church	grant	700	0
31/12/2022	Unity Bank	bank charges	18	0
11/01/2023	Lloyds bank credit card	Stamps	4.99	0
13/01/2023	EDF Energy	ORMR	399.6	78.12
13/01/2023	Janet Guest-Musson	salary	609.68	0
13/01/2023	K Vickers	salary	717.16	0
13/01/2023	Peter Harding	salary	206.4	0
13/01/2023	Matthew Scott	salary	83.5	0
13/01/2023	LCC Pensions	Pensions	458.71	0
13/01/2023	HMRC	tax and NI	161.28	0
			7492.89	378.29
Income to note				
25/11/2022	A Shingles	Hall Hire	-65	0
01/12/2022	Pay pal	hall hire	-15.72	0
01/12/2022	British Gas	Feed in Tarrif	-524.95	0
29/12/2022	Paypal	Hall hire	-44.7	0
29/12/2022	Pay pal	Hall hire	-15.72	0
29/12/2022	B Roper	Hall hire	-52	0
29/12/2022	A Peadcock	Hall hire	-143	0
29/12/2022	A Peadcock	Hall hire	-52	0
29/12/2022	A Peadcock	Hall hire	-52	0
29/12/2022	A Peadcock	Hall hire	-52	0
29/12/2022	Bland	Hall hire	-40	0
29/12/2022	Paypal	Hall hire	-44.7	0
			-1101.79	0

Appendix C Draft Budget 2023/24

Validation Check - Percentage Increase in Parish Precept as it will appear on the Council Tax Bill				
Enter the amounts in the boxes from your Budget Calculations				
Note	2022/23	2023/24	% Increase	Change £
1 Estimated Parish/Town Expenditure		£ 31,580.00		
2 Estimated Parish/Town Income		£ 7,080.00		
3 PRECEPT (Net Budget Requirement) (1 minus 2)	£ 23,838.00	£ 24,500.00		£ 662.00
4 Taxbase	261.58	262.94		1.36
5 Band D' equivalent (5 divided by 6)	£ 91.13	£ 93.18	2.24%	£ 2.04
Your total funding received from NKDC will be made up of your Precept:		£ 24,500.00		
<i>Increase/ (Decrease) from 2022/23 amount received</i>				£662.00

	Budget 2022/23	Curent Actual 2022/23	DRAFT Budget 2023/24
Precept	-23,838.00	-23,838.00	24,500.00
VAT Refunded	-1,000.00	-1,269.19	(2,500.00)
Allotments and lake	-270	-369	(450.00)
ORPMR	-2,620.00	-2,734.72	(3,000.00)
Interest Received / Bank charges	-50	-850.74	(1,000.00)
Grants / donations	-600	0	(130.00)
Total income	-28,378.00	-29,061.65	(7,080.00)
Love Your Parish week (section 137)	300	35	300.00
Insurance	1,800.00	1,610.96	1,800.00
Audit	300	270	300.00
Salary, Expences, Training	14,700.00	15,043.52	15,500.00
Subscriptions	330	286.52	330.00
Miscellaneous	88	66	100.00
Repairs & Maintainance of Lake	2,000.00	1,482.73	2,000.00
Repairs & Maintainance of assets	3,000.00	979.07	3,500.00
Various assets	500	0	500.00
Stationary, stamps etc	250	358.2	250.00
Election			3,000.00
Grants and donations (Section 137)	3,286.93	2,504.36	2,500.00
ORPMR, bowls and tennis courts	400	1,052.09	1,500.00
Christmas (Section 137)	0	0	0.00
VAT paid	500	2,176.95	
Total Expenditure	27,454.93	25,733.40	31,580.00

Appendix D Parish Clerk report outstanding/ongoing Parish Council decisions

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

Date raised	Issue	Current position	Person/s responsible
Sept 2020	White lines on Middle Lane	Waiting for highways update	Parish Clerk/ Cllr Thompson
Sept 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. On hold.	Cllr Lyons
May 2022	ORPMR	To consider engaging a cleaner on a contract basis to clean the hall on a weekly basis following deep clean. 1.Deep Clean – quote received from; External contractor - £380.00 2 residents - £150.00	Parish Clerk
June 2022	Signing of the constitution for Whisby Nature Park	For noting - Signed copy received.	Parish Clerk / Cllr Lyons
June 2022	Possible extension to ORPMR	Appendix E Councillor Lyons report.	Cllrs Lyons/Bindley
June 2022	Defibrillator	Appendix F The defibrillator was used in June 2022 and needs to be re-stocked. The necessary parts remain out of stock. 3 quotes for a replacement defibrillator have been obtained with the view to continue to seek replacement pads for the existing machine with the possibility of placing it in a second location within the parish.	Parish Clerk
July 2022	New Notice board to replace the existing one	To be ordered January 2023 pending transfer of funds.	Parish Clerk
July 2022	Refurbishment of circular seat on village green	On inspection by contractor, the seat may be beyond repair. PC to speak to resident concerned.	Cllr's Lyons/Bindley
October 2022	OR Play Area New Equipment	To be ordered January 2023 pending transfer of funds.	Parish Clerk
October 2022	OR Play Area Grant Opportunities	Ongoing	Parish Clerk/Cllr Bindley
October 2022	Public footpath Whisby Nature Reserve/Sykes Close	Lincolnshire CC have confirmed there are no plans to improve the footpath.	Parish Clerk

Appendix E

Thorpe on the Hill Parish Council

Oliver Roper Parish Meeting Room - Extension Feasibility Study

Report 12/01/22

1. Executive Summary

The Parish Council (PC) has completed the feasibility study and a range of design options, with associated costs, have been developed (See Appendix 1). These options would cost between £185K and £370K and could increase the seating capacity from the current 50 up to a theoretical 120. Budget quotes were obtained to provide an indicative guide to enable the project to be evaluated. Clearly, these estimates could be subject to inflationary increases.

The project was envisaged as a way to utilise the financial reserves currently held by the PC in way that benefits village residents. The original objective was to increase capacity from 50 seated to 75 – 80 seated, and as a consequence the PC expected the project to be cheaper and more affordable than the latest estimates.

It is worth noting that all the proposals include a relocated entrance to the site, so that access is gained from Lincoln Lane directly into the car park at the rear of hall. This scheme allows the extension to occupy the area at the front of the current hall which is little used. This revised entrance proposal was given an “in principle” green light by NK planning authorities.

2. Conclusion

The PC believes that Feasibility Study confirms that an extension to the ORPMR is feasible. However, the PC considers that the options developed to date do not represent best value for money and may produce a hall that is larger than necessary. The PC is also concerned that these budget estimates are likely to increase and that a more modest extension would be worth evaluating.

3. Proposal - Next Steps

The PC propose to re-look at a more modest extension, with an associated refurbishment. It is proposed to set up a small working group of interested Cllrs who will re-examine options.

The team will look to work with a more modest budget, of say circa £120K, and try to develop proposals by working with a range of smaller, trusted, local builders. The group would aim to complete this work by Spring 2023 and present its findings and recommendations.

In addition, the PC has explored converting the current tennis court into a Multi-Use-Gym-Area (MUGA) to provide a wider range of sports facilities in the village. Outline indicative costs for this proposal were obtained from an established local supplier and these ranged from £35K to £52K depending upon the specification and scope of supply. This proposal will also be examined as an addition to the potential extension, although it stands alone as a proposal.

N. Lyons

Appendix F

Option 1 – Primary Care Supplies

[Rescue SAM AED Defibrillator Packages \(primarycaresupplies.co.uk\)](http://primarycaresupplies.co.uk)



£830 + vat (this includes the purchase of paediatric pads)

Rescue SAM Fully-Automatic AED Defibrillator

Replacement pads – Adult £65.00 + vat. Child £85.00 + vat

Replacement battery £205 + vat

The defibrillator main unit is covered with an 8-year warranty as standard. The lithium-ion disposable battery, once inserted into the machine has an operational life of 4 years unless used. The battery can provide up to 200 shocks or 4 hours of continuous use. The battery has a 4-year limited warranty. Shock pads have a warranty up to their expiration date. All other accessories are covered for 1 year.

Option 2 - British Heart Foundation

iPAD SP1 Fully Automatic Defibrillator with FREE Carry Case – Pads are suitable for adults and children

[Buy the iPAD SP1 Fully Automatic Defibrillator from the BHF](#) Available fully or semi automatic

Semi automatic defibrillators will tell the rescuer to press a button to deliver a shock, if needed, and when prompted. Fully automatics, automate this process and will deliver the shock automatically if needed, it will tell the rescuer a shock is about to be delivered, so that they can make sure they aren't touching the patient



£975.00 + vat

Replacement pads – £57.00 + vat

Battery, up to 5 years life, 4-year warranty

Replacement battery - £198.00 + vat

Option 3 – British Heart Foundation

Mediana HeartOn A16 Semi Automatic Defibrillator – suitable for adults and children



[Mediana HeartOn A16 Semi Automatic Defibrillator \(bhf.org.uk\)](http://bhf.org.uk)

£1,095.00 + vat

Replacement pads £49.99 +vat

Replacement battery £275.00 + v

Battery, up to 5 years life, 4-year warranty