

# Thorpe on the Hill Parish Council

## Wednesday 08 March 2023 to follow the Annual Parish Meeting which commences at 6.30pm at the 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 25 January 2023, available on the Parish Council website [Click here to view](#)
6. Review The Oliver Roper Parish Meeting Room terms of hire and booking form **Appendix A**  
(amendments highlighted)
7. Consider the adoption of a Freeman/Freewoman of the Parish policy **Appendix B**
8. Review the Memorialisation Policy (amendments highlighted) **Appendix C**
9. Consider the financial report for this financial year to date **Appendix D**
10. Discuss and authorise payments & note income received. **Appendix E**
11. Discuss and review Parish Clerk report. **Appendix F**
12. Note the following planning applications : N/A  

Planning Cllrs are Bindley, Lyons and Williams
13. Receive and consider correspondence received that has not been circulated to the wider Parish or is not on the agenda.

14. Receive verbal updates from portfolio holders

15. To consider appointments to the following

- Lake Management Committee Parishioner seat – 1 vacancy

16. Closed session

1. Consider nominated candidate for Freeman/Freewoman of the Parish award.

### **Future meeting dates**

#### **Parish Council Meetings**

2023 –19 April , 17 May

#### **Annual Meeting of the Parish Council – 17 May 2023**

#### **Portfolio holders**

- Staffing Committee – Cllr Mrs Ives, Cllr Sheldon MBE and Cllr 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 Bamford
- Tennis court – Cllr Bamford
- Oliver Roper playpark – Cllr Mrs Owen
- Wildlife – Cllr Lyons
- Oliver Roper Parish Meeting Room – Cllrs Bamford and Bindley (Shared)

# Appendix A The Oliver Roper Parish Meeting Room Terms of Use and Booking Form

## The Oliver Roper Parish Meeting Room Booking Form

Please complete and return to: The Oliver Roper Parish Meeting Room, Lincoln Lane, Thorpe on the Hill. Lincoln. LN6 9BH. Or email as an attachment to: orpmrbookings@gmail.com

### Application Details

Name and/or Organisation:
Event:
Address for correspondence:
Email:
Telephone:
Date of Hire(s) (including year):

### Any additional information

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### Name and Address for Accounts (if different from above)

Name :	Address :
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### Booking Fee

<p><b>Fee for booking: .....</b></p> <p><b>Deposit required: Yes <input type="checkbox"/> No <input type="checkbox"/></b> (The Parish Council/Parish Clerk will determine if a deposit is required).</p> <p><b>If a deposit is required, payment must be made at the time of the booking.</b></p> <p><b>The deposit will be returned within 5-7 working days following the booking once the hall has been checked.</b></p> <p><b>If a deposit has been requested, the full invoice amount must be paid at least 10 working days prior to the booking.</b></p>
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### Please tick to indicate you have read and agree with:

Risk Assessment  Conditions of Hire  Booking fee information  Information for Hirers

Signed: .....

Date: .....

**Office use only:**

Date form received: .....

Date entered in diary: .....

Date acknowledged:.....

Deposit received: No:

Yes:

Amount: £.....

Card

Date of payment: .....

BACS:

Date of transfer: .....

Booking fee:

Amount: £.....

Card

Date of payment: .....

BACS:

Date of transfer: .....

Notes:

## CONDITIONS OF HIRE

Hiring of the hall between the hours of 11.30pm and 8.00am is not permitted because the hall is situated in a residential area.

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.

Payment, either in advance or on the day of hire can be made in two ways. The Booking Agent/Caretaker can be paid by debit card, or payment can be made directly to the Parish Council by BACS bank transfer (sort code 60-83-01, account no. 20354286).

Regular groups can pay per month via the same means following prior agreement with the Parish Clerk.

New village 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.

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.

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.

Children must always be supervised whilst on the premises, especially in the kitchen, due to the presence of the water boiler and sharp knives.

The wearing of footwear likely to cause damage to floors is not permitted.

Smoking is not permitted in any part of the building at any time.

Representatives of the Parish Council shall have right of entry at any time during the hire.

The Parish Council reserve the right to cancel or refuse any letting.

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.

The Parish Council shall not be responsible for any loss or damage to any property whatsoever or death or injury to any person whatsoever.

The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way.

The premises does not have a Premises Licence under the Licencing Act 2003. 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

1. Retail sale of alcohol
2. Performance of a play between the hours of 11pm – 8am
3. Exhibition of a film

4. Indoor sporting events if the audience is over 1000 people between the hours of 8am-11pm
5. Boxing or wrestling entertainment
6. Performances of live music between the hours of 11pm – 8am
7. Playing of recorded music
8. Performances of Dance
9. Supplying hot food or hot drink between 11pm and 5am

Cancellation charges will apply if the booking is cancelled and a replacement booking is not found. The charges will be: 14 days prior 100%.

#### **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:

Ensure floors in main hall are swept and dry (we are not expecting them to be spotless, but no mud/water/debris etc.)

Ensure all tables used are clean and have been wiped down (no pen marks etc.)

If any posters have been displayed on the walls, all traces of blue tack or tape must be completely removed without damage. If the wall is damaged, a charge may have to be made for any necessary repair or redecoration.

Ensure no pen/paint marks on radiators, wipe if necessary

Ensure kitchen floor is swept and clean (again, not spotless, but no food/water etc.)

Ensure kitchen worktops are clean and wiped down

Ensure toilet floors are clean (no muddy footprints), mop if necessary

Ensure toilets are flushed/clean, and toilet sinks cleaned (no mud/paint left on sinks/taps)

Special preparations, such as those required for the purpose of dancing, must not be applied to the floors without specific approval.

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.

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.

A copy of the risk assessment can be obtained from the Parish Clerk on request.

# Appendix B Freeman/Freewoman of the Parish Policy

## THORPE ON THE HILL PARISH COUNCIL

### FREEMAN OR FREEWOMAN OF THORPE ON THE HILL PARISH POLICY

#### FREEMAN OR FREEWOMAN OF THE PARISH POLICY

Approved at the council meeting dates:

Minute reference:

Amended:

Reviewed yearly at Annual Meeting

Distribution List:

#### 1. BACKGROUND

- 1.1. Previously there was no specific legislation or power for a Parish / Town Council to award Honorary Freeman. Advice in regard to honouring of citizens indicated that in the absence of express statutory power, it was considered that local councils could, nevertheless, admit to be honorary citizens of their parishes and communities persons who have served the public well over the years. Any expenditure incurred in connection being funded under the LGA Section 137 power to spend.
- 1.2. From the 12th of January 2010, the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act) amended the provisions of the LGA 1972 (S.249) to enable all local councils to confer honorary titles.
- 1.3. By virtue of Section 249(5) and (6) of the 1972 Act as amended, all local councils may now exercise powers to confer the title "Honorary Freeman" or "Honorary Freewoman" to persons of distinction and those who, in the Council's opinion, have rendered eminent services to the council's area.

#### 2. LEGAL PROCESS

- 2.1. Section 249 (8) of the 1972 Act, as amended, provides that the admission of an Honorary Freeman or Honorary Freewoman must be by resolution made at a meeting of the full Council specifically convened for such purpose and passed by no less than two-thirds of the members of the Council.
- 2.2. Section 249 (8) also requires "notice of the object of the meeting" to be given. This confirms the need for the agenda with the public notice and summons to members in respect of the Council meeting to itemise a motion to confer the title of Honorary Freeman or Honorary Freewoman. Section 249 (9) of the 1972 Act as amended provides that a local council may spend a reasonable sum as it thinks fit for the purpose of presenting an address or a casket containing an address to a person or whom it has been conferred the honorary title.

#### 3. COUNCIL PROCESS

- 3.1. A Town or Parish Council can award a 'Title of Dignity' to a person in recognition of significant contributions being made to the local community. Thorpe on the Hill Parish Council may award the title of 'Honorary Freeman or Freewoman of the Parish of Thorpe on the Hill'.
- 3.2. In keeping with the special nature of the award it shall be strictly limited to residents from any walk of life who have made a very significant voluntary contribution to Thorpe on the Hill Parish and who have demonstrated "service above self", or a significant national contribution relative to Thorpe on the Hill Parish. It would be expected that the nominee will have given extensive and distinguished service to the community which transcends local government i.e. service to other

organisations, voluntary and community groups, in a largely voluntary capacity and not usually simply for long service on the Parish Council. The nominee must have made an outstanding contribution to the Parish so as the nominee's contribution can be demonstrably seen to stand head and shoulders above the contributions made by most other people.

- 3.3.** The Parish Council's decision on the award of the title is final and no discussion or correspondence will be entered into on the matter.
- 3.4.** There is no limit to the number of nominations or holders of the title, but the nature of the nomination criteria means it is unlikely that the honour will be frequently awarded and will therefore remain distinctive. The award will be conferred for the life of the title holder but is not hereditary in nature.
- 3.5.** Nominations must be made by a serving Parish Councillor, though any local resident may approach a Councillor and recommend a nomination. Nominations must then be made by a Councillor in writing to the Parish Clerk.
- 3.6.** All nominations of Honorary Freeman or Freewoman are to be treated in the strictest of confidence. The nominee should not be informed that they have been nominated as it is not fair to raise expectations in case they are not met. It is imperative that submissions are not discussed with any other persons. Any disclosure will make the application invalid.
- 3.7.** Once a nomination has been received it will be considered by a meeting of the Full Council. This discussion will be held under 'restricted business' and will therefore exclude members of the public. The whole Council must resolve by at least a two-thirds majority that the distinction of 'Honorary Freeman or Freewoman of the Parish of Thorpe on the Hill' be conferred upon the nominee.
- 3.8.** Following a recommendation by Full Council that an award is justified the title of 'Honorary Freeman or Freewoman of the Parish of Thorpe on the Hill' will be granted by the Chair of the Parish Council and the title holder presented with a scroll citing the grounds for the award. The presentation of a scroll would be made by the Chair at a suitable appropriate event. A copy of the scroll will be held on record by the Parish Clerk. The title holder will be able to style themselves 'Honorary Freeman or Freewoman of the Parish of Thorpe on the Hill'. The title does not convey any legal or financial privileges on the holder.

**An example of the scroll can be seen on the following website**

[FREEDOM SCROLLS \(clerksandcouncilsdirect.co.uk\)](http://clerksandcouncilsdirect.co.uk)



# Appendix C

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 to village residents only. 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.

4.3 The cost of a renewed 10 year lease will be based on the estimated cost of ongoing maintenance and repair for the new ten-year period. The estimate will be negotiated with the applicant, based on historic costs incurred over the current lease period and the current condition of the memorial.

#### **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](mailto: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 D 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)	(3,852.96)
Interest Received / Bank charges	(50.00)	(850.74)
Grants / donations	(600.00)	0.00
<b>Total income</b>	<b>(28,378.00)</b>	<b>(30,179.89)</b>

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	18,542.21
Subscriptions	330.00	286.52
Miscellaneous	88.00	(66.00)
Repairs & Maintainance of Lake	2,000.00	1,697.53
Repairs & Maintainance of assets	3,000.00	1,344.07
Various assets	500.00	0.00
Stationary, stamps etc	250.00	480.75
Grants and donations (Section 137)	3,286.93	2,799.59
ORPMR, bowls and tennis courts	400.00	1,884.82
Christmas (Section 137)	0.00	0.00
VAT paid	500.00	2,433.69
<b>Total Expenditure</b>	<b>27,454.93</b>	<b>31,319.14</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	11,711.81
<b>Total reserves</b>	<b>265,485.46</b>	<b>20,393.81</b>

<b>Total income, expenditure inc reserves</b>	<b>264,562.39</b>	<b>21,533.06</b>
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## Balance Sheet

1. Balance Carried Forward	(265,485.46)
2. Precept	(23,838.00)
3. Other receipts	(6,341.89)
4. Staff costs	18,542.21
6. Other Payments( inc reserves)	33,170.74
7. Carry Forward	<b>(243,952.40)</b>
Unity Bank Current Account	6444.59
Skipton BS	237507.81
<b>Total in bank</b>	<b>243,952.40</b>

# Appendix E

## Expenditure to authorise

contract	23/01/2023	Plusnet	telephone	<b>25.20</b>
02/02/2023	02/02/2023	Noticeboard Company	Noticeboard	<b>1446.64</b>
02/02/2023	02/02/2023	Safelincs Lincoln	Debibrillator	<b>1187.99</b>
02/02/2023	02/02/2023	Seated Furniture Ltd	Play equipment	<b>295.23</b>
02/02/2023	02/02/2023	Arbuthnot Latham (Wicksteed)	Play equipment	<b>9077.18</b>
expenses	02/02/2023	Ms K Vickers	Paper/ink/first aid kit/cleaning items	<b>73.75</b>
expenses	02/02/2022	M Bindley	Wooden post	<b>9.80</b>
contract	09/02/2023	Lloyds bank credit card	one drive	<b>4.99</b>
contract	09/02/2022	EDF Energy	OMPR	<b>303.73</b>
salary	17/02/2023	LCC Pensions	salary	<b>222.42</b>
salary	17/02/2023	HMRC	salary	<b>33.09</b>
salary	17/02/2023	Ms K Vickers	salary	<b>717.15</b>
salary	17/02/2023	Matthew Scott	salary	<b>83.50</b>
salary	17/02/2023	Peter Harding	salary	<b>206.40</b>
contract	17/02/2023	Taylor Tree Services	Tree work	<b>900.00</b>
contract	23/02/2023	Plusnet	broadband	<b>59.76</b>
				<b>14646.83</b>

## Income to note

hall hire	24/01/2023	Scouts	Hall hire	<b>-412.00</b>
transfer	31/01/2023	TOTH PC	Transfer from Skipton Building Society	<b>-18000.00</b>
hall hire	02/02/2023	Paypal	Hall hire	<b>-15.72</b>
hall hire	03/02/2023	K Summers	Hall hire	<b>-78.00</b>
hall hire	06/03/2023	A Peacock	Hall hire	<b>-52.00</b>
hall hire	08/02/2023	Scouts	Hall hire	<b>-10.50</b>
hall hire	13/02/2023	Hall hire	Hall hire	<b>-32.00</b>
hall hire	13/02/2023	Hall hire	Hall hire	<b>-52.00</b>
hall hire	13/02/2023	B Bond	Hall hire	<b>-65.00</b>
hall hire	13/02/2023	B Bond	Hall hire	<b>-52.00</b>
hall hire	13/02/2023	A Peacock	Hall hire	<b>-52.00</b>
hall hire	20/02/2023	Umbrellas	Hall hire	<b>-32.00</b>
hall hire	20/02/2023	Umbrellas	Hall hire	<b>-28.00</b>
hall hire	20/02/2023	Umbrellas	Hall hire	<b>-28.00</b>
hall hire	20/02/2023	Umbrellas	Hall hire	<b>-58.00</b>
hall hire	20/02/2023	Umbrellas	Hall hire	<b>-28.00</b>
hall hire	20/02/2023	Umbrellas	Hall hire	<b>-38.32</b>
				<b>-19033.54</b>

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

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/Bindley
June 2022	Possible extension to ORPMR	A working group has been set consisting of Cllrs Lyons, Bindley & Mrs Owen.	Cllrs Lyons/Bindley/Owen
July 2022	New Notice board to replace the existing one	On order.	Parish Clerk
July 2022	Refurbishment of circular seat on village green	Seeking quotes to repair bench	Parish Clerk

All other actions from Parish Council Meetings are either completed or itemised above