

Thorpe on the Hill Parish Council

Annual Parish Council Meeting 17 May 2023 7pm Oliver Roper Parish Meeting Room

Dear Councillors

You are hereby summoned to a meeting of Thorpe on the Hill Parish Council details above.

Following the election of the Chairman & Vice Chairman there will be a public forum for 20 minutes where members of the public may ask questions or make short statements to the Council. 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. A further period of time will be set aside to receive reports from the County & District Councillors.

Signed: Kerrie Vickers, Parish Clerk. 11.05.2023

AGENDA

1. Welcome
2. To receive the Declaration of Acceptance of Office from Parish Councillors
3. To elect a Chairman and receive the Declaration of Acceptance of Office
4. To elect a Vice-Chairman
5. **Public Forum** – members of the public may ask questions or make short statements to the Council.
6. Consider updates from District and County Councillors
7. **Formal Session**
 - 7.1 Receive Apologies for Absence
 - 7.2 Receive any Declarations of Interest from Members
 - 7.3 Consider and sign meeting minutes of Parish Council meeting on 19 April 2023, available on the Parish Council website Click [here](#) to view
8. **Review of Policies**
 - 8.1 Parish Council Asset Register found [here](#)
 - 8.2 Risk assessments found [here](#) under the heading **Health and Safety** -no amendment
 - 8.3 Parish Council policies to include GDPR Compliance found [here](#) under the heading *Policies – no amendment*
 - 8.4 Standing Orders and Financial regulations found [here](#) under the heading *Policies – no amendment*
 - 8.5 Review and agree amendment to Grant Policy - **Appendix A** (amendment highlighted)
9. **Review of arrangements** (including legal agreements) with other local authorities, not-for-profit bodies, and businesses
 - 9.1 S North - grass cutting
 - 9.2 Wicksted Ltd - playpark inspections
 - 9.3 Lincolnshire Association of Local Councils (LALC) - training
 - 9.4 RC Wetherill - hedge cutting at Old Haddington Lane (allotments)
 - 9.6 One Drive - additional digital storage
 - 9.6 Microsoft Office Subscription

10. Finance

10.1 Review and approve regular payments made by Direct Debit as per Financial Standing Order 5.6

- Wave
- Eon
- BT
- Lloyds credit card for items purchased by Clerk as per Financial Standing Order 4.5

10.1 Review and approve the continued use of payments via BAC's, CHAP's as per Financial Standing Order 6.6

10.2 To receive the Annual Internal Audit Report 2022/23

10.3 To consider, approve and sign the Annual Governance Statement 2022/23

10.4 To consider the financial report for this financial year to date **Appendix B**

10.5 Discuss and authorise payments & note income received. **Appendix C**

10.6 To note the increase in employer pension contribution from April 2023.

11 To discuss the Clerks report **Appendix D**

12 Consideration of summary reports on an extension to the ORPMR and the conversion of the tennis court to a MUGA. Decisions on the best way forward with these proposals.

13 To note the following planning applications; 23/0378/HOUS 20 Brindley Close Thorpe on The Hill
Planning Cllrs are Bindley, Lyons and Williams

14 Receive and consider correspondence received that has not been circulated to the wider Parish or is not on the agenda

15 Receive verbal updates from portfolio holders

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 Bramford

Tennis court – Cllr Bramford

Oliver Roper playpark – Cllr Mrs Owen

Wildlife – Cllr Lyons

Oliver Roper Parish Meeting Room – Cllrs Bamford and Bindley (Shared)

16 Future meeting dates

5 July 2023

6 September 2023

18 October 2023

6 December 2023

Appendix A

Thorpe on the Hill Parish Council Grants Policy Policy 2.2 amended version 19th November 2018

The Account and Audit Regulations requires that any organisation that receives a grant must update the council in writing, within 12 months, showing exactly what they have done with any grant. The update must include

- Name address and contact details of organisation
- Details of how the award has benefited the organisation and its members
- Photographs are always welcome

Councils are required to ensure that they are aware of what a grant is required for and that it is a **proven need and not just a general request for money**. Councils must check if they have a power to make the payment, or are able to use their Section 137 allocation having ascertained that the project benefits all or some of the community.

The Council must treat all applications equally and no local body can expect to receive a grant based on their past experience.

Grants procedure

1. The Parish Council will make provision in its budget for a sum of money to be used for grant purposes.
2. Using the Annual Parish Meeting, newsletters, notice boards or other communication channels, the Parish Council will advertise that there will be an amount of money available during the following financial year for the benefit of the community and that applications may be made to the Council using the application form below.
3. The closing date for applications will be **30 October** in the year preceding when grants are paid to ensure that applications can be properly considered and that sufficient funds can be included in next year's budget.
4. The exact amount to be included in the budget for the following year will be decided after the closing date and all applications have been considered. The Parish Council will have regard to the fact that the Council can levy a set amount per head of the electorate under Section 137 of the Local Government Act 1972 to cover expenditure not specifically authorised elsewhere in its budgets.
5. All applications must be sent and addressed to the Clerk at the official council address and not to individual councillors or the Chair.
6. Applicants will be invited to speak in support of their application during the public part of a Parish Council meeting and answer any questions put to them by Councillors. Councillors will then make a decision regarding applications during the relevant agenda item in the Parish meeting when the public should not address Council.
7. Successful and unsuccessful applicants, will be notified in writing, by 31 January of the year when grants are paid and grants for successful applications and will be payable after 1 April in that year along with any terms and conditions imposed by the Parish Council.
8. The Council will require a written report of how the money has been used within 12 months of the grant being paid in the form of an annual report or set of accounts that clearly identify the expenditure. Other evidence such as receipts may be requested.

Adopted by Thorpe on the Hill Parish Council at a meeting of the Council held on 7th December 2017.

Amended by Thorpe on the Hill Parish Council at a meeting of the Council held on 19th November 2018

Appendix B

	Budget 2023/24	Actual 2023/24
Precept	24,500.00	(24,500.00)
VAT Refunded	2,500.00	0.00
Allotments and lake	450.00	(1,240.00)
ORPMR	3,000.00	(840.19)
Interest Received / Bank charges	1,000.00	0.00
Grants / donations	130.00	0.00
Total income	31,580.00	(26,590.19)

Love Your Parish week (section 137)	300.00	0.00
Insurance	1,800.00	0.00
Audit	300.00	0.00
Salary	15,000.00	1,344.67
Training + expenses	500.00	119.88
Subscriptions	330.00	237.65
Miscellaneous	100.00	55.80
Repairs & Maintainance of Lake	2,000.00	0.00
Repairs & Maintainance of assets	3,500.00	454.00
Various assets	500.00	0.00
Stationary, stamps etc	250.00	130.41
Election (Reserves)	3,000.00	0.00
Grants and donations (Section 137)	2,500.00	0.00
ORPMR, bowls and tennis courts	1,500.00	225.26
Christmas (Section 137)	0.00	0.00
VAT paid	0.00	0.00
Total Expenditure	31,580.00	2,567.67

Campaigning/planning issues		1,000.00
Traffic calming		10,000.00
Tennis court deposits		400.00
Purchase of additional assets		0.00
Election		2,000.00
		13,400.00

Balance Sheet

1. Balance Carried Forward	241,836.41
2. Precept	(24,500.00)
3. Other receipts	(2,080.19)
4. Staff costs	1,344.67
6. Other Payments(inc reserves)	3,223.00
7. Carry Forward	265,858.66
Unity Bank Current Account	28350.85
Skipton BS	237507.81
Total in bank	265,858.66

Appendix C

Expenditure to authorise

Date paid	Payable	Details of exp	Total inc VAT
11/04/2023	Lloyds Bank	Advert+Microsoft	127.87
19/04/2023	Lincoln Association of Local Councils	Annual subscription	227.67
19/14/2023	K Vickers (Amazon)	Printer ink	18.99
19/04/2023	HMRC	Tax	41.2
19/04/2023	Lincolnshire Pension Fund	Pension	233.16
19/04/2023	K Vickers	Salary	717.15
19/04/2023	M Scott	Salary	83.50
19/04/2023	J Burden	Salary	165.20
19/04/2023	P Harding	Salary	103.20
28/04/2023	Hudsons Window Cleaner	Windows	10.00
28/04/2023	J Burden	expenses	54.37
28/04/2023	S North	Grass cutting	454.00
03/05/2023	Kostrzewa	Returned Deposit	150.00
10/05/2023	BT	Broadband	43.50
10/05/2023	Lloyds Bank	Various adhoc	137.86
		Total expenditure	2567.67
Income to note			
Date paid	Payable	Details of exp	Total
03/04/2023	NKDC	Precept	-24500
03/04/2023	Mrs Peacock	Hall Hire	-52
06/04/2023	V Hayward	Hall Hire	-78
06/04/2023	B Bond	Hall Hire	-48
06/04/2023	B Bond	Hall Hire	-16
11/04/2023	Lyons	Allotment rental	-40
11/04/2023	Offgem	Feed in tariff	-269.19
11/04/2023	Brown Bob North	Hall Hire	-52
12/04/2023	J Smith	Tennis key	-10
13/04/2023	Mcstay	Allotment rental	-20
14/04/2023	Hunter	Allotment rental	-40
14/04/2023	Lansdowne-Gray	Allotment rental	-20
18/04/2023	Ackroyd	Allotment rental	-20
18/04/2023	Lincoln Featherbenders & Flyfishers	Licence	-1000
19/04/2023	Everatt	Allotment rental	-40
20/04/2023	Brogan	Allotment rental	-20
21/04/2023	Fryer	Allotment rental	-20
24/04/2023	Cox	Allotment rental	-20
27/04/2023	Umbrella's	Hall Hire	-28
27/04/2023	Umbrella's	Hall Hire	-28
28/04/2023	Voakes	Hall Hire	-35
28/04/2023	Murray	Hall Hire	-16
02/05/2023	Sivarkumarn	Hall Hire	-40
02/05/2023	Baby Sensory Newark+Lincoln	Hall Hire	-78
02/05/2023	Peacock	Hall Hire	-52
02/05/2023	Hearing Dogs for the Deaf	Hall Hire	-32
02/05/2023	Bond	Hall Hire	-16
		Total Income	-26590.19

Appendix D

Parish Clerk report outstanding/ongoing Parish Council decisions

Date raised	Issue	Current position	Person/s responsible
June 2022	Possible extension to ORPMR	The working party has recently met with 5 builders and received some, but not all quotes. Next steps are to gather the relevant information to take to a public meeting.	Cllrs Lyons/Bindley/Owen
July 2022	Refurbishment of circular seat on village green	The bench will be removed and refurbished in the summer.	Parish Clerk
May 2023	Notice Board	The new notice board has arrived. Clerk seeking quotes for installation	Parish Clerk

