

# Thorpe on the Hill Parish Council

## Minutes of the meeting 17 May 2023 at The Oliver Roper Meeting Room at 7pm

---

**23.047 Welcome** - Councillor Lyons welcomed everyone to the meeting and thanked his fellow Parish Councillors and the Parish Clerk for their support during his tenure as Chairman the past 2 years.

The past 12 months has seen the successful recruitment of a Parish Clerk and caretaker; 2 new Parish Councillors; new play equipment added to the play area; 2 speeding devices; a new memorial bench at the lake along with a renegotiated licence with the fishing club raising additional income for the Parish.

**23.048 To receive the Declaration of Acceptance of Office from Parish Councillors** – *All forms were signed prior to the meeting.*

**23.049 To elect a Chairperson** – *Councillor Lyons called for nominations for Chairperson. Councillor Lyons proposed Councillor Bindley which was seconded by Councillor Williams and agreed.*

*Councillor Sheldon thanked Councillor Lyons for all his hard work which was echoed by all.*

**23.050 To elect a Vice Chairperson** – *Councillor Bindley then chaired the meeting and called for nominations for Vice Chairperson. Councillor Lyons proposed Councillor Bramford which was seconded by Councillor Sheldon and agreed.*

**23.051 Public time** – The following points were raised:

*Comments were received that the asset register on the website was incorrect regarding the number of benches on the village green. The Parish Clerk agreed to check and amend accordingly.*

*The Parish Council was asked the question regarding its official stance in relation to The North Hykeham Relief Road and Councillor Bindley advised that it didn't have one.*

*The Parish Council were asked if the briefing the following day would be a public meeting and was answered that yes it was and not a formal meeting.*

*Thanks were given by a member of the public to all who had held Coronation Events and the Parish Council asked to consider contributing financially in the future.*

*Thanks were also given to District Councillor Overton for his sterling service on behalf of the parish residents which was also echoed by the Parish Council.*

**23.052 Consider updates from District and County Councillors**

*District Councillor Overton advised that his newly elected colleague District Councillor Mitch Elliot couldn't attend the meeting with him as Witham St Hughs Parish Councils meetings coincide with Thorpe on the Hill and a presence needed there.*

*Councillor Overton advised that it was business as normal following the elections and said he would attempt to attend the Highways briefing meeting the following day.*

*Councillor Bindley advised that he had drafted a letter to Mike Thompson giving thanks on behalf of the Parish Council for all the support he has given to Thorpe on the Hill over the years in his capacity as County Councillor.*

**Formal session commenced at 7.30pm**

**23.053 Parish Council**

1. Membership: Cllrs Mark Bindley (Chairperson), Jason Bramford (Vice Chairperson), Zoe Ives, Nick Lyons, Charlotte Owen, Robert Sheldon MBE, N Williams.

2. Present: Cllrs Mark Bindley (Chairperson), Jason Bramford (Vice Chairperson), Zoe Ives, Nick Lyons, Charlotte Owen, Robert Sheldon MBE, N Williams. K Vickers (Parish Clerk), 1 member of the public

3. Apologies: *none*

4. Declaration of interest: *none*

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.

5. Declaration of gifts and hospitality over £25: *none*

6. The following training courses were agreed: *none*

7. Consider and sign meeting minutes of Parish Council meeting on 19 April 2023 – *agreed and signed*

#### **23.054 Review**

i. Asset Register – *agreed pending amendment of item indicated as incorrect* **Action Parish Clerk**

ii. Risk assessments -no amendment – *agreed*.

iii. Parish Council policies to include GDPR– no amendment - *agreed*

iv Standing Orders and Financial regulations found here under the heading *Policies* – no amendment - *agreed*

v Review and agree amendment to Grant Policy;

*At present, under the terms of the policy, the Parish Council must purchase the items on behalf of the recipients of the grant funding. Councillor Bindley proposed to amend the policy to remove this requirement and add instead that the recipient must send in a written report 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.*

*Seconded by Councillor Lyons and agreed.*

**Action Parish Clerk**

**23.055 – Review of arrangements** (including legal agreements) with other local authorities, not-for-profit bodies, and businesses

i S North - grass cutting

ii Wicksted Ltd - playpark inspections

iii Lincolnshire Association of Local Councils (LALC) - training

iv RC Wetherill - hedge cutting at Old Haddington Lane (allotments)

v One Drive - additional digital storage

vi Microsoft Office Subscription

*All agreed.*

#### **23.056 Finance**

i. 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

*All agreed*

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

iii. To receive the Annual Internal Audit Report 2022/23

*The Parish Clerk had previously circulated the internal audit report. This was accepted by the Parish Council and will be available to view on the website.*

**Action Parish Clerk**

iv. To receive and approve the Accounting Statements 2022/23. *Agreed and signed and will be available to view on the website.*

v. To consider, approve and sign the Annual Governance Statement 2022/23 – *approved and signed and available to view on the website.*

*Councillor Bindley read out the points on the Annual Governance Statement and answered the questions posed. This was agreed and signed and available to view on the website.*

**Action Parish Clerk**

**23.057– Financial matters – the finance report as below was accepted**

	<b>Budget 2023/24</b>	<b>Actual 2023/24</b>
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
<b>Total income</b>	<b>31,580.00</b>	<b>(26,590.19)</b>

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 & Maintenance of Lake	2,000.00	0.00
Repairs & Maintenance 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
<b>Total Expenditure</b>	<b>31,580.00</b>	<b>2,567.67</b>

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
		<b>13,400.00</b>

### 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
<b>Total in bank</b>	<b>265,858.66</b>

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.

**23.058– Financial matters – The following expenditure was approved**

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
		<b>Total expenditure</b>	<b>2567.67</b>

**23.059 – the following income was noted**

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
		<b>Total Income</b>	<b>-26590.19</b>

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.

**23.060 To note the increase in employer pension contribution from April 2023.** *Noted*

**23.061 Parish Clerk report outstanding/ongoing Parish Council decisions**

<b>Date raised</b>	<b>Issue</b>	<b>Current position</b>	<b>Person/s responsible</b>
June 2022	Possible extension to ORPMR	The working party has recently met with 6 local builders and received quotes. Next steps are to gather the relevant information to take to a public meeting. See also minute 23.062	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

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

**23.062** Consideration of summary reports on an extension to the ORPMR and the conversion of the tennis court to a MUGA (multi use games area).

*Councillor Bindley advised that 6 local builders had been invited to quote on an extension to the village hall with 4 quotes received and the project deemed viable. Also for consideration was the proposal of the conversion of the tennis court to a MUGA (multi use games area).*

*Councillor Lyons added that the consideration of the MUGA has arisen after the failure to negotiate terms of use with Lincolnshire County Council for the school playing field.*

*Councillor Bindley asked the Parish Councillors to vote on next steps and take the proposals out to public consultation. **\*See amendment***

*Vote results. Yes= 5 No= 1 Abstained= 1*

*Following the results of the vote, a public consultation will be arranged using View from the Hill, Facebook and the village residents email distribution list.*

**Action Parish Clerk/Councillor Bindley**

**23.063 - Planning application** 23/0378/HOUS 20 Brindley Close Thorpe on The Hill. *Noted, no comments*

**23.064 Correspondence:** received that has not been circulated to the wider Parish or is not on the agenda – letter of thanks from Ron Bradford MBE for the award of Freeman of the Village awarded to him on 8 May 2023 during the Umbrellas all day café celebrations.

Notice to quit document from Lincolnshire County Council for the shared use of the school playing field.

**Action Parish Clerk**

**23.065** Verbal updates from portfolio holders –

*Allotments – Councillor Lyons informed the meeting that a tenant of an allotment on Moor Lane had quit the tenancy but left behind a lot of items which were not deemed to be of use to any incoming tenant. The person concerned has been served with a notice to clear the site within 28 days.*

*Councillor Lyons has been asked if the Parish Council will make arrangements to cut the hedges at the allotment site on Moor Lane. The hedge cutting at the Sky Lane allotment site are contracted out by the Parish Council and It was agreed that a consistent approach should be adopted.*

**Action Parish Clerk**

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.

### **23.066** Appointments

- *Lake Management Committee Parishioner seat – 1 vacancy – The Parish Clerk advised that a resident has expressed an interest in the vacant seat and will inform the resident when the next meeting is.*
- *It was agreed that Councillor Lyons would replace Councillor Bindley on the staffing committee with Councillor Bindley now being in the position of Chair.*

### **23.067** Future Meeting Dates

5 July 2023

6 September 2023

18 October 2023

6 December 2023

Meeting concluded at 8.20pm

*\* As per minute 23.071 in the meeting of 5 July 2023, the Parish Council agreed for an amendment to the minutes to read;*

Councillor Sheldon attempted to include an amendment to the proposal which was declined by the Chair.