

Thorpe on the Hill Parish Council

Meeting Agenda

Dear Parish Councillors

You are hereby summoned to a meeting of Thorpe on the Hill Parish Council to be held on Wednesday 6 September at The Oliver Roper Meeting Room at 7pm where the undermentioned business will be transacted.

There will be a 20 minute public forum at the start of the meeting followed by updates from our County and District Councillors. Your presence is required during this time.

Signed: **K. Vickers**, Parish Clerk.

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. To receive updates from District and County Councillors
4. **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;
5. Consider and sign meeting minutes of Parish Council meeting on 5 July 2023 available on the Parish Council website. Click here to [view](#).
6. To consider whether the Council will move any items on the agenda to the closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 as per Standing Order 7h. Should this resolution be passed the public and press will be required to leave the meeting at this stage.
7. Discuss and authorise payments & note income received. **Appendix A**
8. Consider the financial report for this financial year to date **Appendix B**
9. Discuss and review Parish Clerk report. **Appendix C**
10. To discuss the adoption of the Scheme of Delegation Policy. Policy previously circulated to Parish Council.
11. To discuss the adoption of amendment to Standing Order number 9 Committees to add to point b wording in red text.
*b. The Council will set the terms of reference for the committee, and the committee will report to the Council as determined by the terms of reference **and the Scheme of Delegation Policy.***
12. To discuss the adoption of amendment to Financial Standing Order 4. Budgetary Control and Authority to Spend point 4.1 as per wording in red text.

From

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £1500;or
- the Parish Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any *items below £500*.

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- the Parish Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any *items up to £1500*.

13. Oliver Roper Parish Meeting Room Improvements. To receive an update and approve next steps. **Appendix D**

14. Witham Food, Farming and Nature Network. To consider supporting the Landscape Recovery Project. Report previously circulated to the Parish Council.

15. Playing field. To receive an update.

16. Bowls Club. To determine if the club should have a lease or licence with the Parish Council. **Appendix E**

17. Note the following planning applications. N/A

18. To receive and consider correspondence received that has not been circulated to the wider Parish or is not on the agenda.

i. Parish Council fence adjacent to 2 Westfield Lane – to discuss granting permission to seek quotes for replacement. Report previously circulated to Parish Council.

19. To receive verbal updates from portfolio holders

20. To discuss awarding Freeperson of Thorpe on the Hill award

21. Closed session. To discuss any items which have been determined to be of a confidential/sensitive nature as per agenda item 6.

Future meeting dates

Parish Council Meetings

18 October 2023, 6 December 2023

Lake Committee Meeting

11 October 2023

Portfolio holders

- Lake Management Committee – Cllr’s, Bindley, Bramford, Lyons, Sheldon
- Staffing Committee – Cllr’s Ives, Lyons and Sheldon MBE
- Whisby Quarry Liaison meeting – Cllrs Lyons and *vacancy*
- Whisby Nature Park Steering Board – Cllr Sheldon MBE
- Allotments – Cllr Lyons
- Planning – Cllrs Bindley, Lyons and Williams
- Finance – Cllr Bramford
- Tennis court – Cllr Bramford
- Oliver Roper playpark – Cllr Owen
- Wildlife – Cllr Lyons
- Oliver Roper Parish Meeting Room – Cllrs Bindley, Lyons and Owen

Appendix A - Finance Report Expenditure to authorise/income to note

Date of payment	Payment to	Details	Expenditure
28/06/2023	K Vickers	Magnets for Notice Board	12.99
28/06/2023	AGJ Garden Services	Notice board installation	270
28/06/2023	Lindum Fire Ltd	ORPMR Annual Service	126
30/06/2023	Unity Trust	Bank Service Charge	18
07/07/2023	BT	Broadband ORPMR	39.54
07/07/2023	Lloyds Bank	Cleaning items/Microsoft/monthly fee	61.85
11/07/2023	EDF Energy	Electricity ORPMR	24.91
19/07/2023	HMRC	salary	42.44
19/07/2023	Lincolnshire Pension Fund	salary	233.16
19/07/2023	Secure One	Alarm service ORPMR	192.6
19/07/2023	Ms K Vickers	Salary	717.15
19/07/2023	Mr J Burden	Salary	165.2
19/07/2023	Mr M Scott	Salary	83.5
25/07/2023	Jason Stafford	Picnic bench x 2 for playing field	200
25/07/2023	View from the Hill	Grant payment	888
28/07/2023	LALC	Training	30
28/07/2023	Earth Anchors	Litter bin for playing field	160.8
02/08/2023	Sharne Ackroyd	Allotment rental refund	20
02/08/2023	Elite Signs	Signage for playing field	24
02/08/2023	Steve North	Gardening services	419
02/08/2023	Leisure Services	Wetpour repair in playground	900
07/08/2023	BT	Broadband ORPMR	39.54
09/08/2023	Lloyds Bank	Bulbs/seeds. Microsoft. Mobile top up	267.12
09/08/2023	EDF Energy	Electricity ORPMR	24.27
16/08/2023	Mr & Mrs Lyons	Screwfix	19.49
16/08/2023	Hudsons Window Cleaner	Windows ORPMR	10
16/08/2023	HMRC	Salary	42.64
16/08/2023	Mr J Burden	Salary	165
16/08/2023	M Scott	Salary	83.5
16/08/2023	Ms K Vickers	Salary	717.15
16/08/2023	Lincolnshire Pension Fund	Salary	233.16

6231.01

Date of payment	Payment from	Details	Income
05/07/2023	Noticeboard Company	refund	-138.7
05/07/2023	Mrs Peacock	Hall Hire	-52
07/07/2023	Randall CJ	Tennis key	-10
07/07/2023	Wong MPM	Tennis key	-10
07/07/2023	B Bond	hall hire	-36
11/07/2023	K Hubbard	Tennis key	-10
11/07/2023	Murray JY	Hall hire	-16
11/07/2023	Umbrella's	Hall hire	-28
26/07/2023	Lincolnshire County Council	Pin badge contribution	-198
28/07/2023	Umbrella's	Hall Hire	-48
28/07/2023	B Bond	Hall Hire	-24
02/08/2023	A R Peacock	Hall Hire	-52
09/08/2023	Murray	Hall Hire	-16
11/08/2023	St Michaels Church	Pin badge contribution	-55
14/08/2023	Scouts	Hall hire	-114
18/08/2023	HMRC	VAT Refund	-4537.62
22/08/2023	British Gas	Feed in tariff	-489.4
			-5834.72

Appendix B - Finance Report Year to Date	Budget 2023/24	Actual 2023/24
Precept	24,500.00	(24,500.00)
VAT Refunded	2,500.00	(4,537.62)
Allotments and lake	450.00	(1,280.00)
ORPMR	3,000.00	(3,139.74)
Interest Received / Bank charges	1,000.00	0.00
Grants / donations	130.00	0.00
Total income	31,580.00	(33,467.36)

Love Your Parish week (section 137)	300.00	0.00
Insurance	1,800.00	1,804.50
Audit	300.00	180.00
Salary	15,000.00	6,310.27
Training + expenses	500.00	149.88
Subscriptions	330.00	237.65
Miscellaneous	100.00	55.80
Repairs & Maintainance of Lake	2,000.00	362.13
Repairs & Maintainance of assets	3,500.00	2,062.49
Various assets	500.00	565.99
Stationary, stamps etc	250.00	298.00
Election (Reserves)	3,000.00	0.00
Grants and donations (Section 137)	2,500.00	1,604.97
ORPMR, bowls and tennis courts	1,500.00	1,253.27
Christmas (Section 137)	0.00	0.00
VAT paid	0.00	131.80
Total Expenditure	31,580.00	15,016.75

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	(8,957.36)
4. Staff costs	6,310.27
6. Other Payments(inc reserves)	10,706.48
7. Carry Forward	260,316.75
Unity Bank Current Account	22808.94
Skipton BS	237507.81
Total in bank	260,316.75

Appendix C Parish Clerk report outstanding/ongoing Parish Council decisions

Date raised	Issue	Current position	Person/s responsible
June 2022	Possible extension to ORPMR	Agenda item 8	Cllrs Lyons/Bindley/Owen
July 2022	Refurbishment of circular seat on village green	Update – bench has been restored. Quote underway to provide a suitable surface prior to returning bench.	Parish Clerk
May 2023	Allotments - Hedge cutting on Moor Lane.	It was agreed to cut the allotment hedges on Moor Lane following the nesting season. Clerk to arrange.	Parish Clerk

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

Appendix D - ORPMR Improvements

SPECIFICATION

1. Construct a flat roof extension at the rear of the building to house an office and a store, see plan. Roofing to be GRP.

a. Remove section of car park fencing between rear of hall and car park to allow for construction work. Reinstall fencing after construction between Lincoln Lane and new extension wall, installing lockable pedestrian access in fence. Reinstall fence between current car park vehicle entrance and new extension wall.

b. Install three doors from hall into new extension, using existing window frames. One into office, two into store. Doors into store to be solid, door into office to be fully glazed.

c. One window in extension, in office

e, see plan.

d. Radiators along internal rear wall of hall be moved to newly exposed internal northern wall.

e. The dividing wall between the store and office to be a temporary divider wall, to allow for any future changes in need. A modular system like the Alara range to be used.

f. To allow for the loss of natural light, the fire door, and internal and external entry doors to be replaced with fully glazed doors, and the current external door to the existing office to become a full height window.

g. Finish of walls in office (other than dividing wall) to be of same finish as hall. Walls in store can be left as brick or block with paint finish.

2. All internal walls forming current storage and office to be removed.

a. Current electrical services connection within storage to be relocate into a cupboard within new office.

3. Kitchen to be enlarged by expanding into current male toilets.

a. The wall between the kitchen and male toilet to be moved 800mm into toilet, see plan.

b. Current cubicle to be rotated 180°, see plan.

c. Urinals and sinks to be moved, see plan and door to be rehung to be hinged on right, facing from lobby, see plan.

d. Door into kitchen to be moved 50mm towards outer hall wall, see plan.

e. Serving hatch to be created between new door position and moved wall between kitchen and male toilets, see plan. Hatch to be as wide as possible within the available space, anticipated at 2000mm.

f. Worktop inside hatch to form a level serving area, easily accessible from both inside and outside the kitchen.

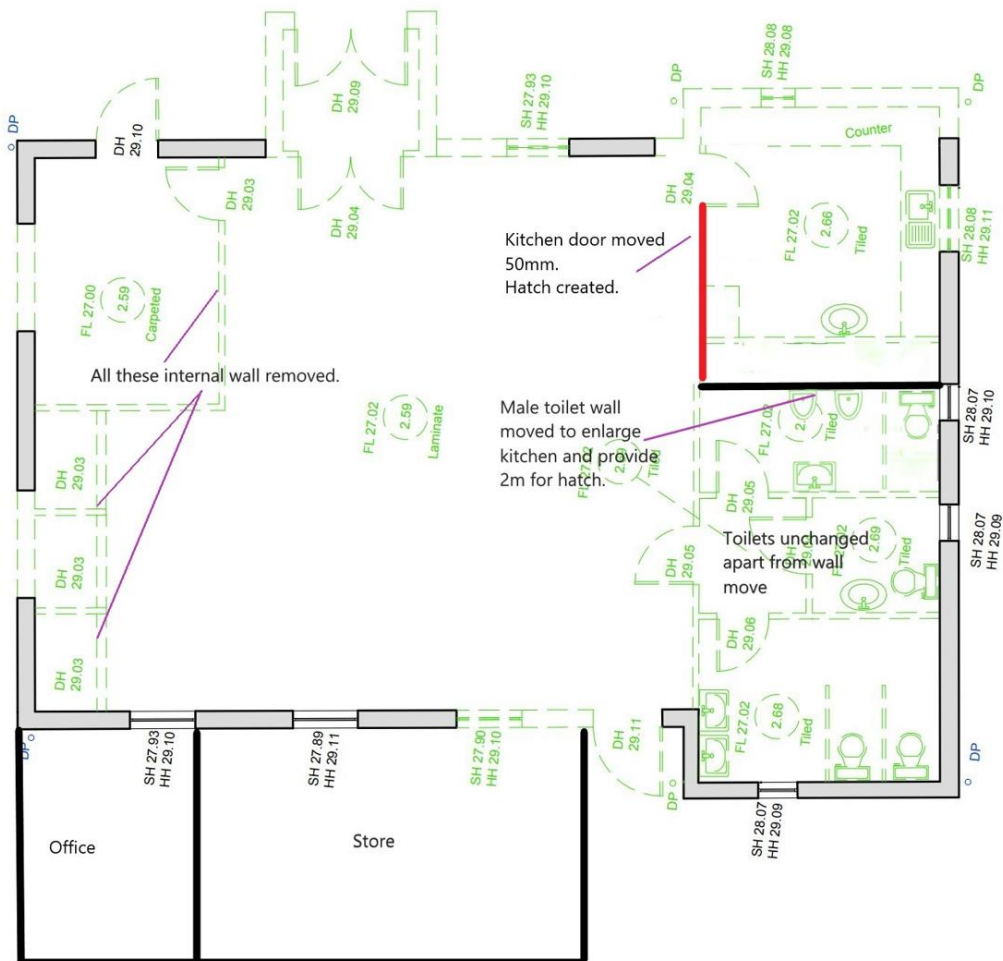
4. In addition to the building work.

a. A new vinyl floor to commercial specification to be fitted throughout the building.

b. New Ceiling in enlarged hall with LED lighting.

c. Painted, impact resistant plaster wall finishing throughout enlarged hall, to an agreed colour scheme.

- d. New kitchen fitted, to a specification to be agreed, within an allowance of up to £10,000 included in quote.
- e. Redecoration of all existing toilets
- f. Projector, sound system and induction loop fitted in enlarged hall.
- g. Allowance for fitting fire-resistant curtains or blinds to all windows and glazed doors.



Flat Roof extension with movable interior partition wall to allow for changed future priorities. Approximately 3m by 9m.

Appendix E

SUMMARY OF BOWLS CLUB SITUATION

The Oliver Roper Recreational Charity was established in 1964/5. The charity's purpose was to provide sport and recreational facilities for the residents of TOTH. After some years, the charity was unable to generate enough income to cover expenditure and, since then, the PC has provided subsidies. The charity recorded no income or expenditure from 2011 and was closed in 2017.

Thorpe on the Hill Bowls Club was initially established in 1967, using funds from the charity. It has played continuously since that date, a period of some 56 years. It can obviously be described as a village tradition, perhaps an institution, but has struggled in recent years to attract new members.

We are informed the club currently has 17 members, 5 of whom are parishioners.

Currently the PC pays for the club's use of electricity and water and bin collections. All maintenance of the green is undertaken by the club, which they estimate costs £1,000 to £1,500 per annum. Last year the club also incurred an expenditure of £1,400 to service the mower.

There is no written agreement with the club. The only published information is from the PC's website which states: The bowling area is also owned by the Council but is managed and maintained by the Bowls Club committee.

The club has indicated they will be approaching the PC for financial help with repairs to the pavilion and possibly for a grant for an automatic watering system.

There is very little information recorded in the physical Bowls Club file. However, a recent search of computer records has discovered an exchange of emails from early 2017. It appears the Bowls Club Committee at that time made a request to be awarded the status of a PC sub-committee to assist with administration and finance. This request was denied, but a licence was drawn up, dated 7 th April 2017, and offered to the club. For whatever reason, the licence was not signed.

ISSUES FOR DISCUSSION

1. The bowls club is currently the only organised group using PC facilities without a written agreement. The Scouts and Fly Fishers have licences, all hall users are bound by the written hiring agreement and allotment holders sign a written agreement. The opinion from LALC is that a legal agreement is strongly recommended.

Is a written agreement necessary?

If a written agreement is necessary, by what process will it be put in place?

Should any written agreement be a lease or a licence?

Should the PC take legal advice?

2. The bowls club is currently the only organised group that do not pay for using PC facilities. In fact, they are subsidised by the PC. They do maintain the green at their own cost, but the Fly Fishers also maintain the areas around the lake between the track and the shore. On the other hand, the PC does not charge for use of the tennis courts or playground and VFTH requires a subsidy to maintain its 23-year existence. The PC does however have a duty of financial transparency and currently, there is no record of the financial support for the club, dating back at least 20 years.

Is this of concern to councillors?

Could this be an issue with other organisations using PC facilities?

3. The Pavilion is owned by the PC and needs repair work.

Should this be undertaken automatically by the PC, within its responsibility to maintain its property, without requiring a submission from the bowls club?

4. The Bowls Club have indicated they may approach the PC for financial help with an automatic watering system.

Can this matter be left for discussion when and if the PC are approached?

If not, what issues would councillors like to raise at this hypothetical stage?