

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 7th March 2024 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 the 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. Formal Session
5. 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.
6. To consider and sign the meeting minutes of the Parish Council meeting held on 17 January 2024 available to view [here](#) as a true reflection of the meetings.
7. To consider whether the Parish 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.
8. Discuss and authorise payments & note income received. **Appendix A**
9. Consider the financial report for this financial year to date **Appendix B**
10. Discuss and review Parish Clerk report. **Appendix C**
11. To consider making an application to add an additional Parish Councillor to the Unity Trust Bank list of authorised signatories.
12. To consider the proposed allotments risk assessment as circulated to all Parish Councillors.
13. To consider the proposed amendments to the allotment terms and conditions as circulated to all Parish Councillors.
14. To consider changing the name of the village hall following the extension/renovation.
15. To consider if the Parish Council should apply to receive the free portrait of His Majesty the King for Town, Parish and Community Councils.
16. To note the following planning applications.
 - LCC Reference: PL/0020/24 Development: To Vary Condition 2 Of Planning Permission 19/0170/CCC - To allow a further period of Five Years to retain the mobile classroom. location: St Michael's Church of England Primary School, School Lane, Thorpe on The Hill
 - Application 24/0246/FUL Hazelwood Ski World Moor Lane Thorpe On The Hill Lincoln: Relocation of existing vehicular access to Moor lane, Thorpe on the Hill

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

18.To receive verbal updates from portfolio holders.

Future meeting dates

Parish Council Meetings

17 April 2024, 29 May 2024,

10 July 2024, 4 September 2024, 16 October 2024, 4 December 2024

Lake Committee Meeting

20 March 2024

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 | | Details | £ |
|--------------------------|-------------------------------------|--|-----------------|
| Expenditure | | | |
| 19/01/2024 | Lincolnshire Pension Fund | Pension | 286.11 |
| 19/01/2024 | HMRC | PAYE | 92.48 |
| 19/01/2024 | Ms K Vickers | salary | 854.19 |
| 19/01/2024 | Mr J Burden | salary | 165 |
| 19/01/2024 | M Scott | salary | 100.03 |
| 01/02/2024 | TOTH Church | Grant payment | 700 |
| 01/02/2024 | Mr J Burden | Cleaning items. | 13.52 |
| 02/02/2024 | TODDS | Village Hall Project - deposit | 40324.46 |
| 06/02/2024 | EDF Energy | Electricity | 369.37 |
| 07/02/2024 | BT | Broadband | 39.54 |
| | | Microsoft, Upshalls payment for fuel, mobile top up, fee | |
| 09/02/2024 | Lloyds Bank | | 211.89 |
| 14/02/2024 | Mike Daubney | Structural drawings | 1200 |
| 14/02/2024 | National Grid | Meter | 2533.7 |
| 19/02/2024 | Lincolnshire Pension Fund | Pension | 253.16 |
| 19/02/2024 | HMRC | PAYE | 57.15 |
| 19/02/2024 | Ms K Vickers | salary | 773.29 |
| 19/02/2024 | M Scott | salary | 100.03 |
| 19/02/2024 | Mr J Burden | salary | 165.2 |
| 19/02/2024 | LALC | Annual subscription | 242.58 |
| 19/02/2024 | LALC | Internal Audit | 180 |
| 21/02/2024 | Rafal J Gasienica | Bowls Pavilion | 1120 |
| 28/02/2024 | Steve Gilman Design Ltd | Structural drawings | 900 |
| Total expenditure | | | 50681.7 |
| Income | | | |
| 16/01/2024 | Maggie Supernova | Hall Hire | -10 |
| 23/01/2024 | Umbrella's | Hall Hire | -28 |
| 01/02/2024 | Upshalls | Payment from Upshalls re donation | -200 |
| 01/02/2024 | B Bond | Hall hire | -48 |
| 02/02/2024 | TOTH account | Transfer from savings account for VH deposit | -40000 |
| 02/02/2024 | Mrs A R Peacock | Hall hire | -52 |
| 04/02/2024 | TOTH account | Transfer - remainder of deposit | -324.46 |
| 05/02/2024 | Lincoln Featherbenders & Flyfishers | Hall Hire | -20 |
| 14/02/2024 | Murray JY | Hall hire | -16 |
| 19/02/2024 | Scouts | Hall hire | -160 |
| 19/02/2024 | Internal transfer | Internal transfer | -3733.7 |
| 21/02/2024 | Lizzie Ward | hall hire | -91 |
| 23/02/2024 | Ofgem | Feed in tariff | -202.28 |
| Total income | | | -44885.4 |

Appendix B -Financial report for this financial year to date

| | Budget 2023/24 | Actual 2023/24 |
|-------------------------------------|------------------|--------------------|
| Precept | 24,500.00 | (24,500.00) |
| Transfer | | 0.00 |
| VAT Refunded | 2,500.00 | (4,537.62) |
| Allotments and lake | 450.00 | (1,380.00) |
| ORPMR | 3,000.00 | (5,411.13) |
| Interest Received | 1,000.00 | 0.00 |
| Grants / donations | 130.00 | (127.47) |
| Total income | 31,580.00 | (35,956.22) |
| Love Your Parish week (section 137) | 300.00 | 0.00 |
| Insurance | 1,800.00 | 1,804.50 |
| Audit | 300.00 | 738.00 |
| Salary | 15,000.00 | 15,294.27 |
| Training + expenses | 500.00 | 149.88 |
| Subscriptions | 330.00 | 480.23 |
| Repairs & Maintainance of Lake | 2,000.00 | 1,110.12 |
| Repairs & Maintainance of assets | 3,500.00 | 2,239.70 |
| Various assets | 500.00 | 565.99 |
| Office running costs | 250.00 | 885.37 |
| Election | 3,000.00 | 49.70 |
| Grants and donations (Section 137) | 2,500.00 | 2,304.97 |
| ORPMR, bowls and tennis courts | 1,500.00 | 8,822.03 |
| Miscellaneous | 100.00 | 182.83 |
| Reserves | | 1,684.44 |
| Total Expenditure | 31,580.00 | 36,312.03 |
| Campaigning/planning issues | | 1,000.00 |
| Traffic calming | | 10,000.00 |
| Purchase of additional assets | | 40,000.00 |
| Election | | 2,000.00 |
| Village hall extension | | 125,000.00 |
| | | 178,000.00 |

Balance Sheet

| | |
|----------------------------|-------------|
| 1. Balance Carried Forward | 241,836.41 |
| 2. Precept | (24,500.00) |
| 3. Other receipts | (11,456.22) |
| 4. Staff costs | 15,294.27 |
| 6. Other Payments | 23,017.76 |

| | |
|----------------------------|-------------------|
| Unity Bank Current Account | 3016.99 |
| Unity Bank Instant Access | 9675.54 |
| Skipton BS | 193365.95 |
| Total in bank | 206,058.48 |

Appendix C Parish Clerk report outstanding/ongoing Parish Council decisions

| Date raised | Issue | Status | Person/s responsible |
|-------------|--|---|---|
| June 2022 | Village hall extension/renovation | Current position Work will commence 7 th March 2024 | Cllrs Lyons, Owen, Ives, Bindley and parish clerk |
| Sept 2023 | Fencing between 2 Westfield Drive and ORPMR play area. | Current position Quote received to demolish and remove the existing fencing. Action To progress in Spring 2024. | Parish Clerk |
| Sept 2023 | Playpark annual inspection | Current position Minor actions to be taken following annual inspection. Action To progress when weather permits. | Cllrs Owen/Lyons/Bindley/ Parish Clerk |

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