

Thorpe on the Hill Parish Council

Annual Parish Council Meeting 29 May 2024 at 7pm The Oliver Roper Village Hall

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. 22 May 2024

AGENDA

1. Welcome
2. To elect a Chairman and receive the Declaration of Acceptance of Office
3. To elect a Vice-Chairman
4. **Public Forum** – members of the public may ask questions or make short statements to the Council.
5. 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 To agree and sign the minutes of the Parish Council meeting held on 17 April 2024, available on the Parish Council website Click [here](#) to view

8. Review of Policies

- 8.1 Parish Council Asset Register found [here](#)
- 8.3 Standing Orders found [here](#)
- 8.4 To consider the adoption of the new Financial Regulations – previously circulated
- 8.5 To review the membership of the Lake Management Committee

9. Review of arrangements

- 9.1 To consider and approve the schedule of regular payments due in relation to a continuing contract or obligation. List previously circulated.

10. Finance

- 10.1 To receive and note the Annual Internal Audit Report 2023/24
- 10.2 To consider, approve and sign the Annual Governance Statement 2023/24 (Section 1).
- 10.3 To certify the accounts before presenting, considering, approving, and signing the Accounting Statement for 2023/24 (Section 2).

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

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

10.6 To note the increase in employer pension contribution to 25.20% from April 2024.

10.7 To note the increase in the caretaker's salary by 54p per hour backdated to April 2024.

10.8 To note the added expenditure to the running of the village hall site due to general waste collection charges.

10.9 To note the completion of the quarter 4 internal audit check. Previously circulated.

11. To discuss the Clerks report **Appendix C**

12. 1 To consider the adoption of the new village hall booking terms and conditions. Previously circulated.

12.2 To consider amending the village hall users risk assessment. Previously circulated.

13. Planning - To note the following planning applications;

Planning Application Number: 24/0113/CCC LCC Reference Number: PL/0090/23 - Location: Land at Whisby Landfill Site, Eagle Road, Whisby . Development: For the processing of Incinerator Bottom Ash (IBA) and subsequent landfilling of IBA into four cells (cells 1-4) within the boundary of the permitted installation. – **Application granted.**

Planning Application Reference: 24/0582/PNREN. Notification of Prior Approval Application - Installation of roof mounted 30.89kwp solar PV array comprising of 71 panels - Whisby Natural World Moor Lane Thorpe on The Hill.

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

- Lake Management Committee – Cllr's, Bindley, Bramford, Lyons, Sheldon
- Staffing Committee – Cllr's Ives, Lyons and Sheldon MBE
- Whisby Quarry Liaison meeting – Cllrs Lyons
- 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

16. Future meeting dates

Parish Council Meetings

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

Lake Committee Meeting

24th July 2024

Appendix A Financial Report Year to Date

	Budget 2024/25	Actual
Precept	25,350.00	25,350.00
VAT Refund	1,500.00	0.00
Allotments and lake	1,100.00	1,200.00
ORPMR	5,000.00	516.40
Other income	130.00	549.83
Transfer		
Interest from Skipton BC		
Total income	33,080.00	27,616.23
Transfer from Skipton Building Society		121,166.11

Salaries	18,000.00	(2,863.36)
Insurance	1,800.00	(1,947.50)
Audit	600.00	0.00
Expences, training	300.00	0.00
Subscriptions	280.00	0.00
Eric East Lake - repairs/maintenance	2,000.00	0.00
Repairs & maintenance of other assets	2,000.00	0.00
ORPMR recreational site - repairs/maintenance	2,500.00	(941.19)
ORPMR recreational site - Utilities	2,500.00	0.00
Stationery/office running costs	500.00	(194.69)
Grants and donations (Section 137/S111)	2,600.00	(1,059.98)
Payments from reserves		(115,806.51)
Total Expenditure	33,080.00	(122,813.23)
Campaigning/planning issues	4,000.00	
Election	3,000.00	
Legal fees	5,000.00	
Purchase of additional/replacement play equipment	10,000.00	
Provision of additional recreational equipment	20,000.00	
Village Hall Extension	10,000.00	
General reserves	25,000.00	

Balance Sheet

1. Balance Carried Forward	200,248.98
2. Precept	25,350.00
3. Other receipts	2,266.23
4. Staff costs	(2,863.36)
6. Other Payments	(119,949.87)
7. Carry Forward	
Unity Bank Current Account	26879.06
Unity Trust Instant Access	5973.08
Skipton BS	72199.84
Total in bank	105,051.98

Appendix B

Expenditure to authorise

Date	Payable	Details of exp	Total inc VAT
05.04.2024	TODDS	VH renovations	-31166.11
08.04.2024	BT Group	Broadband	-39.54
09.04.2024	Lloyds Bank	Microsoft	-4.99
11.04.2024	EDF Energy	Electricity	-204.05
16.04.2024	LCC Pension Fund	Pension	-253.24
16.04.2024	HMRC	Tax/NI	-51.55
16.04.2024	M Scott	Salary	-109.82
16.04.2024	Mr J Burden	Salary	-165.2
16.04.2024	Ms K Vickers	Salary	-778.89
16.04.2024	TODDS	VH renovations	-45296.84
26.04.2024	TODDS	VH renovations	-39343.56
07.05.2024	Zurich Town & Parish	Insurance	-1947.5
07.05.2024	View from the Hill	Grant	-820
07.05.2024	Allen Signs	VH sign	-586.96
07.05.2024	LCC TOTH School	Grant	-239.98
07.05.2024	BT Group	Broadband	-43.33
		Microsoft, ink cartridge, stamps, bank	
08.05.2024	Lloyds Bank	charge	-106.83
10.05.2024	EDF Energy	Electricity	-86.08
20.05.2024	Mr J Burden	Salary	-165.2
20.05.2024	LCC Pension Fund	Pension	-319.93
20.05.2024	Mr J Blackhouse	PAT testing	-64.1
20.05.2024	HMRC Cumbernauld	Tax/NI	-108.67
20.05.2024	Ms K Vickers	Salary	-910.86
			-122813.23

Income to note

Date paid	Payable	Details of exp	Total inc VAT
		Balance b/f	909.95
02.04.2024	NKDC	precept	25350
02.04.2024	Mrs AR Peacock	Hall hire	52
03.04.2024	Lyons N&S	Allotment rental	40
05.04.2024	John Chappell	Allotment rental	20
10.04.2024	Linda Riches	Allotment rental	40
11.04.2024	Roberts Barry	Bowls Club Licence	5
11.04.2024	Lincoln Featherbenders	Lake Fishing Licence	1000
11.04.2024	Lincoln Featherbenders	Hall hire	20
15.04.2024	Umbrella's	Hall hire	28
15.04.2024	R Everatt	Allotment rental	40
15.04.2024	27th Lincoln Scouts	Hall hire	160
15.04.2024	D Hunter	Allotment rental	40
15.04.2024	Lansdowne-Gray	Allotment rental	20
17.04.2024	Miss S A Brogan	Allotment rental	20
22.04.2024	Richard Fryer	Allotment rental	40
30.04.2024	HOPMA	Allotment rental	20
01.05.2024	LCC	Grass cutting contribution	549.83
02.05.2024	Barber CB	Allotment rental	20
15.05.2024	K Cluett	Hall hire	52
17.05.2024	Offgem	Feed in tariff	99.4
			28526.18

Appendix C

Parish Clerk report outstanding/ongoing Parish Council decisions

Date raised	Item	Current position	Person/s responsible
June 2022	VH renovation	Current position The renovations are almost complete, with just a few snagging issues to iron out.	Cllrs Bindley, Lyons, Ives, Owen, parish clerk
Sept 2023	Fencing between 2 Westfield Drive and village hall	Current position Quote received to demolish and remove the existing fencing. Action To progress when resident is ready.	Cllr Bindley Parish Clerk
Sept 2023	Play inspection actions	Current position Minor actions to be taken following annual inspection. Action Working party to be arranged following the hall renovations.	Cllrs Owen/Lyons/Bindley/ Parish Clerk

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

