

Thorpe on the Hill Parish Council
Minutes of the Annual Parish Council Meeting held 28 May 2025 at The Oliver
Roper Village Hall at 19:30

25.05.01 Welcome. Councillor Lyons welcomed everyone to the meeting.

25.05.02 Elect a Chairman and receive the Declaration of Acceptance of Office for the year 2025/26.

Nominations were called for. Councillor Koenen proposed Councillor Lyons which was seconded by Councillor Sheldon and agreed by all, and the declaration of office signed.

25.05.03 Elect a Vice Chairman for the year 2025/26.

Nominations were called for. Councillor Lyons proposed Councillor Bramford which was seconded by Councillor Williams and agreed by all.

25.05.04 Public Forum where Standing Orders were suspended commenced at 19:33.

A member of the public asked about the item on the agenda regarding the Whisby Steering Group. Cllr Lyons advised that we had been expecting an officer from NKDC to join us at the meeting, but as this hadn't happened, no further information would be available at this meeting.

A member of the public wished to express they're thanks to the Parish Councillors for their continuing support.

25.05.05. County and District Council Updates.

District Councillor Peter Overton handed out copies of his annual report which covered topics such as Waste Reform, Housing Development and the Greater Lincolnshire Devolution. A copy of the report can be received by emailing the Parish Clerk at tothparish@gmail.com

25.05.06 Formal Session Commenced. Standing Orders Reinstated at 19:52.

25.05.07 Apologies for Absence. Apologies were received and accepted from Councillor Bramford, Councillor Ives and Councillor Owen.

25.05.08 Receive any Declarations of Interest from Members. None

25.05.09 Consider and sign meeting minutes of Parish Council meeting on 29 May 2024. Agreed by all and signed by the Chair.

25.05.10 Review of Policies

10.1 Parish Council Asset Register found [here](#) – agreed.

10.3 It was agreed by all by a show of hands to adopt the updated Standing Orders. **Action Parish Clerk**

10.4 It was agreed by all by a show of hands to adopt the new Financial Regulations. **Action Parish Clerk**

10.5 It was agreed that no changes were required in the membership of the Lake Management Committee.

25.05.11 Review of Arrangements - The schedule of regular payments due in relation to a continuing contract or obligation was reviewed and agreed by all. **Appendix A**

25.05.12 Finance

12.1 The Annual Internal Audit Report 2024/25 which had been previously circulated was received and noted.

12.2 The Annual Governance Statement 2024/25 (Section 1) was considered, approved and signed by the Chair and Parish Clerk.

12.3 The accounts which had been certified by the Parish Clerk was presented, considered and approved, and the Accounting Statement for 2024/25 (Section 2) signed by the Chair and Parish Clerk and the date for the dates for the period for the exercise of the public rights agreed to commence Tuesday 3rd June 2025 and conclude Monday 14th July 2025.

12.4. The financial report for this financial year to date was noted and agreed by all.

Appendix B

12.5. Items of income and expenditure were authorised and noted by all.

Appendix C

12.6. The increase in the caretaker's salary was noted and agreed by all.

12.7. To annual insurance premium of £1740.25 was noted.

25.05.13 Clerks Report

Appendix D

25.05.14 Planning – n/a

25.05.15 Tennis Courts

Requests are sometimes received from people wanting to use the tennis courts who do not live in the village. The subject was debated, and it was agreed that neighbouring residents should be given the opportunity to use the tennis court, and any future requests would be granted.

25.05.16 Village Hall Decoration.

Cllr Lyons had previously circulated his proposal to purchase 2 lockable display cabinets and an aerial map of the village with the project coming in at just under £1000. It was agreed to order the items. **Action Parish Clerk/Cllr Lyons**

25.05.17 Solar Farm Update

Cllr Lyons advised that as agreed at the last Parish Council meeting, on behalf of the Parish Council, he had pledged £1k to the Cliff Villages Solar Action Group towards engaging the services of a specialist planning consultant to help oppose the sub-station at Navenby. The TOTH local group of interested participants is due to meet again on 10th June to prepare themselves to respond to the formal planning application.

25.05.18 Whisby Quarry Future Proposals

Cllr Lyons advised that himself and Councillor Sheldon would be attending the upcoming site visit and will update the Parish Council accordingly.

He also advised that Tarmac are planning a series of communications in the View from the Hill magazine to update residents on their plans.

24.05.19 Receive and consider correspondence received that has not been circulated to the wider Parish or is not on the agenda. None

24.05.20 Portfolio Holders

20.1 Review.

- 1.1. It was agreed that the tennis courts should be amalgamated with the playpark under Cllr Owen.
- 1.2. It was agreed that Cllr Owens planning obligations would now be moved to Cllr Koenen.

20.2 Updates

- 2.1. Staffing Committee. A new litter picker has been employed.

24.05.21 Future meeting dates

Parish Council Meetings

9 July 2025, 3 September 2025, 15 October 2025, 3 December 2025

Lake Committee Meeting

29 October 2025

24.05.22 Meeting Concluded at 20:34. Cllr Lyons thanked everyone for their attendance and contributions.

Cllr Sheldon thanked Cllr Lyons for stepping up part way through the last year into the role of Chair and for doing such an excellent job. This was echoed by all.

Appendix A

Schedule of Regular Payments

HMRC Tax/NI. Monthly

Anglian Water. Water rates. Monthly

BT Group. Broadband. Monthly

EDF Energy. Electricity usage in village hall. Monthly

Lincolnshire Pension Fund. Pension. Monthly

Lloyds Bank. Monthly charge. Monthly

Microsoft Software. Additional storage. Monthly

Caretaker. Salary. Monthly

Parish Clerk. Salary. Monthly

Litter picker. Salary. Monthly

Mr S North. Grass cutting/hedge trimming, bins emptied as scheduled

Unity Trust Bank. Service charge. Quarterly

List of regular contractors

Lindum Group Fire system

One Secure Security System

Wicksteed Ltd Playground inspection/maintenance

S North Grass cutting

Appendix B

Income	Budget	Actual
Precept		24,350.00
VAT Refund General	1,500.00	
Allotments and lake	1,200.00	1,391.00
Village Hall Site	5,000.00	593.02
Grants	1,500.00	
Interest from Skipton BC	2,000.00	
Interest from Unity Trust	1,000.00	
Total income	12,200.00	26,334.02
Transfer from Skipton Building Society		0.00
Salaries	22,000.00	(1,615.15)
Insurance	2,100.00	(1,740.25)
Audit	650.00	0.00
Expenses, training	150.00	0.00
Subscriptions	400.00	(84.99)
Eric East Lake - repairs/maintenance	1,000.00	0.00
Repairs & maintenance of other assets	2,000.00	0.00
ORPMR recreational site - repairs/maintenance	6,000.00	(1,329.87)
Stationery/office running costs	250.00	(60.13)
Grants and donations (Section 137/S111)	2,000.00	0.00
Transfer to Instant Access Account		0.00
Payments from reserves		0.00
Total Expenditure	36,550.00	(4,830.39)
Total expenditure minus VH project		
Campaigning/planning issues	4,000.00	
Election	3,000.00	
Legal fees	5,000.00	
Purchase of additional/replacement play equipment	20,000.00	
Provision of additional recreational equipment	20,000.00	
General reserves	25,000.00	
	77,000.00	
Balance Sheet		
1. Balance Carried Forward		1,868.95
2. Precept		24,350.00
3. Other receipts		1,984.02
4. Staff costs		(1,615.15)
6. Other Payments		(3,215.24)
7. Carry Forward		23,372.58
Unity Bank Current Account		23,372.58
Unity Trust Instant Access		22,214.69
Skipton BS		7,8016.82
Total in bank		123,604.09

Appendix C

Expenditure to authorise

03.04.2025	Ian Sheldon	Move radiator	-244.8
03.04.2025	Lindum Fire Ltd	Additional	-468.48
07.04.2025	BT Group	Broadband	-44.34
09.04.2025	Lloyds Corporate Credit Card	Mobile top up, microsoft, mont	-29.99
17.04.2025	EDF	Electricity	-186.06
17.04.2025	LCC Pension Fund	Salary	-293.25
17.04.2025	HMRC	PAYE	-158.21
17.04.2025	Frank Taylor	Salary	-131.94
17.04.2025	Mr J Burden	Salary	-172.8
17.04.2025	Ms K Vickers	Salary	-858.95
17.04.2025	Henry Window Clean	VH windows	-15
30.04.2025	Unity Trust	Service charge	-6
06.05.2025	Harvest Electrical	Call out to solar meter	-72
06.05.2025	Zurich Town and Parish	Insurance premium	-1740.25
06.05.2025	Hudsons	VH windows	-10
06.05.2025	Secure One	Call out to fault	-242.5
08.05.2025	BT Group	Broadband	-49.14
12.05.2025	Lloyds Corporate Credit Card	Microsoft annual fee + monthly fee+Llyods monthly fee	-106.68
			-4830.39

Items of income to note

01.04.2025	NKDC		24350
04.04.2025	Barrowcliffe 965	Hall hire	25
04.04.2025	Offgem RHI	Feed in tariff	12.02
07.04.2025	Cluett 962	Hall hire	45
08.04.2025	Rodgerson	Tennis court key	10
08.04.2025	Lincoln Featherbenders	License fee inv 877	1000
08.04.2025	Lincoln Featherbenders	Hall hire inv 967	20
09.04.2025	Umbrella's	Hall hire inv 970	28
11.04.2025	TOTH Bowls Club	License fee inv 977	5
11.04.2025	Mrs A R Peacock	Hall hire inv 971	60
11.04.2025	Mrs Bond	Hall hire inv 966	76
14.04.2025	Deborah Hunter & David Hunter	Allotment rent	40
14.04.2025	K Golding	Hall hire inv 968	60
15.04.2025	Peter Lansdowne-Gray	Allotment rent	20
15.04.2025	Murray JY	Hall hire inv	16
16.04.2025	Kinton	Hall hire inv 978	75
17.04.2025	Banfield	Hall hire inv 979	30
22.04.2025	Lyons N & S	Allotment rent	40
22.04.2025	Hopma	Allotment rent	20
22.04.2025	K Everatt	Allotment rent	40
22.04.2025	Umbrella's	Hall hire inv 949	28
22.04.2025	Umbrella's	Hall hire inv 869	28
06.05.2025	Richard Fryer	Allotment rent	40
06.05.2025	Mrs Peacock	Hall hire inv 984	60
06.05.2025	Ashaye AO	Hall hire	120
08.05.2025	K Golding	Hall hire inv 980	30
08.05.2025	Jane Steward	Allotment rent	40
12.05.2025	Murray JY	Hall hire	16
			26334.02

Appendix D

Date raised	Item	Current position	Action from meeting
June 2022	VH renovation	A meeting with the director was requested on 11 March 2025 but a date has still not been offered despite several follow up emails.	Cllr Lyons agreed to write to Todd's to reiterate the request for a site meeting. Action Cllr Lyons
April 2025	Whisby Quarry Steering Group	NKDC are seeking to dissolve the Steering Group. Further information being sought.	Due to some confusion regarding the meeting date, the officer from NKDC had not attended the meeting as planned. Parish Clerk to make alternative arrangements. Action Parish Clerk
April 2025	Communication	Informal evening surgeries to be arranged for a trial period.	Dates to be considered at the next meeting.
April 2025	Signage/bus shelter Lincoln Lane/Middle Lane	Councillor Briggs had agreed to look into this but has lost his seat at LCC. New Councillor to be briefed.	Cllr Woodruff agreed to look into this.