

Thorpe on the Hill Parish Council

Meeting Agenda

Dear Parish Councillor's,

You are hereby summoned to a meeting of Thorpe on the Hill Parish Council to be held on Wednesday 22nd October 2025 at The Oliver Roper Village Hall 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 Councillor's. 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 if the minutes of the Parish Council meeting held 3rd September 2025 available to view [here](#) are a true reflection of events.
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. Finance
 - i. Discuss and authorise payments & note income received. Appendix A
 - ii. To consider the financial report for this financial year to date. Appendix B
 - iii. To note the conclusion of the 2024/25 external audit available to view [here](#)
 - iv. To decide if the Parish Council should employ the services of LALC for the 2025/26 internal audit process.
9. Discuss, review and received an update on the Parish Clerk report on ongoing/outstanding actions. Appendix C
10. Planning – to note the following planning decisions.
 - Application 25/0562/FUL Garage Brindley Close Thorpe on The Hill Lincoln: Change of use from garage to dwelling (including retrospective change to original design). **Approved.**
 - Application Reference: 25/0741/FUL. Proposal: Siting of 2 no. Air Source Heat Pumps and associated formation of 2.8m high fenced compound: Whisby Natural World Moor Lane Thorpe on The Hill. **Approved.**
11. Traffic Calming. To consider if temporary traffic calming features should be installed during the construction period of the new bypass with a view to considering if an application for a permanent fixture if successful.

12. Bowls Club Funding Request. To consider the request from the bowls club to apply for a grant for an irrigation system.

13. AGAR 2025/26 New Assertion 10 Criteria.

i. To consider the adoption of an IT Policy. Draft circulated to Parish Councillors prior to the meeting.

ii. To consider the purchase of a .gov.uk or .org.uk email address for the use of the Parish Clerk.

14. To consider a village hall booking request for permission to apply for a temporary event notice with the intention of selling alcohol.

15. Christmas. To discuss if the Parish Council should purchase additional Christmas décor for the outside of the village hall.

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

17. To receive verbal updates from portfolio holders.

Portfolio holders

- Allotments – Cllr Lyons
- Finance – Cllr Bramford
- Lake Management Committee – Cllr's Bramford, Lyons, Sheldon MBE
- Oliver Roper playpark & tennis courts – Cllr Owen
- Planning – Cllrs Koenen, Lyons and Williams
- Staffing Committee – Cllr's Ives, Lyons and Sheldon MBE
- Whisby Quarry Liaison meeting – Cllrs Lyons
- Whisby Nature Park Steering Board – Cllr Sheldon MBE
- Wildlife – Cllr Lyons
- Village Hall – Cllrs Lyons, Ives and Owen

18. Future meeting dates

Parish Council Meetings

To consider the request from the Parish Clerk to amend the date of the next meeting.

3 December 2025.

14 January 2026, 25 February 2026, 8 April 2026, 20 May 2026, 1 July 2026, 2 September 2026, 14 October 2026, 25 November 2026

Lake Committee Meeting

29 October 2025

Appendix A

Items of expenditure to authorise

Date of payment	Payee/payer	Details	Amount
03.07.2025	Mr & Mrs Lyons	TOTH scaled map	- 48.54
06.07.2025	Mr & Mrs Lyons	Printing costs	- 25.28
08.07.2025	BT Group	Broadband	- 49.14
08.07.2025	K Golding	Hall hire	30.00
17.07.2025	EDF	Electricity	- 9.48
17.07.2025	Steve North	Grass cutting/bins emptied-bowls club/	- 715.00
18.07.2025	LCC Pension Fund	Pension	- 293.25
18.07.2025	Mr I Elms	Salary	- 65.43
18.07.2025	HMRC	Tax/National Insurance	- 127.81
18.07.2025	Ms K Vickers	Salary	- 858.75
18.07.2025	Mr J Burden	Salary	- 181.40
31.07.2025	Unity Trust	Service charge	- 6.00
07.08.2025	BT Group	Broadband	- 49.14
11.08.2025	Lloyds Corporate Credit Card	Microsoft monthly fee+Lloyds monthly fee	- 4.99
19.08.2025	EDF	Electricity	- 46.48
19.08.2025	Mr M Murray	Gardening services	- 105.00
19.08.2025	Henry Window Clean	VH windows x 2 months	- 30.00
20.08.2025	Mr J Burden	Salary	- 181.40
20.08.2025	HMRC	Tax/National Insurance	- 178.66
20.08.2025	Mr I Elms	Salary	- 65.43
20.08.2025	Ms K Vickers	Salary	- 965.88
20.08.2025	LCC Pension Fund	Pension	- 406.19
31.08.2025	Unity Trust	Service charge	- 6.00
01.09.2025	Anglian Water	Water rates	- 331.53
03.09.2025	Secure One	Hall alarm service	- 206.76
03.09.2025	Oliver North	Grass cutting at Lake	- 180.00
08.09.2025	BT Group	Broadband	- 49.14
09.09.2025	Lloyds Corporate Credit Card	Cleaning supplies/Microsoft/monthly fee	- 42.84
17.09.2025	EDF	Electricity	- 47.87
19.09.2025	Henry Window Clean	VH Windows	- 15.00
19.09.2025	HMRC	Tax/National Insurance	- 178.66
19.09.2025	Mr I Elms	salary	- 65.43
19.09.2025	Mr J Burden	salary	- 181.60
19.09.2025	Ms K Vickers	salary	- 880.58
19.09.2025	LCC Pension Fund	Pension	- 315.84
19.09.2025	Lindum Fire Ltd	Annual service	- 156.00
19.09.2025	RC Wetherill	Hedge cutting - Sky Lane	- 45.00
30.09.2025	Unity Trust	Service charge	- 6.00
01.10.2025	Lincoln Fishing Club	Supplies for bench repairs at lake	- 65.00
01.10.2025	PKF Littlejohn LLP	External audit	- 504.00
08.10.2025	BT Group	Broadband	- 49.14
10.09.2025	Lloyds Corporate Credit Card	Bulbs; cleaning products; microsoft; monthly fee	- 145.98
Total expenditure			- 7,855.62

Income to note

Date of payment	Payer/payer	Details	Amount
04.07.2025	Offgem RHI	Feed in tariff	38.80
04.07.2025	A Different Angle Ltd 999	Hall hire	120.00
04.07.2025	Mrs A R Peacock	Hall hire	60.00
08.07.2025	K Golding	Hall hire	30.00
09.07.2025	Umbrella's 983	Hall hire	28.00
09.07.2025	Umbrella's 996	Hall hire	28.00
14.07.2025	HMRC VTR	VAT reclaim	1,713.53
14.07.2025	Umbrella's 996/2	Hall hire	28.00
18.07.2025	Hayley Lewis	Hall hire	45.00
22.07.2025	James Storry	Hall hire	105.00
28.07.2025	27th Lincoln Scouts - 995	Hall hire	30.00
28.07.2025	27th Lincoln Scouts - 1000	Lake licence	100.00
29.07.2025	Wood S	Hall hire	10.00
06.08.2025	B Bond - 1004	Hall hire	24.00
08.08.2025	Mrs A R Peacock - 1007	Hall hire	60.00
11.08.2025	Ashaye AO - 1006	Hall hire	165.00
14.08.2025	Martin A	Tennis court key	10.00
15.08.2025	Murray JY -	Hall hire	16.00
15.08.2025	K Golding - 1003	Hall hire	30.00
28.08.2025	Miss K Anderson T/A Classes with KA 1009	Hall hire	97.50
28.08.2025	Udrive GB 1010	Hall hire	45.00
04.09.2025	Mrs A R Peacock 1011	Hall hire	60.00
05.09.2025	British Gas	Feed in tariff	664.04
08.09.2025	Ashaye AO	Hall hire	105.00
10.09.2025	Scouts - 1005	Hall hire	40.00
16.09.2025	Taylor C	Hall hire	35.00
23.09.2025	Lincoln Radio Sailing Club	Hall hire	30.00
30.09.2025	Thorpe on the Hill Playgroup	Hall hire	30.00
01.10.2025	Perkins - 1015	Hall hire	28.00
02.10.2025	Megan Barnsdale	Hall hire	105.00
06.10.2025	27th Scouts - 1017	Hall hire	194.00
07.10.2025	Mrs A R Peacock - 1020	Hall hire	60.00
08.10.2025	Murray JY - 1021	Hall hire	16.00
Total income			4,150.87

Appendix B

Income	Budget	Actual
Precept	24,350.00	24,350.00
VAT Refund	1,500.00	1,713.53
Allotments and lake	1,200.00	1,611.00
Village Hall Site	5,000.00	3,673.10
Grants	1,500.00	
Interest from Skipton BC	2,000.00	
Interest from Unity Trust	1,000.00	659.52
Transfer from Skipton Building Society		0.00
Salaries	22,000.00	(9,560.11)
Insurance	2,100.00	(1,740.25)
Audit	650.00	(792.00)
Expenses, training	150.00	0.00
Subscriptions	400.00	(334.07)
Eric East Lake - repairs/maintenance	1,000.00	(521.44)
Repairs & maintenance of other assets	2,000.00	(525.00)
ORPMR recreational site - repairs/maintenance	6,000.00	(5,700.65)
Stationery/office running costs	250.00	(228.37)
Grants and donations (Section 137/S111)	2,000.00	(1,050.00)
Transfer to Instant Access Account		0.00
Payments from reserves		0.00
Total Expenditure	36,550.00	(20,451.89)
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		6,997.63
4. Staff costs		(9,560.11)
6. Other Payments		(10,891.78)
7. Carry Forward		12,764.69
Unity Bank Current Account		12,764.69
Unity Trust Instant Access		22874.21
Skipton BS		78016.82
Total in bank		113,655.72

Appendix C

Date raised	Item	Position at last meeting	Person/s responsible
April 2025	Communication	Informal evening surgeries to be arranged for a trial period. TBC	Cllr's Koenen & Lyons
July 2025	Bench on Clay Lane	Cllr Sheldon has identified the landowner and will put a request forward to them.	Cllr Sheldon
July 2025	Bowls Club water tank	Quotes received.	All
July 2025	Traffic Calming	Meeting arranged.	All

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