

# Thorpe on the Hill Parish Council

## Wednesday 20 October 2021 7pm start

### Oliver Roper Parish Meeting Room

## AGENDA

Dear Cllr

You are hereby summoned to a meeting of Thorpe on the Hill Parish Council to be conducted on Wednesday 20 October 2021. If you require a paper copy of this agenda or supporting documents please let me know at least 2 days before the start of the meeting.

Signed: *Janet Musson*, Parish Clerk 15 October 2021

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. **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 – Declaration of interest Cllr Sheldon agenda item 8z
4. Consider updates from District and County Councillors
5. Consider and sign meeting minutes of Parish Council meeting on 8 September 2021, available on the Parish Council website [Click here](#)
6. Consider the financial report for this financial year to date **See Appendix A**
7. Discuss and authorise payments & note income received. **See Appendix B**
8. To consider a request from the Church to use the £700 grant for grass cutting to maintain the Lime trees in the church yard which would keep the trees in a safe condition.
9. To consider the necessity to purchase a Christmas tree for the church yard bearing in mind the height of the existing live conifer
10. Discuss and review Parish Clerk report. **See Appendix C**
11. Consider the following planning applications : Planning Cllrs are Bindley, Lyons and Williams
  - a) 21/1225/FUL The demolition of existing structures and the erection of 1no. drive thru unit and circulation road and 1no. drive to unit Location: Lincoln Little Chef Middle Lane Thorpe On The Hill Lincoln Lincolnshire closing date for receipt of comments 24 October 2021  
**See Appendix D**

- b) 21/1218/FUL Proposed new access, single field access gate and field fencing. Location: Land to the South Of Moor Lane Thorpe On The Hill Lincoln LN6 9BW no comments from the Parish Council sent to NKDC
- c) 21/0603/FUL Proposal: Change of use of land to business associate parking Location: G S Hughes Office The Fosseyway Business Park 46 Newark Road Aubourn Lincoln. Closing date for receipt of comments 31 October 2021

12. Receive and consider correspondence received that has not been circulated to the wider Parish or is not on the agenda
  - a) Request from Bassingham Beading group for a discount on the ORPMR fees as they are a regular hirer of the hall
  - b) Concerns from a parishioner regarding tractors and trailers passing though TOTH with sugar beet and potatoes contravening the weight restriction.
  - c) LCC offer of 1 tonne salt bag but the parish needs to have a suitable location available to store the bag which will be delivered ASAP after 31 Oct.
  - d) Beacons are being lit throughout the United Kingdom, Channel Island, Isle of Man, UK Overseas Territories, and for the first time, in each of the Capital Cities of the Commonwealth at 9.15pm local time on 2nd June 2022, in celebration of The Queen's Platinum Jubilee. The Lighting of the Beacons that night will be the first community event of the Jubilee Weekend of 2nd - 5th June 2022. Parish Councils are being asked if they want to take part.
  - e) Treescape scheme, Lincolnshire County Council has awarded the Parish Council the grant and will be supplying trees with supports and protection in Jan 2022 to be planted at the Eric East Memorial Lake - Standard trees: Lime x3, Rowan x2, Whips: Hawthorn x12.

13. Receive verbal updates from portfolio holders

14. To discuss DRAFT Thorpe on the Hill Parish Council Volunteer Policy **See Appendix E**

15. Discuss NKDC litter picking grant and application if agreed - 21p per head of population approximately £127. Service Level Agreement with effect from 1st April 2012. By accepting the funding the terms of the Service Level Agreement apply - collection of dog faeces as litter, work within the 30mph limit, provide NKDC with an annual report outlining the difference the funding has made to the parish and continue to work with NKDC Officers to review the location and effectiveness of litter and dog waste bins.

16. Closed session

- a) Discuss Moor Lane allotments individual plots as per email to Cllrs 15 Oct 2021
- b) Staffing update if appropriate

#### **Future meeting dates**

**Parish Council Meetings** 2021 - 1 Dec 2022 – 26 Jan, 9 Mar, 4 May, 8 Jun, 20 Jul, 7 Sept, 19 Oct, 7 Dec 2023 – 25 Jan, 8 Mar, 3 May, 7 Jun, 19 Jul, 6 Sept, 18 Oct, 6 Dec

**Parish Meeting** - 9 March 2022, 8 March 2023

**Annual Meeting of the Parish Council** – 3 May 2022, 3 May 2023

**Grant applications** - Oct 30 closing date for receipt of grant applications

#### **Portfolio holders**

Staffing Committee - Cllrs Martin, Sheldon and Bindley,  
 Whisby Quarry Liaison meeting – Cllrs Lyons and Martin  
 Whisby Nature Park Steering Board – Cllr Sheldon MBE  
 Finance – Cllr Abrahams  
 Allotments – Cllr Lyons  
 Tennis court – Vacant  
 Planning – Cllrs Lyons, Bindley and Williams

## Appendix A Financial report 2021/2022 to date

	Budget 2021/22	Actual 2021/22
Precept	(22,812.00)	(22,812.00)
VAT Refunded	(2,200.00)	(2,984.13)
Allotments and lake	(260.00)	(281.00)
ORPMR	(280.00)	(444.75)
Interest Received / Bank charges	(1,000.00)	(109.22)
Grants / donations	0.00	(491.71)
<b>Total income</b>	<b>(26,552.00)</b>	<b>(27,122.81)</b>
Love Your Parish week (section 137)	400.00	0.00
Insurance	1,200.00	1,697.27
Audit	300.00	70.00
Salary, Expenses, Training	14,700.00	8,356.31
Subscriptions	260.00	303.98
Miscellaneous	100.00	(65.00)
View from the Hill magazine	1,950.00	710.00
Repairs & Maintenance of Lake	2,000.00	1,324.99
Repairs & Maintenance of assets	2,000.00	3,874.22
Various assets	500.00	129.00
Stationary, stamps etc.	200.00	142.12
Grants and donations (Section 137)	1,147.04	459.38
ORPMR, bowls and tennis courts	1,000.00	236.35
Christmas (Section 137)	200.00	0.00
VAT paid	1,000.00	770.17
<b>Total budget</b>	<b>26,957.04</b>	<b>18,008.79</b>
Campaigning/planning issues	1,000.00	0.00
Election	2,000.00	0.00
Traffic calming	1,000.00	0.00
ORPMR trans from Vhall	4,429.14	0.00
OPRMR Covid grant	6,881.10	686.70
Tennis court deposits	300.00	(60.00)
Purchase of additional assets	250,261.22	0.00
<b>Total reserves</b>	<b>265,871.46</b>	<b>626.70</b>

1. Balance Carried Forward	(265,871.46)
2. Precept	(22,812.00)
3. Other receipts	(4,310.81)
4. Staff costs	8,356.31
6. Other Payments( inc reserves)	10,279.18
7. Carry Forward	<u>(274,358.78)</u>

Unity Bank Current Account	19781.74
Skipton BS	<u>254577.04</u>
Total in bank	<u>274,358.78</u>

## Appendix B Income and expenditure report

### Expenditure to authorise

contact	23/09/2021	Plusnet	Internet	<b>25.20</b>	4.20
		Information Commissioner			
Contract	25/11/2021	Office	direct Debit	<b>35.00</b>	0.00
contract	14/10/2021	RC Wetherill	Allotment hedge	<b>40.00</b>	0.00
contract	16/09/2021	British Gas	ORPMR	<b>72.90</b>	3.47
01/07/2021	27/08/2021	Janet Musson	bulbs for lake	<b>143.99</b>	24.00
01/01/2021	10/09/2021	Hill Holt in the Community	Sign for Lake	<b>252.00</b>	42.00
contract	08/10/2021	Steve North	grass cutting	<b>330.00</b>	0.00
Contract	08/10/2021	Elite signs	signs for lake	<b>1171.20</b>	195.20
salary		Salary	2 months	<b>2387.34</b>	0.00

### Income to note

contract	12/08/2021	OFGEM	rebate	<b>-34.08</b>	0.00
	01/09/2021		Tennis Court Key	<b>-10.00</b>	0.00

## Appendix C Parish clerk report outstanding/ongoing Parish Council decisions

**Table 1 – Items to be reviewed and discussed in detail**

Date raised	Issue	Current position	Person/s responsible
2018	Quotes for electronic notice board to replace current notice board	Suppliers details have been received	Parish Clerk
2019	Registration of village green	Not started	Parish Clerk
2019	TOTH Community Emergency Plan	New emergency plan and community Emergency box has been received. Transfer of information has been started	Parish Clerk
2020	Tree identity tags to be put on parish trees	Waiting to be put on	Parish Clerk
2020	OR Play area Installation of self-closing gate	Gate has been received and order placed to have it installed. Contactor installing on 19 Oct 2021 weather permitting	Parish Clerk / Cllr Abrahams

**Table 2 – Items to be noted**

Date raised	Issue	Current position	Person/s responsible
2020	Implementation of Standing Orders with review in July 2021	Ongoing until July 2021 – date to be arranged	Parish Council
Sept 2020	Removal of hedging on Middle Lane site of new builds	Parish Clerk to send Cllr Overton a reminder of last discussion. -outstanding	Parish Clerk, Cllr Sheldon, District Cllr Overton
Sept 2020	White lines on Middle Lane	Waiting for an update from highways	Parish Clerk, County Cllr Thompson
Nov 2020	Quotes projector for ORPMR	More detailed assessment req'd	Cllr Martin
Nov 2020	Grant from LCC for hedge planting	Full specification with quotes required to apply for the grant	Cllr Lyons

Mar 2021	Access to shared playing field	Agreed to contact the school in September 21	Parish Clerk
April 2021	Replacement front door at ORPMR	Quotes are being obtained	Parish Clerk
July 2021	Consultation of Local Plan	Comments from the Parish Council to be prepared and submitted.	Cllrs Bindley, Lyons, Williams
July 2021	Litter Picking trolley disposal	Price of trolley to be research and advertised for sale	Parish Clerk
July 2021	Clay Lane lagoon	Contact applicant regarding a meeting with PC	Parish Clerk
July 2021	Speed camera recording	At what point is the speed triggered and recorded on Parish speed cameras?	Cllr Lyons
July 2021	Community Speed Watch	Speak to the Community Speed Watch Co-ordinator and suggest an article in a forthcoming VFTH to update residents of the status of this activity.	Cllr Lyons
July 2021	Possible extension of ORPMR	Feasibility study quotes have been received and are being dealt with	Cllrs Williams, Abrahams, Bindley and Lyons
July 2021	Covid safe ORPMR agreed actions	The following actions are either outstanding or in the process of being dealt with 1. Research a fabric spray to be used to combat Covid on chairs 2. Replace cracked ceiling tiles 3. Obtain quotes for stainless steel freestanding kitchen, repaint walls, blackout blinds on hall windows, sand and varnish wood floor	Parish Clerk / Caretaker
July 2021	Disabled access policy to be reviewed	Put on next Lake Management Committee on agenda. Recommendations to be brought back to Parish Council for consideration	Parish Clerk / LMC
Sep 2021	Thorpe on the Hill becoming a Wildlife Friendly community	To be put onto the agenda for discussion at the Parish Council meeting on 26 Jan 2021	Parish Clerk
Sep 2021	Meeting with Highways	This took place and PC are waiting for an action report from Highways	Cllr Lyons
Sep 2021	OPRMR risk assessment	To be reviewed again at PC meeting on 1 December 2021	Parish Clerk
Sep 2021	Speed signs on Fosse Lane	Meeting with Lincolnshire Road Safety took place. Verbal update to be received	Cllr Lyons
Sep 2021	Memorialisation Policy	Amended policy to be updated to website and emailed to parishioner	Parish Clerk

All other actions from parish meetings are either completed or itemised above

## **Appendix D Planning application - Little Chef Middle Lane Thorpe on the Hill**

### **21/1225/FUL**

#### DRAFT Response from Thorpe on the Hill Parish Council

While the Parish Council supports the growth of business within the Parish, there are major concern about the additional pressure this development will create on the, already notorious, Pennells Roundabout.

The Parish Council also considers that the operators have decided to change their focus to a large fast-food operation, rather than the current Petrol Station and Rest Area with small fast-food outlets. The Parish Council therefore hopes that NKDC Planners will treat this application as a significant change of use, that will impact severely not only on local traffic but also the already severely congested A46 roundabout, and therefore place great weight on thoroughly investigating the potential impacts of the proposed development before making their determination.

Drive-through fast food outlets with inadequate space for queues already cause several local problems. As an illustration, the McDonalds opposite Pennells Garden Centre is a drive through, very similar in layout to this proposal. The queue there regularly backs up all the way from the McDonald's entrance, along Roman Way to Newark Road, a queue at least 50 metres long. A further example is the Sainsbury's car park on Tritton Road which also regularly faces gridlocked caused by the queue for the drive-through for another McDonalds.

If the new Burger King is anything like as busy as these examples, the queue will regularly spill out onto Middle Lane and potentially cause chaos with traffic wanting to exit Middle Lane and join the A46 or cross over to Newark Road. The entrance to the Services is less than 50 metres from the roundabout.

The potential for a grid lock is significant, exacerbated by the fact that most vehicles using the joint exit from the Burger King, the Greggs, the Garage, and the Motel will want to turn left towards the A46. This will bring them back past the entrance, with the possibility of grid lock clear and obvious. It must be remembered that the same entrance is also used for the Petrol Station, which offers lorry filling pumps. If this development goes ahead as planned, very large articulated lorries will be turning right into the same entrance being used by family cars queuing for drive-through fast-food. This is a recipe for a very serious accident.

There is ample anecdotal evidence that already, at busy times, the queue of vehicles waiting to enter the Pennell's roundabout from Middle Lane exceeds twenty vehicles, backing up all the way to, and blocking, the Services Exit. If this development goes ahead as planned, A situation can easily be foreseen where Middle Lane, and the whole Pennells Roundabout, is regularly gridlocked with queuing traffic.

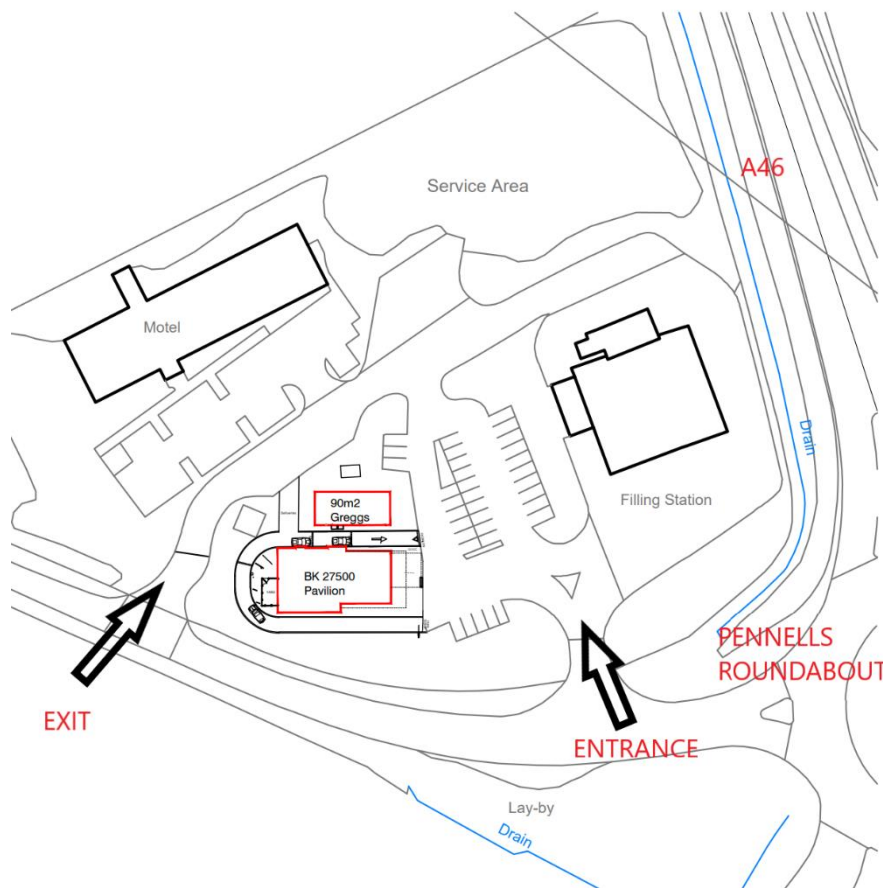
The Parish Council also has concerns over the parking issues at the Greggs and Burger King outlets, since most drive-through customers tend to collect their food then park nearby to eat. The plan, as proposed, removes several car parking spaces from an already small car park. The Parish Council presume NKDC planners will require the site operators to provide a minimum number of spaces for the whole Service Area, including parking spaces with charging points for electric vehicles. If this in not done, it is likely there will also be several vehicles parked on Middle Lane while people eat their food, further adding to the potential for traffic chaos.

If there is a gridlock, the only escape route is straight up Middle Lane and through Thorpe on the Hill, a village already very significantly impacted by 'rat run' traffic.

The applicants are of course already in operation on the site, but the Burger King must be anticipating a considerable increase in traffic, or they could not justify the cost of building a large drive through.

Currently, all the businesses on the site loose trade because many non-locals travelling on the A46 do not realise the need to turn off the roundabout into Middle Lane and then sharp right for the entrance and are therefore sailing straight past the Services. A re-design of the entrance and exit to the services could both ease traffic problems and benefit all businesses on the site.

The diagram below illustrates the potential problems. It must be remembered that large lorries also regularly turn right into the entrance because the garage has lorry filling points. Even two or three lorries queuing to turn right, because of a queue for the drive-through, will spill back onto the roundabout.



The Parish Council therefore requests that, prior to a planning decision being taken:

1. The applicant be required to submit the details from their business plan detailing the expected additional daily customers resulting from the re-development, broken down into expected peak service times, for both eating-in and drive-through customers.
2. A full independent analysis is undertaken of the projected traffic flows into and out of the services and the ability of the present entrance and exit to cope with those traffic flows.
3. The relevant highways authorities are asked to complete an analysis of the existing traffic flow on the Pennells roundabout and comment on the effects of this proposed development.
4. The applicant (Euro Garages) be required to enter discussions with the relevant planning authorities from a complete re-design of the entrances and exits to the Service Area.
5. The Applicant be required to provide a minimum number of parking spaces in the Services Area, including enough with charging points to cope with present and projected future demand.

The Parish Council requests that a response to these concerns and requests is received from North Kesteven District Council before a final determination on the application is made, with an opportunity for further comment on that response.

The Parish Council further requests that, if the Planning Officer is considering recommending acceptance of the application, that this application be brought to a full NKDC planning meeting for determination.

Our NKDC representatives, Cllrs Appleby and Overton, have been copied into this request.



# Appendix E DRAFT Thorpe on the Hill Parish Council Volunteer Policy

*Please also refer to the separate policy covering volunteer strimming work at the Eric East Memorial Lake.*

## Purpose

This policy sets out the principles for voluntary involvement in activities authorised by Thorpe on the Hill Parish Council).

The Parish Council is grateful for the considerable service that volunteers have given to Thorpe on the Hill over many years and in many ways, and acknowledges that volunteers bring a wide range of benefits to the council, the local community, and the volunteers themselves.

This policy applies to volunteers working on behalf of the parish council, not to employees of the Parish Council or Parish Councillors.

## 1. The Parish Council

1.1 If the Parish Council or Lake Management Committee is required to decide regarding work to be undertaken by volunteers then a detailed and fully costed proposal must be submitted to the Parish Clerk no later than 14 days prior to the next Parish Council or LMC meeting, as appropriate.

1.2 The Parish Council or Lake Management Committee will, when it gives approval for the work, appoint a Parish Councillor to monitor the work of the volunteers and report the outcome to the next Parish Councillor or Lake Management Committee Meeting.

1.3 The Parish Council may make detailed policies for specific volunteer activities.

## 2. Volunteers

2.1 Volunteers should expect to be treated fairly and equally, and accommodated from all walks of life. However they should note that restrictions, such as age limits, may be necessary to comply with Parish Council public liability insurance terms and conditions, or with risk assessments.

2.2 Volunteers shall be required to note that only volunteer work that has been authorised by the Parish Council or Lake Management Committee will be covered by the Parish Council's insurance. Anyone who undertakes work on Parish Council property without such permission is not covered under this policy and the Parish Council cannot be held responsible for any consequences of such action. In extreme circumstances those responsible for unauthorised work could be liable for prosecution for criminal damage.

2.3 Unless volunteers have relevant professional experience, they will carry out only the least hazardous work involving, for example path maintenance and grass cutting with the use of non-powered tools only, other than lawnmowers, strimmers and jet washers.

2.4 Volunteers should not undertake any type of work where they have received medical advice to avoid doing such activities.

2.5 Volunteers should note that the council may decide to set up a volunteer database that records volunteers and some basic contact details.

## 3. Risk Assessments & Pre-Task

3.1 Activities subject to a specific Parish Council policy should be handled according to that policy, otherwise:

3.2 Each activity carried out by volunteers must be agreed in advance by the Parish Clerk, or by the Parish Council or Lake Management Committee, if asked to make a decision on such works (see item 1.1). This is essential, not only to ensure that proposed works are in accordance with Parish Council policies, but also to avoid work being duplicated or overlapping with other volunteers or contractors, and that where needed, advance warning can be given to the public e.g. lake users.

3.3 For all activities a list of those taking part, including an event supervisor, should be provided to the Parish Clerk in advance of the work, along with a telephone contact number for each person.

3.4 Volunteer activities are divided into three categories; green, amber and red.

Green: Very low risk activities including but not limited to, weeding: planting seeds, bulbs, small	The Parish Council will draw up a generic risk assessment to cover these activities; this risk
---	--

plants and saplings: deadheading: pruning shrubs or hedges with non-powered tools: sweeping up: picking up sticks/leaves/litter (in areas away from vehicles); cleaning; painting, surveying wildlife.	<p>assessment may change from time to time to encompass new activities or risks..</p> <p>These activities can be carried out by volunteers of any age, although under 16s should be accompanied by an adult family member. Organised groups of under 16s e.g. Scouts must be accompanied by appropriate adults</p> <p>No prior risk assessment needs to be submitted to the Parish Council or Lake Management Committee, volunteers will be referred to the generic risk assessment. If an organised group of under 16s is taking part, a copy of their organisation's risk assessment for their participation should be lodged with the Parish Clerk.</p>
Amber: Low risk activities including but not limited to, using power tools like lawnmowers, trimmers, jet washers; using stepladders on level stable surfaces.	Over 18s only. A specific risk assessment should be carried out and provided to the Parish Clerk for approval in advance of the work being carried out, along with a list of those taking part including an event supervisor.
Red: High risk activities including but not limited to, tree maintenance, such as felling, removal of large branches, working at height or stump removal; significant heavy lifting; significant use of scaffolding or ladders; use of power tools or machinery other than trimmers, lawn-mowers or jet washers; use of toxic or environmentally-damaging chemicals such as weedkiller or pesticide or non-domestic cleaners..	These activities should only be carried out by suitable contractors, or adult volunteers with suitable professional experience and expertise. A specific risk assessment should be carried out and provided to the Parish Clerk for approval in advance of the work being carried out, along with a list of those taking part including an event supervisor.

3.5 The Parish Clerk, or Parish Council or Lake Management Committee, will decide on the designation of any proposed activity not listed above into an appropriate category of green, amber or red.

3.6 If necessary, assistance with completing risk assessments or templates will be provided by the Parish Clerk.

3.6a Any risk assessment will have regard to any safeguarding arrangements.

3.6b The risk assessment should include as a minimum:

- Details of the job or activity;
- A record of the visual inspection of the site, noting any hazards that may be present or other issues that volunteers should be aware of;
- The existing competency of volunteers and any training or induction that may be required;
- The circumstances of the work (e.g. the degree of supervision that will be required);
- The tools and/or equipment being used, and any PPE that will be required for such and/or specific requirements regarding clothing or footwear. For example, a high visibility vest, eye protection, work shoes and protective gloves may be needed. Jewellery, watches, trainers, open-toed shoes, high-heeled shoes, or sandals must not be worn if by doing so the safe working environment for the volunteer is compromised.
- Any social distancing or hygiene requirements as per the government guidelines in force at the time.

3.7 Volunteers must be advised in advance of any specific need for PPE, and reminded to wear clothing and footwear appropriate to the activity. A copy of this policy must also be provided to all volunteers.

3.8 Volunteers must inform the event supervisor of work they intend to carry out before commencing such work. This can be in writing via e-mail to the Parish Clerk or by signing in with the event supervisor ahead of a session. The record will be retained.

#### **4. Volunteer Activity On The Day**

4.1 Prior to work commencing, a visual inspection of the site must be carried out on the day by the event supervisor to ensure that there are no obvious hazards such as residue from fly-tipping, glass, or stones. These inspections are to be recorded.

4.2 The event supervisor must always carry out a general induction appropriate for the task being undertaken; this must include Health & Safety requirements, what to do if there is a problem and an introduction to other relevant individuals.

4.3 Volunteers must be adequately trained to be able to carry out the role or activity they are undertaking if they do not have experience in such or are using unfamiliar equipment. The exact nature of the training, if any, will depend on the role or activity and the findings from any risk assessment. Responsibility for training rests with the event supervisor, although it may be delegated to another volunteer if they have more specialised knowledge or experience of the type of work or equipment.

4.4. Normally volunteers will be expected to use their own tools and PPE. The Parish Council cannot be held liable for either any injury caused by use of faulty equipment/tools or loss of equipment/tools. The event supervisor is expected to carry with them a mobile telephone for use in case of emergency.

4.5. All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Volunteers will not be authorised to carry out work that the Council considers hazardous, or would contravene the principles of the Health and Safety at Work Act 1974, taking into account the competence of the volunteer(s) carrying out the proposed work. The event supervisor must ask volunteers who are not wearing appropriate clothing, footwear or PPE to leave the site.

4.6. All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Thorpe on the Hill Parish Council and as such are representing the Council, both in quality of work and possible interaction with, and safety of, the public.