

NORTH THORESBY, GRAINSBY & WAITHE PARISH COUNCIL

Minutes of the Parish Council Meeting Monday 6th February 2023 at 7:00pm

Present: Tony Shaw (Clerk), Cllr Knight (Chair), Cllr Kuzemczak, Cllr Howard, Cllr Wyatt and Cllr Burnett

In Attendance: District Councillor Terry Aldridge, several residents

01:02/23 Declarations of Interest:

- a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
- b) To note dispensations given to any member of the council in respect of the agenda items listed below.

None.

02:02/23 Apologies for Absence:

To receive any apologies sent to the Clerk from Members not able to attend the meeting.

None.

03:02/23 Minutes of the Previous Meeting(s):

To approve the minutes of the meetings on Monday 7th November 2022 and Monday 16th January 2023.

RESOLVED: Minutes approved.

04:02/22 Public Forum including District & County Councillor Reports:

District Councillor Aldridge provided a verbal report and several residents spoke on a range of matters.

05:02/23 Finance & Governance:

- a) To approve payment of accounts to 6th February 2023.
- b) To receive Bank Reconciliations for November 2022, December 2022 and January 2023.
- c) To receive a 2022-23 Financial Summary and Forecast.
- d) To note receipt of £1,127.92 VAT reclaimed for 2020-21.
- e) To note receipt of £4,008.92 VAT reclaimed for period Apr to Oct 2022.
- f) To note refund of £1,016.49 from Southern Electric for challenge to high electricity bill.
- g) To note receipt of £200 compensation from Lloyds Bank.
- h) To note grant funding of £8,786 received from the National Lottery for the Village Hall Fencing and Noticeboards.
- i) To note funding of £200 received from ELDC for Warm Space events.
- j) To note monthly invoicing from 1st Jan 2023 for all regular Village Hall hirers.

05:02/23 Finance & Governance: (continued)

- k) To receive a draft report from the Internal Auditor.
- l) To note appointment of PKF Littlejohn as external auditor for the five years 2022-23 through 2026-27.

- a) RESOLVED: Payments approved.
- b) Bank reconciliations received and signed off by the Chair.
- c) Financial Summary and Forecast received. No queries raised.
- d) Noted.
- e) Noted.
- f) Noted.
- g) Noted.
- h) Noted.
- i) Noted.
- j) Noted.
- k) Draft report received by Council. Clerk informed council that any items for remedial action are all in hand.
- l) It was noted that the same external auditor currently assigned to the Parish Council will continue for the next 5 years.

06:02/23 Action Sheet:

To receive an updated action sheet and resolve any actions.

Action sheet received. It was noted that most actions are complete with only a few waiting on external responses.

07:02/23 Planning and Consultation:

- a) Application Ref: N/133/00105/23
Address: LAND OFF, CHURCH LANE, NORTH THORESBY
Proposal: Erection of a dwelling and garage.
Link: [See application on ELDC's Planning Portal](#)
- b) Application Ref: N/133/01413/21 (Beanlands)
Address: LAND OFF, LUDBOROUGH ROAD, NORTH THORESBY
Cllr Wyatt proposes that Council prepare a response to the recent planning decision.

- a) RESOLVED: Clerk to submit the same comments previously made by the Parish Council.
- b) RESOLVED: Clerk to email ELDC Planning and request Parish Council involvement in S106 discussions.

08:02/23 Policies:

a) To adopt the following draft policies:

- i. Communications Protocol
- ii. Co-option - Parish Councillor Eligibility
- iii. Co-option - Procedure and Application Form
- iv. Employer Discretions Policy (Lincolnshire Pension Fund)
- v. GDPR Policy
- vi. Health and Safety Policy
- vii. Internal Control Policy
- viii. Public Participation at Parish Council Meetings
- ix. Risk Management Policy
- x. Scheme of Delegation
- xi. Scheme of Publication
- xii. Training and Development Policy
- xiii. Vexatious Complaints Policy

b) To note the following policies which have been reviewed and remain unchanged, but have been reformatted for readability:

- i. Annual Leave Policy
- ii. Code of Conduct
- iii. Complaints Policy
- iv. Disciplinary Policy
- v. Emergency Leave Policy
- vi. Equal Opportunities Policy
- vii. Equality and Diversity Policy
- viii. Financial Regulations
- ix. Flexible Working Policy
- x. Grievance Policy
- xi. Harassment and Bullying Policy
- xii. Homeworking Policy
- xiii. Lone Working Policy
- xiv. Noticeboard Policy
- xv. Performance Improvement Policy and Procedure
- xvi. Press and Media Policy
- xvii. Safeguarding Policy
- xviii. Sickness Absence Policy
- xix. Standing Orders
- xx. Whistleblowing Policy

c) To agree the scope and form of consultation on the Noticeboard Policy, noting potential impact of grant for fencing.

a) RESOLVED: All policies adopted.

b) It was noted that all policies have been reviewed and improved for readability.

c) RESOLVED: Village wide consultation to be carried out around the Noticeboard Policy and proposal for new fencing around the Village Hall, since elements of the Policy may be affected by the fencing.

Consultation to be undertaken using the council's Facebook page, website and also a face to face session, the latter to be held between 5:30pm and 6:45pm on Monday 6th March at the Village Hall, immediately prior to the next Parish Council Meeting.

RESOLVED: A-frame that has been on display to the front of the Village Hall, which is non-compliant with the Noticeboard Policy, is to be removed immediately.

09:02/23 Emergency Plan:

To adopt a draft Emergency Plan, subject to minor amendments when further information is obtained.

RESOLVED: Draft Emergency Plan adopted.

10:02/23 Warm Space:

- a) To agree dates for future Warm Space events and/or a Community Café.
- b) To agree to spend the £200 grant from ELDC on equipment such as cafetieres.

- a) RESOLVED: Dates agreed for future Warm Space events on Thursday 16th Feb, Thursday 16th March and Thursday 20th April, all 12:00pm to 1:30pm.
- b) RESOLVED: £200 compensation received from Lloyds Bank will be spent on items for a Community Café. The £200 grant for a Warm Space will be used to pay utility bills (electric and oil).

11:02/23 Highways Report:

To receive an update from Cllr Wyatt and a draft letter to Cllr Marfleet.

RESOLVED: Draft letter to be sent to Cllr Marfleet regarding various Highways issues round the village.

12:02/23 Community Digital Communication:

To consider a proposal from Cllr Wyatt for the expansion of digital communication.

Cllr Burnett advised that the Parish Council has a Mailchimp account and he will work on setting up a subscription for the dissemination of Council information.

13:02/23 Annual Parish Meeting:

To consider a proposal to hold the Annual Parish Meeting on Wednesday 1st March 2023.

RESOLVED: The Annual Parish Meeting will be held on Tuesday 9th May at 6:00pm, immediately prior to the Parish Council Meeting which will commence at 7:00pm.

14:02/23 Calendar of Events:

- a) To plan dates for Parish Council events in 2023, including the King's Coronation.
- b) To agree to ask for volunteers.

- a) RESOLVED: In addition to the Warm Space events (see item 10:02/23) and the Community Café Event (see item 18:02/23), the following events are planned:
 - Coronation Street Party on Sunday 7th May
 - Coronation Event at the Village Hall on Monday 8th May
 - Scarecrow competition to run from Monday 1st May to Monday 8th May
 - Tractor Run event in November, subject to the organisers repeating the event.
 - Christmas Lights Switch On to take place on Friday 1st December at 17:30pm

b) All communication around future events to include requests for volunteers.

15:02/23 Next Edition of "Thoresby":

- a) To agree date for the next newsletter.
- b) To agree Councillor contributions.

- a) RESOLVED: The deadline for articles to be submitted will be Sunday 26th Feb, with a view to having the newsletter available for distribution around Saturday 11th March.
- b) RESOLVED: Cllr Kuzemczak to submit a Warm Space poster and Cllr Howard to prepare an article around celebrations for the King's Coronation.

16:02/23 Village Hall Electrical Issues:

- a) To note expense of £255.36 to rewire the two kitchen heaters into the old cooker feed
- b) To note purchase of new Water Heater at a cost of £499.99 (excl. VAT). This has been funded from recent donations of £155 (Christmas Lights Switch On) and £401 (Tractor Run).
- c) To note purchase of new Kettle at a cost of £49.01 (excl. VAT) due to continued power trips when old one was being used by hirers.

Clerk explained recent issues with the electrics at the Village Hall tripping out, and items a) to c) have been necessary to resolve the underlying problems.

17:02/23 Village Hall Fencing:

To agree to place an order for Village Hall fencing, to be funded from the National Lottery grant.

RESOLVED: Consultation on the fencing to be undertaken at the same time as consultation on the Noticeboard Policy - see item 08:02/23 c)

18:02/23 Ukraine Bunting:

Motion from Cllr Kuzemczak to decorate the front of the Village Hall with blue and yellow bunting (to be supplied) on the weekend of Feb 25th and 26th, as a mark of solidarity to Ukraine. Possibility of a "bring and share" event for refreshments.

RESOLVED: Approval provided for the decoration of the Village Hall and the holding of a Bring & Share event on Sunday 26th Feb 1pm to 3pm.

19:02/23 Waithe Church Christmas Tree:

To agree purchase of an artificial 7-foot Christmas tree and plastic storage boxes at a cost of £40.

RESOLVED: Purchase agreed at a cost of £40.

20:02/23 Correspondence:

To consider a resident's request to purchase plastic plant pots and compost for either side of the new memorial bench.

RESOLVED: Purchase of pots and compost agreed with a maximum budget of £30.

21:02/23 Councillor Co-option:

To consider three applications to join the Parish Council.

The candidates present were addressed by Council prior to a resolution to exclude Press and Public. Voting took place in a closed session, and candidates were invited back for announcement of the resolution below.

RESOLVED: Alan Mitchell and Cary Jones are co-opted on to the Council.

Exclusion of Press and Public:

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information.

22:02/23 Personnel:

- a) To note pay increase for Clerk and Caretaker, as per nationally agreed NJC pay award for 2022-23.
- b) To note pension contribution rates for 2023-24, 2024-25 and 2025-26.
- c) To note any overtime hours worked.

- a) Pay increase noted.
- b) Pension contribution rates noted.
- c) Clerk has claimed 11 hours overtime for the period 18/12/22 to 28/01/23.