

Timberland and Thorpe Tilney Parish Council Meeting Minutes (Draft)

Date	Monday 20 th November, 2023
Start time:	19:00
Close:	21:07
Meeting Location	Timberland Village Hall
Attendees:	Councillors Lenton (Chair), Audis, Slater, Sharplin, J Hollingsworth and G Hollingsworth Clerk – Kay Harvey
Apologies for Absence:	Councillor Kornat

1. Parishioner open forum

Three parishioners were present.

Maya Hollingsworth, 9 years old, a Timberland Village Resident, read the following statement in response to the 'Leader of the Day' enterprise.

Hello everyone.

My name is Maya Hollingsworth and I am 9 years old.

I recently entered the Leader for the Day Writing competition and I'd like to read you my entry.

If I was a Leader for the Day I would like to help the people in my community because that is what a good leader should do.

A leader should not put things in place which are selfish to them but they should help to benefit their own community and look at what it needs.

The first thing I would do is to help out our village against flooding. Timberland recently flooded during storm Babet.

I would buy some big water pumps to help people get the water out and clean out the dykes that are full, which stop the water from going through.

I would also buy lots of blankets to help keep people warm.

I would like to create a New Years Eve festival parade for everyone in our village to enjoy.

I would close off the main street through the village so everyone can join in. There would be music, a band, dancing, decorations and food.

I think it is really important for people to get together and have fun.

There are many people that have dogs in our community so I would make dog feed and watering stations throughout the village for when people walk their dogs.

I myself would offer a free dog walking service for people that need it.

That was my competition entry.

Following on from this, I think our village should have a kids council.

Children sometimes feel they can't stand up for themselves and this can be frustrating.

I think we should call it Timberland Youth Council, T.Y.C for short.

We can meet once every two months.

I am happy to advertise and gather a group of young people together.
Thank you for your time and thank you for listening.

The chair thanked Maya for her contribution and asked several questions which Maya answered confidently. Sue Sharman then provided a status update on matters pertaining to the Village Hall which can be seen in section 8.2 below.

2. Apologies for absence

Apologies for absence were received from Cllr Kornat

3. Declarations of interest

None

4. Minutes of previous meeting

Minutes for meeting on Monday 18th September 2023 - approved
Proposed Cllr Slater, Seconded by Cllr Audis. All Agreed

5. District & County Councillor remarks

Cllr Kendrick attended briefing session from the lincs resilience forum (hosted by LCC), they deal with flooding in the area. Confirmed there is funding available from LCC for those affected by the recent floods, applications can be received now. Road now open from Martin to Woodhall Spa, however some night closures due to some sinking. Lincoln Castle has been awarded a gold standard by Visit England, only a few in the area have been awarded this.

6. Planning

- Application has been made by residents at Manor Farm, Main Street, no action required from PC.

7. Highways

- Martin to Woodhall Spa Road now completed and open.
- Roundels now painted on the entry points to the Village where the 30mph signs are. The PC would like these 30MPH signs to be moved 40 - 50 metres from the last dwelling, to encourage the reduction of speed.
- Speeding traps not set up yet.

Action: Clerk to email Cllr Kendrick with the following, investigate moving 30 MPH signs, bird flu signs still need collecting, enquire regarding the installation of speed traps .

8 Standing Parish items

8.1 Timberland Green

- Cllr. Kornat has provided a written update which was read by Cllr. Lenton on the latest status on Village Green negotiations which are ongoing regarding dyke maintenance, installation of new structures and the proposed 5-year break clause.

Action: Clerk to ask Cllr Kendrick to set up a face-to-face meeting to see if negotiations can go quicker rather than emails going back and forth.

- Cllr Audis has obtained a quote from Ivan Hodson to have the mower serviced. Cost is £120.00 (approx.)
- ROSPA inspection is not compulsory but advised by the insurance so will look to do bi-annually.

8.2 Timberland Village Hall

- Sue Sharman from the Village Hall attended the PC meeting and advised the following:
 - The asbestos survey has been completed and the report is awaited and will be sent to the PC Payment of the invoice to be agreed between the PC and Village Hall Committee.
 - Village Hall Committee are clearing the shed at the back at the village hall so that we can store sandbags there as a more central location should the floods occur again.
 - There are now three new committee members: Sue Sharman, Helen Gordon and Joyce Clark-Thompson
 - EGM was on 11th October with a new chair – Rhea Musgrove – appointed.
 - A number of repairs are still outstanding, three shot windows, leak at front porch. There is the possibility of YMCA funding and they will look in to and apply if applicable.
- Insurance certificate is now displayed in the Village Hall – action closed.
- The Sky wifi bill will end in December and the Clerk will advise the 50/50 split as VH paying half.
- Grapevine magazine has been issued and distributed by parish councillors. Cllr Kornat noted in her written update to the PC that the Timberland Parish update continues to be hidden away at the back of the magazine. For visibility it would be better if it could be more prominent.

Action: Cllr Kornat to contact Lindsay from Grapevine magazine asking if the Timberland PC update can be nearer to the other village business rather than at the end of the book.

8.3 Community Market

- Christmas Bazar will take place on the 25th November.

8.4 Grounds Maintenance

- The last grass cut has taken place and the PC have invoiced LCC for £162.00.
- Footpath behind Bayfield has not had hedge cut.
- Dog waste bag dispenser has now been removed – action closed.
- Ryan Davies from Flood risk is due to revisit the Bayfield and Church Road Dykes.

- Gullies have been cleared following the request to highways – action closed.
- Lack of maintenance of Timberland village dykes remains ongoing. It was resolved to investigate the cost of engaging an outside party clear the dykes correctly.

Action: Clerk to contact Sarah Wells to arrange dyke cut and hedge cut for side of Bayfield Road. Clerk to contact Ryan Davies to see when he will be inspecting again.

Action: Cllr Lenton to investigate cost of getting the dykes cleared.

8.5 Family fun Day 2024

- Cllr J Hollingsworth is still working on the FFD24 alongside Cllr Kornat in the planning stages.

8.6 Social Media

- Facebook page is now up and running and very well received, and traffic is good.

8.7 Correspondence

- A complaint has been received from a parishioner regarding the actions of one of the parish councillors who was providing support to parishioners during the flooding that occurred as a result of storm Babet. Cllr. Lenton reviewed the complaint with the councillor involved and responded in full to the complainant. The response was not accepted by the complainant who responded with two further emails expressing disagreement with the response. Cllr. Lenton acknowledged receipt and stated that the matter was closed.
- Parishioner contacted the PC to advise that a tree has come down in the church grounds. The clerk has forwarded the note to the church warden.

9 Finance Status Update

9.1 Accounts Status / Finance update

- Bank Balances – Community Account £8156.27. Business Current Account £1977.51
- Cllr Lenton will receive the banking card and reader and should gain access to the Barclays Parish Account.
- PC approved that the mower will be serviced at the cost of approx. £120-£140.
- PC to consider approving the replacement of the notice board plastic on Fen Road. Carried forward to next meeting.

9.2 Payments for Approval

- 100805 T Audis £18.50 mower petrol
- 100800 T Milnes £68.40 litter picker
- 100801 HMRC £193.66 PAYE tax
- 100804 K Harvey (Clerk) £41.03 parish expenses
- 100802 K Harvey (Clerk) £673.75 clerk wages (including back dated pay increase in line with national pay award)
- 100803 Cancelled Cheque

Proposed Cllr G Hollingsworth, Seconded Cllr Sharplin, ALL agreed.

9.3 Full Year Forecast

- Cllr Lenton has provided a summary document of income V spend for the PC from January to date. The Parish is on course to underspend for the year. This update will be provided at each future parish meeting.
- Clarification is required on a number of reoccurring costs: defib, LALC membership and technical support.

Action: Clerk to advise on other regular on-going costs to the PC

10 Supplementary Items

10.1 Asset List

- Cllr Lenton has changed and updated the current asset list to reflect a more realistic cost of our PC assets.
- Investigate exactly what the Auditors expect from an asset list.

Action: Clerk to ask Auditors what the asset list needs to record.

Action: Cllr Lenton to circulate current asset list as well as a copy of a neighbouring parishes list for research purposes.

10.2 Parish Council Documents

- Finance regulations to be updated when banking is set up for bank transfers.

Action: Cllr Kornat to circulate when completed.

10.3 Emergency Planning

- Cllr Hollingsworth and Cllr Slater have put together a lesson learned following the 2023 floods. The format of the emergency plan will change. Several 'emergency' items have been suggested we purchase, lights, high visibility jackets, hot drink flasks. An itinerary of items will be put together including sandbags, radios, high viz items and a storage place of the Village Hall and the storage container will be organised.
- A person from the Village Hall committee to be included in the emergency planning committee.

Action: Cllr Lenton and Cllr Audis are attending a Lincs resilience forum meeting on Wednesday 29th November and report back.

Action: Clerk to contact highways to see if they have anything free to give us, high visibility jackets or flood signs as an example.

Action: Cllr Slater to confirm who from VH is to be added to the Emergency PC.

10.4 Clerks Post

- Clerk has passed the probationary period and is now permanently in post, the PC have backdated the appropriate salary increase as of the 9th June 2023, so is now on correct salary.

10.5 Training Update

- Training still required for two PC's and need to look at the Precept planning training.

Action: Clerk to keep investigating any online courses/webinars

10.6 Notice Boards

- Cllr J Hollingsworth will investigate costs of Perspex notice board front for inclusion in 2023/24 budget.

10.7 Consumables

- Clerk to advise what the annual cost for printer cartridges and paper is, and any other regular costs.

10.8 Litter Picker Contract

- LALC has no standard contract for the litter picker so Clerk will work with Cllr Kornat to complete the schedule.
- Litter picker will be due her salary increases in line with national pay award (living wage).

Action: Clerk and Cllr Kornat to complete contract by next meeting in January 2024. Clerk to calculate back pay and new increase salary for litter picker.

10.9 Remembrance Sunday

- A wreath was laid at the Sunday service by Chairman Cllr Lenton
- A suggestion has been made that the PC purchase poppies that can go on lampposts for next year.

10.10 Citizens Advice

- Letter received from Citizens Advice asking for a donation, to be discussed in next meeting (January 2024)

10.11 Precept Planning 2024

- Meeting to be arranged with the precept finance committee. December is the usual time.

Action: Clerk to arrange a meeting with Finance committee.

9.6 Agenda item for the next meeting

- Precept
- Review of Finance overview at Parish Council Meetings
- Citizens Advice

9.7 Meeting Closure

Meeting closed 21.07