

Timberland and Thorpe Tilney Parish Council Meeting Minutes (Draft)

Date	Monday 15 th January, 2024
Start time:	19:00
Close:	21:18
Meeting Location	Timberland Village Hall
Attendees:	Councillors Lenton (Chair), Kornat, Slater, Audis and Sharplin Clerk – Kay Harvey
Apologies for Absence:	None

1. Parishioner open forum

None Present

2. Apologies for absence

None

3. Declarations of interest

Councillor Kornat has advised of a declaration of interest regarding the Citizens Advice as her Partner is a trustee of the CAB Lincolnshire Mid.

4. Minutes of previous meeting

Minutes for meeting on Monday 15th January 2024 - approved.

Proposed Cllr Audis, Seconded by Cllr Kornat . All Agreed

5 . District & County Councillor remarks

None

6. Planning

- Application has been made by residents at Hallams Lane for a Gazebo, no action required from PC.
- Application made from the gas board (new regulator) to do works to end of Timberland Fen, no action required from the PC.

7. Highways

- 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 and Highways Department (Rowan Smith), 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 provided the latest update on the negotiations on the lease renewal. In Cllr Kornat's view the PC is unlikely to be offered more beneficial terms than those currently on offer. Cllr Lenton has contacted Cllr Kendrick twice seeking support on renewal discussions but has received no reply. It was agreed that the PC wish to retain the lease for parish use but resolved to make one final attempt to remove the 5-year break clause in the proposed lease. All other clauses are accepted.

Action: Cllr Lenton to contact Cllr Kendrick to see if negotiations can be more productive in resolving / finalising the lease.

- Parish mower has now gone in for service, authority to sign the cheque for this (approx. £150.00) as soon as it is completed.
- Suggestion made by Cllr Lenton that the gate to the church from the green is very muddy and perhaps we need to look at gravelling this area. To be discussed again at future meetings.

8.2 Timberland Village Hall

- Asbestos survey has now been completed and report has been received, no issue reported regarding the asbestos.
- The damp issues are being scheduled for repair.
- VH looking at further funding for kitchen improvements and is applying for a licence to be able to serve alcohol at events.
- Cllr Kornat has discussed funding of the Sky broadband bill and the requirement for the PC to pay rental for use of the Village Hall. To simplify matters it has been agreed that going forward the PC will pay the Sky bill in full and will no longer pay for use of the hall as the costs are approximately the same.

Proposed Cllr Audis, Seconded Cllr Sharplin, Agreed by all.

- Village Hall shed has been cleared and the community sandbags are now stored in there.
- Cllr Kornat has talked to Grapevine magazine to see if the parish can have a more prominent position in the magazine. This has been agreed on the basis that the PC and parishioners will provide more articles for publishing. Cllr Kornat has already had discussions with number of parishioners who have agreed to provide articles for future editions.

8.3 Community Market

- Next Community Market will take place on the 25th January.
- Cllr. Kornat reported that the Community Market raised in the region of £1,300 in 2023. The funds raised are being used to purchase items that will support the running of the Village Hall.

8.4 Grounds Maintenance

- The PC has received £162.00 from LCC for the final grass cutting performed by Cllr Audis. The PC will apply to LCC to agree the grass cutting fee for 2024.
- Hedges and dykes to be cleared at Bayfield Road.

Action: Clerk to contact Sarah Wells to arrange dyke and hedge cut and to agree grass cutting contract for 2024.

- Once again, the PC discussed the situation of the Church Lane dyke which continues to remain overgrown in parts due to some local homeowners not taking on riparian rights responsibilities. This increases the chance of flooding in times of bad weather. Cllr Audis has contacted local farmer Mr Richard South to understand if he is willing to take on the clearing work. Mr South is happy to do so, and a fee to be paid from PC funds which will be agreed before work commences. When agreed, the PC will contact all local home owners advising when the work will be undertaken.

Action: Clerk to write to houses bordering dyke advising when clearing work will be performed.

8.5 Family fun Day 2024

- Cllr. Kornat has agreed to step in and lead the planning for the 2024 FFD. Cllr. Kornat will be supported by local parishioners and PC councillors to ensure a successful event.
- All agreed that the PC will donate a further £300.00 to the FFD fund which is currently at £798.17.

Proposed Cllr Sharplin, Seconded Cllr Audis, all agreed.

- Cllr. Kornat noted that previous FFDs have been generously supported by local business and parishioners. It was agreed that it would be worthwhile to make contact again to see if further funding could be obtained.

Action: Clerk to look back on last FFD notes to find out names of people contacted to ask for donations

8.6 Social Media

- It was agreed that the PC Facebook site should continue and Cllr. Slater agreed to take on responsibility for its maintenance and upkeep. As previously, Cllr. Slater can determine the updates to be performed without needing prior approval from the PB. The clerk will support Cllr. Slater as required.

Action: Clerk to contact Mrs J. Hollingsworth for access and admin details.

8.7 Correspondence

- On 3rd Jan 2024, Cllrs. G & J Hollingsworth emailed the PC with notification of their resignation as parish councillors with immediate effect. Previous responsibilities will be reallocated to other councillors.
- The Monitoring Officer has been contacted to advise of the resignations and the PC awaits official documents to advertise the two positions.
- Cllr Sharplin had received contact from a parishioner regarding a flood section at Timberland Delph.
- The PC received notification of the upcoming D-Day 80th anniversary which include suggestions on how this historic event could be celebrated.

9 Finance Status Update

9.1 Accounts Status / Finance update

- Bank Balances – Community Account £7,190.44. Business Current Account £1984.40
- Received from LCC £162.00 remittance for Bayfield Rd grass cutting.
- Community Account has the £798.17 FFD included in the amount.

9.2 Payments for Approval

- 100806 K Harvey Clerk Expenses £40.00
- 100807 K Harvey Clerk Salary £600.50
- 100808 T Milnes Litter Picker salary £90.98

Proposed Cllr Kornat, Seconded Cllr Slater, ALL agreed.

Cllr. Lenton reported that bank card and card reader have still not been delivered by Barclays Bank. This remains outstanding since September 2023. Until these are received online banking transactions cannot be performed.

Action: Clerk to contact Barclays regarding Cllr. Lenton's access.

9.3 Full Year Forecast

- Cllr. Lenton has provided a summary document of income and spend for the financial year 2023/24. Spending and income are both in line with forecast and will provide the baseline for the calculation of the precept request for 2023/24.
- **Action: Clerk to advise what the contract length is for our SKY account**

10 Supplementary Items

10.1 Asset List

- Cllr Lenton circulated the amended asset list and also proposed process documents by which the asset list will be managed going forward. The PC approved the new asset list format and Cllr. Lenton agreed to finalise it for approval at the next annual meeting. Cllr. Kornat agreed to create a new Asset Management process for circulation and approval by the PC.

Action: Cllr. Lenton to finalise the Asset Management List.

Action: Cllr. Kornat to create the Asset Management process document.

- Action for Clerk to find out what the audit requires for asset lists is closed.

10.2 Parish Council Documents

- Finance regulations to be updated when banking is set up for bank transfers.
- Cllr Slater suggested that all PC documents should be maintained on-line to avoid print costs.
- Clerk has contacted former councillors to ask for the parish document sets to be returned for reissue. Clerk advised that the documents have been destroyed. PC agreed to request a donation to cover the cost of re-printing of the document set for reissue when new councillors are engaged.

Action: Chair to action request.

10.3 Emergency Planning

- Highways have nothing free to give us (high viz etc) so action closed.
- Cllr Lenton and Cllr Audis have attended the Lincs Resilience forum.
- Cllr Slater has agreed to take on responsibility to update the Emergency Plan.
- Local parishioner and former PC Chair, Mr. Ian Stirling has agreed to remain on the Emergency Committee. The PC would like to thank him for his support.
- Salt bin to be looked at as it is rock hard and not able to take any salt out of it.
- Cllr Slater has been liaising with Darren regarding the use of his water pump and the support he can give us if the flooding happens again.

Action: Cllr Slater to report salt bin through fix my street.

Action: Clerk to contact highways about salt bins.

10.4 Training Update

- No new councillor training is now required. Outstanding action is closed.

10.5 Notice Boards

- Online quotations have been received for the replacement of the acrylic screen on Fen Road notice board. It is expected it will cost in the region of £75 plus sealant. Cllr. Kornat suggested that the Village Hall committee may support this by providing the funds.

Action: Cllr Kornat to ask if the VH would pay for the notice board plastic

10.6 Litter Picker Contract

- Backdated salary now in place and current living wage is in place for the Litter Picker.
- Schedule is ready and will be sent out following meeting with Clerk and Cllr Kornat.

Action: Issue contract following approval from Cllr Kornat.

10.7 Citizens Advice Donation

- Letter received requesting a donation. PC have agreed that charitable donations of this kind are not appropriate.

10.9 Precept Planning 2024

- The Finance Committee have met twice since the last PC meeting in November 2023 and Cllr. Lenton presenting the findings to the PC. Following discussions it was agreed that a sum of £7560.00 is to cover the PC spending plans for the financial year of 2024/25.

Proposed Cllr Audis, seconded Cllr Kornat, All agreed.

Action: Clerk to send precept request form.

10.10 D-Day 80th Anniversary

- PC discussed the recent communication regarding D-Day 80. It was resolved to ask if the Village Hall will be putting any events on. The PC could also arrange the lighting of the beacon.

Action: Cllr Kornat to contact the VH committee to discuss options.

10.11 Parish Council Vacancy

Action: Clerk to contact Monitoring officers

10.11 Agenda Items for Next Meeting

None

11. Meeting Closure

Meeting closed 21.18