

# Timberland and Thorpe Tilney Parish Council Meeting Minutes (Draft)

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| <b>Date</b>                   | Monday 20 <sup>th</sup> May, 2024  |
| <b>Start time:</b>            | 19:23  |
| <b>Close:</b>                 | 21.03  |
| <b>Meeting Location</b>       | Timberland Village Hall  |
| <b>Attendees:</b>             | Councillors Lenton (Chair), Kornat, Slater and Audis<br>Clerk – Kay Harvey<br>District Councillor Rob Kendrick |
| <b>Apologies for Absence:</b> | Councillor Sharplin  |

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## 1. Parishioner open forum

Three Parishioners present.

Question raised from Chair of the Village Hall Committee regarding ownership of assets between the Village Hall and parish council. Asset List clarifying all PC assets will be published on the parish website when its updated.

Question raised from parishioner regarding any specific funding we may apply for. Cllr Kendrick will provide us with a list of approved bodies we can look at.

Parishioner also raised the question of speeding in the village again. A discussion took place on the initiatives the PC had taken over the past 12 months and possible activities that might be reviewed in the next year.

## 2. Apologies for absence

Cllr Sharplin.

## 3. Declarations of interest

None.

## 4. Minutes of previous meeting

Minutes of meeting on Monday 25<sup>th</sup> March 2024 were approved.

**Proposed: Cllr Audis, Seconded: Cllr Kornat. All Agreed**

## 5. District & County Councillor remarks

Cllr Kendrick gave an overview that the county is in good shape financially after their end of year audits. Lincolnshire is still in the top historical attractions to visit in the country with the Castle regaining its 'gold' tourist award status. Cllr Kendrick also discussed flooding and what the next steps are. The PC have tried to contact the 'Section 19' flood teams but to without success as yet.

Cllr Kendrick has also asked if the clerk can forward the email reply that was sent regarding the community volunteer scheme.

**Action: Clerk to forward email to Cllr Kendrick.**

## 6. Planning

- A number of planning applications and decisions have been received all with no impact to the village and the PC. No objections to note.

## 7. Highways

- The PC has received a response from Highways Department – Rowan Smith with the outcome of the speed trap recordings. He also comments on the process of moving the 30MPH sign (a new legal order would be required) and has given some suggestions on how to reduce the speed coming in and out of the village, including gateways and signs on these to request 'please drive carefully'.

**Action: Clerk to reply to Rowan Smith and ask for further information on moving the 30MPH signs.**

## 8 Standing Parish items

### 8.1 Timberland Green

- Cllr Kornat has now received the signed and sealed copy of the Village Green lease and the PC have now paid the lease fee of £250.00. All documents relating to the lease and negotiations now remain in a file lodged with the Clerk.
- The PC would like to thank Councillor Kornat for all of her time and effort in negotiating the lease and securing the future of the village green.

**Action: Clerk to organise payment of the £250 - action completed**

- Cllr Audis has now commenced regular cutting of the village green and the goal nets are up. Cllr Audis has noticed that the basket ball net has perished and will look in to the cost of replacing this. Cllr Audis also advised he will need to purchase two stroke oil for mower – all agreed.

### 8.2 Timberland Village Hall

- Cllr Kornat has been in discussions with the Chair of the Village Hall Committee. The asbestos problem is still on going. There is now suggestion that a survey of the roof ridge tiles be carried out via drone, the structure is not strong enough to climb up on so it would need scaffold or as suggested a drone. Cllr Whittle is looking into this for them and will report back with an exact cost.
- The asbestos is currently in a stable condition but must be checked each year at a cost of around £400 - £600. The VH Committee will decide following the outcome of the drone survey if it is better financially to have the work done immediately or carry on monitoring with surveys each year.

**Action: Cllr Kornat to liaise with VHC and Cllr Whittle regarding the drone survey report to advise next steps.**

- VH have paused any further improvements until the scale of the asbestos issue is fully understood.

### 8.3 Community Market

- Next Community Markets will take place on Thursday 23rd May and 20<sup>th</sup> June 2024
- Cllr. Kornat reported that the Community Market is still well attended and still raising money. The March event 'the Hairy Bikers' raised approx. £250.00
- All monies raised goes towards VH improvements.

### 8.4 Grounds Maintenance

- Cllr Audis has talked to a local landowner who is looking at clearing the dykes in the next month or so.
- Letters have been delivered to houses that fall near to the dykes to advise of the intention to clear the dykes.

**Action: Clerk to create a draft letter (sending to PC for approval) to contact houses that border the dykes and advise of the work to be done and remind of their riparian rights and responsibilities. Action complete: Cllr Lenton created the letter which was delivered by the clerk.**

**Action: Clerk to contact Sarah Wells (Lincolnshire County Council) to ask them to clear the Bayfield dyke**

### 8.5 Family fun Day 2024

- Cllr Kornat and Clerk met and have already distributed letters and emails to the list of possible doners. Additionally, Dyson Farming have agreed to donate a Dyson vacuum cleaner which Cllr Kornat is collecting this week.
- Cllr Kornat has provided the Clerk with a list of companies providing a service on the day that need payment asap. This will come directly from the FFD fund. Payments will be listed and balance provided in the next parish meeting.

**Action: Clerk to contact the parish insurance company to advise of the event**

**Action: Clerk to contact Metheringham Airfield with request for donation. Cllr Slater to provide his contact name to Clerk.**

**Action: Cllr Lenton and clerk to create and deliver remaining funding support letters.**

### 8.6 Social Media

- Cllr Slater is managing the Facebook site, and the page is going well.

### 8.7 Correspondence

- Email received from parishioner with interest in the PC vacancy, advised to attend the meeting today to gain insight into what happens each time and contact will be made by the clerk afterwards.
- Email received from NKDC regarding the CIL payment made to the PC which is £2296.35.

## 9 Finance Status Update

### 9.1 Accounts Status / Finance update

- Bank Balances – Community Account £7227.30, Reserve Account £8859.97, Family Fun Day Account £1038.17

A payment of £2,296.35 was received in Community infrastructure level which is monies received from the new build properties on Martin Road. This will be transferred to the 'reserve account' when the bank accounts are organised.

HMRC financial year has been closed and P60's produced for Clerk and Litter picker.

### 9.2 Payments for Approval

All Payments listed are to be paid via Bank Transfer

- Clerk Salary £600.50
- Clerk Expenses £20.00
- Parish Expenses reimbursed to Clerk £17.00
- Litter Picker £91.50
- Cllr Audis Mower fuel £34.15
- Clear Council Annual Insurance £690.99
- The Community Heart Beat (defib maintenance agreement £151.20)

Cheque no 100818 for HMRC £36.64

**Proposed Cllr Kornat, Seconded Cllr Audis, ALL agreed.**

- Cllr Lenton now has full access to the parish Barclays bank accounts and is able to approve proposed payments sent to him by the Clerk.

Cllr Lenton met with the finance committee and has agreed to create a new account for the Family Fun day which will hold only FFD monies. Then to move last financial years balance out of the current account in to a newly created 'reserve account' this will include the CIL payment. The community account will have precept funds in and that's what we will run the parish annual spending from. Accounts have now been organised and we have created will be shown in the next parish meeting on Monday 15<sup>th</sup> July 2024.

**Action: Cllr Lenton to meet with Finance Committee to discuss the proposal and report back to the PC. Action completed**

**Action: Cllr Lenton to update the finance tracker and share**

**Action: All PC to read the CIL guidelines and discuss spending funds over the coming year**

**Action: Clerk to contact The Community Heartbeat to get the battery changed asap**

## 10 Supplementary Items

### 10.1 Parish Council Documents (including in storage container)

- Cllr Kornat and Clerk met at the parish container to look at old stored documents. Clerk is currently creating a list of what is in there and will email out to all PC to determine what we need to do. Cllr Audis confirmed that the filing cabinet in the container is safe and documents can stay in there.

**Action: Cllr Lenton to finalise asset list – action completed**

**Action: Clerk to create document log and circulate**

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

## 10.2 Emergency Planning

- PC to provide Cllr Kendrick with names and addresses of affected properties during our recent floods so that he can contact the S19 teams and see if they are going to carry out individual inspections.

**Action: PC and Clerk to gather information on flood victims in the PC for Cllr Kendrick, Clerk to send to Cllr Kendrick.**

## 10.3 Notice Boards

- Notice board on Fen Road had Perspex replaced by Cllr Audis and Cllr Lenton. However, the glue attaching this has failed and will need to be repaired.

**Action: Cllr Lenton & Cllr Audis to repair the notice board.**

## 10.4 Annual Audit

- Clerk has now completed the Parish Annual Audit. This was kindly signed off at local level by our independent auditor, the Chairman now needs to sign the documents and minute them following this meeting and Clerk to send to the external Audit company. Once the external auditors have confirmed they are happy the clerk can then put the notification into the PC notice boards offering parishioners the chance to review our annual audit.
- All agreed to provide a small token of thanks to Diane from the PC. Monies to be taken from petty cash for gift.

**Action: Chair to sign audit documents at end of PC meeting**

**Action: Clerk to produce Notice of Public Rights and display when audit confirmed.**

## 10.5 Parish Council Vacancy

- There are still two Parish Council Vacancies which are still being advertised on the village notice boards and the Parish Council website.

## 10.6 Parish Meeting Dates for 2024/25

Monday 16<sup>th</sup> July 2024

Monday 16<sup>th</sup> September 2024

Monday 18<sup>th</sup> November 2024

Monday 20<sup>th</sup> January 2025

Monday 17<sup>th</sup> March 2025

Monday 19<sup>th</sup> May

All Agreed

**Action: Clerk to publish these dates on notice boards and the website**

## **10.7 Agenda Items for Next Meeting**

CIL Payment and spending

Dog waste in the Parish

Bleed Control Kit for Defib

## **11. Meeting Closure**

Meeting closed 21.03