

TIMBERLAND AND THORPE TILNEY  
**PARISH COUNCIL MEETING**  
**Wednesday 24<sup>th</sup> November 2021 7pm**  
**Timberland Village Hall**  
**Minutes**

Parishioners not in attendance

Those present at the meeting: Parish Councillors Audis, Kornat, Lenton, Sharplin, Slater and Stirling and the Parish Clerk

1. Apologies for Absence

Cllrs. Kendrick, Sharman, and Ogden

2. Declarations of Interest

None

3. Minutes of Previous Meeting 15<sup>th</sup> September 2021

**Agreed: All Correct**

**Proposed: Cllr. Kornat Seconded: Cllr. Sharplin**

**All agreed**

**Matters arising:**

Thorpe Tilney hedge this has now been cut by the parishioner

**No further action required**

Safety Fence - work scheduled to be repaired via Fix my Street.

Minute Format

A general discussion took place discussing how to monitor any actions agreed in minutes.

**Agreed: All actions agreed at the meeting to indicate action required, by whom and date indicating action taken and whether it is ongoing or completed.**

**Clerk to look at options as to how this can be shown in the minutes for clarity.**

**Proposed: Cllr. Slater Seconded: Cllr. Sharplin**

**All Agreed**

4. District and County Councillor Remarks

Not Present – report via email

5. Planning

Signed:

Dated:

Notices have been received in respect of the Manor House and distributed to the full Council infrastructure request update

**Agreed: A second request to be sent to Anglian Water requesting the layout of the pipe infrastructure etc across the Parish.**

**Ongoing**

6. Highways

Potholes continue to be a concern.

**Agreed: All Councillors to report on Fix my Street with photographs if possible.**

**Ongoing**

7. Parish Items

7.1 Community Market

The next market is scheduled for the 25th of November 2021 10-12 in the Village Hall.

A new banner has been kindly donated by two parishioners.

**Action by Clerk: None                      Councillors: Ongoing plans with the planning group**

7.2 Timberland Green

7.2.1 Mower Service

A general discussion took place. Cllr. Audis informed the Council it is £195 for the annual service plus parts if undertaken by Charles Hill.

**Agreed: Councillors Stirling and Audis to speak to Charles Hill to discuss a Service Agreement that may financially benefit the Council. This would ensure that the mower is maintained to increase longevity for the mower as it would be expensive to replace.**

**Ongoing**

7.2.2 Standard Operating Procedures - Mole Traps Laying

**Agreed: Cllr. Slater to complete and send to the full Council for inclusion with Standing Orders**

7.2.3 Mole Traps

**Agreed: Cllr. Audis to purchase another two mole traps**

**Cllr. Kornat to give additional mole notices to Cllr. Audis for display around the Timberland Green.**

***These have been completed***

7.2.4 Timberland Green Shelter

A general discussion took place to replace/fix the shelter when a response from Dyson has been received. Dyson have been known to donate sheds to other groups.

**Clerk to contact Dyson again.**

***Letter sent 26<sup>th</sup> November and a response has not been received.***

Signed:

Dated:

### 7.3 Grounds Maintenance

The final invoice for Bayfield has been submitted for payment

### 7.4 Family Fun Day

The subgroup has met, and all is on track for 2022.

**Action by Clerk: None**

**Planning Group: Ongoing**

### 7.5 Timberland Village Hall

7.5.1 The work is now complete internally. An article was published in the local paper and the successful project was announced on Radio Lincolnshire.

Cllr Kendrick officially opened the village Hall. His attendance and support were very much appreciated.

The application for volunteer hours from the LCC contractors was successful and work has started on the outside of the building.

**Ongoing**

### 7.5.2 Parish Council payment for use of the building

**Agreed: Clerk to write to the Committee offering a payment of £100 per year to cover all Parish Council use of the building to commence April 2022 with a prop-rotas payment for the remainder of the year.**

**Proposed: Cllr. Audis    Seconded: Cllr. Stirling**

**All agreed**

***Completed Agreement Reached***

### 7.5.3 Emergency Kit Storage

**Agreed: Clerk to contact the Village Hall Committee about storage.**

***Completed***

### 7.5.4 Keys

**Agreed: Cllr. Kornat to discuss access to keys with the chair of the Village Hall Committee and any costs involved**

***Confirmation received of proposals for keys for the Parish Council and Emergency Wardens***

### 7.5.5 Public Liability Notice

This has been sent to the Village Hall Committee for display in the village hall.

### 7.6 Notice Boards

Cllr. Stirling to continue to collaborate with the joiner on production of the two noticeboards at reduced cost.

The exact final amount will not be known until the signage, glass and lighting has been fitted but will be within the already agreed budget.

### 7.7 Footpaths

Signed:

Dated:

Highways have responded to the Council about the request for a new footpath alongside the B1189 like the Walcott path. His response indicated limited resources and safety were a concern.

**Cllr. Lenton and Clerk to meet to discuss the next step with the footpath request.**

***Discussion taken place and Cllr. Lenton preparing response - ongoing***

The Footpath Officer has been informed of the footpath near the transmitter that has not been maintained by the farmer and it has been confirmed that action will be taken based on the level of priority dictated by resources.

The land is farmed by J H Baxter's Farming Contractors.

**Agreed: Clerk to contact the landowner and the tenant to request that the footpath is cleared.**

***Contact has been made with J H Baxter's Contractors via phone and email.***

***A formal response has not been received. Ongoing***

7.8 Flood Warden

**Agreed: Cllr. Audis to be a flood warden with Cllr. Stirling. The request for volunteer warden to remain on social media.**

***Request made***

7.9 Bowling Green

A general discussion took place. Another idea was discussed as to the possible use of the land if it became available and the project was able to move forward.

**Agreed: Clerk to continue to try and contact the owner with a view to discussing long term use. A long-term lease would enable the Parish Council to access funding for a community managed project.**

***A response has not yet been received from message left on answer phone***

7.10 Church Lane Dyke

A general discussion took place about the condition of the dyke that should be maintained by the owners of the properties.

**Agreed: No further action to be taken**

7.11 Defibrillator

The British Heart Foundation have replaced the battery which is covered by the current arrangement with them. A parishioner has replaced the battery and it is now working fine.

Another parishioner has offered to cover the cost of keeping the telephone box clean.

Cllr. Sharman to relinquish the responsibility of checking the box.

Concern had been raised about the stickers and a pane of glass may need replacing.

**Agreed: Cllr Stirling to weekly inspect the defibrillator after checking with Cllr. Sharman.**

**Completed**

Signed:

Dated:

Cllr. Stirling to inspect the glass in the defibrillator box

Parishioner to be contacted who has offered to regularly have the box cleaned.

**Agreed: Clerk to write to Cllr. Sharman thanking him the work to date and the parishioner for the offer to ensure the defibrillator box is cleaned.**

**Completed**

## 8 Clerk's Update

### 8.1 Finance

#### 8.1.1 Payments

The following payments were agreed by BACS or cheques

Litter Picker	cheque	£59.11	Salary
Clerk	bacs	415.15	Salary
HMRC	cheque	113.03	Tax
LALC	cheque	126.00	Website
Heartbeat	cheque	151.20	Defib
T Audis	bacs	35.84	Fuel
Clerk	bacs	21.98	Wreath
Clerk	bacs	60.98	M365
Clerk	bacs	61.29	Cartridges
I Stirling	bacs	90.36	Glass for Noticeboard

**Proposed: Cllr. Kornat    Second: Cllr. Sharplin**

#### **All agreed**

#### 8.1.2 Bank Balances

Community Account    7566.40

Business                    1963.73

#### 8.1.3 Precept 2022-2023

On behalf of the finance subgroup (Cllrs. Slater, Lenton, Audis with the support of the Clerk), Cllr. Slater reported to the Council the proposals to increase the precept element of the Council Tax bills. For 2022-2023. The Parish Council precept has not been increased since 2013 and after consideration it was proposed that the precept request will be increased for 2022-2023. The estimated impact of the increase could be the estimated sum of £5.53 on a Band D property. The exact figure would not be known until NKDC have produce final figures.

**Agreed: Decision to be formalised in January 2022**

**Ongoing**

**Parish Council to produce a 5-year expenditure plan.**

**To be agreed**

Signed:

Dated:

**Clerk to produce a draft spread sheet with Cllr. Slater and the finance subgroup**

***Draft completed by Cllr. Slater and to be agreed with finance subgroup. Ongoing***

#### 8.1.4 Authorised Payments

Cllr. Sharman has now completed all necessary action to authorise payments.

**Agreed: Cllr. Lenton to become the second councillor to authorise payments.**

**Proposed: Cllr. Audis    Seconded: Cllr. Sharplin**

**All Agreed**

#### 8.1.5 Debit Card

**Agreed: The Clerk to complete all paperwork to apply for a new debit card. This will enable cash to be withdrawn by the Clerk and regular payments can be set up**

***Cllr. Lenton to confirm ID to firstly become a signatory, then the second authorising Councillor for BACS payments. The debit card can then be applied for.***

***Ongoing***

#### 8.2 Correspondence/Communications

Correspondence has been received requesting details of the Village Hall and this had been responded to the satisfaction of the parishioner. Another Parishioner has raised a concern about speeding after a cat had been killed on Church Lane.

The Council discussed the issue of speeding through the village.

**Agreed: The current speeding signs will remain in place and no further action will be taken for now.**

There had been correspondence about a local plan and the Clerk has contacted Scopwick Parish Clerk. All correspondence has been sent by the Clerk to the full Council. The due date for the consultation on the Scopwick Plan was given.

**Agreed: No further action to be taken.**

Tree Allocation Offer

**Agreed: No further action**

Salt

The Clerk informed the Council that it has been confirmed that refills should be requested via fix-my-street when the bins are half full.

Training - The Clerk clarified that all training is run and advertised by LALC. The training is published in the newsletter. Once training has been identified by Councillors the Clerk will book the place on the training.

**Agreed: Councillors to identify any training and then request the Clerk to book a place.**

***Cllr. Slater booked on to online New Councillor Course in February.***

Signed:

Dated:

9. Agenda Items for Next Meeting - None

Date of Next Meeting: **Monday 24th January 2022 7pm - Timberland Village Hall**

Signed:

Dated: