

Timberland and Thorpe Tilney Parish Council Meeting Minutes (Draft)

Date & time Monday, 20th March 2023 – 7pm

Meeting Location Timberland Village Hall

Attendees: Councillors Lenton (Chair), Kornat, Audis, Slater, Sharplin,
Parish Clerk Kay Harvey
County Councillor Kendrick

Apologies for Absence: Councillor Ogden

0. Parishioner open forum

There were no parishioners present.

1. Apologies for absence

Apologies for absence were received from Cllr. Ogden.

2. Declarations of interest

Cllr. Audis declared an interest regarding Blankney Solar Farm and Martin Digestion Plant. Details to be held on file.

3. Minutes of previous meeting

It was agreed that the minutes were a true and accurate record of the meeting. No amendments were required.

Proposed: Cllr. Kornat, Seconded: Cllr. Sharplin. All agreed.

4. District & County Councillor remarks

- Cllr. Kendrick attended and updated that a meeting with the highways department had taken place at Timberland Fen and works were being discussed regarding the road. Ongoing discussions are taking place with the Planning Department and various support groups regarding Blankney Solar Farm and Martin Digestion Plan possible plans and proposals.

5. Planning

- Nothing to report

Actions	Who	Updates
Check whether the bungalows on Hallams Lane have been included and whether property conversions are included	Clerk	Previous clerk has no record that can be found, current clerk to undertake brief investigation to see if it has been paid or not

6. Highways

- Cllr. Kendrick will meet with Highways, possibly go ahead with works to Fen Road, will update.
- Using FixMyStreet to report potholes in the village is the right way forward, will keep reporting.

- The Bird flu signs need to be removed, Cllr. Kendrick will organise with Highways Department
- Cllr. Audis reported that the road sweeper has been around the village and has missed areas and left mud on the road in certain places. Reported to Cllr. Kendrick for follow-up.

Actions arising	Who	Updates
Cllr. Kendrick has agreed to meet with Highways Officer to discuss the state of Fen Road.	Cllr. Kendrick	Completed
Cllr. Kendrick to organise Bird Flu signs to be removed	Cllr. Kendrick	Will update Clerk
Clerk and PC's to continue to report any pot holes on Fix My Street	Clerk & PC	Ongoing
Cllr. Kendrick will discuss with Highways, the road sweeper and not completing the job very well	Cllr. Kendrick	New action

7. Parish items

7.1 Community Market

- Cllr. Kornat reported that the next Community Market would take place on Thursday and that so far this year, the monthly event has continued to be well supported.

7.2 Timberland Green

- Cllr. Audis reported dirt on the swings that had to be cleaned.
- Cllr. Slater is looking into grants that could be used to purchase new play equipment and to repair or replace the shed which is in a serious state of disrepair a reported previously.
- Cllr. Audis had a message from a concerned resident regarding a car on the lane late at night, the resident has been advised to call 111 and report.
- Cllr. Audis has completed the first cut of grass for the season.
- Cllr Lenton reported he had received a text message from an anonymous “concerned parishioner” who wanted to know why the football and basketball nets were not in place. Cllr Lenton responded that this was normal practice to protect the equipment and ground during winter and that the nets would be replaced in due course as the weather improved.

Actions arising	Who	Updates
Cllr. Slater to report on status of grants for play equipment and shed.	Cllr. Slater	Ongoing

7.3 Grounds Maintenance

- Cllr. Audis reports the mower blades are now sharpened and working well.

7.4 Village Hall

- Cllr. Kornat reported that the VH Committee has yet to resolve the purchase of tables
- Village Hall will pay 50% of broadband cost. Clerk to investigate further as received an email from SKY advising the billing is now incorrect.
- Clerk to investigate how best to pay or donate the Family Fun day proceeds to the VHC for the new tables. Options are: purchase tables on behalf of the Village Hall, donate funds to Village Hall to be used for tables purchase or purchase tables as a PC asset and allow permanent usage by Village Hall (see action below.)

Actions arising	Who	Updates
Clerk to investigate SKY bill as have been advised by SKY that we may have been charged incorrectly	Clerk	Ongoing
Clerk to investigate funding / donation options from PC to VHC	Clerk	Ongoing

7.5 Flood and Emergency Warden

- A discussion was held on the role and responsibilities of the Emergency Warden. Currently the 2 wardens are Cllr. Audis and former councillor Ian Stirling. It was agreed that the role of the warden needs full clarification and actions were agreed.

Actions arising	Who	Updates
Clerk in discussion with Flood Risk Officer regarding Bayfield Dyke	Clerk	Ongoing
Cllr. Slater to check on statutory requirements for emergency planning and to report back at the next council meeting.	Cllr Slater	Ongoing

7.6 Parish Council Vacancy

- Nothing to discuss,

Actions arising	Who	Updates
Clerk to readvertise once election process is completed	Clerk	Ongoing

7.7 Parish Dykes

- Clerk has received an email from Flood Office Ryan Davies asking who our wardens are and if we are any further forward with the Dyke responsibility

Actions arising	Who	Updates
Clerk in discussion with Ryan Davies over who is responsible for each dyke near property with a view to asking for maintenance of dykes to take place	Clerk	Ongoing

7.7 Parish Council Documents

- A discussion took place on Parish Council documents. Some councillors do not have the documents and other councillors have out of date documents. It was agreed that document sets need to be updated to the current versions for all councillors.

Actions arising	Who	Updates
Cllr. Kornat to update hard copies and distribute PC documents	Cllr Kornat	New action

8 Clerk Update

8.1 Bank Balance / Finance

- Clerk confirmed the financial position on Sunday 19th March 2023 was as follows:

Community Account	£5,378.96
Business Account	£1,968.13
Unpresented Cheques	£555.11
Balance:	£6,791.98

- Chair had not seen the latest bank statements at the time of the meeting.

8.2 Payments / Cheques

- Clerk presented the following payments for approval by the council:

100773	Litter Picker	Salary	£68.40
100771	Clerk	Salary	£453.60
100774	T Audis	Mower	£33.11

- Council approved the payments.

Proposed: Cllr. Kornat, Seconded: Cllr. Sharplin All agreed

8.3 Audit

- Clerk advised waiting external audit team to contact her to confirm dates for audit prep

8.4 Correspondence

- Clerk to contact litter picker to confirm she has the correct safety items issued.
- The PC has received two emails from parishioners raising concerns about speeding vehicles entering the village on Station Road and Martin Road. Options on how to address this problem were discussed and it was agreed that Lincs CC would be approached about repositioning the 30 MPH signs on Station Road further down towards Timberland crossroads as a calming measure. The parishioners' emails will be acknowledged.

Actions arising	Who	Updates
Clerk to contact LP to ensure high viz jacket and appropriate gloves are worn when litter picking, also check TOR / Contracts	Clerk	Email confirming high viz jacket and gloves sent to the Litter Picker. No response received and situation will continue to be monitored to ensure compliance to instructions. Action completed.
Clerk to respond to parishioners' emails regarding speeding	Clerk	
Clerk to contact Highways at Lincs CC to request repositioning of the 30MPH signs on Station Road	Clerk	

8.5 Clerk Post

- Clerk has now been in post for two months, has requested details of LALC and NKDC salary scales for contract.
- Clerk wanted to officially thank Walcott Clerk and the PC's for ongoing support in her first two months

Actions arising	Who	Updates
Cllr. Lenton and clerk to ensure that all employment paperwork is signed to complete the onboarding process.	Cllr. Lenton / Clerk	Cllr Lenton reported that much of the contract has been revised for clarity and has been reviewed by Cllr Kornat. Clerk has been requested to contact LALC to confirm pay scales for Local Govt staff and to understand how annual holiday is calculated for part-time staff. This has been done and we are awaiting a response.

9. Agenda item for the next meeting

- Grant applications
- Broadband invoice update
- Village potholes
- Martin Moor recycling plant proposals

- Blankney solar farm proposals