

**Thurlby Parish Council**  
**Minutes of the Annual Meeting of Thurlby Parish Council (Min 20-01) held on Wednesday the 6<sup>th</sup> May 2020 at 7.30 p.m. held remotely by video conference**

**Present:**        **Councillors:** P Barnett, R Bill, N Bradley, L Lowe, E Lunn, M Reece, A Thomas and D White  
**Residents:**  
**Others:** Bernard Champness – Clerk, County Cllr R Reid, and District Cllr B Dobson

	<b>Open Forum</b>	
	There were no residents present and there was no open forum. The meeting started at 19.38	
<b>1.</b>	<b>To elect a Chairperson and to receive the Chairperson's Declaration of Acceptance of Office and if not then received to decide when it shall be received</b>	
	<b>1.1</b>	Richard Bill was the only nomination. It was <b>resolved</b> Cllr Bill be duly elected as Chair for the following year. It was agreed that the Acceptance of Office be signed by the Chair as soon as was conveniently possible.
<b>2.</b>	<b>To elect a Vice Chairperson</b>	
	<b>2.1</b>	Alan Thomas was the only nomination and it was <b>resolved</b> that Cllr Thomas should be Vice Chair for the following year.
<b>3.</b>	<b>To appoint representatives for Local Charities and organisations –</b>	
	It was <b>resolved</b> that the following would be appointed:	
	<b>3.1</b>	<b>Lawrance Park Community Association</b> - Cllrs A Thomas & L Lowe
	<b>3.2</b>	<b>Causeway Charities</b> – Cllrs P Barnett and D White
	<b>3.3</b>	<b>Anne Fisher Charities</b> – Cllrs D White & R Bill
	<b>3.4</b>	<b>Churchyard Committee</b> – Cllrs E Lunn and N Bradley
	<b>3.5</b>	<b>Lincolnshire Association of Local Councils.</b> – no nomination
<b>4.</b>	<b>To appoint signatories for cheques and a Press Officer</b>	
	<b>4.1</b>	<b>Resolved:</b> Cllrs E Lunn, JA Thomas, and R Bill be appointed signatories. The Clerk should remain as a signatory but will not sign cheques which is in line with the Financial Regulations.
<b>5.</b>	<b>To adopt the Standing Orders, Financial Regulations &amp; Risk Assessment and to consider the further inspection of the cemetery/headstones</b>	

	<b>5.1</b>	The Standing Orders had not been amended. This also applied to the Financial Regulations. <b>Resolved</b> that they be accepted until such time they were amended. It was agreed that the Risk Assessment would be looked at by the Chair and the Clerk who would report back. The headstones would be inspected by the Clerk and Cllr Thomas.
<b>6.</b>	<b>To consider whether the Cemetery charges should be increased,</b>	
	<b>6.1</b>	After considering the matter it was <b>resolved</b> that there should be no increase in the fees this year and that they should remain the same as agreed last year.
<b>7.</b>	<b>Apologies for absence, acceptance of Apologies &amp; noting of resignations received</b>	
	<b>7.1</b>	No apologies were received as all Councillors were present
<b>8.</b>	<b>Declaration of Interest – To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item</b>	
	<b>8.1</b>	No one declared an interest in any item on the agenda.
<b>9.</b>	<b>Minutes of the Meeting of the Parish Council held on the 4<sup>th</sup> March 2020 (Min19-10)</b>	
	<b>9.1</b>	<b>Resolved:</b> That the minutes of the 4 <sup>th</sup> March 2020 were to be signed by the Chair as a correct record as soon as conveniently possible
<b>10.</b>	<b>To receive a report from the County and District Councillors on matters relating to Thurlby</b>	
	<b>10.1</b>	<p>County Cllr Dobson sent a written report as set out below:</p> <ol style="list-style-type: none"> <li>1. Karen Bradford joined us in March and was thrown unceremoniously into the deep end after only three weeks in the post. She has motivated the staff so that we have a team manning our Covid-19 centre from 7am – 8pm at South Kesteven or remotely from home.</li> <li>2. Invest SK has been commissioned to assist contact with businesses, to assess them and then to pass the results to SKDC for payment of grants released by central government. To date they have paid out over two thousand grants totalling over £25 million. Small companies have been so grateful and I have heard nothing of praise for the team. As a director of ISK, I am also keen to see this continue and to include those businesses that are not among those so far eligible for a grant. This is now beginning to happen as Government rolls out new schemes.</li> <li>3. Grantham has been designated as one of the three areas which need to lead the way to regrow the economy in Lincolnshire. The other two are Lincoln itself and the coast. This is a great opportunity for the District to get additional funding to develop the town centre.</li> <li>4. This brings me onto the future of the high streets, which is going to see a radical change in the way we use them at the moment, or rather have used them because they have already started to change with even the larger stores closing as we move more to online purchasing from food to furniture and beyond. At ISK, we are developing an online directory for local businesses, including tourism with highlights, etc. to develop and encourage trade and the visitor economy.</li> <li>5. We have had to cancel the Gravity Fields Festival in Grantham which will return, subject to funds being available, in 2022.</li> <li>6. The waste service has continued to excel in their collections, including the food waste trial in the north of the District. Green waste collection has expanded partly due to the fact that Recycling Centres have had to close. The teams collect over</li> </ol>

		<p>80,000 bins each week throughout the District. It's not always appreciated that these team workers are among the lowest paid in the Council and do a sterling job that we could not do without.</p> <p>7. As part of my portfolio, leisure carries the biggest ticket price of all portfolios. We plan to invest several million pounds in updating the leisure centre in Bourne. We anticipate this work starting within the coming year, although the total refurbishment maybe spread over a longer period.</p> <p>8. Finally, I have £1,000 to award this year as my member Ward Grant. Does the PC have anything that you would like me to assist realising with the grant? He also explained that there was other funding available to help local businesses. He suggested the Clerk contact a Jon Hinde to see what was available and who could be helped. Cllr Thomas asked for the details of Mr Hinde as he would have a word with the landlord of the Horseshoe Public House who might be able to get support from the grant.</p>
10.2		<p>District Councillor Robert Reid sent a written report as set out below:</p> <ul style="list-style-type: none"> <li>• <b>COVID-19 Virus Community Emergency Grant</b></li> </ul> <p>Thurlby &amp; Northorpe Coronavirus Volunteers have successfully received their £200. For Ward information I have supported Don't Lose Hope for the Bourne Food Bank with £500</p> <p>I have supported LIVES.Co. Uk for an appeal request for their call out operational cost fund - £300</p> <p>I have also supported Meal on Wheels with an extra oven for capacity issues</p> <p>They have now introduced a Tea service and would appreciate Parish Councillors spreading the message that this service from The Butterfield Centre 01778 422527 would be pleased to offer this service to anyone in need in the Thurlby/Northorpe Parish, collection volunteers for delivery (in your parish) would be greatly appreciated these are Lunch are £4.75 and Teas £2.75 each.</p> <p>NB. I still have some funds to authorise for any future requests, which I am encouraging Parish Councillors to forward to me. Incidentally I have asked the Coronavirus volunteers already.</p> <ul style="list-style-type: none"> <li>• <b>Highways:</b></li> </ul> <p>We are in the process of a change in our area Management, yet to be confirmed of whom this will be.</p> <p>The reoccurrence of flooding on the Green opposite the Post Office has been reported with the suggestion that silt etc from the White House Nursery Development maybe blocking the pipe work and could be an enforcement issue, I hope to have an update in time for the meeting.</p> <p>I await our new area manager of a now smaller South Division, to keep up the profile of the A15 pedestrian crossing, following the feasibility study and the Parishes insistence on safety grounds of a controlled crossing on the Bourne Side of the Cross Roads.</p> <ul style="list-style-type: none"> <li>• <b>Jobs to follow up:</b></li> </ul> <ul style="list-style-type: none"> <li>- The landowner (Mr Les Hammond) next to 13 Bourne Road drainage pipe and access improvements</li> <li>- outcome of the site visit undertaken by Nick Morris, Welland &amp; Deepings Drainage Board survey of Water Lane and its water travel</li> <li>- Church Street Pumping station</li> </ul>

		<ul style="list-style-type: none"> <li>• After sending in his report he had sent an e-mail to the Clerk about the Community Maintenance Project, where additional funding has been made available this financial year to carry out high profile maintenance work. This process is to be led by Councillors, with each councillor submitting a list of the work they would like to see carried out within their Electoral ward. A Community Maintenance Gang will then be scheduled to be in your ward on a certain date. These gangs have a brief to "find and fix" minor defects, and additional work will be added in from the lists supplied by councillors. The e-mail had been sent to all Councillors and the replies received would be sent to Cllr Reid after the meeting.</li> <li>• It was agreed that a donation of £300 from the Covid 19 Community Fund be made to the Post Office for the excellent work they were doing in helping the community.</li> </ul>
<b>11.</b>	<b>To co-opt three (3) Councillors</b>	
	<b>11.1</b>	The Clerk explained that the vacancy to fill the replacement for Barry Sadler had been advertised but no one had called for an election so we could now co-opt. There were now three vacancies. No one at this stage had put their names forward so it was agreed that this matter be left on the agenda until such time the vacancies had been filled.
<b>12.</b>	<b>Clerks report and correspondence received and to receive an update on matters dealt with during the social isolating period since the meeting in March.</b>	
	<b>12.1</b>	The Clerks Report was circulated, after he explained that he had kept the report to only what was important. If any Councillor wished to see the e-mails from NALC and various playground equipment companies they should ask the clerk and he would forward them on. There were no questions.
	<b>12.2</b>	<p>As a result of the Coronavirus pandemic the Government had asked for everyone to socially isolate and that groups of people should be discouraged. A Bill had been passed on the 4<sup>th</sup> April 2020 "The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020" This allowed amongst other matters to hold Council meetings, except the Annual Parish Meeting, to be held remotely by video link. As a result, it was agreed by Council since the meeting in March the following:</p> <ul style="list-style-type: none"> <li>• The meeting scheduled for the 1<sup>st</sup> April be cancelled and a notice was posted on the website advising the Parishioners that the Parish Council would not be holding meetings for a period of 4 months but for that decision to be reviewed from time to time depending on the on the advice given by Government.</li> <li>• If necessary the Clerk to be given delegated authority to deal with Planning applications and to deal with paying invoices received in conjunction with the Chair</li> <li>• Since the decision not to hold the meeting in April the Clerk had made various payments as shown on the payment schedule under Item 21</li> <li>• An application for a grant had been received for financial assistance to help run a Coronavirus Support group which was set up to help vulnerable parishioners in the village by buying food for them and helping in any other way. They were seeking a payment of £85.00 to help with stationery costs and it was agreed that we would pay that sum.</li> <li>• A reply had been received from the Planning Officer regarding the planning application S20/0156 - 11 Station Road, Thurlby. The Officer explained that "I have assessed the plans and can confirm the application proposal is for a retrospective single storey side extension as shown on plan number 20/007PL01-2A. The plan itself was unfortunately not made public due to an administration error. I apologise for this. I look forward to your comments in due course." This information was circulated to all Councillors and the Clerk was asked to write back advising that the</li> </ul>

		<p>Council had no comments. Before the decision was sent an e-mail had been received from Stephen Holland Chair of the Northorpe and Thurlby Neighbourhood Planning Group raising concerns about the application and asked if the Parish Council accepted what he was saying. That too was circulated but no one wanted to change their decision that we would make no comment.</p> <ul style="list-style-type: none"> <li>The Clerk had explained that he was in the process of trying to sort out the vast amount of paperwork he had in his house relating to Parish Council issues. He had not thrown out paperwork going back to before 2007. He had made enquiries about the cost of having the Paper shredded by a local company. The quote for providing 10 sacks and attending on site to shred the paper would be £60.00 plus VAT of £12.00. This was approved by Council and the paper was shredded on the 30<sup>th</sup> April with the invoice being placed on the agenda under Item 21.</li> <li>The Parish Council nomination for the recipient for the Lawrance Cup was Stephen Holland</li> </ul>
<b>13.</b>	<b>Planning applications:</b>	
	<b>13.1</b>	There were no plans to discuss at the time that the agenda was posted.
<b>14.</b>	<b>To discuss possible training in line with the Training Policy</b>	
	<b>14.1</b>	It was pointed out that we had a Training policy and it was expected that all new Councillors should undergo training to give them a better understanding of what they could or could not do as an individual or as a group...
<b>15.</b>	<b>Audit of 2019/20 Accounts</b>	
	<b>15.1</b>	<b>To Note Internal Auditors Report</b> - the Clerk explained that Godfrey Parkes no longer sent out reports to smaller authorities as the criteria was set out in the papers sent out by the External Auditor.
	<b>15.2</b>	<b>To approve the Annual Governance Statement 2019/20. Resolved:</b> that the Annual Governance statement be approved after this was considered in detail
	<b>15.3</b>	<b>To accept the Accounting Statement 2019/20 as a true record, Resolved:</b> that the Accounting Statement for 2018/19 be accepted as a true record.
	<b>15.4</b>	<b>To sign the Annual Return and submit for Audit. Resolved:</b> that the Annual Return be signed by the Chair and submitted for Audit. This would be signed as soon as conveniently possible
<b>16.</b>	<b>To consider the data received from the reactive sign</b>	
	<b>16.1</b>	Cllr Bill had submitted before the meeting the data he had obtained, and this was already on the website. There were no questions
<b>17.</b>	<b>To consider what information should be placed in the Village Link and to decide if we publish an Annual Report now despite there not being an Annual Parish Meeting</b>	
	<b>17.1</b>	It was agreed that the following would go into the next edition of the Village Link: <ul style="list-style-type: none"> <li>An advert to try and fill the 3 vacancies of Parish Councillor. The Clerk would send Cllr White details from NALC that they had produced to try and attract people to come forward.</li> </ul>

		<ul style="list-style-type: none"> <li>• Thanks to the Post office and the Horseshoe for the efforts helping the community during this period</li> <li>• Details that the Parish Council will continue to hold meetings as and when necessary via Video Link,</li> </ul>
	<b>17.2</b>	It was <b>resolved</b> that we would send out an Annual report notwithstanding the fact that we had not had an Annual Parish Meeting. The Clerk was asked to prepare a report by the 1 <sup>st</sup> June for approval and this would be sent to the Village Link to be included in the June edition.
<b>18.</b>	<b>To consider whether to pay the annual fee to allow the Clerk to become a member of the Society of Local Councils Clerks</b>	
	<b>18.1</b>	The Clerk explained that whilst he had been Clerk at Bretton Parish Council he had been a member of the SLCC the fees being paid by that Council. The fee included an element for his being Clerk of this Parish Council. He had made enquiries of the SLCC of the cost of becoming a member and they had sent details of the activities of the Society and what they did to help Clerks and the cost. The joining fee would be £10 and the Annual Subscription would be £126.00. <b>Resolved:</b> that the matter be left in abeyance until such time the Clerks subscription at Bretton ceased.
<b>19.</b>	<b>To receive an update on the Cemetery to include grass cutting, maintenance and burial fees</b>	
	<b>19.1</b>	Following on from the meeting in March the Clerk explained that he had been in correspondence with a resident who wanted to reserve a plot next to her parents in the Cemetery. As was explained there was only one plot available and it was suggested that perhaps the plot could be reserved for the resident and her husband with the plot being a double depth plot. No one could remember why this had not been included in the regulations, but it might be that this would not be possible because of a drainage problem. The resident was told this and was told that we would prefer not for this to happen but another solution would be for one to be buried and the other to be cremated with the ashes being buried in the plot perhaps under the memorial. If that was not possible there was two plots available just in front of the parent's plots. The resident would come back with what she would want to do.
	<b>19.2</b>	Cllr Thomas explained that Chris Harris was still working in the cemetery in that he was cutting the grass and sweeping the footpaths as and when needed. The hedge had been cut and thanks had been sent to Colin Grey. The footpath from the church to the cemetery was in a good state of repair and did not need working on
<b>20.</b>	<b>For any Councillor to produce a written report of any meeting that he/she has attended as representatives of the Parish Council</b>	
	<b>20.1</b>	There were no reports of any meetings attended.
<b>21.</b>	<b>To confirm Expenditure for April</b> [£452.48 – LALC (Annual fees)] [£150.00 – LALC – Annual Training fees] [£453.60 – Scribe (Annual software Licence)] [£36.00 – B M Champness (green bin fee for cemetery)] [£133.00 – Ian Bratley (hosting fee and domain name fee)] [£47.99 – BT (broadband)] <b>DD</b> [£85.00 – Coronavirus Volunteer Group (grant)]	

	<p>[£429.69 – B M Champness (salary)]  [£40.00 – B M Champness (use of home as office)]  [£95.00 – ICCM (Annual fee)]  [£4000.00 – Lawrance Park (Grant)]  [£1500.00 – St Firmins Churchyard (grant)]  [£101.93 – Community Cleaner (salary and expenses)]  £315.00 - G S Parkes (Internal Audit fee) <b>(May)</b>  £72.00 – Datashredders Ltd (paper shredding fee <b>(May)</b>  [ ] denotes those payments paid between meetings, which have been approved by the Chairperson and Vice Chairperson of the Parish Council or at a previous meeting but not listed</p>
<b>21.1</b>	<b>Resolved:</b> that the above payments be made. The Clerk explained that he had received an invoice from Zurich Insurance for the fees which amounted to £385.13 and increase of £6 from last year.
<b>22.</b>	<b>Members Questions - reminder only questions given to the clerk a week in advance will be answered.</b>
<b>22.1</b>	Cllr Thomas said that he wondered if an approach could be made to Highways about making the footway from Thurlby to Northorpe, along the side of the A15, being made a cycle path. It was agreed that an approach be made.
<b>22.2</b>	Cllr Reece asked if an item could go onto the next agenda about having the bus shelters cleaning as they were in need of a good clean.
<b>22.3</b>	There being no other business the meeting was formally closed at 20.30
<b>23.</b>	<b>The date of the next meeting – to be held on Wednesday 3<sup>rd</sup> June 2020 at 7.30 p.m. in the Lawrance Park Social Room, Thurlby or on a date to be agreed.</b>