

Thurlby Parish Council
Minutes of the Meeting of Thurlby Parish Council (Min 20-10) held on Wednesday the 7th April 2021 at 7.30 p.m. held remotely by video conference

Present: **Councillors:** R Bill (presiding) N Bradley, H Edwards, P Haley, L. Lowe, E Lunn, M Owen, M Reece, A Thomas and D White
Residents: Stephen Holland, Steve Broadbent
Others: Bernard Champness – Clerk, and District Cllr B Dobson.

	Open Forum	
	Although residents were present there was no open form and the meeting was officially opened at 19.32	
205.	Apologies for absence, acceptance of Apologies & noting of resignations received	
	205.1	There were no apologies as all Councillors were present although apologies had been received from County Cllr Reid
206.	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	
	206.1	No one declared an interest in any item on the agenda.
207.	Minutes of the Meeting of the Parish Council held on the 3rd March 2021 (Min20-09)	
	207.1	Resolved: That the minutes of the meeting held on the 3 rd March 2021 are to be signed by the Chair as a correct record as soon as conveniently possible.
208.	To receive a report from the County and District Councillors on matters relating to Thurlby	
	208.1	County Cllr R Reid was not present and there was no report
	208.2	District Cllr B Dobson had submitted a written report as follows and which was taken as read: 1. Refuse Collections SKDC bin personnel continued to work over the Easter bank holiday weekend. There were issues emptying some of the bins on The Green due to construction vehicles at 23 The Green preventing them from stopping safely. These were scheduled to be collected later in the week. Don't forget bin collection 1-day later this week. 2. Leisure Centres I am going to visit each of the leisure centres before they open to the public on 12th April. This is a big event for us and one we have been waiting for since the 4th January. Phase 2 – 12th April – leisure centres can reopen Phase 3 – 17th May – indoor sports and group exercise can resume Phase 4 – 21st June – no legal limit on social contact; leisure centres can fully open 3. Town Centres Gravitas, our arm's length housing company that built the Wherry's Lane in Bourne is now looking to offer these to first-time buyers or families that would like to move into a house of their own using the 'shared ownership' model. This will enable people that would normally not

	<p>be able to buy their own, to actually own part of the property, be it flat or house. There are five town houses and eight flats still available.</p> <p>4. Safeguarding Review The Children Act 2004 and Care Act 2014 place responsibilities on the Council to safeguard vulnerable people from harm. SKDC is currently undertaking a review of its safeguarding practices to ensure they remain fit for purpose. This is everyone’s business, and the Council provides community-focused services that are able to recognise and support when attention is needed. A new deputy has been identified in our Housing Service who will be responsible for operational safeguarding for adults and the existing deputy will become responsible for the safeguarding of children.</p> <p>5. South Kesteven District Council has a role to prevent Modern Slavery, including:</p> <ul style="list-style-type: none"> a. Ensuring staff and elected members have a clear understanding. b. Communicating and promoting materials highlighting Modern Slavery. c. Ensuring our policies and procedures are in line with the Modern Slavery Charter. <p>6. Mental Health This is a key priority nationally and one that has been impacted by Covid-19. In June 2020, MIND reported that one in four people in England will experience mental health issues in a year and one in six people in any given week experience a common mental health problem. SKDC is part of a County wide Health and Wellbeing Board. Again, this leads me back to leisure and how important this is in combatting mental illness.</p> <p>Cllr Dobson was asked who paid for the traffic lights at the road works on the road to Manthorpe. He did not know who did, but he would try and ascertain who does.</p> <p>He was also asked about the development on The Green behind the Post Office and whether he had asked the calling in of the application to be withdrawn. He said that he had and was of the view that this was because there were no objections and the Parish Council had not objected. The Clerk explained that this was incorrect as he had sent a long letter objecting to the size and height of the proposed building and being out of character with the rest of the area. He said that he had not seen that letter and asked if that could be sent to him. The Clerk said that he would do this.</p> <p>Cllr Dobson said that he had reported the fact that a skip had been in front of 11 Station Road and had been there since it had been built. Rubbish was being blown about from the skip and causing the area to look untidy</p> <p>Cllr Dobson was told that High Street was closed for 4 days whilst work was being carried out on behalf of British Gas. The work only took 3.5 hours but the road remained closed. He was told that this was nothing to do with the County Council as it was a matter to report to British Gas, The reason this was being complained about was because it was felt that there should have been more dialogue between British Gas and Highways about the work to be done and how long it would take to complete.</p> <p>Cllr Dobson said that he had been having discussions with Mr Fensome about ownership of the footpath between Northorpe and Beck Way. He was pleased to report that the County Council were in the process of adopting the footpath.</p>
209.	To co-opt one (1) Councillor

	209.1	The Clerk explained that he had been approached by Steve Broadbent, who was in attendance tonight, about becoming a Councillor. He was at the meeting to see what happened and was happy to leave to co-option until the May meeting.
210.	Clerk's report and correspondence received.	
	210.1	<p>The Clerks Report was circulated in advance which the Clerk went through and there were no questions. The Clerk did say that there were two matters that he needed clarifying and what he should do.</p> <ul style="list-style-type: none"> • The first was a letter from Joyce Stevenson who had made a number of points about various matters in the village. The Clerk wanted to know how he should reply. He was told that he should send Joyce Stevenson a short letter thanking her and advising that the points raised had been noted by the Parish Council • An e-mail had been sent by Stephen Holland regarding planning matters and this e-mail and the Clerks reply had been circulated in advance. He asked Stephen Holland if he wanted to address the Council, which he did not. • Cllr White explained that he had read in the recent LALC News that the County Council had £645,000.00 to spend on encouraging walking and cycling. He felt that we should applying for some of that funding to improve the footpath/cycle path from Thurlby to Bourne as it was not in good repair or wide enough for two people to pass each other let alone two cyclists. In comparison the footpath/cycle path from Langtoft to Deeping was in good condition and wide enough for pedestrians and cyclist to pass each other without having to move off the path. Resolved: that the Clerk should apply for funding to improve the path from Thurlby to Bourne as well as improving the footpath from the end of Wood Lane to Elsea Park in Bourne. This path was used by many cyclists and pedestrians to get to and from Bourne. The closing date was the 16th May and Cllr Dobson would send the Clerk details of who to apply to for the funding.
211.	Planning applications:	
	211.1	To consider any Planning Applications received: no planning applications had been received at the time the agenda was posted. An application was received on the 6 th April 2021 S21/0623 for Proposed garage and conversion of existing garage at Pippin House, 63 Swallow Hill, Thurlby. Response by 27 th April 2021. The Clerk explained that we could deal with the plan tonight giving him delegated authority to respond or if it was felt that plan was in any way contentious then we might have to call a special meeting. Resolved: that we would deal with the planning application tonight and giving the Clerk delegated authority to respond. Having considered the plan the Council had no objections.
	211.2	To note Planning Applications approved: S21/0177 Proposed first floor extension at 38 Viking Way Thurlby. S20/2005 - Submission of details reserved by conditions 3 (Land Levels), 4 (Surface and Foul Water Drainage) and 5 (Soft and Hard Landscaping) of planning approval S19/1965 (Erection of single dwelling along with detached double garage and log store) at The Willows Swallow Hill S21/0264 - Proposal: Erection of single storey rear extension at 15 The Kippings Thurlby
	211.3	To note any Planning Applications refused or withdrawn: there were none to note
	211.4	To note any Application appealed or any decision made regarding an appeal: there were none to note
212.	To discuss and agree a date for the Annual Parish Meeting and whether we invite a speaker or speakers to attend and agree the date for the Annual Meeting of the Parish Council	

	212.1	It was explained that the law was amended last year to allow Parish Councils to meet remotely. That law comes to an end on the 7 th May 2021. The Government had refused to extend that time although a number of groups were calling on the Government to change their minds and extend the law by a further few months. It was hoped a decision would be made later this month. In the meantime, this time last year we did not hold the Annual Parish Meeting and the Clerk wanted to know if this was going to apply this year if the law was extended. We had until the end of June to have this meeting if it was not to be held remotely. It was agreed that we would aim to hold the annual Meeting on the 23 rd June and the Clerk would write to the booking clerk to reserve the main hall in the event we could hold the meeting. As for the Annual Meeting of the Parish Council it was resolved that this would be held remotely and on the 5 th May 2021
213. To discuss the new defibrillator and problems that have arisen.		
	213.1	The Clerk explained that he had received an e-mail from Wel Medical about a battery in the defibrillator and had taken no notice of this as he thought that it was simply trying to get us to purchase a new battery. Cllr Thomas had then noticed that the battery level had dropped a bar on the defibrillator at the Public House and he contacted Wel Medical to try and find out why. It appeared that this was what the e-mail was about as it had transpired that the software needed to be updated and was showing incorrectly that the battery level was down when in fact it had not and was working properly. Wel Medical had agreed to update the software and this had been arranged by Cllr Thomas. It was suggested that the two defibrillators should be mentioned in the next edition of the Village Link and if possible photographs of their location could be included so residents were fully aware where they need to go if they needed to use a defibrillator. Cllr White said that he would do this
214. To discuss whether the Parish Council should make necessary representations to ensure that Thurlby and Northorpe benefit from the £2.2m grant funding in the Programme of Works.		
	214.1	This matter was mentioned by Stephen Holland at the last meeting but unfortunately he had already left this meeting, so we were unable to discuss the matter with him. Cllr Dobson was asked if he knew who to contact and as he did not he would investigate and let the Clerk know. In the meantime, Cllr Bill would send the e-mail from Stephen Holland to Cllr Dobson to give him some idea of the matter under discussion.
215. To receive an update on the problem of flooding in and around the Village		
	215.1	There was no further update, but Cllr Bill explained that this was on the agenda for the meeting to be arranged next week with Cllr Reid and Kyra, LCC Highways Manageress. He hoped to be able to report next month
216. To discuss the proposed/suggested alterations to the website		
	216.1	The suggested amendments to the front page of the website as prepared by Ian Bratley had been circulated in advance. The general view was that the page was better than what we had now and hopefully residents would use our website as the first port of call to look for services such as FixMyStreet, the bin collection day and similar matters. It was suggested that the definitive footpaths for the village should be made more accessible and you have to search for it and maybe it could have a link on the bottom of the front page. The Clerk would mention this to Ian Bratley. It was also suggested there should be a link on how to contact the Clerk and this would be mentioned to Ian as well. The Clerk explained that he had finished a very lengthy session of training for the Witham on the Hill Parish Council website. The trainer said that if we ever wanted to change from out

		present provider and start to use the website hosted by LCC he would be about to help in any way possible.
217.	To discuss the possibility of working in conjunction with Community Heartbeat to renovate the two old telephone kiosks in the village.	
	217.1	The Clerk explained that following on from the last meeting he had sent a reminder to Community Heartbeat, but they had not replied. He would try and remember to send out reminders every week to hopefully force them to reply.
218.	To discuss a proposal by Cllr Bill in respect of the contingency plan in the event that the Clerk is unable to undertake his role as Clerk and RFO	
	218.1	<p>Following on from the meeting last month Cllr Bill has suggested a proposal in respect of the contingency plan if the Clerk was unable to carry out his duties. The suggested proposal had been sent to all Councillors in advance. Cllr Bill formally proposed the following.</p> <p><i>The Chair on appointment i.e. when the chair signs the 'letter of acceptance of office' he is handed the sealed envelope which contains a new set of codes, passwords etc. When he resigns or leaves the office the envelope is returned and destroyed.</i> With a new set of codes for each new appointment it will ensure the Council is not open to any possible wrongful use. In my view this will tie up any loose ends or ambiguities. It was resolved that the proposal be accepted.</p>
219.	To consider the data received from the reactive sign	
	219.1	<p>Cllr Bill had submitted before the meeting the data he had obtained from the Reactive Sign positioned on Northorpe Lane during March 2021.</p> <p>The results cover the period 26.02.21 to 25.03.21 which includes the closure of High Street so the results for three periods: - 01.03.21 to 14.03.21 for comparison with previous results, 15.03.21 to 21.03.21 when the High Street was closed and 26.02.21 to 25.03.21 the overall period.</p> <p>Comparing data from the period 01.03.21 to 14.03.21 to previous (November 2019) would indicate a 20% reduction in traffic. A reduction was expected due to the lockdown restrictions. The average speed remains similar at 22.4mph with a slight increase in those over the limit to 8.57% however the average speed above the limit is marginally down to 32.69mph.</p> <p>The effects of the High Street closure are clear to see with an increase in the five-day daily traffic up 62% to 949 vehicles/day. The average speed also increased slightly by 1.5mph to 23.9mph, likewise those over the limit rose to 9.20% but the speed above the limit remained the same.</p> <p>The overall period includes the High Street closure and so data should be viewed accordingly.</p> <p>There were no questions. Full details can be found on the website.</p>
220.	To receive an update on the request for a crossing at Thurlby crossroads.	
	220.1	There was no further update, but Cllr Bill explained that this was on the agenda for the meeting to be arranged next week with Cllr Reid and Kyra, LCC Highways Manageress. He hoped to be able to report next month
221.	To receive an update on the Greggs banners and landscaping at Milestone Road	

	221.1	The Clerk explained that following on from the last meeting he had sent a reminder to South Kesteven District Council Planning Enforcement Office , but they had not replied. He would try and remember to send out reminders every week to hopefully force them to reply
222.	To receive an update on the combined footway/cycleway Thurlby to Northorpe	
	222.1	There was no further update, but Cllr Bill explained that this was on the agenda for the meeting to be arranged next week with Cllr Reid and Kyra, LCC Highway Manageress. He hoped to be able to report next month
223.	To receive an update on the proposed new planters to be placed around the village	
	223.1	Cllr White had purchased new planters and they had been delivered but would not be placed around the village until possible May when the weather was better. He only needed to spend more money on plants and compost. The Clerk explained that at the last meeting it was agreed that Cllr White could spend up to £250 but he had purchased more planters and purchased liner and spent a total of £372.86 which included VAT. As he had used his own money the Chair and Vice Chair agreed that he could be repaid the £250 plus £50 VAT as we could reclaim that. This meant that the Council would have to agree tonight to pay the difference. The Clerk felt that whenever agreement was reached about spending a sum on anything it should be made clear that this sum could not be increased without prior approval from the Council and that the sum was with or without Vat. It was resolved that to enable Cllr White to purchase plants and compost that he be allowed to spend up to £100 and to notify the Clerk when this was to happen.
224.	To discuss and nominate a recipient for the Lawrance Cup 2021(final round)	
	224.1	The voting slip for the final round of the Lawrance Cup had been received and there were two nominations. Resolved: that we would choose the Covid 19 support team.
225.	To receive an update on the Cemetery to include grass cutting, maintenance and burial fees and the Clerk to explain the new programme we have for the Cemetery and how this works.	
	225.1	Cllr Thomas said that the grass had been cut and everything was in order. He said that he had been down to the Cemetery to check the report the Clerk had circulated from the programme we had with Scribe. He was pleased to report that the report was correct and included all the plots that had been used but it would be good to see the plots that had been reserved and not yet used. He had sent the Clerk one query about a memorial which the clerk would check. The Clerk explained that whilst the numbers of the plots was easy to understand on the map that he had it was difficult to follow in the report. He and Cllr Thomas were wondering if there was a better way of numbering the plots to make the reports more understandable and they would consider this over the coming weeks.
	225.2	The Clerk explained that the green waste bin sticker had been ordered. He had tried to set up a standing order but was unable to as more than one signature was needed. To overcome this problem the Standing Order was set up using his own private account and he would seek repayment once the sum had been paid.
226.	For any Councillor to produce a written report of any meeting that he/she has attended as representatives of the Parish Council	
	226.1	No meetings had been attended and there were no reports.
227.	To consider what information should be placed in the Village Link	

	227.1	It was agreed that Cllr White would draft a note of what was to go into the next edition of the Village Link, and he would send this around for approval.
228.	To discuss staffing issues	
	228.1	<p>This was on the agenda as there were several matters that needed to be clarified in relation to the Litter Picker.. They were:</p> <ul style="list-style-type: none"> • The Litter Picker had asked if the bin along the footpath stating at Northorpe could be moved closer to the road as during the winter the path had become very muddy and difficult for her to walk down for fear of falling over. Unfortunately, it was not possible to move the bin closer to Northorpe as the path was too narrow and would almost block people getting past. • One of the bins was situated at the far end of Thurlby Fen. The road becomes very muddy, and this results in her car getting filthy and mud collecting underneath. She was wondering if she could claim an allowance for having her car cleaned. Resolved: that she be allowed an allowance of £20 per year to have her car cleaned. • WE had not as yet received money from South Kesteven District Council to pay the litter picker but when we did it would be an amount that was the equivalent of the minimum wage which would increase this month. The Clerk wanted to know if we could increase the salary in accordance with the amount that has been approved by Government. It was resolved that we would agree this increase now. <p>The Clerk was to notify the Litter Picker than we hoped to have two new bins and where they would be located which we would expect her to empty. The Clerk would point out that on her Job Description not only was she to empty the bins it was expected that she does a litter pick as and when necessary around the village. This she had not been undertaking and she would be asked to do so.</p> <p>Cllr Haley asked how many bins were being acquired and told that we hoping to get 2 bins, He suggested that they did not need to be new bins and he was advised that we were hoping to get second-hand bins from South Kesteven District Council. The Clerk was asked to chase Cllr Dobson for an update on how he was progressing with this.</p>
229.	To consider the dates and procedure for the Audit of the 2020/21 Accounts and to approve the Bank Reconciliation.	
	229.1	<p>The Clerk had sent the completed Budget spreadsheet as well as the Bank Reconciliation up to the 31st March 2021. These were approved and agreed. He had also received notification of when the Audit would take place and read the letter from the External Auditor which stated:</p> <p>Please note that our default submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (as appropriate) is Friday 2 July 2021. Non-submission by this date will lead to chargeable chaser letters being issued (£40 plus VAT for all financially active smaller authorities). If you are not able to meet this submission deadline please contact us to arrange an alternative date (subject to below) to avoid incurring the administrative charges. It is important to note, however, that:</p> <ul style="list-style-type: none"> • no submission deadlines will be granted beyond 15 September. • it will only be possible to extend submission deadlines by a maximum of 4 weeks at a time providing sufficient justification explaining the need for the extension is given • a statutory recommendation will be issued to all financially active non-responding authorities that fail to submit their documents by 15 September. Statutory recommendations for non-response are charged at the standard fee rate depending on the authority's expenditure banding and hence give rise to a minimum additional fee of £200 plus VAT. <p>The Clerk had been in correspondence with the Internal Auditor and was hoping to meet with him soon to hand over the necessary paperwork. The accounts were up to date and balanced.</p>

230.	<p>To confirm Expenditure for March [£447.33 – B M Champness (salary)] [£40.00 – B M Champness (use of home as office)] [£109.70 – Community Cleaner (salary and expenses)] £14.39 – Zoom (monthly) £46.20 – BT (broadband)] DD [£36.00 – APS (payroll services for Jan, Feb & March)] [£365.40 – HMRC (PAYE)] [£27.70 – Thurlby PCC (2 Village Link entries)] [£300.00 – D White (Planters)]</p> <p>To confirm Expenditure for April £72.86 – D White (balance of payment for planters, delivery charge and liner) £459.60 – Scribe 2000 (software License for Accounts and Cemetery) £139.00 – Ian Bratley (domain renewal fee and hosting fee and support) £451.63 – LALC (Annual fees) £150.00 – LALC (Annual training fee) £14.39 – Zoom (monthly) £46.20 – BT (broadband)] DD £4000.00 – Lawrance Park (grant monies due when Precept payment received) £1500.00 – St Firmins Churchyard (grant monies due when Precept payment received) £403.19 – Zurich Municipal (Insurance Premium due 1st June) [] 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>
230.1	Resolved: that the above payments be made
231.	Members Questions - reminder only questions given to the clerk a week in advance will be answered.
231.1	Cllr Thomas advised that Lawrance Park were in the process of trying to secure a grant to be able to install lighting along the footpath in the park from the car park to Chapel Lane.
231.2	Cllr Owen asked why we were paying what she considered to be a large sum of money for the broadband. The Clerk explained that she had mentioned this a couple of months ago but we were under contract with BT He did not know when the contract ended but he would make enquires and he was asked to see if he could reduce the price and obtain 2-3 quotes from other providers.
231.3	Cllr Haley said that he had been approached by residents complaining about a motorist travelling in a dangerous manner and very fast down High Street and there was concern that someone might get injured or killed. He was advised that the Clerk had sent out details of the local PCSO and Cllr Haley should contact him to see if there was anything that could be done
231.4	It appeared that whilst we were being asked to report potholes on FixMyStreet it appeared that LCC had given out details of their own website to report potholes in the recent edition of County News. Cllr Bill would check this out with Cllr Reid.
231.5	There being no other business the meeting was formally closed at 21.32
232.	The date of the next meeting which would be the Annual Meeting of the Parish Council – to be held on Wednesday 5th May 2021 at 7.30 p.m. remotely by Video Link or in the Lawrance Park Social Room, Thurlby