

Thurlby Parish Council
Minutes of the Annual Meeting of Thurlby Parish Council (Min 21-01) held on Wednesday the 5th May 2020 at 7.30 p.m. held remotely by video conference

Present: **Councillors:** R Bill, N Bradley, H Edwards, P Haley, L Lowe, E Lunn, M Owen, M Reece, A Thomas and D White
Residents: S Holland, S Broadbent, A Baker
Others: Bernard Champness – Clerk, County Cllr R Reid, and District Cllr B Dobson

Open Forum	
Stephen Holland wanted to address the Council regarding Planning Application S21/0111 which is on the agenda for discussion under Item 13.1.3. The first was to point out that there was an invitation to attend the Planning meeting at South Kesteven District Council on the 12 th May. He understood that this meeting was not going to be held remotely but in person at the Council Offices in Grantham. He understood that any comments the Parish Council were not listed within the documents submitted to the committee and he wanted to know if we had written. The Clerk after checking was able to confirm that on the 10 th February he had sent a letter by e-mail direct to the Planning Officer with our objections. He had proof of the letter that he drafted and that the email was sent. Cllr Reid was able to confirm that the application was number 11 in the list and would be dealt with in the afternoon. During the meeting he was able to confirm that our objections had been received and were included in the papers for the committee.	
1.	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
1.1	Helen Edwards was the only nomination. It was resolved Cllr Edwards 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.
2.	To elect a Vice Chairperson
2.1	Alan Thomas was the only nomination, and it was resolved that Cllr Thomas should be Vice Chair for the following year.
3.	To appoint representatives for Local Charities and organisations –
It was resolved that the following would be appointed:	
3.1	Lawrance Park Community Association - Cllrs A Thomas & L Lowe
3.2	Causeway Charities – Cllrs L Lowe and D White
3.3	Anne Fisher Charities – Cllrs D White & R Bill
3.4	Churchyard Committee – Cllrs E Lunn and N Bradley
3.5	Lincolnshire Association of Local Councils. – there were no nomination and it was agreed that we remove this from the agenda in future Annual Meetings

4.	To appoint signatories for cheques and a Press Officer	
	4.1	Resolved: Cllrs E Lunn, A Thomas, and H Edwards be appointed signatories. The Clerk should remain as a signatory but will not sign cheques which is in line with the Financial Regulations. The Clerk Bernard Champness be appointed the Press Officer.
5.	To adopt the Standing Orders, Financial Regulations & Risk Assessment and to consider the further inspection of the cemetery/headstones	
	5.1	The Standing Orders had not been amended. This also applied to the Financial Regulations. Resolved 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.
6.	To consider whether the Cemetery charges should be increased,	
	6.1	After considering the matter it was resolved that there should be no increase in the fees this year and that they should remain the same as agreed last year.
7.	Apologies for absence, acceptance of Apologies & noting of resignations received	
	7.1	No apologies were received as all Councillors were present
8.	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	
	8.1	No one declared an interest in any item on the agenda.
9.	Minutes of the Meeting of the Parish Council held on the 7th April 2021 (Min20-10)	
	9.1	Resolved: That the minutes of the 7th April 2021 were to be signed by the Chair as a correct record as soon as conveniently possible
10.	To receive a report from the County and District Councillors on matters relating to Thurlby	
	10.1	<p>County Cllr Robert Reid sent a written report as set out below:</p> <ul style="list-style-type: none"> The main body of this month's progress has been the LCC Highways Managers visit to Thurlby on 23rd April. She was here to address our ongoing issues, both Highways and Drainage. I do not wish to repeat the Parish Chairs' report; to date I have had a outcome that the culverts under the A15 to Fen Road Dyke at the crossing are now all cleared out, with photographic proof. Albeit there have been no other response from LCC as of yet, I am pleased to be able to confirm that an appointment has been raised for an update meeting on 2nd June @ 13.30h which I have arrange to again extending the invitation to the parish chair, and hope it will be convenient. I hope it will still be myself looking after you as your county representative. On district planning matters, today I have arranged at short notice, a site visit relating to S21/0111 land rear of 9-10 The Green, Thurlby. Which will be heard on 12th May's Planning Committee Meeting. Anyone wishing to attend this meeting, as this is the first in person meeting since COVID restrictions have been limited lifted. This application is Item 11, so is likely to be heard in the afternoon. You will need to apply to SKDC if you intend to attend. democracy@southkesteven.gov.uk.

		<ul style="list-style-type: none"> • Today a new application has come in via LCC in respect of any Highways or Flooding implications for Proposal: Proposed garage and conversion of existing garage Location: Pippin House, 63 Swallow Hill, Thurlby, Lincolnshire, PE10 0JD. Please forward any concerns to me by email..
10.2		<p>District Councillor Barry Dobson sent a written report as set out below:</p> <p>1. Action at SKDC This month staff have been engaged in Covid and Election duties as well as many members being involved in the County Council elections. Consequently, normal service and actions were not in abundance during the time since the last meeting.</p> <p>2. Footpath alongside 58 Northorpe. This is still an ongoing issue but we are closing in on LCC adopting this footpath.</p> <p>3. Funding for Business Regeneration At this time, I am unable to announce the full details, but we have got some good news waiting for dissemination. It's been a hard slog, but perseverance has paid off.</p> <p>4. Funding for Business Regeneration Again, this is all being held back until the result of the elections.</p> <p>5. BP Service Station Still nothing further developed on this application. It has been muted that there could be some issues with underground water mains.</p> <p>6. Leisure SK Well, it's been a long time coming, but we have now opened all the leisure centres. As chairman of the company, I have now visited all four sites and been impressed with the facelift staff have managed to complete during the lockdown. Some activities are still not up and running fully but we are hoping to get things slowly back to normal by the autumn. Our online fitness classes went extremely well and were taken up by new members as well as seasoned fitness activists. The proposed new leisure centre in the Deepings to replace the oldest one of the four is still in the design stage..</p> <p>Cllr Dobson was told that we had invited Ric Chapman to this meeting but could not attend but the correspondence would be dealt with under the Clerks Report. He was also asked about the problem of car parking in Chapel Lane on a Saturday when there was a football match. He confirmed he had been approached but felt that there was little that he could do.</p>
11.	To co-opt one (1) Councillor	
11.1		<p>An application to be co-opted onto the Council had been received by Steve Broadbent which had been circulated in advance. The Clerk asked Mr Broadbent if he was an undischarged bankrupt or had a criminal record. He was able to reply no to both questions. He was then invited to address the meeting and questions were asked of him by Councillors. Resolved: that Steve Broadbent be co-opted onto the Council. The Clerk had sent him the Declaration of Acceptance of Office which he signed and was invited to remain for the rest of the meeting. The Clerk had also sent him the Declaration of Members Interest and Code of Conduct.</p>
12.	Clerk's Report and correspondence received	

	12.1	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.
	12.2	<p>There were a number of emails received which needed to be discussed and they were:</p> <ul style="list-style-type: none"> • A resident had sent an e-mail complaining about the cars being parked on Chapel Lane on a Saturday whenever there was a football match in the park. The cars were parked all the way down Chapel Lane, causing deadlock and preventing residents from leaving their own homes by car to go out. The Clerk explained that he had replied stating that in his opinion the Parish Council had no authority to deal with parked cars and in any event it was not illegal to park on Chapel Lane and if there was a problem then the Police should be contacted. The Clerk had also contacted the local PCSO who agreed that no laws were being broken and if there was a problem they should call the Police. It was agreed that a letter he sent to the Highways manager asking that this be added to the list of matters that were to be discussed with Cllr R Reid and Cllr Bil. The Clerk was also asked to write reporting the problem to Thurlby Tigers • An e-mail had been received from Cllr Barry Dobson about the proposed sale of woodland on the A15 between Thurlby and Katesbridge. He was very concerned that the woodland could be developed for housing. He had suggested that we invite Ric Chapman to the meeting as he was up to date with conservation matters. An invitation did go out and he accepted, However, this morning he said that he was unable to attend due to another commitment. He was able to help by answering questions that the Clerk had asked. The response had been sent to Councillors in advance. Below is part of the reply to the questions <ol style="list-style-type: none"> 1. Woodland for sale is privately owned and I've no issue with the sale, only the future intent of any purchaser. 2. I've contacted the agent who advises developers are coming forward but wouldn't advise if this interest has escalated to a bid. 3. Site is under EN2 policies but isn't a full protection order, it simply means the area will receive additional scrutiny should a planning proposal be received. 4. These policies have wording that would allow builds under certain conditions, such as willingness to maintain some or part of the habitat or plant new trees elsewhere to offset losses through felling for example. 5. An ideal scenario is that an agency such as the woodland trust purchases the land to maintain the woodland but such sites are often too small and don't fall into the remit. Lincolnshire Wildlife Trust will not look into a purchase simply because it's next to a main road for example. I've been exploring options in this space. 6. Reasons for approach Thurlby parish was to hopefully learn more of the sale/purchase and make everyone aware of my recent interest and activity. Also, as an awareness building piece. <p>This response was noted, and it was felt that there was nothing further that we as a Parish Council could do at this stage</p> <ul style="list-style-type: none"> • A question was asked about the Lawrance Park Risk Assessment for us to use the hall. It was explained that we were expected to wipe down the tables and chairs before and after the meeting as well as supplying hand sanitiser. Cllr Reece said that he would be able to supply all the necessary wipes and sanitiser.
	13.	Planning applications: To consider any Planning Applications received
	13.1	S21/0445 - Change of use from agricultural to residential garden at Land At 68 Swallow Hill, Thurlby. Response by 12th May 2021. Resolved: no comment

13.1.1	S21/0802 - Erection of single storey side extension and rear by window.at 5 Chapel Lane, Thurlby. Response by 18 th May 2021. It was pointed out that the only document of the South Kesteven District Council website was a redacted application form. There were no plans or drawings. The Clerk had already written to the Planning Officer pointing this out and explaining we did not have enough information to make a decision. No reply had been received and no further documents had been produced. Resolved: that the Clerk write back confirming we could not make a decision as we had insufficient information and to ask that this is provided as soon as possible.
13.1.2	S21/0774 - For a dropped kerb to allow for off-road parking for two cars at 80 High Street, Thurlby. Response by 18 th May 2021. Resolved: no comment
13.1.3	S21/0111 - Proposal: Reserve Matters for, Appearance, Landscaping, Layout, Scale under Planning outline: S20/1056 (Detailing, proposed dwelling with detached garage, parking provision arrangements to existing premises complete with drop kerb) at Land Rear Of 9-10, The Green, Thurlby. Response by 28 th April 2021 but extension of time requested. The Planning Officer had not replied but as noted an application had been received to attend the Planning Meeting on the 12 th May. This matter had been dealt within the Open Forum. Cllr Dobson said that if there were any further objections that we wanted to make on the amended plan then he was more than happy to attend on our behalf and put those objections to the committee. After discussion it was resolved that the only comments we wanted Cllr Dobson to make related to the height of the roof and the possibility of a fence being erected to avoid being able to look into next doors window. At the moment the proposed height of the roof was 5.3 meters which was higher than nearby properties and it could in time that an extension in the roof for another room was made, and we wanted to ensure that this would not be possible. To preserve privacy a 2 metre high fence be installed along the eastern boundary.
13.2	To note Planning Applications approved: S21/0562 - Non-material amendment to planning approval S19/2013 (Erection of chalet bungalow as a revision to Plot 5 approved under planning ref: S15/1627) to alter a first-floor window (Bedroom 3) to Glazed Doors and Juliet Balcony at White House Nurseries 23 The Green S21/0668 - Proposed new flat roofed rear extension at 24 Lawrance Way Thurlby
13.3	To note any Planning Applications refused or withdrawn: none to note
13.4	To note any Application appealed or any decision made regarding an appeal: Planning Application Appeal Notification S20/1264 at 22 The Green, Thurlby. Amended Comments or new comments by 25 th May 2021. Resolved that we had no further comments to make but the Clerk should re-submit our original objections.
14.	To discuss a resident's concern about possible development at Elm Farm
14.1	A resident had written asking about the proposed development on Elm Farm as they had recently moved into the village and had discovered this proposal. As this proposed development was suggested by South Kesteven District Council within their local plan for suggested sites for development we could not do anything about it until after such time an actual planning application was lodged, It was suggested that the resident go back to their Solicitor and ask why this had not been picked up by them when then made a Local Search.
15.	To discuss the matter of cutting the grass verge in front of a resident's property

	15.1	A resident had written to the Council as well as Cllr Reid as the County Cllr about the grass being cut on the verge in front of his house. He had been cutting the grass but stopped because of dog fouling but started again but had given notice he was no longer going to do so. It was explained that the grass cutting was the responsibility of LCC but they would only cut it 3 times a year. Cllr Reid said that if re-elected he would look into this matter and respond but the Clerk was asked to acknowledge the e-mail and explain that the County Cllr would be in touch.
	15.2	Cllr Thomas said that he had approached Tim Sleight on behalf of the Council to see about cutting the grass on the verges around The Green. Tim would cut the grass for £20 per cut and would cut the grass as and when it was needed. Resolved that we instruct Tim Sleight to cut the grass and charge us £20 per cut.
16.	Audit of 2020/21 Accounts	
	16.1	To approve the Annual Governance Statement 2020-21. Resolved: that the Annual Governance statement be approved after this was considered in detail
	16.2	To accept the Accounting Statement 2020-21 as a true record, Resolved: that the Accounting Statement for 2018/19 be accepted as a true record.
	16.3	To sign the Annual Return and submit for Audit. Resolved: that the Annual Return be signed by the Chair and submitted for Audit. This would be signed as soon as conveniently possible
17.	To discuss staffing issues	
	17.1	The Clerk had written to the Litter Picker to see if she had time to undertake a litter pick once a month as well as collecting and emptying the waste bins. She has replied saying that the 2 hours allotted to her was spent emptying the bins, but she would within that time include emptying the 2 new bins we hoped to purchase. She also said that she could not provide evidence of her car being cleaned as she was not given a receipt. I was agreed that we pay her the £20 and leave it to her to use as and when necessary. The Clerk was asked to place an item on the agenda next month regarding finding a possible litter picker who was able to walk around the village and collect and rubbish.
18.	To discuss the response from the Community Heartbeat Trust regarding the telephone kiosks	
	18.1	Following the last meeting the Clerk ascertained that he had been using the wrong e-mail address, so he sent it to the correct address and received a detailed response very quickly which was circulated in advance. They had not addressed the problem with the kiosk in Northopre leaning badly. The Clerk was asked to chase this. In the meantime, Cllr White said that it had been suggested that rather than waste time and money with the telephone kiosks that another defibrillator be installed at Almond Court. The Clerk to put this matter on next month's agenda and to see if a local charity would be prepared to contribute towards the purchase,
19.	To consider the suggested amendments/alterations to the Parish Council website	
	19.1	Ian Bratley had prepared further suggested amendments to the website and this had been circulated to all Councillors to approve. Resolved: that the proposed amendments be approved

20.	To consider the data received from the reactive sign	
	20.1	Cllr Bill had submitted before the meeting the data he had obtained from the Reactive Sign positioned on the A15 Thurlby during April 2021. The results cover the period 29.03.21 to 25.04.21 and include the Easter weekend. The average daily volume although up 22% on the previous (May 2020) count still remains 12% below the average of the pre covid 2020/2019/2018 data. The other significant difference is that the morning peak time is now 11.00-12.00 and although this corresponds with the May result is a change to the 08.00-09.00 from all previous results. Both presumably due to the covid restrictions and more people working from home. The average speed, maximum speed, % over the speed limit and average speed above the limit all remain similar to the previous May set of results.
21.	To consider what information should be placed in the Village Link and to decide if we publish an Annual Report or an additional insert in the Village Link	
	21.1	It was agreed that Cllr White would prepare a draft insertion for the Village Link and would send that to all Councillors to approve.
22.	To receive an update on the Cemetery to include grass cutting, maintenance and burial fees and to decide if an agreement can be reached regarding burial fees for Parish Councillors	
	22.1	Cllr Thomas said there was nothing to report. He had ben down to the Cemetery and all was in order.
23.	For any Councillor to produce a written report of any meeting that he/she has attended as representatives of the Parish Council	
	23.1	To discuss the report from Cllr Bill and County Cllr Reid's relating to a meeting with Highways. The report of Cllr Bill had been circulated in advance to all Councillors. In view of the fact that there was another meeting with the Highways manager on the m2 June at 1,30 it was felt that there was nothing further to discuss until after that meeting. Cllr Reid said that the meeting, if it took place, would be a teams meeting held remotely. And would start at 1.30 pm. It was agreed that whilst Cllr Bill was not Chair of the \Council e should attend that meeting as the Council representative. Cllr Bill said he would prefer the meeting to be face to face rather than remote so Cllr Reid said that he would see what could be done about that request.
24.	To confirm Expenditure for April £90.00 – ICCM (annual fees) [£39.00 – B M Champness (green bin sticker for cemetery)] £40.00 – B M Champness (use of home as office) £447.33 – B M Champness (salary) £73.96 – Lorraine Cole (salary and expenses) £80.00 – C S Harris (cutting grass at cemetery) £14.39 – Zoom (monthly fee) £39.99 – BT (broadband charges) DD [] 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	
	24.1	Resolved: that the above payments be made. The Clerk explained that the Litter Picker had not received a pay increase as we had not received money from South Kesteven District Council despite an email being sent asking if the hourly rate had increased. Once that was

		clarified then we could include the increase in the wages next month. Likewise, there was a problem with her Tax Code which might be taken up with HMRC. Now that we could not hold remote meetings the Clerk was asked to cancel the contract with Zoom
25.	Members Questions - reminder only questions given to the clerk a week in advance will be answered.	
25.1		Cllr Reece asked if we could have on the agenda an item about the waste bins by the bus stops at Northorpe crossroads. He had tried to make sue the bins were prevented from falling over but the slab they were on was cracked.
25.2		Cllr Bill said that he understood that Cllr Alan Thomas had been a Parish Councillor for 30 years and wanted the Council to offer him their congratulations.
25.3		Cllr White said that he had hoped the planters would be up and ready before the next meeting. Slabs had been donated and they would be laid very soon. Subject to the weather he was hoping that plants could also be planted
25.4		There being no other business the meeting was formally closed at 21.43
26.	The date of the next meeting – to be held on Wednesday 2nd June 2021 at 7.30 p.m. in the Lawrance Park Social Room, Thurlby.	