

Thurlby Parish Council
Minutes of the Annual Meeting of Thurlby Parish Council
(Min 23-01) held on Wednesday the 10th May 2023 at 8.15 p.m. in the
Lawrance Park Social Room

Present: **Councillors:** N Bradley, S Broadbent, L Day, P Haley, L Lowe, M Owen, and A Thomas
Residents:
Others: Bernard Champness – Clerk,

Open Forum	
There were no members of the public present and there was no Open Forum. The meeting was formally opened at 20.35	
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	Alan Thomas was the only nomination. It was resolved Cllr Thomas be duly elected as Chair for the following year. The Acceptance of Office was signed by the Chair and witnessed by the Clerk
2.	To elect a Vice Chairperson
2.1	Stephen Broadbent was the only nomination, and it was resolved that Cllr Broadbent 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 R Bill and L Day
3.3	Anne Fisher Charities – Cllrs S Broadbent & R Bill
3.4	Churchyard Committee – Cllrs L Lowe and N Bradley
4.	To appoint signatories for cheques and a Press Officer
4.1	Resolved: Cllrs S Broadbent A 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. 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 we would not increase the charges this year.
7.	Apologies for absence, acceptance of Apologies & noting of resignations received	
	7.1	Apologies were received from R Bill (personal), M Keene(work) Resolved that the apologies be accepted.
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 19th April 2023 (Min22-13)	
	9.1	Resolved: That the minutes of the meeting held on the 19 April 2023 be signed by the Chair as a correct record.
10.	To receive a report from the County and District Councillors on matters relating to Thurlby	
	10.1	County Cllr Robert Reid was not in attendance and had not sent a written report or apologies
	10.2	District Cllr Dobson had sent a report which was dealt with at the Annual Parish Meeting held earlier this evening
11.	Clerk's Report and correspondence received	
	11.1	It was explained that a report had not been completed for this meeting as the items received were more on a matter of interest rather than discussion but would be included in the report for June The Clerk explained that he had received an email from South Kesteven District Council about the payment for the litter picker and which stated. <i>Your grant to cover this period will be £463.32. You will receive a payment directly to your bank account in the next few days.</i> <i>Please note, this grant is no longer linked to the National Living Wage and will continue to be paid at the current rate until further notice..</i>
12.	Planning applications:	
	12.1	To consider any Planning Applications received – there were none to note
	12.2	To note Planning Applications approved: S23/0321 Proposal: Retrospective application for alterations to external wall finish to dwelling and detached vehicular garage at 119 Northorpe.

	After the agenda was posted the following notice had been received. Approval on non-material amendments S23/0562 - Proposal: Amendment to S20/0048 (S73 application - variation of Condition 20 (Updated Protected Species Survey) of pp S17/2282 - Conversion of Barns to form Architectural office) to create two separate office spaces within approved layout at Park House 8 Church Street
12.3	To note any Planning Applications refused or withdrawn: none to note
12.4	To note any Application appealed or any decision made regarding an appeal: none to note
13.	To confirm Expenditure £40.00 – B M Champness (use of home as office) £494.64 – B M Champness (salary) £40.00 – Elaine Reynolds (salary) £40.74 – BT (broadband charges) (DD) £159.99 – Lisa Lowe (purchase of Coronation mugs for fun day) £58.20 – Bourne Skip Hire (weekly bin collection charges) £158.00 – Ian Bratley (Registration, hosting fee and email support) £460.68 – Zurich Insurance (Insurance premium) [] 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
13.1	Resolved: that the payments be approved.
13.2	Two more invoices have been received since the agenda was posted and they are: £135.00 – C S Harris (grass cutting in the cemetery) £360.00 – D J Thornburn (Internal Audit fee) Resolved: that these payments be paid
14.	To discuss the accounts for April and for the bank reconciliation to be signed as a correct record
14.1	The Clerk was able to circulate in advance various reports from Scribe for April 2023 which showed the items purchased, money received, and bank balances at the end of the month. The bank reconciliation was circulated, and this was approved and then signed by the Chair
15.	Audit of 2022/23 Accounts
15.1	To approve the Annual Governance Statement 2022-23. Resolved: that the Annual Governance statement be approved after this was considered in detail.
15.2	To accept the Accounting Statement 2022-23 as a true record. Resolved: that the Accounting Statement for 2022/23 be accepted as a true record.
15.3	To sign and Approve the Exemption Certificate. When discussing the matter, it became clear that we could not seek an exemption certificate as we had spent over £25,000.00 although we had received less than that. This meant that we had to proceed to full audit. We had to agree that we would sign the Annual Return and submit for Audit. Resolved: that the Annual Return be signed by the Chair and submitted for Audit
16.	To consider and agree the Insurance cover and whether we wish to include or remove anything from the schedule

	16.1	The Clerk had sent Councillors copies of the Insurance schedule prior to the meeting to enable them to consider the insurance cover that we had. The Clerk explained that Cllr Bill had asked in an email why the insurance had been increased by £50. An email had been sent to Zurich who had replied saying they were extremely busy but would get back to us.
	17.	To receive an update on the crossing at Thurlby crossroads.
	17.1	As County Cllr Reid was not present there was no update.
	18.	To consider the future of the Youth Hostel in Thurlby
	18.1	As County Cllr Reid was not present there was no update. However, it was agreed that the Clerk would write to Cllr Reid and ask him to arrange again a meeting with the members of LCC with the council so we can ask many questions which would help us know what the position was. He would also be sent the questions that Joyce Stevenson asked at the Annual Parish Meeting.
	19.	To receive a report on the Fun Day on the 7 May 2023
	19.1	Cllr Lowe said that the event on the 7 May was a great success. It was very well attended, and it was thought that at any given time there were at least 200 people present. A total of £888.95 was received through the various activities, refreshments, and entertainment. The sum of £1053.95 was given to the Clerk on the evening of the 7 May and which included the sum of £160 being the float. The Clerk explained that he had attempted to bank the money at the Post Office but could not as we did not have a bank card for the current account. He was therefore left with two options. The first was to travel to Peterborough to bank the money with Nat West or pay the money into his own account. And then transfer the money to the Parish Council account. It was agreed that he should pay the money into his account and for that then to be transferred to the council current account. We would put on the June agenda an item about the purchase of the Tommy silhouettes and where they should be sited. Thanks to be recorded to Lisa Lowe and her organising committee for arranging and organising the event.
	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 During April the radar unit was positioned on the A15 at Thurlby, recording traffic in a southbound direction, i.e., towards Market Deeping. The daily volumes for both 5/7-day periods show an increase of 5% compared with last year's results and returning to pre covid (2019) levels. Both the corresponding AM and PM peak time volumes also reflect this. The AM peak time remains the same, but the peak PM time has changed to 16.00 -17.00 hrs. The overall average speed of 34.30mph is slightly down 1.3mph on the previous with a maximum speed of 90mph recorded at 01.15 hrs which is 3mph more than last year. The average speed above the limit of 46mph is very similar however, the number above the speed limit is down by 23% & 24% to 9.24% & 10.19%. It should be noted that generally weekend speeds are slightly higher than weekdays presumably due to the reduced volume.

		Further details can be found on the Thurlby Parish Website. Thanks to be recorded to Cllr Bill for undertaking this task every month.
21.	To receive an update on the Cemetery to include grass cutting, maintenance and burial fees	
	21.1	Cllr Thomas said he had been down to the Cemetery, and all was in order. Chris Harris had cut the grass. The Clerk was the ask Mr Harris what his hourly rate would be this year for maintaining the cemetery. The Clerk explained that the green bin sticker had arrived, and he would give it to Cllr Thomas.
22.	For any Councillor to produce a written report of any meeting that he/she has attended as representatives of the Parish Council	
	22.1	No one had attended any meetings so there were no reports.
23.	To consider what information should be placed in the Village Link	
	23.1	Cllr White was no longer about to write an article to put in the Village Link. Cllr Day was asked if she could do this and once completed to send it around for approval of the council. She agreed to do this but was advised there was a need to be as lengthy as David had been and that it was just a brief note of what took place at the meeting.
24.	Members Questions - reminder only questions given to the clerk a week in advance will be answered.	
	24.1	Cllr Haley said that he had been contacted by a resident in Elizabeth Way complaining that the grass had not been cut in front of his house. The Clerk explained that he had received the same call. Cllr Lowe said that she had to get the grass cut on the triangle at Wood Lane and by the bench in Elsea Drive. No grass had been cut around the village and she had approached Tim Sleight to see if he could help. He would and wanted to know what areas in the village he should do. It was agreed that we could not make a decision tonight but for the Clerk to put this on the agenda for next month. In the meantime, he was to write to Cllr Reid to complain and to seek confirmation when the grass cutting would take place. Cllr Dobson should be copied in. Cllr Lowe said that the Scouts were going to assist her with maintaining the planters around the village
	24.2	There being no other business the meeting was formally closed at 21.38
25.	The date of the next meeting – to be held on Wednesday 7 June 2023 at 7.30 p.m. in the Lawrance Park Social Room, Thurlby	