

## Cranwell, Brauncewell and Byard's Leap Parish Council

Minutes of the ordinary meeting of Cranwell, Brauncewell and Byard's Leap Parish Council held at Cranwell Village Hall, Old School Lane, Cranwell Village, NG34 8DF on Monday 12<sup>th</sup> December at 7:00 pm.

Participating: Chairman: Cllr Mr T R Batten

Councillors: Cllr Mrs M Cassidy, Cllr Mr M A Cassidy, Cllr Mr M Collier, Cllr Mr M Pears (Vice Chairman and Acting Parish Clerk), Cllr Mr D Wilson and Cllr Mr D Graves

Also in attendance: D/Cllr J Clark

Mrs B Pears, Assistant Clerk to the Parish Council

3 members of the public were in attendance.

### Public speaking:

The members of the public in attendance were asked by Cllr T Batten whether they wished to speak or ask questions. No one wished to do so.

District Councillor Jim Clark spoke about the Government requirement to build 300,000 new homes and he noted that the expectation was that local government would have more say in the location of these homes. Regarding the decline of the High Street in Sleaford, this is even more affected now by the closure of HSBC and M&Co. He acknowledged that people are struggling at the moment but said it is going to be very important to try to keep local shops going. He wanted to remind the meeting that people experiencing hardship might qualify for additional financial help and enquire by ringing 0800 991234. Bearing in mind the current cold snap, Cold Weather Payments might also apply to some.

Cllr Clark reminded the meeting that Elections for Parish and District Councils will be held in April/May of next year and the Parish plans will be issued in January. The Government changes to boundaries now affects Cranwell in as much as it is now declared to be a medium sized village.

Cllr T Batten thanked Cllr Clark. He went on to ask him about a recently declined planning permission. A new local Dental Practice has had planning permission turned down and in view of the current need for dentists Cllr Batten wanted to ask why this was not passed. Cllr Clark was not aware of this particular case but confirmed that he would investigate and advise.

The Chairman declared the ordinary meeting open at 7:11 pm.

To receive apologies for absence and reasons given i.a.w. Local Government Act 1972, Sch 12, para 40.

194 Cllr C Batten was unable to attend, and her reasons were made known to the Council.

Action: The Council RESOLVED to approve Cllr C Batten's reasons for absence.

Proposed by Cllr M Collier, seconded by Cllr D Wilson and approved unanimously.

Cllr M Alexander was not in attendance. The Council has not been informed of his reason.

To receive declarations of interest and to consider applications in relation to Disclosable Pecuniary Interests.

195 Disclosure of pecuniary and non-pecuniary interests is to be in accordance with the Localism Act 2011. The need for disclosure is to be based upon agenda items, or at any suitable time during a meeting when it becomes apparent to a Member.

Cllr Mr M Cassidy, Cllr Mrs M Cassidy and Cllr M Pears declared an interest in minute ref: 197b. page 70-2022 as they are payment recipients, and also Cllr T. Batten in minute ref. 197a.

Notes of the ordinary meeting held on Monday 14<sup>th</sup> November 2022 of Cranwell, Brauncewell and Byard's Leap Parish Council to be approved as Minutes.

196 Action: The Council RESOLVED to approve the notes of the ordinary meeting held on Monday 14<sup>th</sup>

November 2022 of Cranwell, Brauncewell and Byard's Leap Parish Council, as Minutes.  
Proposed by Cllr Maureen Cassidy, seconded by Cllr M Collier and approved unanimously.

Financial Matters

197 a. Approve the payments made since the last meeting.

Deb	Email Archiving	IONOS Cloud Ltd	14.40
DD	Anglian Water Old School Account	Anglian Water / Wave	35.00
DD	Anglian Water Playing Field Acc	Anglian Water / Wave	8.00
EB-0860	Chairman's allowance	Trevor Batten	90.00
EB-0856	Clerk's Salary (incl. back pay)	Brenda Pears	843.12
EB-0855	Clerk's Salary (SMP)	Kirsty Elson	611.44
Deb	Adobe AcroPro	Adobe	15.17
Deb	Email database	The Rocket Science Gp (Mailchimp)	17.99

			Total	1635.12
	<b>RECEIPTS SINCE LAST MEETING</b>			
BACS	Litter Picking Grant	NKDC		579.39
BACS	Donation to Pavilion Fund	Stonewell Homes		200.00
chq	Use of Old School Toilets	Cranwell J.F.C.		400.00
			Total	1179.39

Action: The Council RESOLVED to approve the payments made since the last meeting.  
Proposed by Cllr M Collier, seconded by Cllr D Graves and approved unanimously with one abstention.

b. Approve the payment of invoices etc. as listed on the Payments to be Authorised sheet.

EB-0854	Expenses	Brenda Pears	35.00
EB-0859	Grass/ hedge cutting	Tudor Grounds Maintenance	648.00
EB-0859	Hedge Cutting	Tudor Grounds Maintenance	432.00
EB-0858	Councillors Expenses	Michael Cassidy	36.95
EB-0857	Councillors Expenses	Mike Pears	1.90
EB-0857	Councillors Expenses	Mike Pears	13.05
EB-0861	Donation to Events Committee	The Willows Country Store Ltd	90.00
EB-0862	Hire of Village Hall	Cranwell V. Hall Management Committee	48.00
EB-0863	Donation to C.A.B.	Citizens Advice Mid Lincolnshire	200.00
EB-0864	Grounds Maintenance	John Scotney	36.00
EB-0864	Grounds Maintenance	John Scotney	136.00
EB-0864	Grounds Maintenance	John Scotney	199.50
EB-0865	External audit	PKF Littlejohn LLP	360.00
		Total:	2236.40

Action: The Council RESOLVED to approve the payments of invoices etc. as listed on the Payments to be Authorised sheet.

Proposed by Cllr D Graves, seconded by Cllr D Wilson and approved. 3 abstentions.

c. Approve the bank reconciliation from the previous month.

\_Balance Lloyds Bank; £70,611.35

Balance HSBC Bank: £20,313.13

Action: The Council RESOLVED to approve the bank reconciliation from the previous month.

Proposed by Cllr M Collier, seconded by Cllr Michael Cassidy and approved unanimously.

d. Consider the Community Infrastructure Levy.

This is a donation of £2,552.52 from NKDC, levied from new construction sites in the village. The Parish Council must account for this each December and has 5 years to spend it. NKDC stipulate that the money must be spent on capital items. One suggestion already received from Cllr Michael Cassidy was for play equipment especially designed for disabled children. This received a favourable response in the meeting, but Cllr T Batten wanted more ideas to be put forward.

ACTION: Cllr T Batten asked Councillors to think about how the money might be spent.

e. To approve Cllr Michael Cassidy as additional signatory on Lloyds Bank account.

In view of the problems encountered dealing with amending signatories, it's suggested that more options will avoid future delays.

Action: The Council RESOLVED to approve Michael Cassidy as additional signatory.

Proposed by Cllr Mark Collier, seconded by Cllr Mike Pears and approved unanimously.

f. Use of electricity in the portacabin.

Cllr Michael Cassidy drew the meeting's attention to his experience when looking for tennis court equipment in the portacabin, where it had been stored.

Firstly, there appear to be 4 electrical items using power sockets that have not been authorised by the Parish Council. The electrical items appear to have the potential for preparing hot food/drinks in the cabin and an immediate concern is whether they have a current PAT test. (The only electrical feed in the cabin is for the floodlights by the bowls club.) Secondly, it seems that food is being offered for sale (or donation), according to a poster in the cabin.

Permission to use electricity, paid for by the Parish Council, has not been requested or authorised, nor has permission been sought to prepare food for sale. The Parish Council is concerned that using the portacabin in this way without authorisation raises issues regarding: the bill for the power used, the sale of food without appropriate registration for a hygiene certificate and the fire hazard presented by possible non-pat tested equipment. Apart from the hazards, it jeopardises the Council's insurance.

Action: The Parish Clerk will write to the parties involved, explaining our concerns and request that this stops.

g. Missing tennis equipment

Cllr Michael Cassidy has tried to retrieve the equipment needed to ensure the best set up of the tennis courts, especially as we now have lessons being taught by a tennis coach. Despite the equipment having been put into the portacabin by him, it is no longer there. It is possible that the items have been moved to one of the 3 garages that are also used for storage. However, despite requests to the last users, the keys have not been returned thus the Parish Council has no access to their own garages.

Action: Parish Clerk to call and again try to obtain the keys.

h. Presentation of Draft Budget for 2023/2024 for consideration.

The draft budget sets the Precept at £55,252.

This is an increase of £2,683 on last year.

It represents an increase of 3.42% which will be an increase of £2.17 per year, per household.

Cllr T Batten pointed out that inflation is currently 10-11% and the Council wanted to keep any increase in the Precept as low as possible. In addition, there are 13 more households in the village – now a total of 843 “Band D” contributing.

Cllr Michael Cassidy did want to discuss the funds required to refurbish the tennis courts this coming year. Lines for a netball court are being considered as well as the refurbishing the tennis lines. The meeting felt it better to take the necessary monies from the existing refurbishment budget rather than increase the Precept further.

NKDC has recommended that the Parish Council should set aside £3,000 for Parish elections next Spring. £2,100 has been allocated in our budget.

The Budget needs to be submitted by 27<sup>th</sup> January 2023.

198 Planning Applications.

22/1605/HOUS. 15<sup>th</sup> November 2022. 4. Guthram Court – application withdrawn.

Receive a report from the Acting Parish Clerk on matters pertaining to the Parish Council.

- 199
1. Contact from John Oliver on St Benedicts Close re lighting the Church for Xmas. He has been doing this for 44 years but has been refused permission by War Graves Commission (access) and the Church (cost) for doing it this year. He claims some public outrage against this. Asked if he could use the electricity supply on the Village Green to power the lights. While some of us might be sympathetic to doing this it cannot be done because we are unable to vote on it as it's not on the agenda.
  2. Don and Matthew both booked onto the LALC "New Councillors" course on Tuesday 29<sup>th</sup> November 2022. A 3 hour Zoom course. Next course is Tuesday 24<sup>th</sup> January 2023 on Zoom from 6pm to 9pm. David Graves booked on to that one – will be sent details by email.
  3. Next VAT reclaim form just been submitted up-to-date to end November 2022 – for £328.19.
  4. Wicksteed have contacted us about booking Annual Inspection in March 2023 (£120 cost). Is that when it is due? Are we happy to do "Unaccompanied"? (they charge extra £45 for accompanied).
  5. The verges and outstanding hedges were cut by Tudor Grounds Maintenance on 28<sup>th</sup> & 29<sup>th</sup> November 2022. Very satisfied especially with the Bowls Club hedge cut. They are intending to quote for next 3 year contract.
  6. HSBC mandate – sudden change – letter received requesting evidence from minutes about P.C. authorisation of new signatories. Supplied and sent on 20<sup>th</sup> November.
  7. Grass & Hedge Cutting contracts for 2023-26 – am in the process of organising for 3 quotes (hopefully) to be received in order to discuss either at January meeting or February at latest. Groundsman contract to do for 2023-26.
  8. Re. the tree identified as a problem by the Playground. NKDC Tree Specialists have visited and submitted a report – no work deemed necessary. Tree will be inspected every 3 years.
  9. Dog bins/Hawthorn development. We received a £200 donation from the builder at the end of November. The dog bin was replaced and was to be moved at the beginning of December. Currently understand that bin has been replaced and it has now been moved.
  10. Update on tree cutting on the far side of the playing field for tree overhanging garden on Thorold Avenue. Purchase Order sent for work to be done – awaiting dates.
  11. Visit to R.A.F. Cranwell – date fixed for Monday January 16<sup>th</sup> at 10 a.m. Councillors and partners invited. Numbers being gathered.
  12. Events Committee have "spent" some of the money we granted to them for the Xmas event – they used the Willows Café to order items from Cash & Carry. Invoice received for £75 plus v.a.t – so £125 remains "unspent".
  13. Village Green Lights – they were adjusted on December 5<sup>th</sup> – now deemed o.k.

200 To approve the Parish Council Meeting Dates for 2023

Cllr M Pears has organised the booking of dates for the hire of the village hall for the meetings required.

Action: The Council RESOLVED to approve the dates as proposed.  
Proposed by Cllr D Graves, seconded by Cllr Don Wilson and approved unanimously.

- 201 To receive an update on the progress with repairs to the Speed Indication Devices (SIDS)  
These were sent away for repair and have now been returned. Faults have been rectified.  
Action: Cllrs D Graves and Cllr Pears will install them as soon as possible.
- To receive an update on the Community Pavilion and agree any decisions regarding progress.  
202 The Council is still awaiting a comprehensive quote from "Global Methods Of Construction Group" .  
This has been delayed longer than anticipated. In accordance with government regulations, due to the size and scope of the project, the job must be put out to tender. This must be done through the government website.  
Action: Clerk to pursue full quotation and to research the Tendering rules.
- To receive an update on the any developments with the future use of the Old School Building, particularly the Thrift Shop suggestion, and to make any necessary decisions.  
203 With regard to the Thrift Shop, research and consultation with NKDC revealed a lot of complications. For the Parish Council to set up this as proposed, the PC must establish a trading company. This is something a Parish Council is allowed to do, but only if certain criteria are met making them classed as 'competent' under The "General Powers of Competence Rules" (GPC).  
Firstly, 2 thirds of the council must be elected but the current Cranwell, Brauncewell and Byard's Leap Parish Council is composed totally of co-opted members.  
Secondly, the Parish Clerk must have one qualification from a list of qualifications specified. Our Clerk, Kirsty Elson, does not have any of these qualifications.  
Consequently, this Parish Council can support an independent business or charity with help such as a favourable lease, but it is unable to run such a business.  
Mrs Sandra Kaveney, who had suggested the idea of a Thrift Shop run in this manner, advised that she is unwilling to set up her own business or charity to follow up the idea. She feels there is a need in the village to have such a facility, especially as she has received so much favourable feedback and goodwill. She thanked the Parish Council for looking into the suggestion and if things changed, she would like to review the opportunity. She was advised that it seems unlikely that the Parish Council would achieve the required "competent" status within the next 18 months at the earliest. Cllr Michael Cassidy said he felt it was a good idea but so many rules and regulations unfortunately make it impossible at the moment.  
No further action now.
- To receive an update on the training of the Speedwatch Group.  
204 Cllr D Graves has taken over responsibility for this area. He has the details to start but expects it will be better to wait until after Christmas now to contact those who expressed an interest in getting involved.  
Action: Cllr Graves to pursue setting up the group.
- 205 To receive an update on the installation of the new CCTV equipment.  
Action: Cllrs T Batten and D Graves will be installing the cameras in the December break
- Receive reports from Councillors on their Areas of Responsibility.  
206 Cllr D Wilson – no changes to report  
Cllr D Graves – he has received complaints about very noisy youngsters on the tennis courts at midnight playing football. Parish Clerk will ask our Community Police Officer to check the area at these late hours.  
Cllr Michael Cassidy – the damaged bollard on the A17 is now completely smashed but a work order has been put in. Lights that have been on all day have been reported. De-fibs are up to date.  
Cllr M Collier – no changes to report.

Cllr M. Pears reported that the Grit Bin outside the Village Hall had been reported on "Fix My Street" as the grit had become hard and unusable.

Meeting dates.

- 207 Confirm the date of the next meeting.  
The next meeting was confirmed, being Monday 9<sup>th</sup> January 2023 in Cranwell Village Hall, starting at 7:00 pm.

The Chairman closed the meeting at 8.05 pm.

Signature: .....

Printed Name: .....

Date: 9<sup>th</sup> January 2023 .....