

## 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 14<sup>th</sup> November 2022 at 7:00 pm.

Participating: Chairman: Cllr Mr T R Batten

Councillors: Cllr Mrs C Batten, Cllr Mrs M Cassidy, Cllr Mr M A Cassidy, Cllr Mr M Collier, Cllr D Wilson, Cllr Mr M Pears (Vice Chairman and Acting Parish Clerk), Cllr Mr D Wilson and Cllr Mr D Graves who was appointed on the evening

Also in attendance: D/Cllr S Clegg and RAF Community Liaison Officer Ian Whitehead with Wing Cmdr Alison Morton

Mrs B Pears, Assistant Clerk to the Parish Council

8 members of the public were in attendance.

### Public speaking:

The meeting started at 7 p.m. The Chairman invited questions and comments from the members of the public.

A resident queried the action that has been taken regarding the ash tree that overhangs 3 gardens bordering the playing field. He represented those parishioners affected. Their home insurance is possibly an issue now. He pointed out ash dieback is a concern and no significant cutting back has been done. Cllr Mike Pears confirmed the action taken so far; an arborist came last month to assess what needs to be done and to advise accordingly. Approval will be sought at tonight's meeting for his quotation. Before a comprehensive survey of the state of the tree can be done, the ivy needs to be removed and given 2-3 weeks to die back. The large overhanging branch will be removed. Approval permitting, this will be done asap.

Footpaths are a concern. A resident reminded the meeting that speedy registration of a previously unconfirmed path was promised by LCC, but this has not happened, possibly because of their staff changes.

Cllr Trevor Batten advised he would write to LCC again about this application, path 375.

There is still a path that needs to be affirmed, one that stops in the middle of a field. Until it is agreed, this can be walked to the middle and back.

A resident called the attention of the council to a footpath sign in poor condition that should be reported to LCC. It's at the T junction of field side paths, east of the pig fields.

RAF Community Liaison Officer Ian Whitehead advised that he has provisional dates for the Parish Councillors to visit RAF Cranwell; 10<sup>th</sup> and 12<sup>th</sup> January 2023. After that he is suggesting the last 2 weeks in January 2023 for 8 to 10 families from the village to meet RAF families. He will organise activities like bingo and a quiz and he has finances available to fund the event. In addition, RAF Cranwell is hosting Santa with a military choir on Sunday 4<sup>th</sup> December. He asked whether the village would like to be included with a visit by Santa and the choir at around 2.30 p.m.. The Parish Clerk will contact the Village Events Committee to progress this.

Wing Cmdr Alison Morton advised she is responsible for infrastructure at RAF Cranwell and responded to concerns about lights that have not been fixed. Health and safety is a priority and there is a schedule to improve the lighting, but it does require coordinating several elements and personnel across the camp. She agreed that the ownership of some of the land is unconfirmed so presents extra difficulties. In addition, there are other issues for the military buildings that need urgent attention, all to be done with limited budgets.

District Cllr Steve Clegg began by drawing the meeting's attention to the 'Warm Welcome' website. This is where organisations can register their heated spaces as open for the public to access. Resources are available to assist. Also, funds might be available for these locations from the Bishop of Lincoln's Social Justice Fund. He spoke about the NK Awards scheme. 110 people have been nominated in 2022 as

Community Champions. Nominations for 2023 can be made through their website. Elections for the District Council and Parish Councils will be in May next year and photo I.D. will be necessary in order to vote. Planning parameters are under reassessment due to government changes. Cllr Michael Cassidy asked him about signpost poles remaining after the sign has been removed. A parishioner's complaint about another resident's caravan being parked on NKDC land was also raised with him. Cllr Clegg will investigate.

The Chairman declared the ordinary meeting open at 7.21pm.

171 To receive apologies for absence and reasons given i.a.w. Local Government Act 1972, Sch 12, para 40.  
Cllr Matthew Alexander was unable to attend, and his reasons were made known to the Council.

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

Proposed by Cllr Don Wilson, seconded by Cllr Michael Cassidy and approved unanimously.

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

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 M Pears, Cllr Mr M Cassidy and Cllr Mrs M Cassidy declared an interest in minute ref: 175b. page 64-2022 as they are a payment recipient.

173 Notes of the ordinary meeting held on Monday 10<sup>th</sup> October 2022 of Cranwell, Brauncewell and Byard's Leap Parish Council to be approved as Minutes.

Action: The Council RESOLVED to approve the notes of the ordinary meeting held on Monday 10<sup>th</sup> October 2022 of Cranwell, Brauncewell and Byard's Leap Parish Council, as Minutes.

Proposed by Cllr C Batten, seconded by Cllr D Wilson and approved by a vote of 4 for, with 3 abstentions (not present).

174 To consider the co-option of a new councillor (subject to all paperwork being received)  
Mr David Graves has already provided the Parish Clerk the requisite paperwork to be considered as a Parish Councillor. Cllr Trevor Batten asked him to introduce himself to the meeting and to tell us why he wished to volunteer for the position. Mr Graves said he has been in the village for a year now and has received a warm welcome from people. He would like to contribute and do what he can to help in the village.

Action: the Council RESOLVED to co-opt Mr David Graves as a Parish Councillor.

Proposed by Cllr T Batten, seconded by Cllr M Pears and approved unanimously.

Cllr Graves then took his seat on the Council and participated in the rest of the meeting.

175 Financial Matters

a. Approve the payments made since the last meeting.

Anglian Water Playing Field Acc - Anglian Water / Wave	DD	8.00
Sports Pavilion/playing field electricity bill - SSE Energy Supply Limited	DD	155.44
Electricity Bill Old School Lane Village Quad - SSE Energy Supply Limited	DD	102.79
Clerk's Salary - Kirsty Elson	EB-0848	604.20
Clerk's Salary - Brenda Pears	EB-0847	635.92
Wreath for Remembrance Day - Royal British Legion	Deb	52.25
Adobe AcroPro - Adobe	Deb	15.17
Replacement Defib Pads - Andrew Deptford (aadefib.com)	Deb	168.00
Email database - The Rocket Science Group, LLC (Mailchimp)	Deb	18.77
Anglian Water Old School Account - Anglian Water / Wave	DD	35.00

Total: 1850.97

INCOME:

Cranwell Bowls Club Annual Rent - Cranwell Bowling Club	10.00
Rainbows - Hire of Old School - Rose Evans	22.00
Land Registry search rebate - Land Registry	65.82
Grass/ hedge cutting - L.C.C Serco Invoices	620.91
Old School Rent - Cranwell Romper Room Preschool	528.00
Old School Rent - Cranwell Romper Room Preschool	627.00

Total : 1873.73

Action: The Council RESOLVED to approve the payments made since the last meeting.  
Proposed by Cllr M Collier, seconded by Cllr Maureen Cassidy and approved unanimously.

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

EB-0845	Replacement Defib Pads	aadefib.com	110.40
EB-0846	Electrical Work at Old School	LMD Technical Ltd	450.00
EB-0849	Expenses	Brenda Pears	35.00
EB-0850	Councillors Expenses	Michael Cassidy	13.28
EB-0852	Grounds Maintenance	John Scotney	18.00
EB-0852	Grounds Maintenance	John Scotney	225.75
EB-0851	Councillors Expenses	Mike Pears	16.20
EB-0851	Councillors Expenses	Mike Pears	22.26
EB-0853	Asbestos Survey	HSG Asbestos Surveys	547.00

**Total** **1,437.89**

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

Proposed by Cllr C Batten, seconded by Cllr D Wilson and approved unanimously.

c. Approve the bank reconciliation from the previous month.

Both accounts presented and agreed.

**Lloyds: £72,504.97**

**HSBC: £20,318.13**

Action: The Council RESOLVED to approve the bank reconciliation from the previous month.  
Proposed by Cllr M Collier, seconded by Cllr Maureen Cassidy and approved unanimously.

d. Consider The first draft of the 2022/2023 Budget.

This was handed out to Councillors and Cllr T Batten asked that it be read and considered by councillors ready for the next meeting.

Action: nothing commented on in this meeting.

e. To consider continuing with the LCC Highway Grass Cutting Agreement on a new, rolling basis.  
£620.91 was received this year to cover the cuttings we do for their verges etc.

Action: The Council RESOLVED to approve continuing as described.

Proposed by Cllr M Pears, seconded by Cllr M Collier and approved unanimously.

f. To consider the current situation with our current grass and hedge cutting contract. Our previous contractor has ceased to trade. A new contractor needs to be found for the 2022/23 contract, but urgent work on hedges and grass cutting remains to be done as this year's contract was not fulfilled. A contractor has quoted £900 + vat for the work and this is being treated as an emergency.

Action: The Council RESOLVED to approve emergency restoration work of a failed contract.

Proposed by Cllr T Batten, seconded by Cllr D Wilson and approved unanimously.

g. Important conclusions on VAT requirements for Cranwell, Brauncewell and Byard's Leap Parish

Council After the Parish Clerk took a course on these VAT matters it is important to note the implications for the building and running of the new pavilion. There could be £30k to £40k to claim in VAT so adherence to the VAT rules particular to Parish Councils is vital. The setting up a Thrift Shop needs similar care in this regard. Also, the buying of goods and reclaiming of VAT can only be done by an individual councillor if they have a mandate from a meeting to do so.

Action: noted and aware

h. To consider the quotation from B&B Tree Specialists. This company has quoted £550 + vat for this work relating to an ash tree on the edge of the playing field (as mentioned in the public session).

Action: The Council RESOLVED to approve the work to be done by this contractor.

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

i To consider the request from The Citizen's Advice Bureau for a donation. The Parish Council does have funds available in the donations budget.

Action: The Council RESOLVED to approve a donation of £200.

Proposed by Cllr T Batten, seconded by Cllr D Wilson and approved unanimously.

j. To review the request from the Cranwell Community Events Committee. The Clerk has received satisfactory paperwork from the CCEC regarding their set up and banking. The Council has agreed a donation of £200 for the Christmas activities. This will need to be via a PC purchase done directly from a supplier of the wine and soft drinks they need.

Action: The Clerk will make the payment accordingly.

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

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1. I sent a letter to the resident of North Road on 12<sup>th</sup> October 2022, copied to Mr and Mrs Kemp (Nearby residents) and to Michelle Hoyles (NKDC officer). This address is not on the voter's roll. Resident has not responded.
2. Parish Clerks have just been given a pay rise of £1 per hour, concluding prolonged negotiations. This is backdated to April 2022 and represents a rise of approx. 7.5%
3. SSE accounts. Official complaints have now been lodged re: attempts to get addresses on bills changed. These are still going to Mr Findlay and Ms Elson despite attempts to alter. Also, an official complaint about the village green meter bills has been lodged.
4. Bank Mandates for both HSBC and Lloyds (for M Collier) posted on 14<sup>th</sup> October 2022. Lloyds – nothing heard. HSBC – they rang to pursue, all received but rejected by HSBC for reasons not specified. I now need to go to the branch personally again.
5. Speedwatch group – I had an email on 12<sup>th</sup> October from David Graves asking if we have a group, saying he would like to join or start a group. I suggested he could take on the 'managers' role and he has accepted after our meeting together on 17<sup>th</sup> October.
6. Complaint about the ash tree on the playing field – already covered in questions from the public at this meeting. The quote received is £550 + vat. Work is likely to take 4-6 weeks to schedule.
7. Valuation Office rates review on the Bowls Club – online questionnaire completed on 19<sup>th</sup> November, before the deadline.

8. General Data Protection Regulations 2022 now specify that all councillors PC emails be available for the public, entered on the website for openness and easy contact. I shall be adding them to the website in the next few days. Also, GDPR stresses the desirability of a fully Cloud based Parish Record system. We are reasonably placed now to achieve this and I will report further as we improve our own digital record system, as time allows.
9. Regarding the tennis coach, I have received, and I am satisfied with, the documents I requested from him regarding his insurance, DBS check etc.
10. Asbestos report has been received. A register will be maintained but no action is required for the small, low-level amounts. However, it will impact slightly the cost of dismantling the portacabin.

177

Planning Applications.

22/1514/HOUS This is a resubmission of 21/1966/HOUS with alterations relating to a wind turbine at Old School Cottage, Lincoln Road, Brauncewell.

Action: No comments at the meeting.

178

To consider requests from the tennis coach, Ryan Moore; The clerk has been satisfied regarding due diligence for Ryan. He has had a lot of interest for his classes and would like to offer more lessons for adults and cardio tennis sessions. He also asked to be able to use rock salt on the courts in certain conditions. Cllr Michael Cassidy pointed out that the court surface is not suitable for rock salt treatment partly because of the surface type and partly because there is no runoff to clear salt and grit as there is on roads. However, the meeting agreed the courts are a village amenity that should be used as much as possible but declined the use of rock salt.

Action; The Council RESOLVED to approve requests by Ryan to have more use of the tennis courts. Proposed by Cllr T Batten, seconded by Cllr D Wilson and approved unanimously.

179

Receive reports from Councillors on their Areas of Responsibility.

Cllr Michael Cassidy

Byards Leap, The island at the A17/B1429 has suffered further damage .

reported when just "dimly lit " , now bollard is detached , vertical pole light remains missing

Reported via fixmystreet again.

B1429 Cranwell Avenue. All lights working at time of inspection except light 64 now missing for 4+ years Footpath near Kids Zone showing underlayer in places , probably not "bad " enough for repair at present, as are a few other areas near lighter than air road.

OASC. the paved area and the two non-working lights remain a "no owner " area.

Awaiting RAF response who were discussing with LCC ownership.

Cllr C Batten – reported noisy light by the path to the tennis courts, Cllr Michael Cassidy to request electrician looks at it.

Cllr D Wilson – still pursuing street light problem.

Cllr M Collier – failed streetlights and potholes reported.

180

Collection new forms, signed by councillors– “register of interests” and ‘acceptance of new “code of conduct”.

Action: Completed in the meeting.

181

Consider - Update on Community Pavilion project. Cranwell, Brauncewell and Byard's Leap Parish Council has a new proposal underway for the project. (Mr Roger's proposal, as presented at the last meeting, was discussed but it is considered impractical and not cost effective, nor does it give the parish a complete building.)

The new construction currently being costed is for a factory built, modular building. The material (Mgo) is extremely thermally effective, will last as long as a brick building and will be a rapid build. The supplier/builder could also undertake the demolition of the portacabin.

The builder of the Hawthorns development will donate £200 to the Pavilion project.

Action; More information will be put on to the parish website and there will be a public meeting of the Building and Projects Committee on Monday 12<sup>th</sup> December at 6.30pm.

182 Consider the request by the Hawthorn's builder to move the dog bin. The builder has offered to replace the bin with a new one and to reposition it. It will be on the opposite verge on Parish Council land. The Clerk should advise the builder on the exact position.

Action: The Council RESOLVED to accept the offer. Proposed by Cllr D Wilson and seconded by Cllr C Batten and approved unanimously.

183 To review any developments for the future use of the Old School building. A few people came forward to enquire about using the Old School. The idea of a Thrift Shop is being discussed as this would be another village amenity run by villagers themselves. However, the meeting was concerned about the setup and running costs as well as with the commitment of volunteer staff needed.

Action. The Council RESOLVED to agree in principle to having a Thrift Shop and to ask the Parish Clerk to examine the suggestion more closely.

Proposed by Cllr M Pears, seconded by Cllr C Batten and approved unanimously

184 Discussion about recent problems with Permissive Footpaths. Some of the permissive footpaths have been closed recently because of sheep killings. Cllr T Batten tried to speak to Dyson management to fully understand the situation and the facts about the closure. He was able to speak to the Senior Manager who took him out around the fields to discuss the locations, problems they have keeping the sheep safe and their property secured. Closing the footpaths is a measure taken in response to injured animals and to reinforce the message that they should be used responsibly by all. These footpaths should be open again in the next week.

Action. Parish Councillors will be invited to Dyson's Nocton headquarters to gain further insight into the full operation.

185 To consider writing to NKDC/LCC to reinstall a sign. To better locate the defibrillator at the village hall, the installing of a street sign with post code on existing posts (formally the old notice board posts) is suggested.

Action. Cllr T Batten will confirm the person at NKDC who is able to provide signage so that Clerk can progress the request.

186 To consider the small Parish Council Notice Board in the lobby of the convenience store. This has not been maintained recently.

Action. This board will keep it up to date with meeting agendas etc.

187 To review the current situation with speed devices. The supplier has not been responding to requests for action. Cllr Pears has now sent an email as a "letter before further action".

Action. Clerk to continue pursuing for remedial action.

189 To consider arranging an occasional 'Councillor Consultation' session. Cllr Mark Collier lives at Byard's Leap and feels he personally would like to be more of a familiar face for residents to approach. He has been asked about this type of 'surgery' to be held. Also, the meeting agreed that they would like to gather contributions from residents about their ideas for improvements to the environment and facilities in the villages, so such informal meetings might help with this. Cllr T Batten commented that these have been tried in the past and dropped through lack of public interest, but he would support trying again.

Action. The Council RESOLVED to carry out a trial at a coffee morning. Proposed by Cllr M Collier, seconded by Cllr D Wilson and approved unanimously.

To review the current situation with security cameras. Cllr T Batten is not able to begin the work until the Christmas break. He will supervise with help. Cllr D Graves advised he will consult an

190 electrician contact to help.

Action. Work to be started around 20<sup>th</sup> December, weather permitting.

To consider the adoption of a Data Protection Policy to comply with Standing Orders. This was circulated in advance.

191

Action. The Council RESOLVED to adopt the Policy. Proposed by Cllr M Pears, seconded by Cllr Maureen Cassidy and approved unanimously.

192 To consider the planning for celebrations around the King's Coronation. Cllr Michael Cassidy advised that if we are going to plant a commemorative tree it needs to be ordered soon in order to be planted in the winter months. Celebrations of other types would be the kind of thing the CCEC would devise.

Action. The Council RESOLVED to buy a bare rooted English Oak tree, budget not exceeding £85. Proposed by Cllr Michael Cassidy, seconded by Cllr Maureen Cassidy and approved unanimously.

Meeting dates.

193

- a. The next ordinary meeting was confirmed, being Monday 12<sup>th</sup> December 2022 in Cranwell Village Hall, starting at 7:00 pm.
- b. At 6.30pm - Prior to the ordinary meeting, there will be a Public Meeting of the Building and Projects Committee. This will cover the latest plans and objectives for the Community Pavilion.

The Chairman closed the meeting at 9:03 pm.

Signature: .....

Printed Name: Cllr Mr T Batten .....

Date: 12<sup>th</sup> December 2022 .....