

## 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 20<sup>th</sup> February 2023 at 7:30 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 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:

Cllr T Batten thanked the members of the public for attending the meeting and asked if any of them wished to say something at this stage. One person had 3 points to make. The resident asked whether she might have some help to reinstate a lost hedgerow next to her home and Cllr Batten agreed that someone on the Parish Council would contact her to discuss this further. She also wanted to know what was happening with the footpath adoption that had been started many months ago. Cllr Batten confirmed that L.C.C. have this is in hand and it had been given priority but progress is very slow due to the backlog of work in that department. The lady also drew the meeting's attention to the damage that had been done by a householder's contractors to the Green Lane/Bridal way when building work was done on their house and asked what can be done to repair the ground that had been churned up. Cllr T Batten said that as this is Dyson land, not parish property, so unfortunately this is not something the Parish Council can address. Dyson will need to approach the homeowner.

District Councillor Jim Clark spoke about Blankney Estate's plans to turn over a large acreage to solar panels. He pointed out that it is of such a big scale that the Secretary of State will need to approve it and while it is still at the consultation stage we all have the opportunity to voice an opinion.

The Chairman declared the ordinary meeting open at 7:45pm.

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

20 Cllr Alexander did not attend and did not send apologies.

The Acting Clerk, Cllr Mike Pears, reminded the meeting that, if Cllr Alexander does not attend the next meeting he will have missed 6 consecutive meetings and regulations stipulate that a vote will be required on whether or not to accept his absences for continuing as a Parish Councillor.

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

21 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, Cllr M Collier and Cllr M Pears declared an interest in minute ref: 23b. page 9-2023 as they are a payment recipients.

### Notes of the ordinary meeting held on Monday 9 January 2023 of Cranwell, Brauncewell and Byards Leap Parish Council to be approved as Minutes.

22 Action: The Council RESOLVED to approve the notes of the ordinary meeting held on Monday 9th January 2023 of Cranwell, Brauncewell and Byard's Leap Parish Council, as Minutes.  
Proposed by Cllr D Graves, seconded by Cllr M Collier and approved unanimously

### 23 Financial Matters

a. Approve the payments made since the last meeting.

Deb	Email database	The Rocket Science Group, LLC (Mailchimp)	20.02
DD	Anglian Water Old School Account	Anglian Water / Wave	35.00
Deb	Email Archiving	IONOS Cloud Ltd	15.60
EB-0877	High Vis Vests	Howsafe Ltd	118.66
DD	Anglian Water Playing Field Acc	Anglian Water / Wave	8.00
EB-0875	Clerk's Salary	Brenda Pears	667.12
EB-0874	Clerk's Salary	Kirsty Elson	631.82
DD	Sports Pavilion/playing field electricity bill	SSE Energy Supply Limited	148.04
DD	Electricity Bill Old School Lane Village Quad	SSE Energy Supply Limited	121.21
Deb	Speed Watch Warning Sign	Protect Signs Ltd	104.08
Deb	Adobe AcroPro	Adobe	15.17
Deb	CCTV fixings and signs	Amazon Services Europe s.a.r.l	15.08
Deb	CCTV fixings and signs	Amazon Services Europe s.a.r.l	26.30
Deb	Email database	The Rocket Science Group, LLC (Mailchimp)	19.96
Deb	Email Archiving	IONOS Cloud Ltd	15.60
DD	Anglian Water Old School Account	Anglian Water / Wave	35.00

Total = 1996.66

## INCOME RECEIVED BETWEEN MEETINGS

BACS	Community Infrastructure Levy	NKDC	2552.52
chq	Annual Wayleave Payment	National Grid	9.47
BACS	VAT 126 Reclaim of V.A.T.	HMRC	328.19

Total= 2890.18

Cllr Michael Cassidy asked for clarification of the SSE amounts for the Old School. The Acting Clerk confirmed that the next bills would be for a standing charge only as items using power have been switched off.

Action: The Council RESOLVED to approve the payments made since the last meeting.

Proposed by Cllr D Wilson, 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-0876	Councillors Expenses	Mark Collier	7.70
EB-0873	Expenses	Brenda Pears	35.00
EB-0878	Oak tree purchase	RV Roger Ltd	60.00
EB-0879	Councillors Expenses	Michael Cassidy	38.48
EB-0881	Grounds Maintenance	John Scotney	210.00
EB-0880	Councillors Expenses	Mike Pears	47.25
EB-0880	Councillors Expenses	Mike Pears	0.95
EB-0880	Councillors Expenses	Mike Pears	5.01

**Total 404.39**

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 Carol Batten and approved by a vote of 4 for, and 4 abstentions.

c. Approve the bank reconciliation from the previous month.

Lloyds Balance - £67,403.32

HSBC – Account closed – Cheque in hand – £20,298.13.

The Acting Clerk informed the Council that HSBC had taken action (without consultation) to close the Pavilion account and issue a cheque for Action for the balance of £20,298.13. There are currently problems with paying this cheque into another account (due to old signatories) and this needs more action by the Acting Clerk.

The Council RESOLVED to approve the bank reconciliations from the previous month.  
Proposed by Cllr C Batten, seconded by Cllr M Collier and approved unanimously.

d. Consider changing the financial regulations in Section 11.1(h)

Currently the regulation stipulates that it is compulsory to obtain 3 quotes for jobs/contracts that are worth more than £3,000. It is becoming increasingly difficult to fulfil this demand. Other Parish Clerks report they have the same issue. 3 or more contractors might have been contacted, even looked at the job, but not all provide quotes in the end. Cllr T Batten advised that in the case of requesting tenders there must be watertight reasons for NOT asking a particular party to tender as this can lead to litigation. It was agreed that it is valid to show evidence that 3 or more quotes had been requested and due process adhered to with all exceptional circumstances being well documented. Regulation 11.1 (b) and 11.1 (h) would be changed appropriately.

Action: The Council RESOLVED to change the wording of our Financial Regulations accordingly.  
Proposed by Cllr D Wilson, seconded by Cllr C Batten and approved unanimously.

e. Consider the request for a donation from 'Lives'.

The organisation has emailed to request donations for defibrillators. They were sent the relevant application form but this has not been received. So this will be considered at a future meeting after they have submitted the form.

f. Consider the awarding of the Grass and Hedge Cutting contract for the period April 2023 to March 2026.

2 tenders were received after 3 companies were asked to quote. Both companies A and B will cut hedges by hand. Company A's quote was considerably lower.

Action: The Council RESOLVED to award the work to Company A.

Proposed by Cllr T Batten, seconded by Cllr M Collier and approved by a vote of 6 for with 1 abstention (Cllr Pears who knew who knew who the companies were).

The Acting Clerk then announced that the winner was Tudor Ground Maintenance who had done some work for us in November 2022.

g. Consider the awarding of the contract for Groundsman Duties for the period April 2023 to March 2026.

2 tenders were received after 3 companies were asked to quote. The quotes from companies A and B are slightly above budget but combined budgets for the total grass/hedge cutting contracts are not exceeded.

Action: The Council RESOLVED to award the work to Company A.

Proposed by Cllr D Wilson, seconded by Cllr T Batten and approved by a vote of 6 for, with 1 abstention (Cllr Pears who knew who knew who the companies were).

The Acting Clerk then announced that the winner was John Scotney – our current contractor.

h. Consider solving the problem highlighted in Cllr Michael Cassidy's recent playground report.

As the gate to the playing area is closed the force is causing the railing to move. The post needs digging out and repositioning.

Action: The Council RESOLVED to ask the groundsman to quote to fix the problem.

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

i. Consider whether to renew the Clerk's membership of the 'Society of Local Councils'(SLCC} due on 1<sup>st</sup> March at a cost of £146 per annum.

Acting Clerk Cllr M Pears reported that SLCC had been contacted only once in the year. They took a long time to respond and the assistance was not very helpful.

Action: The Council RESOLVED not to renew this membership.

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

j. Consider whether to renew the LALC subscription for April 2023 to March 2024 at a cost of £409.79 (no vat)

Acting Clerk Cllr M Pears confirmed that in his experience this service offers lots of value and has a good online system.

Action: The Council RESOLVED to renew the subscription for this.

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

k. Consider whether to renew the LALC Annual Training Scheme for 2023-2024 at a cost of £168 inc vat.

This scheme offers some free training and a small discount on other courses. This year it has been used for only 3 Councillors courses. Even if the full price had been paid for those 3 it would not have come close to the figure of £168. Paying for the courses as they come up would seem to offer better value for money.

Action: The Council RESOLVED not to renew this subscription.

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

l. Consider the appointment of an Internal Auditor for 2022/2023.

This is for an annual audit of accounts, systems and procedures. LALC have allocated Stacey Knowles, the same as last year.

Action: The Council RESOLVED to approve the appointment of Stacey Knowles as Internal Auditor.

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

m. Consider hiring a 'man with a van' to collect the filing cabinets from Clerk Kirsty Elson.

These files will be moved from the Clerk's garage to be stored in the committee room in the village hall.

Action: The Council RESOLVED to hire someone to do this removal job at a cost no greater than £20.

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

n. Consider approving the 'Emergency Payment' for the felling of the Ash Tree at the playing field,

Work was begun by contractors to clear the ivy from the tree and do some branch trimming but as the condition of the tree was shown to be too dangerous that work was halted and the tree was subsequently felled.

Action: The Council RESOLVED to approve the emergency payment.

Proposed by Cllr D Graves, seconded by Cllr D Wilson and approved unanimously.

o. p. and q. Consider quotes for reinstating the electricity supply to the Defibrillator and exterior light at the village hall plus the repair or replacement of the light in the Main Car Park and repairing / moving the pole for the light at the Children's Playground end.

3 firms were asked to quote for this work and 3 came to look at the jobs. Only one quote was received for all the jobs and a second one for the car park light and defib light only. One contractor failed to quote for any job.

One quote gave a figure of £75 for the defibrillator light, one gave £470 cost for the same job.

Action: The Council RESOLVED not to move the post for the light near the children's playground Proposed by Cllr T Batten, seconded by Cllr C Batten and approved with 4 for and 4 against. Being split 4 for and 4 against, the Chairman's casting vote, to not move the post, prevailed.

Action: The Council RESOLVED to accept the quote from Matson and request they do the work, keeping the same post near the playground at a total cost of £1,050 + vat.

Action: The Council RESOLVED to accept the quote from M.K. Electrics to reinstate the Car Park light using the same post – including the Defibrillator connection at the same time. Cost of £1,154 + vat. They would also be requested to quote for installing a double socket at the bus stop electrical box. Proposed by Cllr T Batten, seconded by Cllr D Wilson and approved unanimously.

r. Consider further suggestions for spending the C.I.L money.

Cllr T Batten asked if the money must benefit the community. Cllr M Pears confirmed this is the case. One suggestion was to use the money for the planned project of re-lining the tennis courts. Another was to buy a Public Address system. The idea of having 'entrance gates' at each end of the village was suggested too, similar to those at Ancaster. As this had been explored once before the Clerk was asked to find out when this was. A decision that has been voted on by the Parish Council must stand for 6 months before it can be reconsidered. Further discussions would be held about this.

s. Consider the dates proposed to re-line the tennis courts by Sports Surfacing Solutions.

For information this will be end of May, early June.

t. Consider whether to repair the existing Parish Council office printer or to buy a new printer/scanner/copier.

To repair the current printer with a new drum would cost £100. However, the machine does not have a functioning scanning option. Much of the current administration work demands scanning so a new printer scanner should be a consideration.

Action: The Council RESOLVED to purchase a new printer/scanner/copier at a cost of no more than £350.

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

Planning Applications.

24 None Received

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

- 25
1. I would like to record our gratitude to Dyson Farming who, on request, sent out their electrician to check and repair the electric feed to the Brauncewell Defibrillator (free of charge). They have also agreed to make a presentation to our next Annual Parish meeting in April (by Steve Barker, the manager).
  2. Since December I have attended 5 free Scribe "Zoom" training sessions about dealing with the Financial Year End.
  3. Due to receive £617.58 within the next few days from LCC for Grass Cutting Grant – for some reason this is the second payment this year !
  4. Request received from Cranwell Primary School for a donation towards the cost of the School Choir travelling to London for a major concert on March 15<sup>th</sup>. Request received too late for the agenda of this meeting. Sent them an application form for the March 13<sup>th</sup> meeting.
  5. Request from the Clerk for one week's holiday from 10<sup>th</sup> to 18<sup>th</sup> June 2023 – this coincides with a Council Meeting on June 12<sup>th</sup> which is the last meeting before submission of the AGAR – so this needs to be managed as Clerk really needs to be present for questions.

6. Kirsty's return to work date is April 24<sup>th</sup> 2023 – the Chairman and I need to get together to organise a "Back-to-Work" meeting with her soon after 24<sup>th</sup>.
7. Internal Auditor – visit booked for Friday March 10<sup>th</sup> 2023 at 11 a.m.
8. I will be away from home for next 3 days – back at work on Friday. I will be looking at emails and phone.

- 26 To discuss the Public Consultation (until 7<sup>th</sup> March 2023) on the 'Springwell Solar Farm Development'  
Information - details and links for this are on the Parish Council website.
- 27 Details of upcoming Parish Council Elections  
On 3<sup>rd</sup> May 2023 this Council ends and 4<sup>th</sup> May 2023 is election day.  
The new Council starts on 9<sup>th</sup> May with the Annual Meeting being on 15<sup>th</sup> May.  
The Councillors were handed nomination forms at this meeting and these forms need to be completed, witnessed and submitted between 16<sup>th</sup> March and 4<sup>th</sup> April. The forms need to be handed over in person, by appointment. Cllr M Pears will undertake this on behalf of all candidates if they wish.
- 28 Further update on missing tennis equipment.  
Cllr M Cassidy has looked into the half-garage but the missing equipment is not there. The line marker is currently stored in this place but disappointingly the floor has not been protected from paint. When the portacabins are demolished, the Council will need as much available storage as possible. C.J.F.C. to be requested to get this put right.
- 29 Consider; Roco BBQ have asked to park their food truck on the Social Club Car Park.  
They have not responded to requests for further information. There is no enthusiasm among the councillors for this as the Social Club already provide food.  
To receive an update on progress with the 'Community Pavilion' project and agree any decisions with regard to progress.
- 30 The quote awaited from Phi Bagnall finally been received. Unfortunately, at £250k it is way off budget and will not work. While waiting for this quote other companies were approached for timber building options. One company in particular has presented an interesting proposal costed at £104,000 + vat with a built-in contingency of £15k. This would be a preferred turnkey solution requiring a separate contractor to undertake the foundations. This company is already building training centres, school buildings etc.  
Two Council members have already met with a foundations contractor who will quote for such work and demolitions too.  
Cllr Michael Cassidy asked that a visit to the building company be arranged soon and suggested that a drainage company would likely be required too. A meeting of the Community Pavilion Sub-Committee will be arranged as soon as possible.
- 31 To consider suggestions for guest speakers at the Parish Meeting in April.  
Already booked are speakers from RAF Cranwell and Dyson. Cllr T Batten would like Dyson to talk to the meeting about the development at Manor Farm and would like the Police to be invited.  
Action: The activity and social groups in the village will also be contacted to see if they want to give a 5-minute presentation.
- 32 To receive an update on any developments with the future use of the Old School Building.  
Cllr M Pears suggested it could be used for 'pop-up' events if there were art, craft or activity groups wanting to take it for a day or a week at a time.  
Cllr D Wilson asked whether there is a covenant that prevents its sale. Cllr T Batten said that the archives are to be moved to the village hall so more investigations can be undertaken to establish any conditions. The Chairman pointed out that rates will soon need to be paid too as there is no longer a charity occupying the building.
- 33 To receive a report on the current situation with the 'Speedwatch Group.'  
Cllr D Graves confirmed that the current group of 5 volunteers have received their training and are ready to undertake their first supervised session by the end of the month.

- 34 To receive an update on the SIDs (Speed Indicator Devices)  
The units were received back from the supplier but still did not work properly. Both units have been sent back to the manufacturer again together with the faulty batteries. The Acting Clerk has asked that replacements be provided if these cannot be repaired satisfactorily.
- 35 To update the Keyholder List.  
A full list has now been completed and the Councillors were thanked for their help with this.
- 36 To discuss the Bowls Club lease.  
There is no signed lease on file and the Bowls Club have no record of the lease as presented. Cllr T Batten pointed out that the Parish Council own the mower and cutting equipment which is why the PC pay for their maintenance. Similarly, the grounds are owned by the PC so maintenance of hedges is the Council's responsibility. However, the hedges should be at 3 metres. Clearly some maintenance has been missed as this height has been exceeded. The Bowls Club need to cut the green themselves to ensure the surface is meets their standards for playing.  
In addition, Cllr D Wilson asked that evidence of the insurance that the PC have for the Bowls Club is sent to their Chairman as there is possibly duplication of the insurance cover that the Club takes out.  
Action: The Council RESOLVED to approve the wording of the Bowls Club lease, removing reference to hedges, and to get a signed two year lease in place.  
Proposed by Cllr T Batten, seconded by Cllr D Graves and approved by a vote of 7 for and 1 against.
- 37 To receive a further update on the installation of the new CCTV equipment, suitable warning signs and the adoption of a 'Surveillance Camera Policy'.  
The signs have been put up and are very visible. More need to be added and 2 more cameras are to be installed as soon as Cllr T Batten and Cllr D Graves have the opportunity. When the work is completed, the policy can be properly considered.  
To consider further the idea of a Coronation Garden designed by the school children.  
Cllr Pears confirmed that the school is interested but the timing must coincide with their availability.  
38 They have tests at school around that time and they must come first. Costing cannot be done until we have their winning design. The ground itself needs to be investigated more. Access to the churchyard for watering has been agreed.  
Action: The Council RESOLVED to support the concept of a Coronation Garden designed by the school children subject to further research.  
Proposed by Cllr T Batten, seconded by Cllr C Batten and approved unanimously.  
To further consider an idea of gifting Coronation mugs to the parish school children following research after the last meeting. To consider quotes for a plaque for the Coronation oak tree. Also,  
39 to review the plans of other organisations for the Coronation weekend.  
The Events Committee advised that they are not planning anything for the Saturday, anticipating that the everyone will be watching the TV coverage. On the Sunday they want to hold a 'Big Picnic' on the playing field with a treasure hunt for the children, maybe a Maypole and Morris Dancers. £1,000 has been allocated in the PC budget for the Coronation. Coronation mugs for the school children would cost £2,500.  
Wording for the Coronation Oak Tree was discussed. Also, whether it should be Cortan steel or stainless steel.  
Action: The Council RESOLVED to buy a Cortan Steel plaque (matching the Jubilee Tree Plaque) with the wording 'Planted to commemorate the Coronation of H.R.H. King Charles III on 6<sup>th</sup> May 2023'  
Proposed by Cllr M Collier, seconded by Cllr Michael Cassidy and approved by 7 votes for and one against.  
Action: The Council RESOLVED to agree to the Events Committee's plans for Coronation Sunday.  
Proposed by Cllr Pears, seconded by Cllr C. Batten and agreed unanimously.  
Action: The Council put the purchase of Coronation mugs to a vote.  
Proposed by Cllr T Batten, not seconded and therefore declined.

- 40 To consider appointing Cllr D Graves to the Building and Projects Committee and to the Cranwell Community Pavilion Sub-Committee.  
Action: The Council RESOLVED to approve the appointment of Cllr D Graves to both these committees.  
Proposed by Cllr T Batten, seconded by Cllr M Pears and approved unanimously.
- 41 To Consider the request from Cranwell Junior Football Club for permission to sell cold drinks out of the portacabins on Saturdays and Sundays.  
The food and drink policy was discussed at the last PC meeting.  
Action: The Council RESOLVED to approve CJFC's selling of cold food and cold drinks.  
Proposed by Cllr C Batten, seconded by Cllr M Pears and approved unanimously.
- 42 Receive reports from Councillors on their Areas of Responsibility.  
Cllr C Batten – lights not working have been reported.  
Cllr D Wilson – reported that footpath repairs are underway on Sleaford Road.

Cllr Michael Cassidy -  
BYARDS LEAP

The car which "parked itself" on the dry-stone wall along the B6403 has now been removed.  
Lots of damage to the wall, car was "smashed", condition of occupant(s) unknown.  
The Dull bollard on the A17/B6403 island still not replaced, reported some months ago.  
The Island junction A17/B1429 which has several other reports logged in addition to mine is still not repaired. LCC note "work order placed".  
B1429-LCC street light PN7 not lit, reported.  
RAF street light 61 not lit and 64 still AWOL after some 4+ years.  
The OASC saga remains unresolved in that the two lights do not work and the metal plate is still covering the hole in the layby.

VILLAGE HALL AREA

Multiple CCTV Operates in this area signs put up.  
Electrical contractors have been to have a look at the problem to the Village Hall defib light, car park light and light for the footpath bowls club/tennis court.  
The small gate to the play area seems not to self-close anymore. Possibly a spring problem, needs looking into with suitable kit - will do shortly.  
The required formal reports on Play area and Defibs have been produced.

Cllr Mark Collier-

Written report submitted to the Clerk.

- 43 Meeting dates.  
Confirm the date of the next meeting.  
The next meeting was confirmed as Monday 13<sup>th</sup> March 2023 in Cranwell Village Hall, starting at 7:00 pm.

The Chairman closed the meeting at 9.50pm.

Signature: .....

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

Date: 13<sup>th</sup> March 2023 .....