

## 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 13 June 2022 at 7:00 pm.

Participating: Chairman: Cllr Mr T Batten

Councillors: Cllr Mr M Pears, Cllr Mrs M Cassidy, Cllr Mr M Cassidy, Mrs C Batten, Cllr Mr M Collier.

Also in attendance: District Councillor Jim Clark, Dist Councillor Steve Clegg.

Mrs Kirsty Elson, Clerk to the Parish Council

Members of the public: 1

The member of the public raised queries about the length of the presentations at the Annual Parish meeting and suggested that they were too long and that there should have been a time limit for the speakers. The Chairman stated that the speakers/organisations had been given a 20-minute time limit. The member of the public also suggested that the public questions session should be at the beginning of the meeting as by the time the presentations had finished, he felt that no one wanted to pose questions. The Chairman thanked the member of the public for his suggestion and said that the Parish Council would take it into consideration.

District Councillor Jim Clark: NKDC meetings are now back in person and open for the public who are welcome to attend. The District Councillor also highlighted to the Parish Council that a resident had been quite badly wounded by a dog and suggested that the playing field should be monitored for dogs on the loose.

District Councillor Steve Clegg: NKDC are keen to promote healthy living and have a walking festival from the 18<sup>th</sup> of June to the 3<sup>rd</sup> of July. (Information about the walking festival will be available on the Parish website).

The Chairman declared the ordinary September meeting open at 7:14 pm.

**95. To receive apologies for absence and reasons given i.a.w. Local Government Act 1972, Sch 12, para 40.**  
1 Absence – Cllr Alice Holden. No apologies received.

**96. To receive declarations of interest and to consider applications in relation to Disclosable Pecuniary Interests.**  
Cllrs Mike Pears, Michael Cassidy, Maureen Cassidy and Trevor Batten declared an interest in item 98.b as Cllrs Mike Pears, Michael Cassidy and Trevor Batten are all claiming expenses. Cllr Maureen Cassidy declared an interest as Cllr Michael Cassidy's spouse.

**97. Notes of the ordinary meeting held on Monday 9<sup>th</sup> May 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 9<sup>th</sup> May 2022, of Cranwell, Brauncewell and Byard's Leap Parish Council, as Minutes.  
Proposed by Cllr Mike Pears, seconded by Cllr Mark Collier and approved unanimously.

**98. Financial Matters**

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

NKDC DC 514882	DD	£	40.00
Fee for maintaining CSPA	DR	£	5.00
Amazon - Click Counter - Min Ref: 58.h 22nd April 2022	Online	£	10.98
Laser Tech UK - Velocity Radar - Min Ref: 58.h 22nd April 2022	EB-0791	£	318.00
Scribe - Min Ref: 85.d 9th May 2022	EB-0792	£	582.00
SSE - Sports Pavilion Cranwell Playing Filed	DD	£	169.27
SSE - Old School Lane Village Quadrant	DD	£	1187.58
Kirsty Elson Clerks Salary (Month 2)	EB-0793	£	739.76
Kirsty Elson Clerks Expenses (Month 2)	EB-0793	£	63.13
Viking (Stationary)	EB-0794	£	585.12
NKDC-INV-BC444473 Min Ref: 58.b. 22nd April 2022!	EB-0795	£	10.00

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RBL Jubilee A4 Plaque	Online	£	10.00
Jubilee Face Painting - Mrs L Wheeler	EB-0796	£	95.00
		£	4,860.32

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

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

<del>SSE New supply for Xmas Lights</del>		£	<del>2,216.26</del>
John Scotney Turf Management (Inv x 2)	EB-0797	£	193.50
Village Hall Management Committee (Inv 1114)	EB-0798	£	66.00
Streetwise Environmental Trading Ltd (May cuts)	EB-0799	£	479.88
Protect Signs	EB-0800	£	113.76
LALC Internal Audit Service	EB-0801	£	228.00
EPC for property SBEM Calculation Pavilion	EB-0802	£	240.00
Marque Hire	EB-0803	£	250.00
Mini-Golf Hire	EB-0804	£	200.00
Cllr Trevor Batten Expenses	EB-0805	£	50.57
Cllr Mike Pears Expenses	EB-0806	£	18.53
Cllr Michael Cassidy Expenses	Chq 1905	£	31.38
Adobe AcroPRO	DD	£	15.17
IONOS - Email archiving	DD	£	3.00
IONOS - Mail Basic 25	DD	£	4.20
MailChimp	DD	£	16.90
Anglian Water (Acct *****7216 - Playing Field)	DD	£	8.00
Anglian Water (Acct *****5216 - Old School)	DD	£	27.00
		£	1,945.89

**Action:** The Council **RESOLVED** to approve the payments of invoices except for the SSE supply for xmas lights, as this invoice is far too high for the usage and is currently being looked into by SSE. Proposed by Cllr Carol Batten, seconded by Cllr Mark Collier and approved by a vote of 3 for, 0 against and 4 abstentions.

**c. Approve the bank reconciliation from the previous months (April, March).**

**Action:** The Parish Council **RESOLVED** to approve the bank reconciliation from the previous months. Proposed by Cllr Mike Pears, seconded by Cllr Maureen Cassidy and approved unanimously.

**d. Consider putting a £500 limit on the Clerks/RFO's parish council debit card to improve internal controls and mitigate any risks of an unlimited access. (Financial regulations 6.18)**

**Action:** The Council **RESOLVED** to place a £500 limit on the clerk/RFO's' Parish Council debit card. Proposed by Cllr Mark Collier, seconded by Cllr Maureen Cassidy, approved unanimously and therefore **RESOLVED**.

- e. **To consider replacing the netball metal mesh nets, if agreed consider the following quotes: YAEHAI £15.90; TRIXES £12.99.**

**Action:** The Council **RESOLVED** to replace the netball metal mesh nets. Cllr Michael Cassidy proposed that the Parish Council purchase the YAEHAI nets for £15.90, this was seconded by Maureen Cassidy, approved unanimously and therefore **RESOLVED**.

- f. **To consider increasing the village Green Lighting budget line from £700 to £1,200.**

**Action:** This had been resolved in the May ordinary meeting of the Parish Council.

- g. **To consider the two quotes to install a village green floodlight. (Funds to be taken from Village Green Lighting budget).**

**Action:** Cllr Michael Cassidy suggested that the Matsons quote is the most reasonable at £1,230, Cllr Mike Pears queried if it included digging the hole for the column? It was proposed by Cllr Trevor Batten to go forward with the quote from Matsons as long as it includes digging the hole. This was seconded by Cllr Mark Collier, approved unanimously and therefore **RESOLVED**.

It was also proposed By Cllr Trevor Batten to move £30 from the jubilee budget line to the village green lighting budget line to cover the cost. This was seconded by Cllr Mike Pears, approved unanimously and therefore **RESOLVED**.

- h. **To consider the new budget headings and budget lines.**

The Clerk had circulated the new budget headings and budget lines to all Councillors. All Councillors agreed to the new structure.

- i. **To consider the Parish Council accounts for the financial year end 2021/22.**

The Clerk had circulated the year-end report for the Parish Council accounts for the financial year end 2021/22 to all councillors.

**Action:** It was proposed by Cllr Maureen Cassidy to accept and sign the year-end report, this was seconded by Cllr Mark Collier, approved unanimously and therefore **RESOLVED**.

**99. To review the inventory of land and assets including buildings and office equipment. (Asset Register).**

The Parish Council made the following amendments to the Asset Register:

Portacabins Value - £0

Removal of picnic bench located on the playing field with a value of £500

Removal of noticeboard located on Stonecross Way with a value of £400

Removal of noticeboard located at Brauncewell Forge at a value of £90

New replaced noticeboards located at the Church and Village Hall with a value of £600

Change of description Playing field posts and gate now Bowling Green posts and gate.

Change of value of the village Hall Car Park to £27,000

Addition of Charnwood Pedestrian metal gate located at the North Side of the playing field with a value of £347.94

Addition of Village Cross located opposite the Post Office with a value of £10,000

Addition of three defibrillator boxes located at the Cranwell Village Hall, Brauncewell and Byard's Leap, with a value of £3,000.

Addition of village green meter with a value of £1,000.

Addition of Dog Bins x 6 located around the Parish with a value of £3,000

Addition of Play equipment Ball Shoot £1,000

Once the above amendments have been made the asset register will be up to date to the 31<sup>st</sup> March 2022. Further amendments will have to be made when the new playpark and CCTV system are in place.

**Action:** The Parish Council **RESOLVED** to agree to the amendments/updates to the asset register, this was proposed by Cllr Mark Collier, seconded by Cllr Maureen Cassidy and approved unanimously.

**100. To consider the internal auditor's report for the financial year 2021/22.**

**Action:** Cllr Trevor Batten proposed that the Parish Council accept the recommendations made by the internal auditor and that the Parish Council will action the legally required items as soon as possible and will work through the other recommendations throughout the year when they have time. This was seconded by Cllr Michael Cassidy, approved unanimously and therefore **RESOLVED**.

**101. To consider the approval of the 2021/22 Annual Return – Section 1, Annual Governance Statement.**

The Parish Council went through section 1 of the Annual Governance Statement they agreed yes for items 1,2,3,5,6,7 and 8. However agreed to stating No for item 4, as during the financial year 2021/22 they did not give all persons interested the opportunity to inspect and ask questions about this authority's accounts. The Parish Council had not set their notice of public rights dates or published the notice of public rights and publication of unaudited Annual Governance and Accountability form. This was because the Parish Council were not aware they had to do so, as it had not been advised in previous years.

**102. To consider the approval of the 2021/22 – Section 2, Accounting Statements.**

**Action:** The Parish Council **RESOLVED** to move this item to an extraordinary June meeting of the Parish Council as the asset register had to be updated as stated in item 99.

**103. To consider setting the AGAR public rights date from the 20<sup>th</sup> June to the 29<sup>th</sup> July 2022.**

**Action:** It was proposed by Cllr Trevor Batten that due to Section 2 of the AGAR now being signed off on a different date the notice of public rights dates will be set from the **1<sup>st</sup> of July 2022 to the 11<sup>th</sup> August 2022**. This was seconded by Cllr Mark Collier, approved unanimously and therefore **RESOLVED**.

**104. Receive a report from the clerk on matters pertaining to the Parish Council.**

SSE – The village green Xmas lights meter account has been held and SSE will be contacting the Parish Council to arrange to come and read the meter. SSE will then re-issue an invoice with the correct amount for this meter.

Streetwise – Clerk has emailed and phoned the company several times requesting a schedule of cuts, but to this date has still not received it. The Chair suggested that someone from the Parish Council would have to go to the company offices to request this information in person.

**105. To review and re-adopt the Financial Regulations.**

**Action:** The clerk had updated the financial regulations as advised by NALC/LALC/internal auditor. It was proposed by Cllr Trevor Batten, seconded by Cllr Mark Collier, approved unanimously and therefore **RESOLVED** to accept the updated financial regulations.

**106. To consider adopting the new Expenses Policy.**

**Action:** The Council **RESOLVED** to adopt the new Expenses Policy.

Proposed by Cllr Mark Collier, seconded by Cllr Carole Batten and approved unanimously

**107. Planning Applications.**

- a. **22/0534/VACON** – Application to varying condition 4 (approved plans), revised design to the proposed plans and elevations to include windows within principle elevation - attached to planning permission 21/0817/FUL – Removal of portable buildings and erection of a community pavilion. (Parish Council's Application therefore cannot comment, listed here for public information.)

- b. **Leasingham and Roxholm neighbourhood Plan.** Publicity period – Monday 30<sup>th</sup> May to Monday 18<sup>th</sup> July 2022, all comments must be received by **17:00 on Monday 18<sup>th</sup> July 2022**.  
**No comments made by the Parish Council.**

- c. **22/0608/HOUS:** Single Storey front extension. 41 Edmunds Road, Cranwell, Sleaford. Comments by 25<sup>th</sup> May. Application not yet determined. **No comments made by the Parish Council.**

**Planning applications determined:**

- a. **20/0903/HOUS** – Application to discharge condition 4 (tree/hedgerow protection) condition 8 (landscaping) and condition 3 (archaeological monitoring). Re planning permission – Tennis court with fence enclosure. Dunsby House, Lincoln Road, Dunsby, St Andrews, Sleaford. **Application approved.**
- b. **18/1517/FUL** – Redevelopment of former farmyard with the erection of 17 dwellings, the conversion of 2 barns to create 4 dwellings (21 dwellings in total), erection of 2 retail/business units and the formation of a public open space area. Manor Farm, College Road, Cranwell. **Application approved.**

**Street naming** – Land at Willow Lane, Cranwell. New Road name: The Hawthorns – **Approved.**

**108. To continue setting up the Building and Project committee:**

- a. **Determine the number and times of the ordinary meetings of the committee up until the next annual meeting of full council. (May 2023)**

It is stated in the committee terms and conditions that the committee will meet up to 4 times per year.

- b. **Appoint the Chairman/permit the committee to appoint its own Chairman (only for non standing committees)**

The Building and Project committee is not a standing committee; therefore this will be decided in the first meeting of the committee.

- c. **Determine the place, notice requirements and quorum of the Committee which shall be no less than three.**

Not a standing committee, therefore this is determined in the committee's terms and conditions.

**109. To consider placing a Parish Council letter box on the Village Hall for all Parish Council Correspondence. If agreed, consider the following quotes:**

**Action:** The Parish Council **RESOLVED** to place a Parish Council letter box on the Village Hall for all Parish Council correspondence. Proposed by Cllr Trevor Batten, seconded by Cllr Mark Collier and unanimously approved.

- 1. **Burgh-Wachter MB01BK Classic wall mounted galvanised steel lockable weatherproof post box: £29.98**
- 2. **Trintion mounted Steel letter box, weatherproof. £18.59 (Slightly Smaller)**
- 3. **Mail Catcher Large letterbox Black, weatherproof and waterproof. £62.70**

**Action:** It was proposed by Cllr Trevor Batten to purchase letter box 1.(as stated above), seconded by Cllr Mike Pears, approved unanimously and therefore **RESOLVED.**

**110. To consider writing to the owners of the noticeboard on the Bristow estate, to ask for permission to remove the Parish Council plaque, as this noticeboard is not owned or maintained by the Parish Council.**

**Action:** It was proposed by Cllr Michael Cassidy to write to Kier homes about the noticeboard on the estate, stating that it is not owned by the Parish Council and the Parish Council will remove the PC sign by a specified date if no action has been taken by Kier to do so themselves. Seconded by Cllr Mike Pears, approved unanimously and therefore **RESOLVED.**

**111. Receive reports from councillors on their areas of responsibility.**

**Clr Carole Batten:** Had nothing to report from her area of responsibility.

Clr Michael Cassidy thanked the Jubilee Working Group for all their efforts in arranging the Jubilee events in the village.

**Clr Mark Collier:** Clr Collier reported that the Jubilee events were a great success and people were really mixing well. A resident suggested to him that it would be nice if the parish councillors had a question time/surgery and if one or two could attend the village coffee morning so parishioners can pose queries to the Councillors.

**Clr Michael Cassidy:**

Byard's leap.

The various a17/b6403 road/island lighting problems previously reported would appear to be "under investigation " or subject to the proposed July works.

The work to install the new main water grid nears completion, and much of the earth works have finished , the fields being returned to level surfaces.

Some overhanging branches which obscure the exit view from the A17(t) declassified onto the B6403 have been reported.

B1429

Due to the light evenings not possible to check all lights are working.

Have reported again the missing RAF light no 64 , knocked down circa 4/5years ago.

As previously some minor degradation on the footpaths near lighter than air road, not actionable. Cranwell.

Awaiting further info from RAF re the OASC layby and lights, RAF are contacting LCC re ownership of the highway.

Grass cutting etc already well noted by all.

Willow lane potholes getting worse. Probably reportable soon.

The Caloo sign by the exercise equipment is beginning to have some slight rust on the top frame, also very dirty (mud etc) on the rear. Needs a good scrub !

At some point needs repainting to avoid further rusting, and at the same time the ball shoot needs repainting, looking tired. Not certain as to which ral colour this green is. (Will contact Caloo)

The play area side fence to the single gate needs to be reinstalled to the vertical - contacted two local tradespeople - no takers.

The netball " baskets " are missing, see agenda item about replacement.

The jubilee tree is looking good, a decision re "style " will be required before long.

No plaque evident, await Kirsty having any info re our order/return.

Garden of remembrance.

Hard standing was power cleaned and treated with Wet & Forget by Cllr Pears and Cllr Cassidy a couple or so years ago.

Now looks as if a refresher of wet & forget would be good maintenance to prevent additional work at a later date.

Propose to remove the "covid restrictions " notices from the various tennis court/play areas when we take the nets down in the coming few days. Unless Cllrs have a different view.

**Clr Mike Pears:**

(a)SIDS. There has been a COVID problem with the repair staff which means that there is no guarantee of how long it will take for the equipment to be returned. I am not prepared to be without both units for an unspecified time and I made the decision to wait for a time when they could do the repairs as we had planned i.e. there and back within a week. One of the display units is still working on the same battery charge after over 13 weeks.

(b)SPEEDWATCH. I only received the last delivery of equipment (the signs) last week. We now have everything that we need but I have had no reply from the Ruskington Councillor (Clr Cox) who is the "Training Co-ordinator". An email was sent 3 weeks ago and as reminder has been sent to try to arrange training.

(c)SPEED REDUCTION. I would like to pursue the idea of having some sort of low, wide speed hump situated in several places in the village. I can't see any legitimate reason for refusal on this even though we have been told in the past that we cannot have them due to the HGVs using our roads.

These could make a huge difference to the speeding problem. I think that we need to be seen to be trying again.

**112. Confirm the date of the next meeting.**

The Clerk confirmed that the date of the next Ordinary meeting of the Parish Council will be held on Monday 11<sup>th</sup> July 2022.

**113. To resolve to go into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, to discuss the following matters;**

**1. Staff Cover**

**Action:** The Parish Council **RESOLVED** to go into closed session, proposed by Cllr Trevor Batten, seconded by Cllr Mike Pears and approved unanimously.

The Chairman closed the meeting at 9:21pm.

Signature: .....

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

Date: 11<sup>th</sup> July 2022 .....