

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 13th November 2023.

Participating Chair: Cllr Mr T R Batten

Councillors: Vice Chair - Cllr D Graves, and Cllr Mrs M Cassidy, Cllr M A Cassidy, Cllr M Pears, Cllr D Wilson and Cllr Mrs J Wilson.

Also in attendance: C/Cllr R Wright, D/Cllr A Hagues (later on), and D/Cllr J Clark
Darren Arch from Ascent Flight Training at RAFC Cranwell.
Ms Lesley Frances - Clerk to the Parish Council, Ms B.Pears –
Assistant Parish Clerk

Four members of the public were in attendance.

Public speaking:

No members of the public wished to speak.

Concerning the flooding, County Cllr Wright advised that a S19 Flood Report will be done on each flooded property. Some places are still under water. Drains at flash points are being cleared. Fix My Street is always the best starting point for these issues. Everything is being looked at thoroughly to find out where the problems are. LCC is the main flood agency, Environment Agency deals with watercourses, and the Drainage Board is also involved. If there is a ditch in a person's garden it is likely they have riparian ownership and therefore responsibility to keep the ditch clear.

Dist Cllr Clarke had visited the properties that were flooded in College Road and the Fire Officer had also attended. Ground floors were affected and parishioners lost furniture and in one case, a car. There is an allowance of between £500 and £1000 available from NKDC for flood victims – call 01522 782082. There is to be a Scrutiny Committee meeting on 22nd November. The Cranwell shop and Post Office will unfortunately close in February 2024. The Government is seriously looking at environmental issues. The Sleaford Market Place project cannot be changed as the Government has already agreed the scheme and if a change was made, the funds would be lost.

Cllr Graves is to provide Cty Cllr Wright with the Speedwatch report.

The Chair declared the ordinary meeting open at 7:20 pm.

1. To receive apologies for absence and reasons given i.a.w. Local Government Act 1972, Sch 12, para 40.
Cllrs Collier and C Batten were unable to attend, and their reasons were made known to the Council. The Council resolved to approve reasons for their absence. Proposed by Cllr Pears and seconded by Cllr Mr M Cassidy and approved unanimously. Ian Whitehead had also offered his apologies for absence.
2. 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 Mr M Cassidy and Cllr Mrs M Cassidy, and Cllr Pears declared an interest in minute ref: 4b as they are a payment recipient. Cllr Pears also declared an interest in item 4k.

3. Notes of the ordinary meeting of Cranwell, Brauncewell and Byard's Leap Parish Council held on Monday 9 October 2023 to be approved as Minutes.

The Council RESOLVED to approve the notes of the ordinary meeting held on Monday 9 October 2023 of Cranwell, Brauncewell and Byard's Leap Parish Council, as Minutes. Cllr Pears advised that he is now voting again. Proposed by Cllr D Wilson, seconded by Cllr Graves and approved by a vote of 5 for and 2 abstentions.

4. Financial Matters

a. Approve the payments made since the last meeting.

The Council RESOLVED to approve the payments made since the last meeting. Proposed by Cllr M Pears, seconded by Cllr Mr M Cassidy and approved unanimously. Appendix A

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

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

Proposed by Cllr D Wilson, seconded by Cllr D Graves and approved vote of 5 for, and 2 abstentions.

c. Approve the bank reconciliation as at 8.11.23

The Council RESOLVED to approve the bank reconciliation as at 8.11.23 of £97,720.06. Proposed by Cllr Mr M Cassidy and seconded by Cllr Graves and approved unanimously.

d. Review the latest Summary of Reserves Balances

The Council RESOLVED to approve the reserves balances. Proposed by Cllr Pears and seconded by Cllr Graves and approved unanimously.

e. Further consider the quotation for the repair of the wet pour surface

Soft Surfaces have advised that they will only guarantee the installation for one year.

Proposed by Cllr Mr M Cassidy and seconded by Cllr D Wilson that we go ahead with the work – RESOLVED unanimously.

f. To consider way forward with the edge of the pathway alongside the tennis court

The options were to either paint yellow lines to indicate there is a hazard or to put in gravelboards and gravel – gravel is likely to get kicked everywhere and will cost about £1000. There is a “potential” risk. The hedge alongside the area is due to be removed. It was proposed by Cllr D Wilson and seconded by Cllr Mr M Cassidy that we go with the yellow line option and it was RESOLVED unanimously to agree this course of action.

g. To consider refurbishment/replacement of the noticeboard at Cranwell Convenience Store.

The Perspex is very yellow and it is difficult to read any notices that we put in there. We have had a quote for £60 to supply and replace the Perspex. Proposed by Cllr Mr M Cassidy and seconded by Cllr D Wilson that we go ahead and this was RESOLVED unanimously.

h. To consider replacement of the loft hatch in the Old School House

We had had a quote of £140 to supply and fit a new loft hatch which was considered to be expensive given that a new hatch could be acquired at around £50 and likely labour would be one hour at £30. Proposed by Cllr Batten that we agree a replacement at a cost of no more than £80 fitted – this was seconded by Cllr Pears and RESOLVED unanimously.

i. To consider a quote for £345 + VAT to reseal the windows at The Old School House

The silicon seal has retracted and mould was getting into the inside of the frames. The old seal needs to be cut out and windows re-sealed. It was considered that £345 was an excessive cost. Defer for further quotes.

j. Note increase in Scribe package cost to £345.60 exc VAT from April 2024.

Duly noted.

k. NALC pay agreement now finalised for period from 1.4.23.

The scale has increased by £1 per hour. Cllr Pears had calculated back pay for Brenda Pears at £450 and for Lesley Frances at £45. Proposed by Cllr Graves and seconded by Cllr D Wilson that this be agreed – RESOLVED by 6 votes for and 1 abstention.

l. To consider changing electricity suppliers for The Old School House and the Pavilion

Cllr Pears advised that the new supplier EDF energy was proving a great saving for the Village Green – the bill for 2 weeks was just over £4. Cllr Pears proposed and Cllr Maureen Cassidy seconded that we move the supplies for The Old School House and Pavilion as well, RESOLVED unanimously.

m. To discuss the results of the recent electrical inspections.

The Bowls Club passed with advisories. However the Portacabin failed and was declared dangerous and should not be used. Suitable notices have been put up in the portacabin and the CJFC are no longer using it. All our supplies are fed direct into the National Grid box which is illegal. The lights and CCTV are all linked into the same box. We need to build our own box. An employee of National Grid is coming to look at this on Wednesday 15th November. Quotes required for new box and proper installation of our electricity supplies.

5.Planning Applications.

23/1194/LDPRO – erection of single storey rear extension at 8 The Hawthorns – no comment.

12/1094/DISCON – approval of application to discharge conditions at Grange Farm, Long Lane – no comment.

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

a. An email from the Village Hall Committee has asked about a new ceiling for the village hall. The asbestos report had confirmed that the ceiling is made of fibreboard and there are no suspect materials. It was advised that the water stains were from historical water leaks and there is currently no problem with the roof. The fabric of the building is the responsibility of the PC and the decoration is the responsibility of the VHC. A meeting should be set up with the VHC to discuss this matter and agree a way forward. The same email requested agreement to purchase an outside PA system. The system that the PC has just purchased does work outside and various committees may have access to it.

b. NKDC cannot find any record of the existing use of The Old School House and in the absence of that has said we need to put in a full planning application to ascertain the use. We have evidence of correspondence with NKDC Building Regulations Department some years ago and we have been paying business rates and therefore cannot see how they can have no record of the building. Clerk has asked Cllr Hagues if he can find out any information. NKDC has asked for more information subsequent to our planning application. Thanks to Dan Killick for providing a detailed floor plan as required by NKDC. If Cllr Hagues cannot get anywhere on our behalf then Clerk to write to the Leader of NKDC.

c. An email from the Cranwell Junior Football Club requesting that they be allowed to remove and dispose of deteriorating and potentially dangerous goalposts. Proposed by Chair and seconded by Cllr Graves that this be agreed – RESOLVED unanimously. Mention was made that we may need to consider replacement at some time in the future as village children use them sometimes.

In the same email the CJFC advised that they have been offered a sit on lawn mower and asked if they could cut the playing field grass. Our contractor does this and is on a 3 year contract but if they wish to do additional cuts, that is fine; however, this is subject to the CJFC having the correct liability insurance. Proposed by Chair and seconded by Cllr Graves – RESOLVED unanimously. A question was raised as to where the mower will be kept.

7. To further discuss installation of gates at each end of the village

Cllr Graves circulated two quotes one from Watts Plastics for plastic gates and the other from Glasdon for wooden gates. Highways have already approved positioning so long as they are 60 cm from the edge of the highway. Four gates in total would be required and this would cost £145 x 4 (£580). Proposed by Cllr Graves that we purchase 4 of the plastic posts with 3 rails, seconded by Cllr D Wilson – RESOLVED by 5 votes for and 2 against.

8. To discuss flooding on College Road

District and County Councillors had given an update. The properties on College Road had been flooded from the fields to the rear and Dyson are aware and looking into ways to mitigate future flooding, although this is difficult given that the properties are effectively in the bottom of a bowl. The drain which goes under the main road and into the dyke is currently blocked. However, this dyke goes along Thorold avenue where it comes to a dead end at the far end behind some garages. The question is, can this blocked drain be connected to the road drains at the College Road end before it goes under the road. Cllr R Wright will investigate. Dyson did also help the Wilson Road residents affected by flooding.

9. To consider implementation of an Emergency Plan

The Emergency Plan template document received is many pages long. It was said that the RAF helps the community and it was therefore questioned whether we need a separate Plan. We don't have the facilities and resources. Clerk to contact Ian Whitehead to liaise with the RAF and point to their Response Plan. If agreed then we can put something on our website and perhaps on our noticeboards.

Chair CLOSED the meeting at 8.23 to allow Dist Cllr A Hagues to speak. He advised that flooded properties are put on a register then Anglian Water, the Environment Agency and Lincolnshire County Council see what can be done to mitigate the situation.

Chair REOPENED the meeting at 8.26.

10/11. Progress update on The Old School House

Cllr Pears had prepared a report:

You've all seen the report on the Working Group meeting. We now need approval for ordering the 24 chairs and 5 tables for the facility – one table is arriving tomorrow as a "test" before we commit to the rest.

We are currently assessing how and what to charge for use – we are currently thinking about the same hourly fee (or slightly less) than the V.Hall but we need to ascertain the actual heating costs per hour for the building over a full year before we can decide. We decided that it is not our intention to make a profit on the building but will be trying to just cover "costs". As soon as we can we will start to circulate details of the new facility to our local public.

We have an ongoing Planning Issue – when we contacted NKDC Planning for "change of use" we were informed that they had no knowledge of it as a "non-domestic" property. We were amazed at this as in April we were asked to pay Business Rates (reduced to nil on appeal due to it being vacant). The Clerk then contacted other NKDC departments and was told that the building was registered as "A Clubroom". We are currently being asked to submit a full planning application at a cost of nearly

£300 but we are challenging this as it seems obvious to us that at the very worst it is a minor change of use.

We have received terrific help and support from the R.A.F. Fires Service. After being told that the Lincs Fire Service would take several weeks to come to assess the building the Clerk asked the R.A.F. if they could help us. They visited twice to conduct an assessment and their Chief Fire Officer visited the second time. They confirmed that the building was generally compliant but wanted an extra fire extinguisher (which they have now given us free of charge), some fire notices (given free of charge), a smoke detector for the Main Room (now obtained). They confirmed that the maximum capacity should be 60 people standing and 32 sitting. We are working on the basis of 24 people sitting.

To update you – the Glass Office suffered a H&S problem on Wednesday when some beading fell off and a pane of glass panel was dislodged. The supplier was terrific in their response – they sent someone out from Birmingham the very next morning to put everything right. It is now back to how it should be.

We have had serious problems with the building work in that they didn't provide what we had ordered – e.g. disabled toilets not up to correct specification etc. We therefore refused to pay the next bill. After some initial disagreement we have now reached agreement on what needs to be put right. The plan is for it be done this Friday (17th). Can we please approve the next bill (£2,385 + vat (2862)) to be paid AFTER we have signed off the work – and for the Working Party to sign it off ? It is already budgeted for.

There will then be a final bill to pay for the Exterior Fire Door that is under order – it may be here in time for it to be installed on this Friday. That bill will be £750 already budgeted for.

We have been advised that we still need to do a legionella test (last done in Aug 2022) so that will be done at a cost of £60.

Other likely costs are:

- Painting & Decorating of the rest of the building after completion of the building work – this should come within the existing £14,500 budget we've been given.
- Deep cleaning of the whole building after building work – a quote is being obtained this week. Should be "in current budget".
- Flooring – we will need new flooring in the Disabled Toilet as currently it could now be considered as a H&S issue. Extra cost over the budget.
- Minor additions to the toilets – e.g. mirrors, tiling – at extra cost.
- Work to safeguard the existing carpet in the Meeting Room, hatch cover, skirting repair (damp), posting cage, etc.

We therefore need Council approval to spend up to a further £1,500 to finish off the project (hopefully less if possible).

Proposed by Cllr Pears and Seconded by Cllr Mr M Cassidy that we buy a total of 5 tables plus 24 chairs and that the second payment to the builders is made when snagging is completed and agreed. RESOLVED by 6 votes and 1 abstention.

12. Removal of existing letterbox

Cllr Pears suggested that the letterbox that the PC has on the wall of the village hall be removed (mail is getting wet inside it) and future post is put through the letterbox on the door to The Old School House. A cage with padlock would be required to receive any mail and he proposed a cage and padlock be purchased at a cost of up to £25; seconded by Cllr Mr M Cassidy – RESOLVED unanimously. Cllr Pears will remove the existing letterbox. The Clerk will do the required change of address administration.

13. To consider a report from the Pavilion Working Party

This report was given to councillors at the meeting. There is a 3 phase plan. Phase one is to buy 2 modular buildings (one for FC storage and the other for the Bowls Club use) 6m x 3m to be placed to the south of the existing portacabin. There will be a toilet in each and they will be wired and piped and erected with a ground screws base (not concrete). Cost £12800.

Phase 2 would be the removal of the existing portacabin at a cost of approximately £10,000 and phase 3 would be the erection of a new pavilion.

Phase 1 was discussed. There were three quotes, as mentioned, one for £12800 one for £20,000 and one for £17,000. The buildings come pre-wired with lights, and with toilets. There is a door and 2 windows in each. Proposed by Cllr D Wilson and seconded by Cllr Graves that we go ahead with the £12800 quote and purchase this using pavilion funds already held– RESOLVED unanimously.

14. To discuss bowling green maintenance

Quotes had been acquired for a one off annual maintenance at £4,565 and for the total re-laying of a new bowling green at £10,927; this includes everything in the annual maintenance quote. It was suggested that we use the £6000 we have in reserves for the Bowls Club and budget a further £5000. The Chair proposed that we go ahead on this basis with the work to be done in September 2024 – seconded by Cllr Graves and RESOLVED unanimously.

15. To discuss rotting wooden posts adjacent to footpath at playing field

These posts are rotting at the top and have been in situ since 2004. Clerk to get a quote for installation and supply of composite bollards including removal and disposal of existing bollards.

16. To discuss levelling of tarmac on footpath between car park and playground

This footpath has sunk again over an area about 6' x 3'. Clerk to get quotes for repair.

17. To receive a report from the Speedwatch Group

Cllr Graves reported that all people operating the Speedwatch are volunteers – there are 5 in all. The Police guidance says they are not allowed to operate in the dark, in the rain, fog or snow. There has to be 3 people at each session and they have carried out 19 sessions since February. Two sessions planned for August had been rained off. The group are seeking additional volunteers and there is a new location near the school in the RAF area of College Road. The RAF has been very supportive. The Group will continue working through the winter.

18. To receive a report regarding the SIDs

Both SIDs are functioning. SIDs for Brauncewell and Byards Leap are considered unnecessary. An advisory speed limit of 20 mph is suggested by the RAF for the area near the nursery school. Cllr Graves is chasing the poles required for the SID at the western end of the village and has a meeting with the LRSP on 21st November. SIDs have resulted a significant reduction in speeding through the village,

19. To discuss tree planting in the village by Darren Arch of RAFC Cranwell.

It was agreed that the first step will be to plant two oak trees on the village green, in line with the existing. Cllr Mr M Cassidy to confer with Darren Arch.

20. Update on 2 streetlights and damaged drain cover at OASC

Ian Whitehead has confirmed that these items are all the responsibility of the RAF but that any works may be a long time coming.

21. To discuss creation of a Coronation Garden

Proposed by Chair and seconded by Cllr Pears and RESOLVED unanimously to cancel this project and take the item off the Agenda.

22. To adopt Surveillance Camera Policy already presented

Proposed by Chair and seconded by Cllr Pears that the CCTV policy document as presented previously to Councillors be approved and the Data Protection Manager be Cllr T Batten, the Relief Data Protection Manager be Cllr D Wilson and the Co-Ordinator be the Clerk – RESOLVED unanimously.

23. Christmas festivities/plans

In early 2023 the PC asked the Events Committee to communicate with them in regard to any upcoming events so that they could help if required – they did this for the Summer Fayre but have not done so for Christmas. The PC is disappointed that they are not using the Green for the Christmas celebrations as there have been Carols on the Green since 2002. It was agreed that Cllr Pears will prepare a statement to be issued stating the PC's disappointment at the decision made by the Events Committee and that it is out of the PC's hands. This statement will be circulated and approved by all Councillors before it is put on Facebook. Agreed that the Cllrs Cassidy will have the lights on by 1st December set for 4.30 – 11 pm and that the children can decorate the tree after 28th November. The decoration event to be conducted by the Events Committee.

24. Councillors reports

Cllr D Wilson reported that the lights outside his house have been repaired but are not working. The contractors were there all day and said that there is a power supply and all the fuses are okay, but the lights still do not work. Clerk had circulated a map showing ownership of the lights in the Village by either NKDC or LCC.

25. Date of next meeting: 11th December at 7 pm.

The Chair closed the meeting at 9.28 pm.

Signature

:

Printed

Name:

Cllr Mr T Batten

Date:

APPENDIX - A

PAYMENTS MADE SINCE LAST MEETING						
174	08.11.2023	Anglian Water Old School Ac	Anglian Water / Wave	DD		£35.00
168	03.11.2023	Office Equipment & Supplies	A.J. Products Ltd	Deb		£222.00
166	01.11.2023	Anglian Water Playing Field	Anglian Water / Wave	DD		£74.00
164	01.11.2023	Keys cut	Range	Deb		£7.00
160	29.10.2023	Batteries	Amazon Services Europe s.a.r.	Deb		£12.20
158	27.10.2023	Block Plan purchase	Terraquest	Deb		£13.20
156	31.10.2023	Clerk's Salary	Brenda Pears	EB-0971		£801.65
155	30.10.2023	Clerk's Salary	Lesley Frances	EB-0969		£579.20
153	27.10.2023	Catering boiler	Amazon Services Europe s.a.r.	Deb		£65.99
152	27.10.2023	Karbon Folding Table	Office Furniture Online	Deb		£240.00
149	25.10.2023	Adobe AcroPro	Adobe	Deb		£19.97
147	24.10.2023	Building Work at Old School	Ace Home Improvements	EB-0968		£3,612.00
145	23.10.2023	Ladder wall storage brackets	Amazon Services Europe s.a.r.	Deb		£31.01
143	18.10.2023	Old School Internet	B T	DD		£34.46
140	16.10.2023	Aluminium ladder	B and Q	DEB		£172.00
139	16.10.2023	White silicon sealant	Amazon Services Europe s.a.r.	DEB		£6.95
138	16.10.2023	Public address system	Amazon Services Europe s.a.r.	DEB		£580.99
137	14.10.2023	Electrical Items for Old School	Boyes	DEB		£19.95
135	16.10.2023	Email database	The Rocket Science Group, LLC	Deb		£19.82
134	11.10.2023	Mini-fridge	Amazon Services Europe s.a.r.	Deb		£93.49
					TOTAL	6640.88
SIGNED Date:						

APPENDIX - B

Payments Awaiting Authorisation					
170	07.11.2023	Deb	Switch Guards	Amazon Services Europe s.a.r.l	£5.50
169	06.11.2023	EB-0978	Electric Bill for Village Green	EDF Energy	£4.73
167	02.11.2023	EB-0977	Grounds Maintenance	Steve Riley (Steve Riley)	£360.00
165	01.11.2023	EB-0976	Councillors Expenses	Mike Pears	£28.74
163	01.11.2023	EB-0975	Training	Lincolnshire Association of Local Councils	£30.00
162	31.10.2023	EB-0974	Grounds Maintenance	Tudor Grounds Maintenance	£561.98
159	30.10.2023	EB-0973	Councillors Expenses	Michael Cassidy	£28.35
157	31.10.2023	EB-0972	Expenses	Brenda Pears	£35.00
154	31.10.2023	EB-0969	Clerks Expenses	Lesley Frances	£31.30
150	26.10.2023	EB-0967	Iiyama TE512-B1AG Touchscreen	Virtue Technologies Ltd	£1,594.80
144	23.10.2023	Deb	Electric Bill for Village Green	SSE Energy Supply Limited	£50.62
141	18.10.2023	EB-0964	Old School House Windows	Jonny Ingram (Lincolnshire Glass and Lock)	£487.00
136	16.10.2023	EB-0963	Painting at Old School	Darren Ralph	£334.00
TOTAL					£3,552.02

RECEIPTS FOR THE PERIOD			
07.11.2023	VAT Refund	HMRC	£3,755.28
02.11.2023	Office Equipment Refund for cancelled order- Old School	Office Furniture Online	£240.00
27.10.2023	Litter Picking Grant	NKDC	£579.39
12.10.2023	Grass/ hedge cutting grant	L.C.C Serco Invoices	£675.77
26.06.2023	Refund from SSE - power - V.Green	SSE Energy Supply Limited	£90.72
Total			5,341.16
Signed: _____		Date: _____	