

**Minutes of Laceby Parish Council Finance and Planning Meeting**  
**Held at the Stanford Centre, Cooper Lane, Laceby on Tuesday 1<sup>st</sup> June 2021 at 7.30pm**

**12697 Present:** Chair – Cllr B Metcalf  
Cllr S Greenbeck, Cllr D Johnson, Cllr S Turner, Cllr R Barford, Cllr P Schofield, Cllr R James, Cllr J Dixon, Ward Cllr Hasthorpe, Ward Cllr Hudson

**Also present:** Clerk – Nicola Ashton

**Apologies:** Cllr Emerson

The Chair opened the meeting and welcomed everyone to the meeting; apologies were acknowledged and accepted.

**12698 Minutes from the 4<sup>th</sup> May 2021**

Minutes from the Annual General Meeting, the Annual Parish Meeting and the Finance and Planning Meeting on the 4<sup>th</sup> May 2021 were put forwards for approval. Minutes were proposed by Cllr Johnson and seconded by Cllr Turner; Cllr Metcalf ensured all Councillors were in agreement that the minutes were an accurate record of events and with a show of full hands the minutes were approved.

**12699 Declaration of Interests & Dispensations**

Cllr Metcalf asked if anyone had any declarations of interests or dispensations to declare. Cllr's Greenbeck and Johnson declared an interest in the S137 funding for Laceby in Bloom, and Cllr Metcalf declared an interest in the funding request for the Stanford Centre.

**12700 Public Forum**

There were no public in attendance this evening and no concerns or queries were raised by the public prior to the meeting.

**12701 Matters Arising**

**Appointment of Vice Chair**

Cllr Metcalf explained that as Cllr James was not at the last meeting, it had been agreed to postpone the appointment of the Vice Chair until she returned as she had received nominations for the role. Cllr Turner proposed that Cllr James remain as Vice Chair and this was seconded by Cllr Greenbeck. Cllr James accepted the role and a full show of hands demonstrated all in agreement.

**Community Centre Representative**

Again, Cllr Metcalf explained that as Cllr Schofield was not present at the last meeting, it had been agreed to postpone the appointment of the Community Centre Representative until this meeting. Cllr Schofield confirmed that he was very happy to continue as Community Centre Representative, and this was agreed by all present.

**Poppies**

These will be displayed across the village as discussed at last meeting for Remembrance Day in November.

**Declarations of Interest**

The Clerk asked all present to complete the annual declaration of interest; these were to be handed in at the end of the meeting to the Clerk.

**12702 Police Matters**

Cllr Metcalf shared the details of the community newsletter, in which there had been 23 offences across the Wolds ward, with 6 of them in Laceby. It was noted that a number of vans had been

targeted. Cllr Metcalf asked if there was any feedback for the Wolds PC & PCSO and this was confirmed as nothing to feedback on this occasion.

### 12703 Ward Councillors Report

Cllr Hasthorpe advised that he had been contacted by various residents with concerns regarding the number and size of HGV's coming through the village to access the Blyth Way building site. He advised that it was being dealt with and that the building company had to be given the opportunity to take action. It was hoped that there would be signage at the entrance to the village to advise no lorries through the village and which route to take.

Cllr Hasthorpe introduced Cllr Hudson and advised that Cllr Hudson would be able to help if he was not here. Cllr Hasthorpe is now Mayor and will attend where he can around his mayoral duties.

Cllr Hudson advised that he had been contacted by a resident on Church Lane regarding brown bin collections not being made; the Clerk advised as a resident she was not aware of any problems. Cllr Hudson confirmed that NELC have now purchased 6 smaller bin wagons which should help prevent problems going forwards.

### 12704 Planning Matters

#### **DM/0436/21/FUL – New Farm Lopham Lane – variation to condition 2 as granted on application DM/0854/20/FUL.**

This application was discussed and plans examined; it was noted that the variation was to reduce the double garage to a single, remove 1 bedroom from the footprint, remove 1 window from the front elevation and reduce window size on rear elevation. Following discussion, it was identified there were no objections to this planning application. A full show of hands confirmed this.

**Action** Clerk to advise NELC Planning.

### 12705 Finance Matters

#### **Payments for authorisation**

The following items required approval for payment, all were Bacs payments:

Salaries x 3 members of staff for June 2021	£1,507.38
HMRC – Salaries June 2021	£288.07
Chairs Allowance – May 2021	£20.00
Clerks Telephone Line Rental	£17.96
Cemetery Waste May & June 2021	£87.94
Anglian Water Cemetery	£10.33
Clerk Petty Cash	£9.99
Internal Audit – Year End	£350.00
<b>Total</b>	<b>£2,291.67</b>

Cllr Greenbeck proposed the payments, and was seconded by Cllr Barford; all Councillors agreed the payments be authorised.

### **S137 / Funding Requests**

- ***Lincolnshire Lowland Search and Rescue***

Cllr Turner proposed that Laceby Parish Council send £50 towards the Lincolnshire Lowland Search and Rescue. This was seconded by Cllr James who confirmed that it was a very worthy organisation. A full show of hands confirmed that everyone agreed to the donation.

- ***Laceby In Bloom***

Cllr Johnson explained that Laceby PC has previously granted £500 to Laceby In Bloom for planting around the village, and they would like to continue with this but also purchase a battery-operated hedge trimmer. Pawson's corner has just been planted up and with 300 plants put in at the Church and a further 200 plants at the entrance to the village. BMW has declined to support LiB this year and with the smaller businesses in Laceby affected by covid the team didn't want to push people this year to donate. Cllr Schofield advised that the developer had offered to donate £500 for each house sold; Cllr Metcalf said this would not be during this year. Cllr Johnson continued that last year the team didn't have enough funds for winter planting, but a donation from Laceby PC would go towards winter planting this year. Cllr Metcalf proposed £500, and this was seconded by Cllr Schofield. A full show of hands confirmed this donation.

- ***Stanford Centre***

Cllr Metcalf shared a letter to the Parish Council from the Stanford Centre signed by Cllr Metcalf and Mrs Val Brumfield. Cllr Metcalf explained that the Stanford Centre had been self sufficient over the last 5 years and had been able to fund itself from the income it generated through lettings. Unfortunately, due to covid, the centre had lost its lettings, but the bills still needed to be paid for. At present the Stanford Centre have only £500 in the bank. Laceby Parish Council had made reserves available for the Centre for if it ever needed financial support, and the Stanford Centre were requesting that the Parish Council use those reserves to cover the cost of the energy bills totalling £2289.34. Cllr Turner proposed that the Parish Council reimburse the Stanford Centre the £2289.34, and this was seconded by Cllr James who added that the Centre was an asset to the community. A full show of hands showed all in agreement with the funding.

### **Internal Audit and AGAR approval for year end 2020/21**

The Clerk explained that she had met the internal auditor and that the report was now here. This was shared with the Parish Council and the Clerk explained what had been audited and the outcome of the report. The auditor advised that the Parish Council reconsider cloud-based storage; the Clerk will look into that over the next year.

The AGAR has been prepared and the Clerk shared the figures which were to be published as part of the notice of public rights. This will be placed on the website and the noticeboard for all to view. The auditor had signed his section off and the figures are:

Carry forward from 2019/20	£119,503
Precept 2020-21	£41,631
Receipts/Income	£15,666
Staff costs	£20,929
Expenditure	£47,726
Balances to be carried fwd	£108,145
Fixed Assets	£104,968

Cllr Metcalf asked whether the accounts were to be signed off; Cllr Johnson proposed that they be signed as an accurate and true account, and this was seconded by Cllr Turner. All agreed with a full show of hands and Cllr Metcalf signed off the AGAR ready for publication.

### **Standing Orders 2021**

The Standing Orders had been circulated and read by all members; the Clerk confirmed that they had been amended to meet Laceby PC as instructed within the Standing Orders. Cllr James proposed that they be adopted, and this was seconded by Cllr Greenbeck and supported by all members with a full show of hands.

### **Financial Regulations 2021**

The Financial Regulations had been circulated and read by all members; the Clerk confirmed that they had been reviewed and there had been no amendments required. Cllr Turner proposed that they be adopted, and this was seconded by Cllr Schofield and supported by all members with a full show of hands.

### **12706 St Francis Grove Matters**

The equipment ordered is currently on a 10–12-week lead time, but the contractor will advise when they are ready to install.

Cllr Johnson advised that the pedal car had again been broken, and the damage is done by older children forcing the car with their feet until it broke. He has removed the brackets and will replace them with steel to prevent this happening in future.

### **12707 Church and Cemetery Matters**

Cllr Johnson advised that the Church had moles and the Clerk will forward on the contact she had received in February. Cllr Johnson also advised that the Church Clock had been serviced and all was ok.

### **Cemetery Regulations – Policy Review**

The Clerk explained that recently it had come to her notice upon an application for a memorial, that ashes had been placed within a coffin interred into the Cemetery. It was only when the memorial came and included a husband and wife, that the Clerk queried it and was told the ashes had been placed within the coffin. The Clerk had not received the certificate of cremation for the ashes and was not aware that this was happening, and this has caused a few problems in obtaining the necessary paperwork etc. The policy and interment form has been updated to reflect this. All agreed that this was unacceptable and that the policy and form reflect the requirement for a declaration of any ashes being placed in the coffin. The policy was proposed to be accepted by Cllr Turner and seconded by Cllr Greenbeck.

### **Cemetery Fees – Fees Review**

NELC have recently increased their fees (from 1<sup>st</sup> May 2021) and the fees for Laceby Cemetery should be considered in line with NELC fees for non-parishioners. It was explained that if our fees are lower than NELC fees we will have more requests for burials that we will be able to manage. Upon looking at the fees, there was no requirement to change the fees for parishioners.

Fees for non-parishioners were considered as below:

Purchase of a burial plot	£1,100
Purchase of ashes plot	£640
Memorial Application	£100
Additional Inscription	£80

All agreed that these be the new fees for Laceby Cemetery and this was confirmed by a full show of hands. The Chair asked the Clerk to ensure that the fees and new policy are circulated asap.

### **Covid Guidelines**

The Clerk asked whether the Parish Council wanted to reconsider the Cemetery Covid Regulations. Concern was raised by Cllr James who advised that this should be considered after the Government advise on the guidelines on the 21<sup>st</sup> June 2021. Following discussion, it was agreed that due to numbers locally, Laceby Cemetery update their covid guidelines to allow 30 people to attend the funeral at the Cemetery; currently this is 12, however note that the PC reserves the right to amend this based on the guidance and local infection rates.

### **Cenotaph Booklet**

Cllr Dixon will pass this along, and Cllr Turner, Cllr Schofield, Cllr James and the Clerk have not yet had the opportunity to read this yet. This will be added to the next agenda.

### **12708 Stanford Centre**

Cllr Metcalf advised that the Stanford Centre was now open two afternoons a week and whilst it was not as busy as before, it was steady. It was hoped that things would pick up soon.

### **12709 Allotments**

The Clerk advised that a new Chair had been elected, and this was Jodie Nolan, the Secretary remained as Lisa Dolan and Jeanette remained as finance.

Cllr Barford raised concern about a couple of plots that were not 'cultivated' and that there were concerns regarding overgrown plots and plots that contained a lot of items that restricted growing. The Clerk advised that she had sent two letters recently advising the plot holder to meet the terms of their tenancy and the plots were now being monitored. Cllr Metcalf confirmed that the Parish Council had ended tenancies previously and Cllr James confirmed that if the plots were not cultivated then this was a breach of the tenancy and that we have the authority to rescind the lease if they are not following the terms of their tenancy. The Clerk will arrange a walk around with the Allotment Association, and if Cllr Barford could advise which plots were a concern, then we could do something about this.

### **12710 Correspondence**

There was no correspondence for the attention of the Parish Council.

### **12711 Information Exchange**

Cllr Turner advised that there was a rotten tree outside 33 Charles Avenue that needed attention. The Clerk will report this asap.

Cllr Dixon raised concerns regarding the cars parked on the bend at Butt Lane near Chapel Lane/High Street. There are cars parking on the path and that is impacting on pedestrians using the path. In addition to this it is a blind corner and there is the possibility of an accident. The Clerk will raise with NELC.

Cllr Johnson advised that as part of the VE day celebrations, we had paid for a children's entertainer. As we had not gone ahead with the celebrations, would it be possible to contact the entertainer and then arrange for him to do a session at the Stanford Centre one day to be arranged in the future. The Clerk will contact the entertainer and ask for this to be kept open.

Cllr Hasthorpe requested the opportunity to address the Parish Council in regards to the NELC Civic Awards that he announced recently. Cllr Hasthorpe explained that these awards were for unsung hero's and there were various awards that you could put someone forward for. The awards were sponsored by local business and nominations could be made via the NELC website. Anyone receiving an award would receive a certificate and a civic crown. Further details can be found at

<https://www.nelincs.gov.uk/new-mayor-launches-civic-awards-to-celebrate-north-east-lincolnshire/>

The Clerk will ensure this information goes onto the Parish Council website and noticeboard.

ClIr Hasthorpe also shared with the Parish Council the thank you cards he had received from the pupils of Laceby Stanford School. He explained that he had recently put together a video for the School for Founders Day. ClIr Hasthorpe was very pleased with the cards from the children and commented on the school and its hard work.

**The Chair confirmed the next meeting dates as:**

- Full Council & Planning Meeting – Tuesday 6<sup>th</sup> July 2021 at 7.30pm
- Full Council & Planning Meeting – Tuesday 3<sup>rd</sup> August 2021 at 7.30pm
- Full Council & Planning Meeting – Tuesday 7<sup>th</sup> September 2021 at 7.30pm

**The Chair declared the meeting closed at 8.35pm.**

Signed: .....

**Chair**

Dated: .....