

Minutes of Laceby Parish Council Finance and Planning Meeting
Held at the Stanford Centre, Cooper Lane, Laceby on Tuesday 5th July 2022 at 7.30pm

12923 Present: Chair – Cllr B Metcalf
Cllr S Greenbeck, Cllr D Johnson, Cllr P Schofield, Cllr S Turner, Cllr R Barford

Also present: Clerk – Nicola Ashton
1 member of public

Apologies: Ward Cllr Hasthorpe, Ward Cllr Hudson, Cllr Emerson

Cllr Metcalf opened the meeting, welcoming everyone to the meeting. Apologies were presented and accepted.

12924 Minutes from the 13th June 2022

Minutes from the Finance and Planning Meeting on the 13th June 2022 were put forwards for approval. Minutes were proposed by Cllr Turner and seconded by Cllr Greenbeck 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.

12925 Declaration of Interests & Dispensations

Declarations of interest were declared by Cllr Metcalf in respect of Finance. The declarations of interest were accepted.

12926 Public Forum

Cllr Metcalf asked if any members of the public wished to discuss anything on the agenda. It was noted there was no discussion on tonight's agenda requested and the public forum was closed.

12927 Matters Arising

- **Cllr Resignation** – Cllr Metcalf shared a letter from Cllr Emerson resigning from his post as Cllr for Laceby Parish Council. The resignation was accepted, and all agreed a letter of thanks be sent to Cllr Emerson thanking him for his service and wishing him well.

Action Clerk to put out advert for Parish Council Vacancy.

- **Parish Newsletter** – No further progress has been made with this, but it is in hand. Cllr Barford asked if the newsletter was something that could be done in partnership with the Laceby Community Collective. Cllr Metcalf to speak to the Chair to enquire if the Collective would be interested in doing the newsletter and the Parish Council funding the set up of it.
- **Church Wall** – Cllr Schofield & Metcalf advised that the structural engineer had met with them to discuss the wall the previous week. They have a contact for drawing up plans and these will be in line with the requirements for the conservation area and planning and the contact will liaise for this. It was advised that once we had the plans, the engineer would then identify how to do the work. It was confirmed that we were looking at replacing the whole of the wall and that cost would be a significant factor.
- **Bus shelter** – Cllr Turner advised that NELC had confirmed the bus shelter would be replaced and consideration had been given to the adjacent wall and the electronic bus timetable; an order had been made. It will be installed as soon as arrives.

12928 Police Matters

The Wolds Police Newsletter was shared and it was noted that there had been 44 crimes reported in the Wolds, with crimes reported in Laceby including attempted theft of motorcycle on Butt Lane, damage to new property on Blythe Way, one assault, on public order offence, two offences re

blackmail by demanding money over images shared over social media and inappropriate photos shared on social media. There were no reports of ASB.

12929 Ward Councillors Report

Cllr Hasthorpe and Cllr Hudson were not in attendance of the meeting, and any queries would be emailed or dealt with on their return.

12930 Planning Matters

DM/0346/22/FUL – clarification of description – 52 Caistor Road, Laceby.

The Clerk advised the only difference to this was the clarification of description on the planning application. There were no further comments from Laceby PC regarding this application.

Action Clerk to advise NELC Planning.

The Clerk advised that she had also contacted NELC Planning regarding the plans for 10 Caistor Road as they had not been circulated to Laceby PC. This had been raised by a resident as building work had begun on the property. The systems were currently down and waiting for further information. Planning had advised that the plans had not yet been approved, but were at consultation.

12931 Finance Matters

Payments for authorisation

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

Salaries x 3 members of staff for July 2022	£1,680.45
HMRC – Salaries June 2022	£344.59
Chairs Allowance – May 22	£20.00
Clerks Telephone Line – June/July 22	£22.64
Cemetery Waste Collection – June 22	£57.45
Clerk Petty Cash – paper, ink, stationery	£36.07
Jubilee costs	£212.72
Stanford Centre Room Hire	£42.00
Tree work to old allotments	£1110.00
Allotment Rent	£402.00
Churchyard maintenance	£500.00
Total	£4,427.92

Cllr Johnson proposed the payments, and was seconded by Cllr Turner; all Councillors agreed the payments be authorised by a full show of hands. Cllr Greenbeck requested a breakdown of costs for the Jubilee celebrations, the clerk confirmed this has been done and will be shared.

Proposed donation of Defib

Cllr Turner proposed the purchase of a defib (and associated installation costs) for the Laceby Community Collective, to be held at Butt Lane Pavilion. This was seconded by Cllr Schofield. Full hands confirmed agreement. Cllr Metcalf will speak to the chair and make the offer. She will also ask if they would like a Parish Council Representative on their committee.

Donation – Piper @ Jubilee

The Clerk advised that in lieu of payment the Piper at the Jubilee event had requested a donation to the Air Ambulance instead. Cllr Metcalf proposed £50 donation be made, Cllr Barford seconded this and a full show of hands confirmed all in agreement.

Jubilee Bench

Cllr Johnson advised that the bench was a memorial to HM Queen Elizabeth II for her Jubilee, and this was written on the bench. He advised that Alison homes had agreed to supply the items for the bench to sit on, and the plan was for it to go where the old phone box was and re-site the current bench elsewhere. Cllr Barford proposed purchase of the bench and this was seconded by Cllr Greenbeck with everyone in agreement.

Adoption and review of policies

The Clerk advised that the following policies had been reviewed, with the top 6 policies being supplied by ERNLLCA and tailored to fit LPC (Laceby Parish Council). The last 2 policies were specific to LPC and had been written by the Clerk.

- Bullying and Harassment Policy
- Capability Policy and Procedure
- Disciplinary Policy and Procedure
- Grievance Policy and Procedure
- Equal Opportunities Statement
- Equality and Diversity Policy
- Social Media Policy
- Training and Development Policy

Cllr Greenbeck proposed the policies be accepted, and this was seconded by Cllr Johnson with a full show of hands to confirm all in agreement.

Clerk Increment

The Clerk left the meeting for this discussion. On return the Clerk was advised the annual increment had been agreed.

12932 St Francis Grove Matters

Cllr Johnson advised that he had completed a full check of the equipment at St Francis Grove and had greased the equipment. During the check he noticed that the new basket swing was badly worn. He requested that someone from the contractor attend the site to resolve the works. The Clerk has emailed the contractor.

12933 Church and Cemetery Matters- Cemetery

The Clerk advised that we had received a request for a set of kerbing around the outside of a grave. The current policy is that we do not allow kerbing but that a request could be made for consideration. The Clerk provided details of the pro's and con's, Cllr Barford advised that we need to either approve kerbs or not, but be consistent. All agreed that the application to place a kerb around a grave be declined and policy updated.

Discussion was held regarding opening up the Haagensen Memorial during August. Cllr Schofield advised that opening the memorial needed a lot of strength and we would only be able to open the memorial if there were volunteers to open it for us. Cllr Barford advised that he would ask some of the volunteers who have helped us previously, and will advise of date in August on Saturday for Clerk to advertise.

The Clerk requested whether it would be possible to have plaques to mark each section of the cemetery as it is difficult trying to establish graves, especially where there is no memorial on the grave, or it has worn off. Cllr Turner and Metcalf advised that there used to be plaques but that these had been removed. Cllr Metcalf suggested a 'map' in place near the entrance so people could see the different sections might be helpful. Agreed that the Clerk can look into options and then fetch back to meeting.

12934 Stanford Centre

Cllr Metcalf advised that they were expecting the work for the new toilets to begin during the second half of September. The Centre also has lots of new bookings and is currently taking approx. £500 rental income a month. It was suggested that the Library have a 'what's on' for people to see what events are being held in the centre and when they are.

12935 Allotments

The Clerk explained that 2 plots were becoming available and she had contacted the next person on the waiting list. The waiting list currently stands at 12 people.

12936 Correspondence

The Parish Council had received 2 letters, one from a resident stating the Lost Soldier at the entrance to the village had sharp parts, this was noted.

The second letter came from a resident whose property was being impacted by trees adjacent to it. It was advised that the Clerk contact NELC Trees officer and PROW officer regarding this query.

Cllr Metcalf shared correspondence from LIVES regarding their event at Lincolnshire Showground to see what they have achieved.

12937 Information Exchange

Cllr Turner advised that the missing footbridge on the PROW near Laceby Manor had now been fixed. She asked that we contact NELC regarding the cutting between Knights Close and Kenmar Road / Keith Crescent as it is overgrown.

Cllr Schofield advised that the groundskeeper had asked for a skip for end of August. Cllr Schofield to check the date and order the skip.

Cllr Barford asked the Clerk to contact NELC regarding the PROW application for the Old Allotments for an update on where they are with it.

The Chair confirmed the next meeting dates as:

- Full Council & Planning Meeting – Tuesday 2nd August 2022 at 7.30pm
- Full Council & Planning Meeting – Tuesday 6th September 2022 at 7.30pm
- Full Council & Planning Meeting – Tuesday 4th October 2022 at 7.30pm

The Chair closed the meeting at 8.32pm.

Signed:

Chair

Dated: