

# Claypole Parish Council

Minutes of the meeting held on Wednesday 3<sup>rd</sup> November 2021 at 7.00pm in the village hall.



21/157	<b>Present</b> John Freeman (JF, Chair), S Jarman (SJ, Vice Chair), P Furey (PF), Kareen Jones (KJ), Alice Maggs (AM), Paula Sargeant (PS) and the clerk. County Councillor Alexander Maughan and District Councillor Paul Wood together with Anthony Northcote and one member of the public were also in attendance.	<b>Action</b>
21/158	<b>Welcome</b> The Chair welcomed all to the meeting and in particular two new councillors who had volunteered for co-option. One minutes silence was held to remember the late District Councillor Vic Kerr.	
21/159	<b>Co-option of new councillors</b> The two candidates left the meeting. It was unanimously agreed to accept the recommendation of the interview panel that Kareen and Paula be co-opted onto the council and this was agreed unanimously. They returned to the meeting.	
21/160	<b>Apologies and Reasons for Absence</b> Apologies and reasons for absence had been received by the clerk from Councillors Flinders and Round. The apologies were accepted. Cllr Sweet advised he would attend the meeting as soon as he could but would not be there for the start of the meeting. Cllr Sweet was absent for the meeting.	
21/161	<b>Declarations of Interest</b> None were declared.	
21/162	<b>Notes of the last Parish Council meeting</b> The notes of the meeting held on 6 <sup>th</sup> October 2021 were accepted as a true and accurate record, proposed by AM, seconded by SJ and accepted unanimously.	
21/163 21/163-1 21/163-2 21/163-3 21/163-4	<b>Update on Agreed Actions from the Minutes</b> Footpath at the community park- still under review. Common Land- provision of road signage to be followed up with Cllr Maughan and also seating/litter bins. Information board at cemetery- 3 quotations received and recommendation to accept County Signs was agreed- see clerk's report. Footpath edgings adjacent to the MUGA need attention- ongoing. PF offered to seek a quotation in conjunction with the cemetery path extension.	DF JF/clerk  Clerk  JF/PF
21/164 21/164-1	<b>Clerk's Report</b> The clerk's written report had been circulated prior to the meeting and is attached to these minutes.	

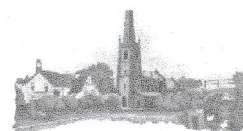


21/164-2 21/164-3 21/164-4 21/164-5 21/164-6	<p>The following decisions were taken:</p> <p>The written report was APPROVED</p> <p>Provision of Christmas tree at £88.60- AGREED.</p> <p>Purchase of an information lectern at the cemetery- AGREED.</p> <p>A budget for storage container and cleaning materials at the pavilion £300 AGREED.</p> <p>Clerk also noted that a number of people had requested permission to advertise on the facebook page- clerk will check if this is permissible with LALC before the council determines fees.</p>	
21/165	<p><b>Neighbourhood Plan</b></p> <p>Anthony Northcote gave a verbal report on the current status of the plan. He advised that by the time the plan is presented to the PC over 250 hours of voluntary work by the steering committee will have taken place. The public consultation is expected to commence end of January/beginning of February for six weeks. After this it will be submitted to SKDC who also undertake a statutory consultation before an independent examination takes place which is appointed by SKDC and PC jointly. A public referendum then takes place prior to its adoption.</p>	
21/166	<p><b>Councillors Reports</b></p> <p>There were no further reports.</p>	
21/167 21/167-1  21/147-2	<p><b>County Councillor/District Councillor Reports</b></p> <p>District Cllr Wood-</p> <p>The review of Planning at SKDC had been completed.</p> <p>The green bin collection day has changed from Friday to Tuesday which is the same day as the black bin. It was agreed to write to SKDC highlighting that this will cause congestion on pavements.</p> <p>County Cllr Maughan- Local Transport Plan – The survey runs until December. <a href="#">Local Transport Plan   Let's Talk Lincolnshire</a></p> <p>Lincolnshire Climate Summit – LCC hosted a summit at the Showground last month to bring together organisations from across Greater Lincolnshire and to promote more sustainable working.</p> <p>The Budget – LCC was awarded £20m to make improvements to the A16 between Boston and Spalding. Gainsborough town also received £10m for a regeneration project. Local government is to receive an extra £4.8bn, the detail on allocations has not yet been released, and this does not take into account the loss in business rates through those cuts announced. Still estimated that LCC faces a budget shortfall of £25-£30m over the next few years. The highways grant was cut by £12m last year and Government is being called on to reinstate.</p>	
21/168 21/168-1	<p><b>Community Park</b></p> <p>A written report on Community Park Staffing by JF had been circulated</p>	



# Claypole Parish Council

Minutes of the meeting held on Wednesday 3<sup>rd</sup> November 2021 at 7.00pm in the village hall.



21/168-2	prior to the meeting and is attached to these minutes. The following decisions were taken: The written report was APPROVED.	
21/168-3	Advertisement for cleaner at £12 per hour, hours variable- AGREED	Clerk
21/168-4	Advertisement for volunteer park manager on variable and flexible hours- AGREED	Clerk
21/168-5	Until a volunteer found for park manager role, duties are carried out by council members- AGREED	All
21/168-6	Until a cleaner is appointed the clerk will consult with a local cleaning firm for the interim. A verbal report was given by JF	Clerk
21/168-7	Repairs to the drains which had been carried out by Pugh-Lewis- AGREED to ask Freddie Allen to deep spike these drains occasionally to ensure safety.	
21/168-8	Electricity compliance certificate for the portable buildings had been received and the mens team will be using them on Sunday 6 <sup>th</sup> November.	JF
21/169	<b>Village Hall</b> Nothing to report-committee meeting had not taken place.	
21/170	<b>Cemetery</b>	
21/170-1	Stephen Welch- plans for the contemplative area- waiting to receive them, will chase up.	JF
21/170-2	Removal of spoil – Mark Jeffery will remove the spoil from the cemetery and future amounts will be placed in bags.	Clerk
21/170-3	Quotations to be obtained to extend the footpath.	PF
21/171	<b>Financial Matters</b>	
21/171-1	Credit card- to provide the clerk with a Council credit card, subject to appropriate revisions to the Financial Regulations- AGREED.	
21/171-2	Payments outstanding: £506.20- C Clarke- salary and expenses Oct-Dec 2021 £24.98-C Clarke- Office 2019 professional £119.19-SCIS-hosting of email address £9.00-SCIS-domain renewal £777.83-Portable Offices- toilet/shower block £997.50-Freddie Allen- grass cutting and garden maintenance- October	
21/171-3	The updated receipts and payments had been circulated prior to the meeting.	
21/171-4	Budget Planning meeting to be arranged and councillors invited to suggest expenditure projects for consideration.	
21/172	<b>Planning Applications and Results</b>	
21/172-1	Applications- S21/2131- all reserved matters, access, appearance, landscaping, scale,	



21/172-2	<p>layout- Orchard Farm, Main Street. Concern was expressed about access/egress and visibility to the site although it would appear from drawings submitted that this has been widened.</p> <p>S21/0415- Platform Housing update- JF advised that legal advice given to the committee when this application was passed has been confirmed as inaccurate. This application is expected to be discussed at a further committee meeting.</p> <p>Fernwood extension development- JF had attended a virtual meeting with NSDC and developers, and reported on various matters. It is expected that more such meetings will be held.</p> <p>Results-</p> <p>There were no results.</p>	Clerk
21/173 21/173-1	<p><b>Highway and Footpath Matters</b></p> <p>Pot holes on Mill Lane to be investigated again. Some smaller ones had been repaired but others had appeared and these need to be reported again on FixMyStreet.</p>	Clerk
21/174 21/174-1 21/174-2 21/174-3	<p><b>Correspondence</b></p> <p>E mail regarding launch of public consultation on the future of 4 Lincolnshire NHS Services.</p> <p>E mail about the Annual OPCC Policing Precept Survey</p> <p>Fb message about lights going off at night-Swallow Drive area.</p>	
21/175	<p><b>Chairpersons closing statements</b></p> <p>JF thanked everybody for their attendance at the meeting and for the continued help by councillors with the playing fields and muga work. All councillors are invited for a Christmas drink after the meeting in December.</p> <p>The meeting closed at 8.55pm</p> <p>Signed.....</p> <p>Chairperson</p> <p>Date.....</p>	

Public Forum 6.45-7.00pm

A resident enquired on behalf of another resident as to whether a planning application had been received by the council for the storage in the village of old phone boxes. To date no application has been received.



## Clerk's report –November 2021

1 Small play area – the area under the carousel and also under the Wicksteed play unit will be replaced November 20<sup>th</sup>. The larger area under the Wicksteed has been ordered as there was very little difference in the price between the larger and smaller.

2 Operational Inspections- The leisure park has had its first operational inspection (7<sup>th</sup> July) and John (RYNAT) has carried out the second operational inspection on Wed 20<sup>th</sup> October. I am waiting for his report and to enquire whether he will do the annual inspection instead of ROSPA. I will also ask why after the initial operational there were so many bolts loose which ROSPA picked up in August. John was also going to inspect the small play area.

3 Christmas tree- Rudies Nurseries- A 2.6m Norway spruce will cost £63.50 plus £25 delivery and collection charge, which is the same as last year and includes the 40% discount.

4 Adverts on facebook- I enquired from LALC- 'Many councils that have facebook allow businesses to advertise on their page. Unless the council are paying for facebook (which I think would be unlikely), I cannot see how you could recharge and at what cost.' Further checks to be made.

5 Cemetery- lectern information boards.

### County Signs

£465.00 + vat for either mahogany or light oak finish!

Height above ground 800 mm.

Sign panel in 13 mm compact HPL

Price includes full colour graphic (300 x 300mm)

Support post in FSC exotic hardwood 93 x 93mm

Complete with galvanised base plate

### Sherwood Signs

Lectern, 600 x 400mm, one leg @ 1500mm (500mm to be buried) £700 plus vat

Aluminium frame, leg, mounting plate and printed graphic panel. All painted to any standard RAL colour.

This has to be installed in a 500mm deep hole and backfilled with concrete. No problem with printing QR codes, we do them all the time.

### Viking Signs

3mm Aluminium Folded Tray 1 £697.50 Graphic size A2 / 420x594mm Lectern on

2No. 50mm 1.6m box legs @ 45° 5mm backing plate Powder coated to stock RAL Colour

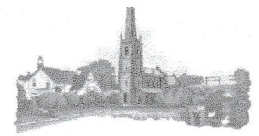
Quotation valid for 30 days from 26<sup>th</sup> October.

6 Mark Jeffery will dispose the existing spoil into the adjacent field and I have asked the gravedigger to fill the bags from now on.

7 Extended waiting times at level crossing- have informed NetworkRail-waiting response.

8 Advert for cleaner at the pavilion- I have advertised this post on facebook and also on the noticeboard basically to gauge interest. Role of park manager/cleaner needs to be determined





together with terms and conditions. I am currently looking at storage containers and materials for cleaning equipment.

9 Fire at Long Bennington- regular updates have been placed on facebook.

10. 20 standard trees with stakes, ties and spirals will be delivered in January 2022

11 Decisions required:

- To agree provision of Christmas tree at £88.60.
- To agree the purchase of an information lectern at the cemetery from County Signs at £465 subject to further checks.
- To agree a budget for a storage container and cleaning materials at the pavilion.

C Clarke- November 2021

## **DRAFT 0.2**

### **COMMUNITY PARK STAFFING**

Two staffing issues currently need to be resolved. Until recently, we have been fortunate a volunteer Community Park manager whose role has involved the administration of bookings (for the MUGA and sports field), liaison with sports clubs, and some maintenance activities (eg erecting and dismantling tennis nets, line marking for football). The job description agreed with our volunteer is attached. Unfortunately our volunteer has had to withdraw from this role.

We have recently been able to make operational some hired temporary toilet and shower facilities for use in conjunction with club bookings for the sports field and MUGA. These will need to be cleaned after each use. In due course, it is hoped that the hired facilities will be replaced by a permanent structure that will be owned, managed and maintained by the parish council. This means that the cleaner role might expand in hours but also to encompass a maintenance function.

We have therefore a range of duties that need to be performed, principally:

- Cleaning the toilets/showers after use
- Opening the toilets/showers for users, and securing them after matches
- Taking bookings for the use of facilities, and ensuring the facilities are cleaned
- Lining out football pitches
- Erecting/dismantling tennis nets and netball posts as required by users.
- Maintaining the storage container in good order
- Agreeing annual user contracts
- Liaison with clubs
- Promoting use
- Promoting advertising
- Arranging the payment of hire fees according to the scheme agreed by the Parish Council

Note. These functions are performed on an irregular basis. For example, use of the toilets/showers is on occasional weekends (junior football is used on most Saturdays during the season; adult football is played on approximately 12 Sundays a season).

A web page and email account support these functions and need to be managed.

### **OPTIONS**

There are different ways in which these duties could be performed. While we might hope to have some volunteer support, and councillors will contribute to some degree, the Council must assume that any shortfall of voluntary work should be met by paying someone to carry the necessary duties. The very irregular nature of the hours; the difficulty in quantifying at this time the hours needed; the varying duties including manual tasks and administrative work; and the need to review the situation not least when a new building is installed, suggest that we should not seek to identify a permanent employed post. Instead, the Council should seek to allocate paid work on a contracted basis. In any event there are different "roles" that can be identified:

1. Park maintenance manager – a role encompassing all tasks. The aim would be to add to all the work previously undertaken by the volunteer park manager, the responsibility for cleaning the showers/toilets. This role would grow as the facilities expand.

The advantage is that it would make lines of accountability clearer and avoid any potential confusion between roles.

The disadvantage is that it may prove difficult to find someone willing and able to undertake the breadth of duties. It is also difficult to evaluate the appropriate level of remuneration.

2. Separate Cleaner, Manager and Maintenance roles.

Cleaner - The distribution of duties to be determined, but could involve someone responsible for unlocking the facilities prior to use; securing them after use; cleaning after each use. The hours for this work will be measured, but performed on an irregular or casual basis. A contract would be based on an hourly rate of £12 per hour, with a minimum time allowed for each attendance, for example one hour [It is anticipated that the cleaning of the toilets should take not more than ½ hour; and the separate showers not more than 1 hour. These hours will however need to be monitored and agreed with the operative].

Manager – Responsible for administrative duties, including management of the email account and website; liaison with users; negotiating annual contracts with clubs; promoting use; selling advertising; managing payments; reporting to the Council.

These are all occasional duties that are difficult to quantify. The hours required will vary throughout the year (for example, agreeing annual fees with regular users is an annual event). It is recommended that this role might best be carried out on payment of an annual gratuity/fee. Alternatively, and because of these uncertainties, the appointment of two new councillors might allow the reallocation of voluntary responsibilities such that some of these functions are carried, at least on a temporary basis, by one or more councillors.

Maintenance duties – erection of tennis nets, etc; line marking; maintaining the storage facility in good order – these could be allocated to either post by agreement, or be carried out by a separate individual. The maintenance requirements of a new permanent changing rooms building will not be clear until the building is commissioned. It should be noted with appreciation that individual councillors have been carrying out some of these functions on a voluntary basis since the volunteer manger stepped down.

## RECOMMENDATIONS

1. That the council choose Option 2 above;
2. That the Council advertise for two separate roles:
  - a. Cleaning on variable hours, mainly at weekends and not usually more than three hours a week. Willingness to carry out additional tasks (locking/unlocking facilities; erection of tennis nets, etc; line marking) to be discussed with the applicant. It is anticipated this flexible contract would be based on a £12 hour rate. The hours and duties would be subject to later review.
  - b. Volunteer Park Manager on variable and flexible hours to carry out the administrative duties referred to above. Willingness to carry out additional tasks (locking/unlocking facilities; erection of tennis nets, etc; line marking) to be



discussed with the applicant, and the Parish Council will determine which applicant is most suitable. The Council should offer an annual payment of £1000 subject to satisfactory performance and income generated;

3. That until a volunteer is found for the manager role, the council seeks to carry out the "administrative" functions inhouse, pending review and to allow an assessment of the time and work involved.