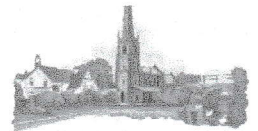


Minutes of the meeting held on Wednesday 5<sup>th</sup> January 2022 at 7.00pm in the village hall.

22/1	<b>Present</b> John Freeman (JF, Chair), S Jarman (SJ, Vice Chair), P Furey (PF), Karen Jones (KJ), Paula Sargeant (PS), Martin Round (MR), and the clerk. There were two members of the public in attendance together with District Councillor Paul Wood.	<b>Action</b>
22/2	<b>Welcome</b> The Chair welcomed all to the meeting and wished all a Happy New Year.	
22/3	<b>Apologies and Reasons for Absence</b> Apologies had been received and accepted from councillors Flinders, Maggs and Sweet.	
22/4	<b>Declarations of Interest</b> None were declared.	
22/5	<b>Notes of the last Parish Council meeting</b> The notes of the meeting held on 1 <sup>st</sup> December 2021 were accepted as a true and accurate record, proposed by KJ, seconded by SJ and accepted unanimously.	
22/6 22/6-1 22/6-2 22/6-3 22/6-4 22/6-5 22/6-6 22/6-7 22/6-8 22/6-9 22/6-10	<b>Update on Agreed Actions from the Minutes</b> Footpath at the community park- still under review. Clerk will forward information received about surfaces from LCC to DF Common Land- LCC has proposed to put 'SLOW' markings on road near the common land. Seating/litter bins still to be considered. Footpath edgings adjacent to the MUGA need attention- ongoing. PF offered to seek a quotation in conjunction with the cemetery path extension. Advertising on Facebook- further discussions to be held. Trees from LCC- planting to take place 15 <sup>th</sup> January 11-1pm. Maintenance contract for leisure equipment- to be discussed with TeamSportPlay. Electric Charging Point- further research Active Holidays for Kids- hall costs and use of muga and sports field to be built in to funding application. Defibrillator- reminder to be placed in newsletter that ambulance service must be contacted first and they will provide the code if deemed necessary. Moles at the park- mole man has been contacted	DF JF/clerk Clerk JF/PF Clerk/ Clerk Clerk Clerk Clerk Clerk
22/7 22/7-1	<b>Clerk's Report</b> The clerk's written report had been circulated prior to the meeting and is attached to these minutes. The following decisions were taken:	

Claypole Parish Council

Minutes of the meeting held on Wednesday 5<sup>th</sup> January 2022 at 7.00pm in the village hall.



22/7-2 22/7-3 22/7-4 22/7-5	<p>The written report was APPROVED</p> <p>Clerk will contact Maggs Cleaning to determine if they have any availability for cleaning the changing rooms/toilets otherwise Peachy Clean (Fernwood) will be employed for one hour a week preferably on a Monday.</p> <p>Notices had been placed in the Five Bells and the Side House for volunteers to deal with the tennis nets and help with lining the pitches. In the meantime these jobs will be done by volunteers from the PC.</p> <p>Trees from LCC to be delivered w/c 10<sup>th</sup> Jan.-clerk will advertise on FB and website for volunteers to plant these between 11-1pm.</p> <p>Shelving for the shower unit to be ordered.</p>	Clerk
22/8	<p><b>Councillors Reports</b></p> <p>There were no further reports.</p>	
22/9	<p><b>County Councillor/District Councillor Reports</b></p> <p>District Cllr Wood advised that SKDC is aiming to make savings of £500,000. The districts leisure centres, the council offices and all arts and leisure facilities are under review.</p>	
22/10 22/10-1 22/10-2	<p><b>Neighbourhood Plan Report</b></p> <p>A report had been sent to parish councillors and is attached to these minutes. A consultation period has been determined from 7<sup>th</sup> February to 21<sup>st</sup> March and this will include a consultation event on Saturday 19<sup>th</sup> February. The parish council AGREED the following motion.</p> <p>Claypole Parish Council, as the relevant qualifying body, (under Section 38A(12) of the Planning and Compensation Act 2004) for the 'Claypole Neighbourhood Area' hereby resolves to Publish for Consultation the Draft Claypole Neighbourhood Plan in accordance with Regulation 14 of Neighbourhood Planning Regulations 2012.</p>	
22/11	<p><b>Community Park</b></p> <p>Funding for new pavilion-JF advised he is in contact with the Football Foundation and Lincolnshire Cricket. The expected cost for the building will be circa £170, 000.</p>	
22/12	<p><b>Village Hall</b></p> <p>SJ advised that improved exterior lighting is being looked into. The ceiling at the rear of the stage is in need of repair.</p>	
22/13 22/13-1 22/13-2	<p><b>Cemetery</b></p> <p>Revisions to the Terms and Conditions to provide for the resale of plots and the positioning of headstones between plots to be presented to the next meeting for approval.</p> <p>Clerk will advise PF of all funeral directors in the area who have received our Terms and Conditions.</p>	PF/clerk Clerk





22/14	<b>Financial Matters</b>	
22/14-1	a) The draft budget and report for 2022-23 was presented. The report was accepted.	JF
22/14-2	b) A 3.3% increase in the precept was agreed- this will increase the precept by £660 to £20675	
22/14-3	c) The budget was agreed.	
22/14-4	Financial Regulations- an amendment was agreed to cover the use of the council's credit card.	
22/14-5	Clerk advised £918.20 from the crowdfunding sum raised in 2019 had been received.	
22/14-6	The updated receipts and payments had been circulated prior to the meeting.	
22/15	<b>Planning Applications and Results</b>	
22/15-1	Applications- There were no applications to be considered.	
22/15-2	Results- S21/1647- details reserved by condition 3 of S20/1955 (surface and foul water drainage)- 118 Main Street- approved 10 <sup>th</sup> December. S21/2131- reserved matters relating to access, appearance, landscaping etc, Orchard Farm, Main Street, pursuant to outline permission S21/0155- refused 23 <sup>rd</sup> December.	
22/16	<b>Highway and Footpath Matters</b>	
22/16-1	LCC had been contacted about Road Closure signs being left at Broadfen Lane, these had been removed.	
22/17	<b>Correspondence</b>	
22/17-1	Flood Prevention- provision of sand bags by SKDC	
22/17-2	Lives- winter newsletter	
22/18	<b>Chairpersons closing statements</b> JF thanked everybody for their attendance at the meeting. The clerk will place an appeal in the newsletter for help with line marking and dealing with the tennis nets. The meeting closed at 8.30pm  Signed.....  Chairperson  Date.....	

Public Forum 6.45-7.00pm



## Clerk's report –January 2022

1 Operational Inspections- John (RYNAT) has carried out the second operational inspection on Wed 20<sup>th</sup> October. Report has been received and circulated. John does not do any repairs or tightening of nuts etc.

I have asked Phil Tonks (teamsportplay) whether he can provide us with a maintenance contract and he will talk about this when he does the repairs to the roundabout and multiplay unit in January.

2 Adverts on facebook- further checks to be made. I have contacted a group of clerks, some of whom say that charging for advertisers may have vat implications, others advise to avoid.

### 3 Cemetery

We have received a request from a person who has reserved 2 plots in the cemetery and he now no longer requires one of them. We have not had this situation before. I have contacted other councils who administer cemeteries and they all allow this to proceed. Some take a small administration charge off the amount that the person paid at the point of reservation. Written confirmation that the plot number is no longer required and the return of the Right Of Burial certificate is requested. The plot can then be sold at current prices.

Additionally it appears that a headstone has been placed in between 2 plots rather than at the head of each as has been normal practice. I am not sure how this has happened. Again I have contacted other councils and all (where graves are dug to single depth) allow this, in fact it would appear to be standard practice. The headstone is placed at the top of the first plot after interment and once interment takes place in the reserved plot the headstone is moved to the middle of both plots. Some councils allow for a taller headstone to allow for the additional inscription.

4 Electric charging point at village hall or the community park- further checks to be made.

5 Active Holidays for Kids- the PTA is unable to take this on. I have spoken with Jack and he has prepared the application which can be submitted after 29<sup>th</sup> January. I have enquired from school about the cost of the venue which needs to be built into the application (was £150 per day last time).

*ruga usage - Jack how many hrs \$7.50  
a rugal sports field.*

6 Advert for cleaner and also a park manager have been advertised on facebook, the web site and also on the noticeboard. I have also placed notices for help with the tennis nets and line marking in the pub and coffee shop. I have met with Peachy Clean based in Fernwood and their quotation is below.

I'm certain the upkeep of the communal showers and toilets is something we can help with, as discussed we provide all our own eco friendly products and equipment and you can rest in the knowledge we are Safe Contractor approved and DBS checked.

Our price for cleaning is £22 per hour plus VAT, I understand this may be ad-hoc work and as mentioned the more notice we have the more chance you have of booking in. If a cleaned isn't scheduled for every week/fortnight I can't promise we will be able to fit you in every time.

*August*

*tell  
with log gates*





We may not need a storage container after all as I am happy to restock toilet rolls/paper towels as required.

Site - Contact done.

7 Twenty standard trees with stakes, ties and spirals will be delivered on January 10<sup>th</sup> 2022. I tried to delay this until Feb but was unsuccessful.

P/B.

8 Defibrillator- I have recently received requests for the code. I have advised that this is not generally available and in the first instance 999 should be called and they will give the code if deemed necessary. I know there are lots of defibrillators about and appear to be readily available. I think it may be advisable to inform people that the ambulance must be called first.

9 Crowdfunding- an amount of £950 was raised in 2018/19 to fund professional advice regarding Larkfleet proposals. This money minus costs totals approx.£918 and has now apparently been paid to the beneficiary which is the Parish Council. According to my records this has not been received and I am currently investigating.

10 Correspondence with the school regarding use of muga and the car park- a letter has been sent to LCC- Head of Education about the car park use and I chased up a reply through Cllr Maughan in December. A letter has also been sent to Mr Wells- headteacher, regarding making a contribution to the use of the muga. In a reply dated 16<sup>th</sup> December the school has requested an assurance that if a contribution were to be made it would not be offset by other users.

11 Moles have appeared at the park, adjacent to the football pitches. A mole man has been contacted.

Decisions required:

- To amend the Cemetery Terms and Conditions to allow:  
The resale of reserved plots subject to an administration charge.  
The siting of one headstone in between 2 adjacent plots once the second interment has taken place.
- To accept quotation from Peachy Clean

C Clarke- January 2022

## **PARISH COUNCIL 5 JANUARY 2022**

### **BUDGET 2022/23**

#### **Current Budget Outcome**

The Budget Group met on 7 December and reviewed progress with the current budget and projected income and expenditure to the end of 31 March 2022. Generally spending has been within budget, both in the anticipated areas of spend and the budget as a whole. Spending on grounds maintenance continues to be the largest single cost, accounting for 45% of our precept income. The one area of overspend arises from the decision of the school to withdraw from the planned re-installation of showers and the consequent decision by the Parish Council to hire temporary toilets and changing rooms. These were not anticipated and so not contained within the 2021-22 budget. It should be noted that the significant spend on infrastructure work, necessary for the temporary building, will require little additional spend for the installation of a permanent changing room building which the Parish Council has committed to provide. It is anticipated that at the end of the financial year, total spending will, nonetheless, have fallen short of the agreed budget by approximately £5000 which will be added to our reserves.

Additional income from use of the Community Park is included in the outcome figures. This income amounted to £2029.01. In future, "ad hoc" income from the Community Park and from the Cemetery will be shown separately from assured income on the monthly published budget progress report.

#### **Balances and reserves**

At the end of the current financial year, we anticipate that our total reserves will stand at £45k. This is allocated as £25k in the building fund, and £15k in general reserves.

The Council has previously determined that when older play equipment in the small play area is beyond repair, it will be replaced with new equipment in the adventure play area. However, the council has not made budgetary provision for such expense, and neither has it made provision for future repair and replacement of equipment in the adventure play area.

It is proposed that a depreciation fund is established, with the intention of growing it year on year to ensure sufficient funds are available in the future when needed. If this is agreed then it is proposed that the remaining surplus this year of £5000 be put into the depreciation fund with the intention that a similar sum be added each year.

#### **Budget 2022-23**

Having regard to the general areas of expenditure anticipated in the year ahead, the Budget Group recommends the budget set out in the attachment. It is noted that only one repayment of the PWLB loan remains due in the next financial year (a loan financed approximately half the cost of the adventure play equipment). Based upon the guaranteed income of this year at £37,495.33, the planned expenditure total is £40,000. While any eventual deficit will be met from the general

reserve, it is also prudent to increase the precept. A 3% increase in the precept is below inflation and would increase our income by just £660.46, making a total precept income of £20674.79, and a potential deficit of £2144.

## RECOMMENDATIONS

1. To accept this report
2. To agree a 3.3% increase in the precept
3. To agree the budget

## Changes to Cemetery Policy

We have received an enquiry about the Exclusive Right of Burial in the cemetery.

Our Exclusive Right of Burial is for 50 years at present, (it was for 100 years until 2011). I have not found anything in the documentation I have, that states that plots reserved prior to 2011 (100 years) will change to 50 years, so we would have to honour the 100-year Rights on those plots.

Mr. Sunman holds the Right of Burial to two (2) plots taken out in 2004 with 100 years Rights, one for himself and one for his now ex-wife.

The ex-wife no longer wants to be buried in Claypole cemetery and he has asked what to do with the Rights to that plot, which he holds.

As there is no precedent for giving up the Exclusive Rights of Burial in our Policy, we have to decide how to proceed legally and financially.

There are 2 options available;

Option 1 – to do nothing and allow the Exclusive Right of Burial to run out on the plot, or;

Option 2 – We cancel the Rights for one plot and pay back a percentage of the fees paid.

My suggestion is to pay back the fees of the Rights minus a fee for the time they were reserved.

For example;

Fee for 100 years = £200, time lapsed = 17 years = £34, admin fee = £20, fee re-imbursed £146.

Whatever we decide, we will have to update the Policy.

Between 2004-11.  $\Delta$  to 50.  
100 years.



## Neighbourhood Plan

A presentation on the progress of developing the Neighbourhood Plan was given to the Parish Council at its November meeting. This presentation referred to the statutory requirement to publicise the plan both within the parish and to various statutory consultees.

Regulation 14 of Neighbourhood Planning Regulations 2012 sets out the requirement for pre-submission consultation and publicity:

*14. Before submitting a plan proposal to the local planning authority, a qualifying body must—*

*(a) publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area—*

*(i) details of the proposals for a neighbourhood development plan;*

*(ii) details of where and when the proposals for a neighbourhood development plan may be inspected;*

*(iii) details of how to make representations; and*

*(iv) the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised;*

*(b) consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan; and*

*(c) send a copy of the proposals for a neighbourhood development plan to the local planning authority.”*

The task of managing the consultation has been delegated to the Neighbourhood Plan Steering Group. The Group have determined a consultation period from 7 February until 5pm on 21 March 2022. This will include a consultation event to be held at the village hall 2-5pm on Saturday 19 February. The draft Neighbourhood Plan, together with relevant background documents, notice of the consultation and a response form will be posted on the Council's website. Notice will be given in a flyer to be distributed to all households in the parish with the February parish newsletter, on social media, and by email to local business and to the various statutory consultees.

An advance copy of the draft Neighbourhood Plan has been sent to parish councillors. The Parish Council is not required to endorse the draft Plan, but to agree that it should be published for the purposes of the consultation.

The draft Neighbourhood Plan is a significant and thorough document, based upon hours of research and consultation by the Steering Group and its professional adviser, Anthony Northcote. The Parish Council is **recommended** to support the following motion:

***“Claypole Parish Council, as the relevant qualifying body, (under Section 38A(12) of the Planning and Compensation Act 2004) for the ‘Claypole Neighbourhood Area’ hereby resolves to Publish for Consultation the Draft Claypole Neighbourhood Plan in accordance with Regulation 14 of Neighbourhood Planning Regulations 2012.”***

Report to Parish Council 5 January 2022

## Financial Regulations

Following the Council's decision to secure a credit card from the council's bank to enable to on-line purchases, and to avoid the use of personal credit/debit cards, the following amendment is proposed to the Financial Regulations:

After para 6.7 insert the following and renumber subsequent paragraphs accordingly:

6.8. A Credit Card will be issued for use restricted to the Clerk and the Chair only. It will be used only when payment by bank transfer is not appropriate and will be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

6.9. Each payment made by credit card will be reported to the Council at its next meeting. The credit card will be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.