

**Minutes of Laceby Parish Council Finance and Planning Meeting
Held at the Stanford Centre, Cooper Lane, Laceby on Tuesday 3rd October 2023 at 7.30pm**

13185 Present: Chair – Cllr D Hasthorpe
Cllr R James, Cllr B Metcalf, Cllr S Turner, Cllr S Greenbeck, Cllr D Johnson,
Cllr R Childs

Also present: Clerk – Nicola Ashton
3 members of public

Apologies: Cllr P Schofield

Cllr Hasthorpe opened the meeting, welcoming everyone present to the meeting. Apologies were received and accepted. Cllr Hasthorpe welcomed Cllr Childs to the Parish Council, congratulating him on his co-option as Parish Councillor in September.

13186 Minutes from the 5th September 2023

Minutes from the Finance and Planning Meeting on the 5th September 2023 were put forwards for approval. The minutes were agreed to be a true record of the meeting, and proposed by Cllr Greenbeck and seconded by Cllr Turner. Cllr Hasthorpe ensured all Councillors agreed that the minutes were a true and accurate record of events and, with a show of full hands, the minutes were approved. As Cllr James chaired the meeting on 5th September, Cllr Hasthorpe asked her to sign the minutes.

13187 Declaration of Interests & Dispensations

Cllr Metcalf asked that a declaration of interest be recorded for her in regards to the Stanford Centre.

Cllr Hasthorpe requested the following statement be recorded.

"I am a member of North East Lincolnshire Borough Council's Planning Committee and I am present here in my role as Parish Councillor and not as member of North East Lincolnshire Council's Planning Committee. I am able to participate as the proposal before us does not substantially affect the well-being or financial standing of the Parish Council, and must make it clear that my views and vote are expressed on the limited information before me. I must reserve judgement and the independence to make up my own mind on each separate proposal, based on my overriding duty to the whole of North East Lincolnshire, not just to the people in the parish, as and when I hear all the relevant information when it comes before me at Planning Committee.

I will not in any way commit myself as to how I or others may vote, or what may be said, when the proposal comes before Planning Committee. I will declare a personal interest in relation to my being a member of the Parish Council when the item is before Planning Committee."

The declarations of interest were accepted. There were no dispensations recorded.

13188 Public Forum

Cllr Hasthorpe opened the public forum advising those present that there were 20 minutes for them to speak. Cllr Hasthorpe welcomed Mrs Page to the meeting, explained that she was here to observe with a view to making an application for the Councillor vacancy.

Cllr Hasthorpe welcomed Mr S to the meeting. Mr S expressed his thanks to the Parish Council and the Ward Councillors for the support he had received around the application from the developers of Land at Field Head Close to remove the buffer zone. He confirmed that the application had been rejected and that the buffer zone was to remain at the agreed 30m. Mr S thanked the representative who spoke on his behalf to the planning committee.

Cllr Hasthorpe confirmed how vitally important it was that the buffer zone remained, and that this process had demonstrated the Parish Council support had assisted in this objection.

Cllr Hasthorpe asked Mrs R if she had anything to discuss in the public forum, and Mrs R explained she was here as PROW (Public Rights of Way) were on the agenda.

With no further discussion to be held, Cllr Hasthorpe closed the public forum.

13189 Matters Arising

- **Parish Newsletter**

The Clerk explained that there had been no progress, and that despite contacting a variety of different organisations, who all seemed keen, there had been only two submissions for the newsletter. After contacting everyone again twice, and that it was understood everyone is busy, the Clerk felt she was harassing people, adding that if deadlines cannot be met now, how will we meet them when the newsletter gets underway?

Cllr Hasthorpe advised that the Council cannot pay in full for the newsletter, and that contributions to the content and advertising was needed to make it successful. In comparison to another local council newsletter, their printing and distribution costs were approx. £800 a month, which was covered by advertising.

Cllr Metcalf suggested that we put together a 4-page document detailing what the Parish Council do, and then have an advert asking residents & community groups to contribute. Cllr Childs advised he would be happy to distribute the first copy – Cllr Hasthorpe and James explained that this was a huge undertaking and would involve a lot of hours! It was agreed that all Councillors were happy to help with the distribution of this copy.

All agreed to have a think about what can go in the first copy, and to add to the next meeting agenda.

- **CCTV**

The Clerk advised she had confirmation from NELC that the feasibility survey would be taking place soon and an update will be provided in due course.

13190 Police Matters

The Wolds Police Newsletter was shared and it was noted that there had been 52 crimes reported across the Wolds, with the following occurring in Laceby:

- 1 report of theft of items from a property
- 1 report of home being entered with car keys taken and the car stolen.
- 1 report of car parked on driveway stolen.
- 1 report of building materials and plant tools stolen from building plot.
- 1 report of cars approached with door handles tried, no entry gained.
- 2 reports of assault.
- 4 reports of harassment.
- 3 reports of minor public offences.

Cllr Hasthorpe advised that with the darker nights, residents need to be aware to lock it or lose it. It was noted that the newsletter would be beneficial to get the message across!

Cllr Hasthorpe advised that the number of make off without paying had increased significantly as well.

The Clerk confirmed the newsletter went onto the website and the noticeboard in the Square.

It was noted there was nothing to feedback to the Neighbourhood Policing Team.

13191 Ward Councillors Report

Cllr Hasthorpe advised that the yellow lines had now been completed through the village, and that enforcement officers were present and walking the village. The presence of the enforcement officers is random across the week, and throughout the ward. It was noted that Councillors and the enforcement officers had received a lot of positive comments from residents who were pleased to see the officers around the village.

The Wold Councillors have donated £500 to the Stanford Centre to purchase books for the library.

13192 Planning Matters

Laceby Footpath 122

The Clerk advised she had spoken to the PROW Officer as the signs had been removed regarding the footpath. Cllr Hasthorpe advised that we had previously sent our comments regarding the PROW, which detailed there were no objections. All agreed this be stated again in writing.

The Clerk advised that the PROW Officer had asked if there were any concerns or issues with the PROW's around the village, and if so to let him know.

13193 Finance Matters

Payments for authorisation

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

Salaries x 3 members of staff for October 2023	£1714.82
HMRC – Salaries October 2023	£343.53
Pensions – October 2023	£56.22
Cemetery Waste – Sept/Oct 2023	£52.22
Clerk Phone & Broadband – Sept/Oct 2023	-£5.50
Clerk Petty Cash	£35.94
Allotment Rental 29/9 – 24/12/23	£425.25
Room Hire	£14.00
External Audit Costs	£378.00
Cemetery Skip	£192.00
Planning Costs	£58.00
Total Payments	£3,264.48

Cllr Metcalf proposed the payments, and this was seconded by Cllr Turner; all Councillors agreed the payments be authorised with full show of hands.

External Audit and AGAR

The Clerk advised the final audit report regarding the 2022/23 accounts had now been received. The Clerk explained that despite displaying the accounts for the required period, unfortunately we

had not met the Excise of Public Rights. The reason for this being a typing error of the Assets for the previous year into the document. This should have stated £132,091, however due to the typing error £133,291 was declared. Once noticed the information was corrected in the required manner, but this meant the required period had not been met. The outcome was placed on the website and noticeboard prior to the 30th September as required by the Auditor.

13194 St Francis Grove Matters

Cllr Hasthorpe advised that in discussion with Cllr's Metcalf and Johnson regarding the ongoing damage to the equipment at St Francis Grove, it had been decided to not replace the damage to the little car. This has been repeatedly damaged over the last year, and at a cost of £130 each time it is repaired, this is not sustainable. Cllr Johnson has removed all the inside of the car so that there is nothing that can cause injury. The CCTV had not been able to provide clear images of the culprit. Cllr Johnson advised that on the 28th September, the silver birch had also been damaged above the guard. Cllr Johnson has tidied the remaining tree up as best he can. Clerk to report to police.

13195 Church and Cemetery Matters

Cllr Johnson advised that the Churchyard floodlights were currently not working with the timer also broken. Due to the complexity of the work that needed to be done, the Church electrician will need to be called to repair. All agreed for Cllr Johnson to organise this.

Cllr Greenbeck advised the groundskeeper had spoken to her as he was not able to cut back the hedges alongside the new garden of rest because of their size. The Clerk explained she had already advised the groundskeeper earlier in the year to not cut the hedges here and at the top of the Cemetery as the Council had already arranged for a contractor to take care of this due to the work needed to be done, and that this would be done in October. Cllr Greenbeck to pass this onto the groundskeeper.

Cllr Metcalf advised that the hedges bordering houses on St Francis Grove were getting high. The Clerk proposed that we ask the contractor to cut these at the same time as the other work. This was agreed by all present.

Cllr Hasthorpe advised he had discussed the hedge alongside Cemetery Crescent with NELC and this would also be cut.

Remembrance Sunday

The Clerk confirmed everything had been confirmed regarding the Remembrance Sunday Parade with NELC and Local Police Team. Based on the feedback from last year the road closure was requested to be in place at the Butt Lane/Hawerby Road junction rather than the Chapel Lane junction, as this would allow vehicles to turn around and exit the village by the Aylesby Road. First Aid was now being provided by CPG (Care Plus Group).

Cllr Hasthorpe explained it would be nice to see as many Councillors as possible at the parade, service, and cemetery.

Discussed the need for the Marshalls. Cllr Metcalf to speak to those contacts she has spoken to previously. Cllr Barford to be asked if he is available, Cllr Childs confirmed he was available.

The Clerk asked if the Parish Council was again making a donation to the RBL Laceby Branch. Cllr Metcalf proposed £100 donation, and this was seconded by Cllr Greenbeck. A Full show of hands confirmed all in favour. Clerk to arrange, Cllr Metcalf to confirm who is dealing with this, this year.

Christmas Tree Event

Agreed that this will be the 1st Saturday in December – the 2nd December 2023 at 5pm.

Cllr Johnson has already booked the tree and replaced the lead on the lights ready. Cllr Metcalf has the little battery tea lights, and confirmed we will need mulled wine, juice, and mince pies. Clerk to advertise the event.

13196 Stanford Centre

Cllr Metcalf explained that the Stanford Centre Group were concerned about the costs associated with the wi-fi and read a statement from the volunteer group to the Council. In it, they explained that they are a not-for-profit group of volunteers, and whilst the lettings did generate an income, they wanted to keep the cost of lettings low to encourage groups to use the centre and assist those leading the groups. This had worked with only a Thursday morning available to let now.

Previously the wi-fi was funded by the Local Authority, and 3 years ago the Parish Council assisted the group to purchase a 3-year licence fee, which now needs to be renewed. Cllr Metcalf explained that the wi-fi enabled those who could not afford to have this in their own homes to still access it, and that they had helped many residents have use of the internet. The group confirmed that they were requesting support towards the cost of the new licence fee due to the invaluable impact it has on the residents of the village. The cost of a 3-year licence was £1171.55.

It was noted that the Parish Council did have a contingency fund to assist the Stanford centre group, and money within this was still available to the group. Cllr Hasthorpe proposed that the Parish Council fund the 3-year licence to a cost of £1171.55, this was seconded by Cllr Childs and a full show of hands confirmed this agreed. Cllr Metcalf thanked the Parish Council.

Cllr Metcalf advised that there continued to be problems with the new lighting falling down, and contractors had been to investigate and reinstate them. Cllr Metcalf advised that the reason the Stanford Centre Group were short of funds was because the quoted works for the lights did not include VAT, and it was only when the invoice came through with the VAT and management fees that they knew about the extra cost.

13197 Correspondence

Community Governance Review

I. Review outcome and next stage

The Community Governance Review (stage 1) was shared with the Parish Council; with 4 responses to the review, it was split 50/50 with positive and negative responses. Feedback from NELC was around community engagement. It was acknowledged that the Parish Council was trying hard to engage with the community with a website for those who use it, an open meeting every month, use of the community facebook page, newsletter in development, and ongoing communication for residents with the Clerk & Councillors as needed.

Areas for development were identified as sharing the agenda and minutes via the community fb page each month, inviting people to come to the meetings, and also replacing the Council details on the noticeboard of how residents can contact their Parish Councillors.

It was noted that the next phase of the review was now open for comment.

II. Quotations and impartiality

Cllr Hasthorpe advised that whilst this had never happened with this Parish Council, it had happened elsewhere. Going on to explain that in some Parish Councils they open quotes for contracted works at the meeting labelled a, b, c with the contractor being revealed after the quote selected.

The Clerk advised that we have very few quotes (and very few people want to quote), but those we do have come via email so it would be very difficult to do this without seeing it first. The quotes are anonymised for the council meeting and are listed as contractor a, b, c etc. The Clerk

confirmed she did not know any contractors who would quote for work however should this happen would declare this prior to quotes being sought.

Cllr James advised that this was not something that had been a concern for the council and was happy with the current process as there had not been any historical issues. These could be addressed if they arose. All in agreement to remain with the current process.

13198 Information Exchange

Laceby Parish / Village Council

Cllr Hasthorpe advised that some Parish Councils had changed their name from Parish Council to Village Council, as it is often mistakenly assumed that the Parish Council is something to do with the Parochial council of the church, and asked for thoughts from the Parish Councillors.

Cllr Metcalf advised that it was a good idea as it can be confusing.

It was suggested that we remove the image of the Church from the letter head and add something more generic such as the decorative sign at the entrances or a logo.

Following short discussion Cllr Hasthorpe proposed a change in name from Laceby Parish Council to Laceby Village Council, which was seconded by Cllr Childs, with a full show of hands to demonstrate all in agreement. Clerk to explore protocols for this, and begin name change across documents and website.

Other Information

Cllr Turner explained that the footpath along the bypass was overgrown in places and causing issues for accessibility. Clerk to report to NELC.

With no other information to exchange, Cllr Hasthorpe asked Mrs Page how she found the meeting; it was agreed to add the co-option of a new Councillor to the next agenda.

The Chair confirmed the next meeting dates as:

- Full Council & Planning Meeting – Tuesday 7th November 2023 at 7.30pm
- Full Council & Planning Meeting – Tuesday 5th December 2023 at 7.30pm
- Full Council & Planning Meeting – Tuesday 2nd January 2024 at 7.30pm

The Chair closed the meeting at 8.20pm.

Signed:

Chair

Dated: