

## Kirkby La Thorpe Parish Council

Minutes for Ordinary Parish Council Meeting held on 9 November 2022 at 7.00 PM

Location: The Queens Head, Kirkby La Thorpe, NG34 9NU

### MINUTES

- (i) Public Comment.  
- There were no members of the public in attendance.
- (ii) Report from District Councillor Mervyn Head. - No report.
- (iii) Report from County Councillor Andrew Key. - No report.
- Present: Cllrs Phil White (Chairman), Michelle Morris; Richard Bridgen, Alison Flannery, John Perry, Gill Marshall; Dermot Daly (Clerk).
- Welcome.
- The meeting was opened at 19:02.
- 140/22 To receive and agree apologies for absence.  
- Cllr Parker was not in attendance.
- 141/22 To receive disclosures of pecuniary and non-pecuniary interests, pursuant to section 31 of the Localism Act 2011, and applications for dispensation from Councillors on matters considered at this meeting. - None.
- 142/22 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items. - None.
- POLICY & PROCESS**
- 143/22 To review and agree the Data Protection Policy.  
- It was RESOLVED to approve the policy as circulated.
- 144/22 To review and agree the new Subject Access Request Policy.  
- It was RESOLVED to approve the policy as circulated.
- 145/22 In pursuance of resolution of item 099/22, to adhere to the new Code of Conduct, the Councillors are to complete new Code of Conduct forms.  
- Completed forms were collected from all Councillors in attendance.
- 146/22 In pursuance of resolution of item 099/22, to adhere to the new Code of Conduct, the Councillors are to complete new Disclosable Pecuniary and Other Registerable Interests forms.  
- Councillors were reminded to complete the form and to return either to the Clerk or directly to NKDC.
- MEETINGS**
- 147/22 To receive the Minutes of the Ordinary Meeting of the Parish Council on 28th September 2022 for approval.  
- It was RESOLVED to agree the Minutes as circulated.
- 148/22 To receive the Minutes of the Extraordinary Meeting of the Parish Council on 12th October 2022 for approval.  
- It was RESOLVED to agree the Minutes as circulated with exception item 137/22 where Cllr Bridgen was to produce the flyer and Cllrs Flannery and Marshall had produced the fact-sheet..
- FINANCE**
- 149/22 To present the periods accounts and sign the bank reconciliation.  
- It was RESOLVED to agree the accounts and bank reconciliation as circulated.  
- It was noted that the litter picking grant had been received and was available for associated costs to be set against it.

- 150/22** To present and approve the accounts for payment.  
- It was RESOLVED to agree the Accounts for Payment as circulated.
- 151/22** To discuss and agree the renewal of the grounds maintenance contract for 2023.  
- A quote had been received from the current supplier for 14 cuts, 2 hedge trims, and 2 sprays for 2023.  
- The quality of the service in the current year was recognised as being significantly better than previous suppliers recently.  
- It was RESOLVED to revert to a re-tender of the annual renewable contract on a three-year cycle, with the next tender <sup>due</sup> at the end of 2024 for the 2025 season.  
- It was RESOLVED to renew the contract for 2023 with the current supplier.
- 152/22** To discuss and agree the draft budget for financial year 2023-24.  
- The plans for the forthcoming year were discussed with income and expenditure lines reviewed and allowances made for known and assumed increases.  
- It was RESOLVED for the Clerk to feed the figures in to the budget model for circulation around the Councillors in plenty of time for budget and precept approval at the January Council meeting.  
- Highlights for the budget included creating a Defibrillator reserve to cover replacement pads, batteries, and replacement units as required; Coronation celebration; HLM Queen Elizabeth II memorial; increase in noticeboard budget.
- PLANNING**
- 153/22** To finalise actions regarding local national planning projects, namely the proposal for a local reservoir and Heckington Solar Farm.  
- The Solar Park consultation is closed – no further action.  
- Following investigation into the production of a questionnaire, a factsheet, and a flyer, for the local reservoir proposal it was pointed out that the Council should not lead the public but should inform and allow residents to comment using existing channels as part of the consultation process. It was RESOLVED that this can be done by issuing the factsheet/flyer pointing to online information; a draft of the flyer to be produced by Cllr Bridgen for printing and distribution, pointing to the factsheet which will be loaded on the Council website.
- GENERAL**
- 154/22** To agree priorities to respond to local policing team.  
- It was RESOLVED to respond with 1. Rural crime – in and around the village; 2. Prevention of crime and self-help advice, including support of the neighbourhood watch; 3. Lack of presence and poor response times in rural areas.
- 155/22** To receive feedback on recent Councillor training and agree further training for Councillors.  
- Cllr Marshall provided positive feedback on the Councillor Role and Responsibilities course, recommending it to all who have not been on it. This was further reinforced by the Internal Audit report received today.  
- Cllr Perry requested basic New Councillor training and subsequently the Role and Responsibilities course - this was RESOLVED by the Council.  
- It was RESOLVED for the Clerk to request of LALC for training to be provided around the Planning process.  
- It was highlighted that the training list is provided in the regular LALC newsheet that is circulated.
- 156/22** To discuss and agree scope of information to be placed on the Council website.  
- It was RESOLVED to load up the Reservoir consultation fact-sheet and provide information on the new Neighbourhood Watch Scheme when it is set up.

- 157/22** To seek public/business donation to purchase solar christmas tree lights and for the Council to support the funding of one or two sets, depending on other donations, up to a value of £380 for the benefit of the whole community.
- It was noted that Queens Head Pub will purchase one set.
  - It was RESOLVED for the Council to purchase the second set at a revised amount of £130.
- 158/22** To discuss and agree any actions relating to local community group proposals. - None.

**CLOSE**

- 159/22** To note further agenda items and arrangements for the next meeting (11th January 2023).
- Defibrillator matters
  - Memorial for HLM QE II
  - Coronation Bench in recycled material (quotes required)
  - Coronation celebration
  - Mid-year Internal Audit report
  - Budget approval
  - Precept agreement and sign-off
  - Creation of staffing committee (Internal Audit recommendation)

Meeting Closed: 21:46.