

Crowland Parish Council

Minutes of Full Parish Council Meeting

Monday 5th February at 7pm in Crowland Community Hub, Hall Street, Crowland

Present: Cllr. Graham Searle (in the Chair)
Cllrs., David Kempton, Bryan Alcock, Rodney Sadd, Reg Boot, Katie Pepper, Jon Boor, Cathi Elphee, Darren Warner & Annette Williams.

In attendance: T Croxford – Clerk (minute taker) & T Kingston – Responsible Finance Officer

Absent: Cllrs. Philip Green, Michael Atkinson, Jay Levesley, Peter Davis & David Ringham

In the Chair: Cllr. Graham Searle thanked everyone for attending.

172) Apologies for Absence of the meeting was advised and apologies with valid reasons for absence had been received from Cllrs. Philip Green, Michael Atkinson, Jay Levesley, Peter Davis & David Ringham (apologies were also received from District Cllr J Astill).

It was proposed, seconded and

Resolved: That apologies be noted with valid reasons for absence accepted from Cllrs. P Green, M Atkinson, J Levesley, P Davis & D Ringham.

173) Declaration of Interests

Cllrs. G Searle 497 payment sheet and J Boor 193 – Closed session – Allotments

No.		Action
174)	To Agree as a Correct Record the Minutes of the Previous Meeting	
	It was proposed, seconded and resolved: That the Chairman sign the official minutes of the Full Council Committee meeting held on 8 th January 2024, subject to minor non-material amendments. Proposed by Cllr. DK - Seconded by Cllr. JB – all present agreed.	TC
175)	To receive an update on the progress and resolutions of the previous meeting	
	More clarification was requested regarding the wording proposed for the new Pavilion sign. It was agreed that all signage would be the same and consistent with the signs already in use. The signs can be updated if needed at a later date. Sign to be ordered from Classic Printers.	TC
176)	Chairman's Report	
	A report had been circulated prior to this meeting for review and was briefly discussed. The chairman expressed the importance of reading the minutes and reports before the night of the meeting saving time at the meetings.	
178)	Amenities Committee	
	A copy of the minutes had been circulated before this meeting for review. The Youth Building – is situated on NHS land and the NHS has requested that the building be removed. This was discussed and agreed that as the youth building is an asset belonging to Crowland, the building should be sold if possible. It will be formally and informally advertised for sale. One quotation has been received for the demolishing, taking away and making the site good. Other main concerns were discussed and this item is to be moved into closed session as it is commercially sensitive. MUGA – other priorities have taken over for the time being. There is a possibility of the School having a MUGA. It was agreed that CPC would write to the Chair of Governors to determine whether their facility would be available to parishioners. Electrical car charging – correspondence has been received that the faulty equipment will be replaced. SHDC have requested that CPC take on the management and responsibility of the car charging points and deal directly with the new suppliers. CPC would not consider this until the equipment was running efficiently and all previous costs/debts were cleared. It was agreed to leave the management with SHDC and to be reviewed at a later date. Proposed by Cllr. DK - Seconded by Cllr. JB – all present agreed.	DK/GS DK DK

	<p>CTFC - a meeting was held and CPC concerns were discussed in depth. Changes to CPC hire conditions were agreed upon and a way of working forward together was actioned.</p> <p>Request for hire of the Snowden/Kissing Ground for a Car Boot sale – Car boot requests have been received before and discussed. All agreed the Snowden is not suitable because of the weather/condition/use/wear/damage of the ground/pitches with car parking becoming a major concern. Enquirer to be advised.</p> <p>Proposed by Cllr. RB - Seconded by Cllr. JB – all present agreed.</p>	TC
179)	Finance and Admin Committee	
	<p>A report had been circulated prior to this meeting for review, following an audit by a new auditor. There were several issues raised and all will be actioned and completed by the end of March. Standing orders are being reviewed.</p> <p>CPC have been advised they should be on receipts and payments, but with Scribe, this is only possible at year-end.</p> <p>Listed items that are supposed to be on the website were discussed and ideally, CPC should add them, this is being looked into by the clerk. Policies will need to be adopted once they have been produced.</p> <p>At the last meeting, the Precept was agreed but the budget was not formally accepted. This was discussed and explained and proposed that the council approve the 24/25 budget.</p> <p>Proposed by Cllr. CE - Seconded by Cllr. AW – all present agreed.</p> <p>The list of Direct debits was discussed and it was agreed that we accept DD's for the companies listed on the payments list.</p> <p>Proposed by Cllr. JB - Seconded by Cllr. CE – all present agreed.</p> <p>Acknowledgement that BACs payments will be used instead of cheques on the proposed list.</p> <p>Proposed by Cllr. KP - Seconded by Cllr. DW – all present agreed.</p> <p>BT – renewal of contract proposed cost is £82.00 a month – this is a 3-year contract.</p> <p>Proposed by Cllr. AW - Seconded by Cllr. CE – all present agreed.</p> <p>ARK ICT – renewal of contract – this is the same support contract but increased by £2.20 a month.</p> <p>Proposed by Cllr. RB - Seconded by Cllr. RS – all present agreed.</p> <p>A reserve of £4,000.00 was advised to cover elections, this is to be put on the agenda for next year.</p> <p>Bank Balances - It was suggested that at least two councillors look at the bank reconciliation, approve and sign the documents rather than the RFO confirming it to be correct this would also cover good practice. This was not agreed and is to be left as it is.</p>	TK
180)	Farms & Gardens Committee	
	<p>A report had been circulated prior to this meeting for review.</p> <p>Allotments – polytunnels were discussed as the site is looking a bit of a mess with the winds. This is an ongoing problem and will be investigated by F&G.</p>	JB
181)	Planning Committee	
	<p>A copy of the minutes was presented.</p> <p>Quotations are ongoing regarding the repair or replacement of the Postland Road bus shelter.</p> <p>Bins are still being reviewed, repaired and replaced – ongoing.</p> <p>The possibility of commercial sponsorship for a bin was discussed.</p> <p>The budget for replacing bins within the District Council is 0.</p> <p>The bins are to be put back onto the Planning agenda – a more detailed bin plan is required with what is specifically needed for the repair of each bin.</p>	RS/TC
182)	Safety & Security Committee	
	<p>A report had been circulated before this meeting for review and discussed.</p> <p>The closure of the Police station was discussed and is a big disappointment.</p>	
183)	Assets Working Party	
	<p>A report had been circulated before this meeting for review.</p> <p>A meeting is to be arranged with AWP and ARK Properties concerning what is covered under the current contract and obligations.</p> <p>Proposed by Cllr. DK - Seconded by Cllr. JB – all present agreed.</p> <p>Confirmation that the ditch along A16 is owned by CPC.</p>	AWP

	The ditch along James Road verge and 6 Acre field – still no confirmation as to who owns it yet. A request for a quotation from the Architect for submitting a planning application, regarding the burial ground, covering all areas including environmental issues. Previous documents are to be located. A business plan is to also be produced. Proposed by Cllr. BA - Seconded by Cllr. JB – all present agreed.	AWP
184)	Accounts for Payment	
	The payment sheet was discussed and payments of £14,324.36 were authorised, subject to the following updates: 467 to be checked and confirmed 474 Wave should be recorded as Water and the usage checked could be elec. Proposed by Cllr. JB - Seconded by Cllr. AW – all others agreed.	TK
	Receipts and payments 14 – 462 variance of £14, 000, contract income has been put in by mistake to be amended, with the correct code.	TK
185)	Members Lunch	
	The clerk will be organising a council member's and staff lunch in conjunction with the chair. Partners to be included. This was discussed and a booking for 25 th February was confirmed with attendees. To check if starters and desserts are to be ordered before the date.	TC TC
186)	Annual Community Recognition Awards Scheme A proposal has been put together that CPC launch a community scheme with thanks, certificates and trophies. The structure and documentation have been prepared, this will be an annual nominated event. The proposal was positively received, supported and agreed. A request for a date, forms and other documents are to be produced and ready for sending out, the possibility of the flyer being the nomination form. Documents and forms are to be located and updated. Proposed by Cllr. DW - Seconded by Cllr. AW – all others agreed.	RS/AW TC
187)	Request for Car Boot Sale on the Snowden	
	This request was discussed in Amenities	
188)	Cllr Woolf Chair of SHDC is offering to meet the Parish Council.	
	Confirmation is needed and a request is to be sent requesting the purpose of the offer/meeting – is it for Councillors or parishioners?	TC
189)	Matters to be considered for inclusion on future Council Agenda	
	Gym trustee's report & proposal. Bus shelters and stops Future of the Police Station building.	

“Closed Session”

The Public & Press were excluded from the meeting in accordance with the provision of Section 1 (2) of the Public Bodies (Admission to Meetings Act 1960). The items to be discussed being of a confidential nature.

190)	Trees Two tree services quotations were discussed and the cheapest quotation was agreed to be accepted. – Completed	
191)	Youth Building Information was discussed and further action is needed – ongoing	
192)	Parish Room Windows Quotations have been received CPC are awaiting another – ongoing	
193)	Allotment Rents Rent increases were discussed and agreed - no further action is needed – completed	
194)	Website Maintenance Information was discussed and agreed – LALC maintenance to be appointed – completed	

The meeting finished at 10.10pm.