

Crowland Parish Council

Minutes of Full Parish Council Meeting

Monday 3 June 2024 at 7pm in Crowland Community Hub, Hall Street, Crowland

Present: Cllrs., Bryan Alcock, David Kempton, Cathi Elphee, Rodney Sadd, Reg Boot, Jon Boor, Graham Searle, Peter Davis, Michael Atkinson Darren Warner & Annette Williams.

Also in attendance: T Croxford – Clerk (minute taker) & Tracey Kingston - RFO.

Absent: Cllrs. Jay Levesley & Katie Pepper

In the Chair: Cllr. Bryan Alcock thanked everyone for attending.

24) Apologies for Absence of the meeting was advised and apologies with valid reasons for absence had been received from Cllrs. Jay Levesley & Katie Pepper. It was proposed, seconded and **Resolved:** those apologies be noted with valid reasons for absence accepted from Cllrs. Jay Levesley & Katie Pepper.

25) Declaration of Interests - none.

26) To approve the Minutes of the Previous Meeting – 13 May 2024

Proposed by Cllr. AW - Seconded by Cllr. JB - all present agreed.

		Action
27)	<p>To receive an update on progress & resolutions for the meeting held on 13 May 2024 Item 43 – S&S Council to request for more accurate and correct data of incidents from the Police A meeting was held on 22 April with GS, RS and the Police, CPC are still awaiting the report from the Police and this is to be chased.</p>	<p>KP KP</p>
28)	<p>To receive the report of the Chairman A suggestion of producing a procedure on how the Council deals with policies, Risk assessments, Financial Regulations etc which will then encourage the adoption of the policies – it was discussed and agreed to that the council look and deal with one policy a month. A meeting with the S&S committee is to be held ASAP AW/JB/GS. The production of a sheet identifying annual checks, with dates is to be produced. Play areas must be checked along with Fire Risk Assessment for the buildings' confirmation that they are being actioned. Confirmation is needed as to whether a play safety inspection check was carried out at a meeting with RS and Online Playgrounds – the date for the next inspection is 31 July 2024. Once that report is received CPC workers can action any points before the official inspection.</p>	<p>BA/TC TC TC/TK JL/KP/ AW/TC PD/TC</p>
29)	<p>To receive the report of the Amenities Committee The hiring of the Snowden has been very busy this month as the football teams are catching up on cancelled games. Thanks to the workmen and Jon for the Snowden looking good at a very difficult time with the wet weather. A small area has been damaged with a few small dips, close to the kissing ground, this is to be levelled. The Youth Building has now been removed and the area is cleared and ready for NHS Properties to proceed with their plans. The mobile toilet has been relocated, but utility connections are still to be done. NHS has requested the review of the resurfacing of the carpark area, as there is still a water leak this has been put on hold and then costs will be reviewed. Water leak at the Snowden – a different contractor has been contacted and a different proposal has been suggested. Moved into Closed session New Pavilion – the survey needs chasing and progressing, especially after requests at the Annual Parish Meeting or an alternative is to be looked into An outline design is to be commissioned to support funding applications – it was suggested a letter be sent to the Prime Minister, CC in Sir J Hayes, requesting Crowland be allocated some of the 20 million being awarded to other larger towns, Crowland is a small town and</p>	<p>JB DK/TK</p>

	<p>could we have a supplementary distribution particularly as we have absorbed more than the allocated number of houses for the whole of the local plan period. Which has put pressure on the town facilities.</p> <p>It is important that the water is not left on all the time because of the leak, the workers have issues with times turning on and off for the Bowling Club, there are ways for them to use bottled water or their supply from the other side, which waters the green – to be discussed.</p>	<p>DK</p> <p>DK</p>
<p>30)</p>	<p>To receive the report of the Finance Committee</p> <p>Payments from the District Council are to be checked. 3 should have been received 2 from LCC and 1 from SHDC – to be checked</p> <p>The bowls club have requested an invoice for the electricity, they were invoiced and paid on 30th March 2024, the next invoice will be issued at the end of June and quarterly thereafter</p> <p>All Octopus electricity accounts are currently showing a credit and it appears that new invoices are being offset against that credit. This will continue to be monitored as high credit and the correct not estimated readings to be sent in. – ongoing</p>	<p>TK</p> <p>TK</p> <p>TK</p>
<p>31)</p>	<p>Accounts for Payment- separate sheet</p> <p>Financial Matters</p> <p>To note bank balances and investments at 31 May 2024 (latest statements)</p> <p>Account ending xx338 £516,011.52</p> <p>Account ending xx461 £13,782.67</p> <p>Petty Cash £46.76</p> <p>To authorise the signing of orders for payment and to note income for May 2024</p> <p>It was proposed, seconded and resolved, subject to the following updates</p> <p>Payment no. 77 £180 should not be in the VAT column</p> <p>Payment no. 69 £1 is incorrect and should be £45</p> <p>(a) Orders for payment made in the sums of £14,422.59 in May 2024 be authorised</p> <p>(b) incomes received in the amounts of £7664.09 in May 2024 be noted.</p> <p>Proposed by Cllr. JB - Seconded by Cllr. PD – all others agreed.</p> <p>An invoice needs to be sent regarding the money outstanding for the pond, a diary is also to be produced with dates for when monies are due, including an inflationary increase every 5 years.</p>	<p>TK</p> <p>TK/PB</p>
<p>32)</p>	<p>To receive the report of the Farms & Gardens Committee</p> <p>Concerns have been raised regarding cut grass being left on the paths</p> <p>The Allotment Shed and extra security – a meeting has been arranged with LR (PCSO) cages have been damaged since the break-in – but have now been fixed</p> <p>Trees – to fell and remove the 5 large Poplars and the Horse Chestnut tree – commencing 8 July – TC</p> <p>Farmland – a meeting has been arranged with the Land Agent to discuss a tenancy vacancy – to attend RB/MA TC</p> <p>A meeting needs to be arranged with S&S regarding the security and break-in of the allotment building again.</p> <p>The allotment building was discussed. A lot of work had gone into providing this building at a considerable cost and it was agreed it should be maintained for the allotment holders and review quotations to increase the security. It was proposed that two more quotations are needed.</p> <p>Proposed by Cllr. CE - Seconded by Cllr. DW – all others agreed.</p> <p>Grass-cutting areas are to be reviewed, some areas could be left to grow longer, with one trip through with the mower and around seating areas to be done then the possibility of releasing some areas to a contractor, roadside bits and gravel causeway – to be reviewed and investigated</p> <p>Hanging baskets have been delivered but workers have concern regarding the weight on the brackets. Calculations were verified before the ordering and should be correct. The baskets are to be left until the end of the week to dry out as they have been very well watered. To be reviewed at the end of the week</p>	<p>JB</p> <p>TC</p> <p>RB/MA</p> <p>JB/TC</p> <p>JB</p> <p>JB</p>

33)	<p>To receive the minutes of the Planning Committee The Bench which was demolished beside the Bridge is not to be replaced. Concerns were raised about the other two benches on the other side of the bridge, this was discussed at the last planning meeting and it was decided as they are a bit further back, they would remain.</p> <p>Bus Shelter, Postland Road – a proposal for the purchasing of a new bus shelter for Postland Road. The council were asked if they were happy with the principle of the proposal suggested, it has been impossible to get another two other like-for-like quotations as others would not include the removal and taking away, of the existing shelter. In principle, the suggestion was proposed and seconded to agree and the price to be discussed in closed session.</p> <p>Proposed by Cllr. AW - Seconded by Cllr. MA – all others agreed.</p> <p>D-day activities are moving on – Electric will be needed, this will be supplied from the Pavilion, and the barrier is also to be unlocked. Flags are going up Tuesday 4.06.24 and will be taken down Monday 10.06.24.</p> <p>Councillors were asked to volunteer and help with this event.</p> <p>The relocation of the 3/4/5s forest area has been agreed upon, the last event is 10 July, and then they will clear the old area – they need to be moved before they start the next term due to the risk from girdled trees. Check that the move has happened. - JB</p>	
34)	<p>To receive the report of the Safety & Security Committee The report was acknowledged and RS is to look at producing a more detailed larger map.</p>	
35)	<p>To receive the report of the Assets Working Party This is moving on but slowly, it has been confirmed that the commercial buildings will have toilets.</p> <p>A proposal from an external QS is to be reviewed in closed session. Confirmation is needed regarding the insurance will he be covered by the Councils. – BA/DK</p>	
36)	<p>Allotment Building Dealt with in Farms and Gardens Report.</p>	
37)	<p>Community Awards The community awards were discussed and again agreed to go into the Parish Magazine as a separate flyer/leaflet – a flyer is to be produced, with a letter and nomination form. RS/TC</p>	
38)	<p>Matters to be considered for inclusion on a future agenda UK Government Resilience Framework- Emergency Planning - Cluster Meeting – TC to go onto the agenda.</p>	

“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.

No.		Action
29)	<p>Bowls Club – relocated toilets The Youth Building toilet block has been relocated for the Bowls Club but will need planning approval. The Bowls Club is also preparing an application for their new clubhouse. Both applications will be submitted by the PC as the landowners. Proposed by Cllr. RS - Seconded by Cllr. DW – all others agreed.</p> <p>The Bowls Club Toilet Connection – water and drainage connections - ongoing</p> <p>Water leak at the Snowden – several contractors have visited the site with various suggestions. Investigation and quotations are being received – ongoing</p>	
33)	<p>The Abbey Clock The report and quotation has been received and will be investigated, more quotations will be needed – ongoing</p> <p>Bus shelter – Quotations have been received but not like for like after much debate the quotation includes the delivery, removal, clearing away and erecting of the new bus shelter. It was proposed to accept this quotation. Proposed by Cllr. AW - Seconded by Cllr. JB – all agreed.</p>	
35)	<p>AWP - a quotation has been received from a contractor providing QS services, for overseeing the commercial building contract, over a 12-month period, this was discussed and confirmation is needed- ongoing.</p>	
	<p>HR - position for a new clerk – it was discussed and agreed to authorise the HR committee to have the power to discuss, produce an advert and publish an advertisement for a senior addition to the office staff. The Terms of the appointment will be discussed regarding the position. – ongoing</p> <p>Employment Matter – staff matters including a former employee were reported.</p>	

The meeting finished at 9.35pm.