

Crowland Parish Council

Minutes of Annual Full Parish Council Meeting

Monday 12th May 2025 at 7pm in Crowland Community Hub, Hall Street, Crowland

Present: Cllrs. Bryan Alcock, David Kempton, Reg Boot, Jon Boor, Peter Davis, Annette Williams, Darren Warner, Katie Pepper, Graham Searle, Cathi Elphee & Jay Levesley.

Also in attendance: G Hawkes Clerk (minute taker).

The Clerk opened the meeting.

Outgoing Chairman thanked all Vice Chairmen and members of sub committees for their support during the past year. He also thanked Cllrs Elphee and Williams and Deputy Clerk Tina Croxford for their help with organising a very successful VE 80th Celebration event. Thanks were also given to all the volunteers and participants on the day, and for visitors and the public leaving the area so tidy.

1) Election of Chairman - interest declared Bryan Alcock Prop JB Seconded PD All agreed.

Cllr Alcock took the chair and thanked everyone for the confidence that had been shown by appointing him for another year. The declaration of acceptance of office was signed.

2) Election of Vice-Chairman – Cllr Annette Williams Prop GS Seconded PD all agreed.

The Chairman thanked the out going Vice Chairman David Kempton for his support in the previous year.

3) Apologies for Absence - Cllrs. Jordan Bloom & Jack Turner

4) Declaration of Interests - None

5) Election of Committees - (interest declared by members)

Planning Committee

Cathi Elphee, Peter Davis, David Kempton, Jon Boor, Darren Warner, Katie Pepper, Bryan Alcock & Jack Turner, & Jordon Bloom.

Amenities Committee

Graham Searle, Annette Williams, Reg Boot, Peter Davis, David Kempton, Darren Warner, Bryan Alcock, and Jack Turner.

Farms & Gardens Committee

Reg Boot, Peter Davis, Cathi Elphee, Jon Boor, Darren Warner, Jay Levesley, Bryan Alcock, Graham Searle & Jordon Bloom.

Safety & Security Committee

Peter Davis, Jay Levesley, Darren Warner, Katie Pepper & Bryan Alcock.

Finance Committee

all chairs of committees and Bryan Alcock, & Annette Williams.

Human Resources

The Clerk, The Chairman, The Vice Chairman and the Chairmen of all the above committees.

6) Election of Chairman of Committees

Amenities Chairman – interest declared Graham Searl Prop David Kempton Seconded Jon Boor

Any other interests - none

Farms & Gardens Chairman – interest declared Jon Boor Prop Peter Davis Seconded David Kempton

Any other interests - none

Finance Chairman – interest declared Bryan Alcock Prop Jon Boor Seconded Annette Williams

Any other interests - none

Planning & Place Chairman – interest declared Cathie Elphee Prop Peter Davis Seconded David

Kempton - Any other interests - none

Safety & Security Chairman – interest declared Peter Davis Prop Jay Levesley Seconded Darren

Warner -Any other interests – none

All above nominees agreed unanimously.

7) Proposal to confirm the structure and membership of the Assets Working Party & pavilion

Bryan Alcock, Reg Boot, Peter Davis, Graham Searle, David Kempton & Jon Boor – all agreed

Members agreed there was a need for a consultant to provide expertise and a proposal will be agreed at the Assets Working Party Committee.

8) Election of Churchyard Committee Representatives

Annette Williams, Cathi Elphee & Peter Davis – all agreed

9) Election of Voluntary Car Scheme Representative

Granville Hawkes (clerk) – all agreed.

11) To approve the Minutes of the Previous Meeting – 7 April 2025 amendment made to 229 regarding the Grass cutting with clarification 17 below Proposed by Cllr Boor, seconded by Cllr Williams – all agreed

		Action						
12	To receive an update on progress & resolutions for the meeting held on 7 April 2025.							
	<p>Amenities: The Clerk is liaising with Crowland Town F C to arrange an update meeting regarding the goals storage. The Clerk has had a meeting with M Beardshaw to discuss the Abbey Clock and will attend the next PCC meeting. The Deputy Clerk has met the new representative for the Junior Football team to discuss booking routines.</p> <p>Farms and Gardens: The Clerk is liaising with National Grid to relocate the allotment electricity supply and discuss the cemetery extension, a site meeting will be arranged West Street bus stop, to be progressed.</p> <p>Cllrs please note we are invited to attend the public consultation of Meridian Solar at the pavilion on 21 May followed by a private meeting at 7.00pm at the parish meeting room.</p>							
13	Chairman’s Report.							
	<p>A report was distributed prior to the meeting. Following the mayoral and local elections we will need to see how the changes impact on the Council. The preparatory papers for the government reorganisation make reference to the number of parish councils and again we will need to see what impact there is on Crowland parish council within the new unitary authority. County Councillor Pepper has now retired having served Crowland and the District well over many years and we should acknowledge that by sending a letter of thanks.</p>	GJH						
14	Amenities Committee.							
	<p>A report was distributed to members prior to the meeting. Sealed Knot reenactment – this will be a larger event this year and we have yet to see copies of the relevant event insurance and risk assessment. We have been requested to increase our support, members agreed to provide the same support as 2024,(relogs and toilet facilities) plus 10% and the usual fee for a two day hire of the field.</p>							
15	Finance and Admin Committee							
	<p>To consider the Chairmans report and any recommendations therein. A report was distributed prior to the meeting. The Chairman advised that the precept and the grant for the bin replacement project had both been received. The annual insurance renewal had been received, there is an 11% increase in premium which following two recent claims is acceptable with the offer of a three year fix. Proposed by Cllr Searle, seconded by Cllr Elphee and agreed by all. There is also a requirement for weekly checks of the play equipment which Cllr Davis agreed to undertake</p>	PD						
16	Accounts for Payment.							
	<p>A report was distributed prior to the meeting. To note bank balances and investments at 30 April 2025</p> <table><tr><td>Account ending 338</td><td>£ 574,760.56</td></tr><tr><td>Account ending 461</td><td>£ 11,869.90</td></tr><tr><td>Petty cash</td><td>£ 32.96</td></tr></table>	Account ending 338	£ 574,760.56	Account ending 461	£ 11,869.90	Petty cash	£ 32.96	
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	It was proposed, seconded and resolved, (a) Orders for payment made in the sums of £ 21,416.59 (b) Incomes received in the amounts of £ 175,725.75	
17	Farms & Gardens Committee	
	<p>A report was distributed prior to the meeting. Despite regular watering the new cemetery hedge is struggling in the recent hot weather. Cllr Searle has circulated a report regarding the grass cutting contracts with LCC and SHDC this needs a review with recommendations to come forward at a future meeting. Cllr Kempton would like clarification on the number of cuts required per month/year.</p> <p>SHDC. Summary approximately 36 areas 18483M² to be cut weekly April and May = 8 cuts and two weekly June, July, August and September, 8 cuts, total approximately 16 cuts per season which includes appropriate strimming and path sweeping. Funded by SHDC</p> <p>LCC. Information given by the Clerk at F&G Mtg 24/3/25 stated 29636M² to be cut three times per year as a minimum with payment from LCC.</p>	
18	Planning Committee	
	<p>A report was distributed prior to the meeting. The Chairman reported regarding the Abbey clock that although the counter balance seems to be missing this is not a big issue, a replacement can be made, however a maintenance plan was needed going forward. The Clerk has a meeting with the PCC and will seek to liaise with Mr Strickland and the Peterborough cathedral clock horologist.</p>	GJH
19	Safety & Security Committee	
	The latest figures were briefly reviewed at the meeting and members noted the general trends, the Clerk has a meeting with the new beat PC for an explanation of how they are collated.	GJH
20	Assets Working Party.	
	<p>To consider the Chairmans report which was distributed prior to the meeting. Proposed Thorney Road development site – the developers propose to submit revised plans within three months. A decision from SHDC planning on the new cemetery application is being chased. The committee will come forward with a recommendation to appoint a consultant or surveyor at the next meeting.</p>	
22	Provision for 2025 Christmas tree	
	<p>The Chairman reported that the Council will need to submit an order as soon as possible. Proposed by Cllr Searle– Seconded by Cllr Davis- and all agreed.</p>	TC
23	Matters to be considered for inclusion on a future Council Agenda	
	Cllr Elphee regarding VJ 80 th year celebrations	

Crowland Parish Council

Minutes of Full Parish Council Meeting

CONFIDENTIAL

“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.

24	The Chairman reported that a plan was needed to make a presentation to the outgoing members of the junior football team. It was agreed that the best option was to attend the football clubs presentation night which Cllr Kempton agreed to facilitate.	Action DK
25	Cllr Boor reported that an allotment holder had been using a hose pipe which has now been removed. Whilst not specified in the allotment agreement this is not allowed and the signs advising this need to be replaced. Proposed by Cllr Davis– Seconded by Cllr Boot - and all agreed.	TC
26	The Clerk updated members on the office staff situation. Tracey Kingston will finish at the end of the month, in the short term the Clerk and Deputy Clerk will cover. There is a need to recruit and reorganise the office, proposals were discussed and will be circulated to members. In the short term it was agreed that the Clerk recruit an Office administrator on a six month fixed contract. Any further recruitment will be discussed at an HR committee meeting who will submit a proposal to full council Proposed by Cllr Davis– Seconded by Cllr Elphee - and all agreed.	

The meeting finished at 9.54 pm.