

Crowland Parish Council

Minutes of Full Parish Council Meeting

Monday 8th January 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, Michael Atkinson, Jay Levesley & Annette Williams.

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

Absent: Cllr. Philip Green, Cllr. Darren Warner, Cllr Peter Davis, Cllr David Ringham & Tina Croxford, Parish Clerk

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

154) Apologies for Absence

The meeting was advised and apologies with valid reasons for absence had been received from Cllr. Philip Green, Cllr. Darren Warner Cllr Peter Davis, Cllr David Ringham District Cllr J Astill and Tina Croxford, Parish Clerk

Those apologies be noted with valid reasons for absence accepted from Cllr. P Green, Cllr. Darren Warner Cllr Peter Davis, Cllr David Ringham & Tina Croxford, Parish Clerk

155) Declaration of Interests

None

No.		Action
156)	To Agree as a Correct Record the Minutes of the Previous Meeting	
	<p>It was proposed, seconded, and Resolved: That the Chairman sign the official minutes of the Full Council Committee meeting held on 4th December 2023, subject to the following updates:</p> <p>140 – thanks should have been noted for Cllr RB and Cllr CE 142 – the minute to be made clear that this relates to the gate</p> <p>Proposed by Cllr. DK - Seconded by Cllr. KP – all present agreed.</p>	
157)	To receive an update on the progress and resolutions of the previous meeting	
	Cllr JB advised that the LCC have agreed to reinstate a more robust post by the Chase stopping off Barrier.	
158)	Chairman's Report	
	<p>A report had been circulated prior to this meeting for review.</p> <p>The judging of the Christmas decorations took place, and the winners were handed their certificates and prize money. RFO to arrange for the Youth club float to be reimbursed for these prizes.</p>	TK
159)	Amenities Committee	
	<p>A copy of the minutes had been circulated prior to this meeting for review.</p> <p>It was highlighted that cleaning the traps in the car park drain has cleared the flooding. The workmen have been advised to keep monitoring these.</p> <p>The office has the information to order the planks to go with the seat bench ends. It was confirmed that the committee agreed to order plastic planks as the price was comparable and it was felt these will wear better and be easier to clean.</p> <p>Only four windows on the front of the parish rooms need to be replaced. One quote has been received for wooden windows and two further quotes are required. It was confirmed that SHDC has ruled out PVC replacements.</p>	TC TC/TK

	<p>Council is liaising with SHDC about the ongoing issues with the Electric Charging points as they hold the contract with MER. The Parish Council only rent the space and supply power. These are currently out of action as agreed with SHDC until the issues are resolved. The invoice for the period to end of December needs to be submitted to SHDC. The council recognises that this has a negative impact on residents and visitors and Cllr BA will chase SHDC for an update.</p> <p>A discussion took place about periodic damage to the facilities and a recent incident where an ambulance was unable to access the field during a CTFC game. Hirers are to be reminded that they need to appoint a responsible person from the football club as part of the conditions of hire. There has been no response to date so council will invite CTFC to another meeting.</p> <p>District Cllr Astill has apologised for lack of action on the survey of the Pavilion. This is due to happen in January and will be discussed at the next Amenities meeting</p>	<p>TK</p> <p>DK</p> <p>Clerk agenda</p>
<p>160)</p>	<p>Finance and Admin Committee</p>	
	<p>A report had been circulated prior to this meeting for review along with the minutes of the last finance meeting. A number of resolutions were put forward:</p> <p>Precept. A recommendation to set the precept at £139,800 for 2024/2025 was made. This equates to an increase of 3.51%. The number of band D equivalent properties has increased from 1770 to 1880 so the increase at band D is £1.78 per week that households will pay. Proposed by Cllr. JB - Seconded by Cllr. CE – all present agreed.</p> <p>Property Reserves. Property reserves have been split into different pots to provide for future maintenance of the investment properties. A recommendation was made to move £39,540.47 from the property reserves to revenue reserves. Proposed by Cllr. MA - Seconded by Cllr. RB – all present agreed.</p> <p>Discretionary spend. It was recommended that for 2024/25 budget and beyond discretionary spend is identified at the budget setting stage to justify the spend rather than reporting one lump sum. For 2024/25 this will include a separate reserve for community investment to include costs relating to the Pavilion and Cemetery. Proposed by Cllr. BA - Seconded by Cllr. AW – all present agreed.</p> <p>Appointment of internal auditor: It was agreed to appoint LALC to carry out the internal audit for 2023/2024. This will be arranged as soon as possible and other companies who submitted a proposal will be thanked for their interest. Proposed by Cllr. JB - Seconded by Cllr. KP – all present agreed.</p> <p>The council acknowledge the recommendation for a review of the asset register and the financial regulations.</p> <p>A review of the standing orders was also acknowledged.</p> <p>Members were advised that insurance for the properties is now due. Quotes have been received and it was agreed that the insurance premiums would be agreed in principle and added to the expenditure for approval in item 165. Members of the AWP will review the quotes and restrictions in detail and also review the need for rent protection cover.</p>	<p>TK</p> <p>TK</p> <p>TC/DK</p> <p>BA</p>
<p>161)</p>	<p>Farms & Gardens Committee</p>	
	<p>A report had been circulated prior to this meeting for review.</p> <p>Members were advised that council is waiting for additional quotes for the CCTV and the tree work.</p> <p>A quote for 420 hedging plants to screen off the cemetery will need to be checked against the length of the hedge required.</p> <p>A tree on the southside of the Gravel causeway is growing through the electricity cables. Responsibility is with LCC highways who are liaising with National Grid.</p> <p>The allotments will be advertised in the parish magazine in February.</p> <p>Four new cages for the allotments have been ordered.</p>	<p>JB</p>

	<p>Stopping off the Chase south of the A16. A discussion took place about who has responsibility for some of the land which in turn raises questions about responsibility for maintenance of the road. It was noted that the landowner owns the subsoil under the highway, the county council are responsible for maintenance of the highway and the district council are responsible for maintenance of the grass verges. A recommendation was accepted to put this matter on hold. Proposed by Cllr. DK - Seconded by Cllr. MA – all present agreed</p> <p>Machinery has been booked in for annual maintenance.</p> <p>6 acre pond. Whilst work is being undertaken to maintain the pond there was a concern raised about having appropriate documentation available to support this and prove ROSPA recommendations are being met. The office is to set up and maintain a file.</p>	TC
162)	Planning Committee	
	<p>A copy of the minutes had been circulated prior to this meeting for review.</p> <p>A condition survey is to be carried out on the Abbey clock.</p> <p>One quote has been received for the bus shelter but more work is anticipated. This will be Adjourned to the planning meeting (TC for agenda)</p> <p>The sign on James Road will be monitored once the leaves start to grow back on the trees.</p> <p>Council is still waiting to hear from the Road Safety Partnership about speed monitoring.</p> <p>Members expressed disappointment that there has been no progress on replacing damaged bins. A list has been sent to the office and groundsmen should know which bins need replacing as they are emptied regularly.</p>	<p>Clerk agenda</p> <p>TC/RS</p>
163)	Safety & Security Committee	
	<p>A report had been circulated before this meeting for review.</p> <p>Figures from the police website show that crime numbers have increased in October. Councillors find it concerning that violence and sexual offences, which include aggravation between both sexes, are very high. This will be the top concern for the priority list along with speeding, anti-social behaviour, and theft.</p> <p>It was noted how few details are made available for actions taken after initial reporting and investigation of incidents, such as prosecution.</p> <p>The majority of risk assessments are due for review. Cllrs GS & JB will prioritise any that need to be amended and Cllr KP agreed to update the document.</p>	<p>GS</p> <p>GS/JB KP</p>
164)	Assets Working Party	
	<p>A report had been circulated before this meeting for review.</p> <p>The Land Registry has indicated that they will provide possessory title but that will mean that insurance is still needed so Council will be challenging why it is not granting full title.</p> <p>A zoom call is being held with solicitors and potential developers to progress ongoing issues.</p> <p>The trees on the boundary adjacent to James Road are the responsibility of the management company and the AWP is investigating whether the trees have been planted in line with the approved plan for development.</p> <p>A discussion was held about the dykes and a concern noted that the LCC has not done any work to them. Historically permission has been given for someone to dump surface water and overflow from the pond. Information on the dyke along James Road is to be passed to AWP so PB can look into it.</p>	
165)	Accounts for Payment	
	<p>The payment sheet was discussed and payments of £13,216.98 were authorised. This includes £2,814.60 for SJL insurance.</p> <p>After the meeting it was confirmed that the final premiums were confirmed as £1,709.02 and £1,868</p>	

	Proposed by Cllr. RB - Seconded by Cllr. JL – all others agreed.	
166)	Members Lunch	
	The clerk will be organising a member’s and staff lunch in conjunction with the chair. Partners to be included.	TC/GS
167)	Matters to be considered for inclusion on future Council Agenda	
	Community Recognition Awards. A written report will be submitted to Members in the meeting pack prior to the next meeting.	RS

“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.

168)	Trees	
	The works needed were discussed and CPC will await a quotation – ongoing	
169)	Youth Building	
	Information was discussed and further action is needed – ongoing	
170)	Correspondence	
	Information was discussed and agreed no further action is needed – completed	
170)	HR Issues	
	Information was discussed and actions agreed - ongoing	

The meeting finished at 9.30pm.