

## **CLAXBY PARISH COUNCIL**

### **Notice of Meeting of Parish Council**

You are invited to attend a meeting of the Council, which will be held at the village hall on 14<sup>th</sup> May 2024 at 7.30 p.m. or as soon as the Parish Meeting has finished. The business to be dealt with at the meeting is listed in the agenda.

Dated 25<sup>th</sup> April 2024

David Beer (Clerk to the Council)

### **BUSINESS TO BE DISCUSSED**

1. To elect a chair
2. To elect a vice chair
3. Apologies for Absence
4. Declarations of Interest
5. To approve minutes of the meeting held on 16<sup>th</sup> January 2024 and the extraordinary meeting held on 14<sup>th</sup> March 2024.
6. Chair & Council's Comments and matters arising from the minutes.
7. Clerk's Report on outstanding matters.
8. WLDC and LCC Councillor updates.
9. Finance:
  - Report from Finance Committee
  - Accounts for Payment
  - Final accounts for 2023/24
  - Annual return for the year ended 31 March 2024
  - (a) Execute Annual Governance Statement
  - (b) To approve statement of accounts
  - (c) Execute Certificate of Exemption
  - (d) Execute review of internal audit

10. Policies:

a) Policies to be approved and adopted having been prepared by Council members

- Dignity at Work
- Councillors' Expenses

b) Initial discussion of Communications policy, particularly in relation to social media

c) Resolve to adopt Code of Conduct for All Councillors

d) Review Financial Regulations

e) Review Standing Orders

f) Agree to review all other policies on the anniversary of their ratification. (Clerk to provide list)

11. Planning applications

12. Correspondence

13. Village Hall: Village Hall Committee to update council.

14. Village Field: Receive report from the committee. Resolve to adopt the draft constitution of the Community Field Management Committee.

15. Agenda items for next meeting. Dates of PC meetings for 2024/25 to be confirmed. Suggested dates: Tuesday 10th Sept, Tuesday 3<sup>rd</sup> December, Tuesday March 4<sup>th</sup> 2025

## CLAXBY PARISH COUNCIL

Minutes of Meeting of Parish Council held on Tuesday 16<sup>th</sup> January 2024 at 7.30 p.m.

Present: Cllr C Saywell (Chair), J Lindley-Baker, D Lofthouse, J Lofthouse, J Pilbrow, Cllr P Strong.

Absent: B Hunter, Cllr Bunney, Cllr Tom Smith

Also present: D Beer (Parish Clerk).

Public Forum – no members of the public were present

1. Apologies for Absence - none

2. Declarations of Interest - none

3. To approve minutes of the meeting held on 23rd November 2023. Minutes were approved and duly signed.

4. Chair & Council's Comments and matters arising from the minutes.

- Pat Spolton does not want to pursue purchase of plants for Jubilee Garden.
- Flooding at the junction of A46. It was recommended that a meeting be arranged with the chair and the chair of Osgodby PC and the landowners be contacted to discuss the problem and seek a resolution. If no progress is made then Ancholme Internal Drainage Board be contacted, as recommended by LCC Highways in response to the FixMyStreet report.
- Chair asked for clarification of Financial Risk Management document – particularly in regards to a Grant Officer : the PC does not have one. The PC will produce a Grant Policy (a statutory requirement) and then if necessary, appoint a Grant Officer. The current Audit Councillor is Councillor D Lofthouse.

5. Clerk's follow-ups and report on outstanding matters.

- Reply from WLDC tourism department had been received re noticeboards to confirm they belong to WLDC and they will be responsible for **their** maintenance.
- Highways have responded to request to clear leaves on paths and this has now been done.
- Clerk had again written to Mother Architects re road damage opposite the new builds on Normanby Rise but received no response.
- Projector and screen have been placed on the asset register.

- A meeting has been arranged with Ellie Baker of Highways Volunteer service to discuss tidying village – Weds 17<sup>th</sup> Jan at 9.00 a.m. Two possible projects were agreed i) paint the bar across the top of the swings and fasten bird deterrents to the bar ii) tidy up the car turning point on Boggle Lane. Painting the fire hydrants and sluices in the village was also considered but who owns them needs to be confirmed. When the ‘owners’ have been identified the PC can approach the CSV with regard to painting the hydrants and sluices in the future.
- Grit bins have been replenished.

6. WLDC and LCC Councillor updates. None.

7. Finance:

- Accounts for Payment

Direct debits

EE December £29.74, EE January £29.74

Unity Bank £18.00

E-on £366.46

To pay

Clerk’s invoice 340.77

HMRC 76.40

WLDC defibrillator service £100

David Lofthouse £139.00 (travelling expenses for training and printing newsletter)

LALC Subscription £80.48

LALC Annual Training Scheme £120

It was resolved to pay the above accounts.

- Final claim for Precept - the Council accepted the Finance Committee’s recommendations to claim for £6500 (as per the November estimate).
- Letter to Residents explaining the increase in the village precept. Chair to draft a letter for councillors’ amendments and approval, after which a copy will be placed on the website and noticeboard. An email will be sent to residents informing them of the letter on the PC website, with hard copies to those residents who have requested it.
- Details of the emergency plan will also be included in this email to residents. (The September 2023 newsletter informed residents about the EP and the delivery of a 2 page summary with important contact details being delivered towards the end of last year). The 2-page resident document to be circulated to all Councillors for final approval. Once approved D Lofthouse to print 80 copies and Cllr Strong to laminate them. Councillors to be asked to help with delivering the laminated document to residents.
- Councillor Lindley-Baker proposed a small card with essential details and contact numbers for quick reference by residents in case of an Emergency, be circulated to villagers. Councillor Lindley-Baker to produce the card (based

upon the 2 page laminated document) and circulate to councillors for approval. After approval given, Councillor Lindley-Baker to liaise with Councillor D Lofthouse about printing the cards which can be distributed to residents with the laminated 2 page document.

#### 8. Policies:

The following policies had been prepared by Council members and were presented to the full Council.

- Dignity at Work –Cllr Jenny Lofthouse felt that this was not clear in its scope and contradicted and duplicated some of the other policies already in existence. Councillor J Lofthouse to review this further and come back to the PC with proposed amendments for consideration.
- Safeguarding Policy – a document was signed to say that all councillors had read and agreed the policy. It was RESOLVED to approve the Safeguarding Policy.

#### 9. Planning applications - none

#### 10. Correspondence

- LALC E-news
- LALC survey – responses to the survey, which had been sent to all councils asking for details about council issues e.g. bank account, councillor roles and email addresses, had been drafted by the Clerk and after discussion the responses were agreed. The Clerk to return the completed survey to LALC.
- Call Connect bus stop. A potential site had been identified by LCC Highways (on Bristow's Corner) but councillors felt there were road safety issues with this location and will make their views known when consulted by Highways.
- Devolution info.
- Letter re commemoration of the 80<sup>th</sup> anniversary of D Day asking if Parish Councils wanted to be involved. Cllr Saywell suggested asking for volunteers who might be interested in organising something. Cllr Strong suggested a commemorative bench and this could be put to the organising group.

#### 11. Councillor expenses policy.

Recommendations from the F & S committee were accepted, subject to a few minor corrections and changes, and the policy will be published when updated.

#### 12. Discuss purchase of printer for PC use.

- Recommendations from the F&S committee (see minutes) were discussed and it was RESOLVED to accept. In summary, DL would print any necessary documents and claim for expenses.

13. Councillor responsibilities – the table outline summarising the responsibilities placed on Google Docs by Councillor Lindley-Baker had been completed by Councillor D Lofthouse for councillors to consider by January 4<sup>th</sup>. It was agreed Formal Guidance and Good Practice were the responsibilities of the Full Council with the Chair and Clerk being the Primary Persons leading on these responsibilities. With these amendments, the responsibilities were agreed by councillors.

14. Claxby PC email addresses – all Councillors have now set up dedicated email addresses for Parish Council correspondence and these will be used from now on. Clerk agreed to set up an email group.

15. Salt and grit bins – responsibilities: to be undertaken by Councillor Strong and any issues to be reported to the Clerk, whereupon Highways would be contacted.

16. Village Hall: Cllr Lofthouse circulated his report –  
<https://claxby.parish.lincolnshire.gov.uk/downloads/file/210/record-of-usage-2023>

17. Village Field update. Cllr Pilbrow circulated her report

<https://claxby.parish.lincolnshire.gov.uk/news/article/107/claxby-playing-field-improvements>

18. Confirm Clerk's areas of work.

The Clerk's areas of work had been discussed and recorded in the minutes of the PC meeting of December 14<sup>th</sup> 2023. They were agreed and confirmed by councillors at this meeting. The Clerk's areas of work align with councillors' responsibilities, confirmed in minute 13 above.

19. Agenda items for next meeting.

- i) Dates of PC meetings for 2024/25 to be confirmed
- ii) Final accounts for 2023/24

Dates for next meetings: Tuesday 7<sup>th</sup> May Finance Meeting 2.00 p.m.

Tuesday 14<sup>th</sup> May Annual Parish meeting 7.00 p.m. followed immediately by the Annual Parish Council meeting

Meeting closed at 9.50pm

## CLAXBY PARISH COUNCIL

**Draft Minutes of Meeting of Parish Council** held on 14<sup>th</sup> March 2024 at 2.00 p.m

Present: Cllrs C Saywell (Chair), D Lofthouse, J Lofthouse, J Pilbrow, P Strong, B Hunter.

Apologies: J Lindley-Baker

Also present: D Beer (Parish Clerk).

### BUSINESS TO BE DISCUSSED

1. Playing field equipment: To review and resolve on Wicksteed quotes.

J Pilbrow presented her report:

- The Upper Field Working Party had met on 7 Feb and resolved to use Wicksteed for the equipment. This decision reflected preferences expressed at the public consultation. This was followed by a site meeting on Friday 16<sup>th</sup> February with B Hunter. It was decided that the seesaw and the springy will needed to be removed as they were beyond repair. The plan of the proposed installation is attached.
- A grant of £25,000 had been awarded by WLDC and £20,000 by the Lottery Fund. WLDC will release £20,000 initially, with £5000 to be held back and released on completion of the works. Wicksteed will give 30 days grace to pay the bill after installation. By that time the independent inspection will have been done.
- The second half of the £2500 grant from Lincolnshire Wolds Countryside Service has been signed off by Helen Gamble. (This has paid for new gates, entrance, steps, ditch, bulbs).
- Jenny is looking into obtaining further grants from Lincolnshire Wolds Countryside Service and Sport England.
- Quotes amounted to £45,000 + VAT and are attached. The purchase of these items will use up the total amount of the grants awarded. The VAT will need to be found from reserves until it can be claimed back.
- There will be compulsory annual inspections (ROSPA) and interim (monthly) visual checks by the committee.
- Action for the future: Need to update the insurance schedule once the equipment is in.

Council agreed with the proposals and **resolved** to place the order with Wicksteed.

Cllr Strong proposed that the team be thanked for the work they have done to create this facility for the village.

2. To discuss formalising the Upper Field Working Party into a joint committee of the Parish Council.

It was **resolved** that a “Claxby Community Field Committee” be formed to give the group the authority to make purchases in the future, and a constitution would be drawn up as soon as possible.

3. Emergency Plan update:

David L has withdrawn from the Emergency Planning Committee due to other commitments.

DL has made a 2-sided document with emergency numbers and PS has agreed to laminate. 120 to be produced, enough for each household plus some in public buildings in the area. PS outlined options for small information cards which could be included with the A4 sheets. Samples would be circulated for feedback.

4. Other business:

Accounts for payment and payments made since last meeting.

It was agreed that the payments made by David Lofthouse for items relating to the works on the field be reimbursed immediately.

### **Bills paid**

Paid from grant 5/2/24 to Colin Saywell: £450.68 to refund payment to Welton Aggregates for stones/planings.

Paid from grant JDB Mini Plant Ltd £1190.00 (7/2/24)

### Direct Debits

15/2/24 EE 29.74

29/2/24 Wave £51.00

### **To pay**

To David Lofthouse

#### **From Village Hall**

#### **Account**

Post Office	Postage	3.45
KI Metals	Handrail connector	40.17
Ideologyvape	Batteries	4.99
Obam Stairlifts	Stairlift Inspection	110.00
Medical Dressings	First aid refill	12.63
Huws Gray	Posts/rails	105.36
Health & Safety	Signs	5.28
Signs Direct		



Total		281.88
<b>From Unity Account</b>		
Huws Gray	Membrane	46.96
Huws Gray	Ballast	106.38
Mole	Gate + fittings	218.39
Equip (Rasen) Ltd	Screws/washers	4.44
Huws Gray	Paving etc	238.18
Mole	Gate fittings	81.90
Mole	Gate fittings	7.76
Mole	Stakes	29.86
Huws Gray	Carcassing	11.94
		745.81

The meeting closed at 3.15 p.m.

From Stephen Bunney:

Please see the attached report on the A46 Flooding at the corner of Pelham Lane. Hopefully, the extra funds that have been allocated to Highways to deal with flooding and road surfaces will see progress being made.

*We are aware of this issue, and I recently discussed with Cllr Bunney in a recent area meeting.*

*We are in the process of arranging for our system to be fully checked to ensure there are no issues between the junction and the outfall at Usselby beck. We believe there is sufficient capacity from previous knowledge but need to CCTV to look at current condition and check for any restrictions. Where it outfalls at Usselby beck seems to be running, but for completeness we need to assess.*

*The other main issue is the runoff from the adjacent sections of woodland which join the system via some shallow ditches which are very silted up and need maintaining. We were hoping they were maintained by the Forestry Commission, but on enquiring with them they don't seem to have these sections. Moving forward we will speak with the private owners when established regarding ongoing maintenance, (with the IDB enforcement if required as Richard mentions) however in the interim it may be that we arrange to do the initial clearance due to the regular flooding issue here.*

*Kyra has agreed to the investigation work being undertaken by Ajet who undertake our specialist drainage works, and I am currently raising the job. As such we are working towards a permanent solution at this location as it is a regular issue in heavy rainfall.*

*I hope this updates you, and I will let you know when we get more information.*

<b>Parish Council Function</b>	<b>Responsibility</b>	<b>Primary Person(s)</b>
Compliance with statutory instruments and regulations e.g. policies	Clerk + Full Council	Chair/Clerk
Formal guidance	Code of Conduct	Individual Councillors
Good practise	Code of Conduct	Individual Councillors
Communication with other organisations (to be confirmed)	Clerk + Full Council	Clerk
Liaising with community - website, consultations	Full Council + Clerk	Clerk
Managing the Clerk - whole council is the employer	Full Council	Chair/Vice Chair
Safeguarding	Full Council	Cllr J. Lindley-Baker
H&S	Full Council + Clerk	Cllr D. Lofthouse Cllr J. Pilbrow
Roads and Highways	Full Council + Clerk	Cllr P. Strong
Financial risk management	RFO + Full Council	RFO Cllr D. Lofthouse
PC Finances	RFO + Full Council	RFO
Town and Country planning	Full Council	Chair/Clerk
Neighbourhood planning	Full Council	Chair
Community resource - village hall + car park	Village Hall Management Committee + Full Council	Cllr D. Lofthouse Cllr J. Lofthouse
Community resource - village field	Village Field Committee + Full Council	Cllr J. Pilbrow Cllr B. Hunter
Community environment e.g. litter	Full Council	Cllr P. Strong
Parish property (asset register) and documents	Clerk + Full Council	Clerk
Staff and councillor training	Full Council (to approve)	Clerk (to book)

Emergency Plan	Emergency Planning Group + Full Council	Cllr P. Strong
Grant Applications and Fundraising	Full Council + Clerk	Cllr J. Lofthouse
Newsletters	Full Council + VH Committee	Village Hall Management Committee

I have picked the heading "Parish Council Function" from the Good Councillor Guide (p 64-69)

## **CLAXBY PARISH COUNCIL FINANCE AND STAFFING COMMITTEE**

Minutes of a meeting of the Committee, held at the village hall on May 7<sup>th</sup> 2024 at 2.00 p.m.

Present: Cllrs Strong, Saywell, Pilbrow, D Lofthouse

Also present: Clerk to the Council/RFO

1. Apologies for Absence – none

2. Declarations of Interest - none

3. To approve minutes of the meeting held on 9<sup>th</sup> January 2024.

4. Chair & Committee's Comments and matters arising from the minutes.

- The grants have now been awarded. See below RFO report for details.
- Coucillor's Expenses Policy has now been finalised and awaits approval from the full council.

5. Parish Council finances.

- Audit and bank reconciliation. The audit had been completed and the internal auditor was happy with the figures and the processes.
- Final figures for 23/24 were presented (see Appendix A)
- Projected expenditure – to produce a 3-year plan after consultation with residents. This would be discussed at the next PC meeting.
- Approve VAT refund to village hall account. APPROVED
- Other payments to be approved. A schedule of payments was presented and approved for presentation to the full Council.
- Asset register – valuation of village hall and play equipment to be done before the register and the insurance schedule can be updated.

6. To Resolve on Electricity contract. After comparing prices, it was RESOLVED to set up a contract with Octopus Energy.

7. Village Hall: update on finances – see RFO report.

8. Village Field update on finances/grants received/projected expenditure. See RFO report. Further expenditure would be footpath, gazebo and extra picnic bench – all this would be paid for from grants as and when they are available. One area of concern is the trees lining the road, which will need attending to in the near future. This would be a potential Parish Council expense.

The chairman proposed a vote of thanks to the two committees for furthering the work on the village hall and the playing field.

9. Agenda items for next meeting. Cllr Saywell raised the issue of the LALC updates to the clerk's contract. The chair asked for details of the new contract to be circulated to be discussed at the next meeting. Clerk's hours had been requested and the clerk reported that his hours are now back to normal (i.e. an average of 2 hours per week).

AOB: David Lofthouse showed the committee his motor insurance certificate to prove cover for business use for the Council.

The meeting closed at 15.17

Signed \_\_\_\_\_ . Date \_\_\_\_\_

Date	Meeting	PC meeting prep - Finance meeting prep	Website	Financial role	Communication/ correspondence/general admin	Total
31/12/2023	1					1
05/01/2024			1		1	2
08/01/2024		1		1		2
15/01/2024	2 (P Strong) Ellie Baker				1	1
22/01/2024			1		1	2
29/01/2024				1		1
05/02/2024					1	1
12/02/2024						0
26/02/2024			1	1		2
04/03/2024						0
11/03/2024	2 PC meeting			1	1	4
18/03/2024			3 (Training)			3
25/03/2024			1	2		3
01/04/2024						0
08/04/2024						0
15/04/2024				5		5
22/04/2024	2 (C Saywell)		1		2	5
16 weeks total						<b>32</b>

Summary: 32 hours in 16 weeks = An average of 2 hours per week as per contract

## **Accounts for payment**

### **Paid by prior agreement**

AJ Williams £264.00 (March)

AJ Williams £264.00 (April)

### **Direct Debits**

E-on £446.58

EE £32.08 April

EE £32.08 May

ICO on 17/5/24 £35.00

### **To pay**

Paul Strong – £18.00 (laminating materials)

Brian Hunter - £13.49 (Cable Ties)

Transfer from Unity to Lloyds £496.44 VAT refund

Clerk's invoice £340.77

HMRC £76.40 (tax on clerk's fees)

Zurich Insurance £656.74

Cassells (Accountants) £120.00



## End of year report by the Responsible Finance Officer

- The RFO reported that total receipts into the Parish Council account for the year were £55705.13

This was made up of:

- Precept of £5675.00
- Community Infrastructure Levy of £926.54
- Reclaimed VAT of £6603.59

Grants:

21/12/23 £1250.00 Lincs Wolds

12/2/24 £20,000 Lottery

22/3/24 £1250 Lincs Wolds

26/3/24 £20,000 WLDC (with £5000 to come on completion of project)

- In addition to this, the Village Hall is generating its own income from donations and by the end of March payments into the account amounted to £685.50
- Parish Council Expenditure for 23/24 was £12,434.81 and village hall expenditure was £3141.99
- At the year end, the council's total reserves stood at £52,069.14 (£44310.38 in Unity (Parish Council) account and £7758.76 in Lloyds (village hall) account), which has been carried forward to the 2024/25 financial year.
- Reclaimed VAT of £496.44 which is to go back into village hall funds, upon approval from the full Council.
- The Council decided that the precept should increase to from £5675 to £6500.
- A savings account has been opened for each of the current accounts held by the Parish Council so interest can be gained on money held.
- There is £646.44 left from the CIL fund, kept in reserve for expenditure on the playing field.

**Claxby Parish Council - balance of accounts as at 31/03/24**

Total income including grants and VAT refunds	Total paid out (incl VAT)	Balance in a/
Unity 55705.13	12434.81	44310.38
Village Hall) (Lloyds) 685.50	3141.99	2758.76
Village Hall savings a/c		5000.00
<b>Total 56390.63</b>	<b>15576.80</b>	<b>52069.14</b>

**Expected receipts 2024/25**

Precept	6500.00
Remainder of grant from Lincs Wolds	5000.00

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2023/24 for

CLAXBY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	21974	11237	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	5307	5575	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	24466	50815	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1418	2118	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	39092	13458	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	11237	52051	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	11237	52051	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	84271	85471	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Guildhall  
Marshall's Yard  
Gainsborough  
Lincolnshire DN21 2NA  
Telephone 01427 676676  
Web [www.west-lindsey.gov.uk](http://www.west-lindsey.gov.uk)

Clerk to Claxby PC  
Redhouse  
Mulberry Road  
Claxby  
LN8 3YS

Your contact for this matter is:

Richard Green  
[richard.green@west-lindsey.gov.uk](mailto:richard.green@west-lindsey.gov.uk)  
01427 676654

30 January 2024

Dear Sir/Madam

**APPLICATION REFERENCE NO: 147847**

**PROPOSAL:** Planning application for alterations and extension to existing dwelling and change to approved details for detached garage being variation of condition 2 of planning permission 146249 granted 30 March 2023 re: amended drawings to incorporate larger extension.

**LOCATION:** Elvin Garth Normanby Rise Claxby Market Rasen LN8 3YZ

**APPLICATION TYPE:** Householder Application

**APPLICATION CATEGORY:** Householder Development

I refer to the above application, the planning application forms, plans and other documents may be viewed on the Council's website at [www.west-lindsey.gov.uk/planning](http://www.west-lindsey.gov.uk/planning).

Please make your observations by filling in the attached pro-forma and returning it to me **within 28 days of the date of this letter**. I would advise you to keep a copy for your records. Any observations made will be taken into account by the District Council when a decision on the application is made. If the application goes before the Council's Planning Committee for determination, your Council will have the opportunity to speak at the meeting. I will write to inform you if the application is to be determined at committee.

If you do not reply within 28 days of the date of this letter I will assume that your Council has no observations to make.

I would point out that, under the Local Government (Access to Information) Act 1985, any written observations received that are reported to the Planning Committee will become "background papers" to the report, and as such will be made available for public inspection in accordance with the Act.

Village Hall update May 14<sup>th</sup> 2024 covers 01/04/2023 to 31/03/2024

Emergency gate at rear has been completed.

Notice board outside has been painted by WLDC. Unfortunately the product used has been detrimental to the appearance, which was achieved by VHMC application of oak appropriate treatment. Dehumidifier being used on a regular basis, removing approx 2.5l water per day  
VHMC are willing to take over production and printing of newsletters

Display of artwork on-going

Stairlift serviced

Refill kit for first aid box, now OK to 2027

Deposit a/c set up

VHMC – various H&S courses attended

Village Hall Useage 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024

Yoga (Thursday am 2 separate groups)	92
Dancing (Wednesday pm etc)	54
Parish Council and associated meetings	19
Additional meetings (VH, Playground, PCSO, etc, etc)	21
Bell ringing	36
Afternoon Tea, Coffee am, Charity Fundraisers, WI Reunion, etc.	11
Elaine Turner Ionian Service	7
Craft meetings	11
EPG	3
Election	1
Total	255 (224)

This is equivalent to 4.9 (4.3) times per week over the 2023-2024 council year

Figures in brackets show 2023 calendar year usage

Future Plans

Emergency Plan Grey Box responsibility to be passed to EPG

Alternate Thursdays starting May16th from 14:30, U3A Recorder Group

Every Tuesday am Sue Normandale additional Yoga class, date & time to be confirmed

Election PCC May 2<sup>nd</sup> 2024 plus general election in due course

Pop-up teas, Wednesdays possibly May 15<sup>th</sup>, June ??

Outstanding work as previous updates and 5 year plan

## To Do Costs

<b>VH Budget Proposal</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	
<b>Item</b>	<b>23/24</b>	<b>24/25</b>	<b>25/26</b>	<b>26/27</b>	<b>27/28</b>	
	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>	
Side fence & gate	£400.00					
Handrails both sides of ramp / steps to car park	£500.00					
Notice Board	£100.00					
Lean-to construction	£500.00					
Lean-to shelving / locks / handles / lights	£400.00					
Membrane & Gravel RHS hall	£200.00					
UPS for Emergency plan	£150.00					
Projector & screen	£600.00					
Music licence inc VAT	£139.20					
Two new tables	£224.00					
Gate, post and furniture car park	£250.00					
Dig out car park entrance and materials	£2,400.00					
Re-decorate			£1,000.00			
	£5,863.20					
Electrical Certificate (H&S)			£150.00			
Stair lift service (annual H&S)	£150.00	£150.00	£150.00	£150.00	£150.00	
PAT Test (annual H&S)	£50.00	£50.00	£50.00	£50.00	£50.00	
Sundries (soap, paper towels, toilet rolls, bin bags, cleaning materials, etc)	£100.00	£100.00	£100.00	£100.00	£100.00	
Electricity (estimate)	£722.00	£722.00	£800.00	£850.00	£900.00	
Water (estimate)	£15.00	£15.00	£15.00	£15.00	£15.00	
Annual running cost	£837.00	£837.00	£915.00	£965.00	£1,015.00	£4,569.00
Income (estimate)	£500.00	£750.00	£750.00	£1,000.00	£1,000.00	£4,000.00

# **Claxby Community Field Management Committee Constitution v2**

**March 28<sup>th</sup> 2024**

## **Name**

Claxby Community Field Management Committee – Joint Committee with Claxby Parish Council.

## **Purpose**

The committee has been set up to manage and develop Claxby Community Field.

## **Ownership**

Claxby Parish Council shall retain ownership of the field and equipment thereon, fulfil all legal requirements and be responsible for the cost of all maintenance and repairs.

## **Use of the field**

The field will be available for all persons regardless of race, nationality, ethnic or national origin, faith, disability, political opinion, sex or gender orientation.

Users of the field should comply with the rules and regulations set by Claxby Parish Council pertaining to the safe use of the field.

## **Management of the Field**

The committee is open to all village residents over the age of 18 regardless of race, nationality, ethnic or national origin, faith, disability, political opinion, sex or gender orientation.

It should comprise no less than five and no more than nine residents at any one time of which up to half the committee members should be parish councillors. There will be no limit to the number of volunteers wishing to support the committee.

New committee members will be appointed at the A.G.M.

If the approved number of members cannot be achieved at the AGM further emergency general meetings will be held until the minimum number is reached. Until such time, if safe to do so, the field may remain open but no decisions of the committee may be voted upon.

Members of the committee shall abide by all the rules and regulations as set out by Claxby Parish Council.

## **Responsibilities**

The committee is responsible for the development and management of the field. Each committee member will be assigned a role best suited to their abilities and expertise.

The committee will be responsible for liaising with the village and Claxby Parish Council with regard to new projects and proposals for further development of the field.

Members will arrange for necessary risk assessments and agreed inspections to be undertaken, subject to prior payment (or agreement to pay) of any costs incurred in this respect by the Parish Council. Any issues arising from such assessments/inspections will be reported to the Chairperson of Claxby Parish Council for appropriate action. Members will keep themselves apprised of any legislation relevant to the field and equipment but at no time will liability in this respect attach to the members of this committee but will at all times remain the responsibility of the Parish Council.



## **Annual General Meeting**

The AGM will be held annually at a date agreed by the committee and prominent public notices shall be placed in notice boards and on the village web site at least seven days prior to the meeting.

Should there be a vacancy on the committee a notice advertising the position will be displayed in the notice boards and on the village website. Interested parties will be invited to apply and submit representation to the committee prior to the AGM. A replacement may be appointed from nominations received or if only one person applies by co-option subject to the approval of committee members and councillors.

Where there is more than one candidate committee members and councillors will each have a vote and the person with the most votes will be appointed. Immediately following this A.G.M there will be the first meeting of the new committee and members roles will be allocated.

## **Claxby Community Field Management Committee**

Draft Minutes of meeting held on Wednesday 27<sup>th</sup> March 2024.

Held in the Village Hall.

Meeting opened at 2pm.

Present: Brian Hunter, David and Jenny Lofthouse, Lana Abrey-Sims, Geraldine Blake, Judith Pilbrow.

Apologies: Helen Wilson and Elizabeth Holmes.

### **1. Working party to Committee status:**

Resolved: Name: Claxby Community Field Management Committee.

Resolved: To accept the constitution with agreed amendments.

Resolved: To allocate some of the key roles. Chair – Judith Pilbrow, Vice-chair- Brian Hunter, Minutes Secretary – Lana Abrey-Sims.

### **2. WLDC and National Lottery Grants and Wicksteed linked quotes.**

The quotes received from Wicksteed for the play equipment had been accepted at a Parish Council meeting.

Resolved: To confirm with the Parish Clerk that the orders were being made to Wicksteed and that the adjusted colour scheme had been noted on the orders.

### **3. Consider the other quotes from Wicksteed (path and pavilion, adult gym equipment).**

If an application is to be placed with Lincolnshire Wolds Grant scheme there was concern that quote for the additional path and pavilion from Wicksteed was a little too costly as LWGS would only consider giving up to 70% of the cost as a grant.

The quote for the gym equipment included equipment that the committee were not entirely happy with.

Resolved: Members of the committee offered to price alternative shelters and gym equipment for the next meeting.

Resolved: To defer any applications for further grants until after the next meeting.

Resolved: To prepare relevant applications

#### **4. Identify priority jobs to undertake in the field in the next 3 months.**

Resolved: The priority jobs complete as soon as possible:

Remove the dismantled See-saw from the field

Prepare the pick-up stick area – removal of bricks and stones, levelling, compressing, grass seeding.

Resolved: To work through the following jobs:

Remove the Rocker,

Fill in the sides of the new pedestrian steps into the dog walking field.

Fill in the holes in the dog walking field to improve grass cutting.

Grass seeding of field perimeter were needed.

Fencing – parts of dog walking area.

Obtain assessment and quotes for trees bordering the road.

Secure the seats and picnic tables where possible

#### **5. Field Risk Assessment for Volunteers and Contractors.**

Work has begun on a Field Risk Assessment document.

Resolved: Jenny and Judith to review and develop the document.

Resolved: Jenny and Judith to consider appropriateness of the present signage at the field for other users.

The meeting closed at 3.50pm

## **Claxby Community Field Management Committee**

Report for Claxby Parish Council Meeting 14.05.24

Since January 2024 the field improvements have used a £2500 grant from Lincolnshire Wolds Countryside Service and £280.10 of allocated CIL funds. A contractor was employed for some of the work. There has been improved vehicular access to the car park, steps have been built to improve pedestrian access into the lower field, further clearing of the ditch, relocating of a gate with a wider gate being positioned at the lower end of the car park providing easier access for grass cutting machinery etc. 1750 bulbs, grass seed and fertiliser have been purchased. The bulbs have been planted.

A further 128 hours of volunteer hours has accrued since January to date. Work is currently concentrating on the preparation of land for grass sowing.

Following the extraordinary Parish Council meeting in March the play equipment order has been placed with Wicksteed. The grants from West Lindsey District Council and the National Lottery will cover the cost. We are currently waiting for an installation date.

The field working party is now a joint committee of Claxby Parish Council and will be known as Claxby Community Field Management Committee. The proposed constitution for this committee is an agenda item at this meeting.

The Committee has met twice. At our recent meeting phase 2 of our upper field project was discussed. Advice and prices are now being gathered for the improvement of the picnic/rest area to include an access pathway to it. Applications will then be made to grant providers.

Thank you to all those people whose time and commitment continues to be invaluable in the work of this Committee.

Judith Pilbrow

Chairperson of Claxby Community Field Management Committee