

CLAXBY PARISH COUNCIL

Notice of Meeting of Parish Council

You are summoned to attend a meeting of the Council, which will be held at the village hall on 11th February 2025 at 7.30 p.m. The business to be dealt with at the meeting is listed in the agenda.

There will be a 10-minute public forum at the start of the meeting.

Dated: 27th January 2025

David Beer (Clerk to the Council)

BUSINESS TO BE DISCUSSED

1. Apologies for Absence
2. Declarations of Interest
3. To approve minutes of meetings held on 2nd December 2024 (see information pack)
4. Chair & Council's Comments and matters arising from the minutes. Review of Actions.
5. Clerk's Report on outstanding matters.
6. WLDC and LCC Councillor updates.
7. Finance:
 - Review Financial Regulations
 - Review clerk's salary (see information pack) and resolve to accept new rates from 1/4/24 and clerk's claim for backpay
 - Approve Schedule of Payments (see information pack)
8. Planning applications
9. Correspondence
10. Councillors' Responsibilities
 - Resolve to establish and recognise Village Environment group – to include village environment and local highways
 - Responsibility for Safeguarding
11. Emergency Plan – appoint EPGTL and EPGATL
11. Policies:
 - Review Grievance Policy
 - Review Disciplinary Policy
12. Village Hall:
 - Village Hall Committee to update council. (see information pack)
13. Village Field:
 - Committee to update council. (see information pack)
14. Planning issues – updates
15. Clerk's contract
16. Clerk's annual appraisal
17. Agenda items and date for next meeting.

CLAXBY PARISH COUNCIL

Draft minutes of the meeting held on 2nd December 2024 at 7.30 p.m.

Present: Cllrs D Lofthouse (Chair) B Hunter (Vice Chair) C Saywell, J Pilbrow,
J Lofthouse, R De Smit

Also present: The Clerk

Public Forum - no members of the public attended

1. Apologies for Absence – Stephen Bunney

2. Declarations of Interest - none

3. To approve minutes of meetings held on 10th September and 29th October 2024.
These were approved and duly signed.

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

- Cllr Saywell asked that the review of the Financial Regulations, Clerk's contract, Disciplinary Policy, Grievance Policy be placed on the agenda for the next meeting. (Action DB to send out the new pay scales).
- Car parking – as a result of suggested options being given to parishioners in our recent newsletter regarding improving access to the car park, we have received one response in support of the use of a combination lock on the gate.
- The electronic newsletter had been well received. There are 10 households that require a paper newsletter delivered.
- Platts Wood – a resident had mentioned that a 4x4 had been spotted down the track and the new owner was trying to find a way of preventing vehicular access.

5. Clerk's Report on outstanding matters.

Emergency Plan: Clerk had:

- written to Steve Eason-Harris to check he had received our copy of the Emergency Plan, and he confirmed he had
- together with Cllr Saywell, updated the plan to remove names of members of the group who had withdrawn, and to re-word and re-format some of the pages
- requested a Volunteers Privacy form as per P6 of the plan. Cllr Saywell pointed out that this form would need to be completed by volunteers on-line.

6. WLDC and LCC Councillor updates. See Cllr Bunney's report

7. Finance: The clerk reported the following:

- VAT refund: After receiving the VAT refund of £9537.19, £5000 has been returned to the village hall account and £3000 to the Unity savings account.
- Internal audit: The internal Councillor audit has been completed with no issues.
- Clerk's fees: Cllr Saywell has obtained information on the new hourly rate from April 2024 and has calculated back pay due which will be added to the next invoice. (Clerk to supply details before the next meeting)
- Review [Budget for 25/26](#)
- Set Precept for 25/26. It was unanimously agreed to keep the precept the same as last year and the final claim form was signed.
- Approve Schedule of Payments

Payments made by prior approval

A J Williams – September invoice £264.00 (BACS)

A J Williams – October invoice £264.00 (BACS)

EE September invoice £32.08 (d/d)

EE October invoice £37.08 (d/d)

EE November invoice £37.08 (d/d)

EE December invoice £37.08 (d/d)

Octopus Energy £282.23 (d/d)

Wave 29th November £53.58

Received

Interest Unity savings account £150.98

Interest Lloyds savings account September £1.80

Interest Lloyds savings account October £3.31

To pay

Clerk's invoice £340.77

HMRC £76.40

Zurich Insurance (Valuation of hall) £249.60

It was **resolved** to accept the above schedule of payments.

8. Planning applications - none

9. Correspondence

LALC e-News

10. Councillors' Responsibilities

- Resolve to establish and recognise Village Environment group – to include village environment and local highways. Cllr De Smit said she would consider taking on this role.

- Responsibility for Safeguarding. Cllr Saywell said that a clear policy needed to be in place before a decision could be made on this. Training would need to be given to whoever took on this responsibility.

11. Emergency Plan – appoint EPGTL and EPGATL. No volunteers from the Council were forthcoming. This would need to be opened out to the wider community, perhaps via the newsletter.

12. Village Hall: Village Hall Committee to update council. (See Report)

- Members noted the report.
- Cllr Lofthouse outlined the Nature Calling project.
- A shutter is developing hairline cracks and this will be monitored to see if this occurs on any of the other blinds before action is taken under the 3 year guarantee as there would be some cost involved.

13. Village Field: Committee to update council. (See report)

- Members noted the report.
- Cllr Pilbrow explained that Helen Gamble has confirmed that she has funding available to help us to achieve some of the remaining 'wish list' for the field – approx. £3,669 ex VAT. This would include:

Two all inclusive picnic tables	£1358.00
Seat	£ 503.00
Completion of fencing*	£1725.00
Anchors for seats/tables	£ 83.27

The Parish Council will need to manage the works. We can expect 50% of the cost up front and 50% on completion.

(* Fence improvements: Small fence where the bottom gate to the car park was moved to. Section near to the pedestrian gateway into the field. Old fence to be removed and new fence to put alongside the hedge on the roadside of the dog field.)

It was **resolved** that the goods be purchased as soon as possible to make use of the offered funding.

- The entrance to the play area requires an updated notice to meet with regulations. A custom-made information sign has been costed at £156.00 (incl VAT). In addition, a mounting board and post would be required.

It was **resolved** that the PC purchase a notice board and relevant fixings.

- It was **resolved** to look into the purchase of a combination lock for the gate.

14. Planning issues Pelham Road. Questions were raised over two recent planning applications as regards the stated purposes of two buildings and their subsequent uses.

The clerk was asked to contact planning enforcement to arrange a meeting, between Councillors and planning officers.

15. Agenda items

- Emergency Plan - appoint EPGTL and EPGATL
- Responsibility for Safeguarding
- Financial Regulations
- Clerk's salary
- Approve Grievance and Disciplinary Policies
- Planning issues Pelham Rd – follow ups

Date for next meeting. Tuesday 11th February 2025 at 7.30 p.m.

Meeting closed at 9.35 p.m.

Clerk's pay

In consultation with Cllr Saywell, the following figures have been ascertained:

Clerk is currently paid @ £14.70 per hour

The rate for 1/4/23 to 31/3/24 should in fact have been £14.85

The difference per hour is $(14.85 - 14.70) = .15$

A: Back pay for 23-24 is (.15p per hour for 104 hours) **£15.60**

From 1/4/24 the rate is £15.58

The difference per hour is $(15.58 - 14.70) = .88$

B: Back pay for 24/25 year is $(104 \times .88) = \mathbf{£91.52}$

Total back pay due: $A + B = \mathbf{£107.12}$

Schedule of Payments

By direct debit:

EE December invoice £37.08
EE January invoice £37.08
EE February invoice £37.08
Octopus Energy £108.41(Dec)
Octopus Energy £227.01(Jan)
Unity Fees Dec £6.00
Unity Fees Jan £6.00

By prior approval:

A Williams (footpath clearance) £270.00
Brian Hunter (for anchors for field equipment) £99.70 (paid from grant)
Marmax (bench) £603.60 (paid from grant)
Earth Anchors Ltd (Tables) £1629.60 (paid from grant)
Front Row Fencing £2035.20 (paid from grant)
Sign for Community Field (from Lloyds - Health & Safety budget) £184.80

To pay:

Clerk's invoice £426.49
HMRC £97.80
LALC subscription £88.18
LALC Annual Training Scheme £132.00

Received

Grant from LCC (Dec) £1834.50
Grant from LCC (Jan) £1805.58
Interest Unity savings account December £21.19
Interest Lloyds savings account Nov £5.45
Interest Lloyds savings account December £4.63
Interest Lloyds savings account January '25 £5.13
Village hall income December £60
Village hall income January £88

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Date 03/02/25

INVOICE

For work undertaken for Claxby Parish Council 1st January to 31st March 2025.

13 weeks @ £14.70	382.20
Back pay	107.12

Total for tax	489.32
Income tax	97.80

Total less tax	391.52
Phone/internet/printing/stationery	15.00
Adobe subscription	19.97
Total expenses	34.97
<u>Total</u>	<u>£426.49</u>

Lincolnshire Association of Local Councils
Dunholme Old School
8 Market Rasen Road
Dunholme, Lincoln
Lincs
LN2 3QR
VAT Reg No: 416 3939 41

Invoice

Page 1

Claxby Parish Council

15300

13/12/2024

VAT Reg No:

CLAXBYPC

Quantity Details	Unit Price	Disc Amt	Net Amt	VAT %	VAT
1.00 Baseline + 8.34 X 127 electorate	70.59	0.00	70.59	0.00	0.00
1.00 Nalc element 8.34 per electorate	10.59	0.00	10.59	0.00	0.00

Please make cheques payable to
Lincolnshire Association of Local Councils or LALC
To pay by BACS transfer
Sort Code: 089299
A/c No: 65279999

Total Discount	0.00
Total Net	81.18
Carriage Net	0.00
Total Tax Amount	0.00
Invoice	81.18

Lincolnshire Association of Local Councils
Dunholme Old School
8 Market Rasen Road
Dunholme, Lincoln
Lincs
LN2 3QR
VAT Reg No: 416 3939 41

Invoice

Page 1

Claxby Parish Council

15693

03/02/2025

VAT Reg No:

CLAXBYPC

Quantity	Details	Unit Price	Disc Amt	Net Amt	VAT %	VAT
1.00	Annual Training Scheme 25/26 (01.04.25-31.03.26)	110.00	0.00	110.00	20.00	22.00

Please make cheques payable to
Lincolnshire Association of Local Councils or LALC
To pay by BACS transfer
Sort Code: 089299
A/c No: 65279999

Total Discount	0.00
Total Net	110.00
Carriage Net	0.00
Total Tax Amount	22.00
Invoice	132.00

Online playgrounds.co.uk
Quotation Description: Sign

750mm x 750mm Custom designed
playground information sign Printed on Aluminium dia bond. Ideal
for mounting on walls or fencing. (130.00)

BOX30-A
Box delivery up to 30kg to UK
mainland (24.00)

Net Total: **154.00**

VAT: 30.80

Total: **184.80**

Village Hall update to February 11th 2025

Regular events

Yoga classes continue, Tuesday am and Thursday am.
Bell ringing Friday pm continues.
Ionian service first Tuesday afternoon in month continues.
Afternoon teas second Wednesday in month continues.
Various PC and committee meetings held.

Occasional events

COWS (Companions of the Wolds) events some months.
Age UK talk 20th November 2024.
Autism talk 5th December 2024.
Hall booked for funeral tea 5th February 2025 for villager's mother.
WLDC election booked for 1st May 2025, county and mayoral elections.

Maintenance

Dehumidifier still being used and removing smaller amounts of moisture from hall.
Backup battery for emergency pull alarm in toilet replaced 7th January 2025
Stairlift maintenance should be annually. In view of limited usage consider possibly change to every two years?
H&S checks continue on weekly/monthly basis and recorded as required.
Water turned off and pipes drained in freezing weather.
PAT testing due to be carried out next month.

General

Various artwork displays continue.
Tablecloths complete with embroidered Village Hall logo. Using extra material Charles has completed some bunting for use at events to be paid for from donations from Wimbledon tea.
Slope to VH and pavement outside salted mornings on two occasions January 2025
Donations from afternoon teas and bell ringing banked.

Hall hire costs

Finance Committee meeting 30th August 2023 Item 11 and PC Meeting 7th September 2023 Item 12 hall should be free for residents until 31st March 2025.

In view of current hire fees for yoga, elections and donations from events, the VH current account has £370.08 more now than 1st April 2024 + electric standing charge (see calculations below) so recommend that the hall should remain free to villagers with the option of voluntary donations, see above.

In addition the Parish Council had agreed to pay the standing charges for both electric and water. The true surplus will be higher than this figure. The electric standing charge will be accurately calculated at the end of this financial year, eg, 365 days * 59.51p per day = £217.21

Balance at start of financial year	£2758.76
Transfer from current a/c to deposit a/c	-£1000.00
	£1758.76
Balance as of 27 th January 2005	£2128.84
Surplus	£370.08
Standing charge electric	£217.21
Total surplus	£587.29

Claxby Community Field Management Committee Report

February 2025

- Purchases and work have been completed using the grant from National Landscapes. These include two inclusive picnic tables, a seat, material to make anchors for all tables and seats in the field and completion of fencing.
- The tables require assembling and they, with the new seat, are being safely stored until better weather conditions will allow them to be positioned in the field.
- A new notice for the entrance to the play area has been ordered.
- Disruption by moles in the play equipment area is being monitored. Action may be required to manage further damage.