



Pinchbeck Parish Council

Minutes of the Parish Council meeting held 19:30hrs, Monday, 24 June 2024, at Pinchbeck Community Hub & Library

Present: Cllr Audrey Gregory, Cllr Peter Ruysen, Cllr Ann Savage (vice-chair), Cllr John Smith, Cllr Phil Tweddell, District & County Cllr Sneath, Mr Robert Smith (clerk), Mr Lewis Thorogood (Pinchbeck United FC), one member of the public.

Absent: Cllr Lynne Andrew, Cllr Emma Beavis, Cllr James Avery (chairman), Cllr Andy Chamberlain, Cllr Geoff Garner, Cllr Sam Jeffery, Cllr Terry Moore, Cllr Dean Roizer, Cllr Ben Sear, Cllr Oliver Wood.

Unless otherwise stated, actions to be undertaken by the clerk.

- 24.110. In the absence of the chairman, the vice-chair, Cllr Savage chaired the meeting.
- 24.111. Apologies for absence were received from Cllr Andrew, Cllr Avery, Cllr Beavis, Cllr Chamberlain, Cllr Garner, Cllr Jeffery, Cllr Moore, Cllr Roizer, Cllr Sear, Cllr Wood, District Cllr Slade.
- 24.112. There were no declarations of disclosable interests, nor requests for dispensation.
- 24.113. There were no representations from members of the public.
- 24.114. Mr Thorogood, manager of Pinchbeck United Football Club made representations to the Parish Council about the use of the Glebe Field (see appendix 1).
- 24.115. It was **resolved** to approve the minutes of the Parish Council meeting held 20 May 2024.
- 24.116. In the absence of the chairman, there was no report.
- 24.117. Clerk's report / matters arising not on the agenda.
01. Planning comments had been submitted to the District Council (SHDC), as resolved.
 02. Works for the installation of a new fire alarm sounder for the back room were pending.
 03. After receipt of an urgent safety notice concerning the Parish Council's defibrillators, the devices had been checked for faults and found to be working OK. Information about the devices had been updated on The Circuit, a central registry for defibrillators.
 04. The fitting of the defibrillator outside the hub and library had received landlord's approval from Lincolnshire County Council (LCC) Corporate Property Team and installation would take place soon.
 05. The Barbara Camps memorial bench had arrived and was soon to be fitted.
 06. Regarding the Council's parks' rules & regulations, the District Council had been chased for a response from the dog warden who was on holiday last week, asking that they get in contact.
 07. Entries onto the new Scribe Cemetery System had commenced and the new accounting system had been set up for use.
 08. SHDC had requested that Parish Council's update their emergency plans in line with recommendations. An update on the Parish Council's previous plan from 2018 was pending.
 09. A new electricity supply agreement was in place for the Hub & Library.
 10. A review of the water supply agreement for the Hub & Library was pending.
- 24.118. Financial matters.
01. It was **resolved** to approve the May 2024 bank reconciliation & cash book (see appendix 2 & 3).
 02. It was **resolved** to approve payments to 24 June 2024 (see appendix 4).
 03. It was **resolved** to approve application for a payment card for the clerk and administrator, payment limits to be set at £500 and £250 respectively.
- 24.119. Correspondence.
01. Written representations from the owners of Marriott Farm concerning its conversion to a children's home were received.

02. It was **resolved** to submit a response to LCC in support of the proposed 30mph speed limit extension at Wardentree Lane.
 03. Cllr Savage would submit a response to LCC on its rights of way survey.
 04. After considering the email received from Spalding Rural North Policing Neighbourhood Team giving a general update and priority setting, the Parish Council noted the importance of reporting incidents of anti-social behaviour whenever they were witnessed.
 05. It was **resolved** to approve the planning inspectorate's use of the Hub & Library for the online viewing of Outer Dowsing Offshore Wind Farm project documents.
 06. An update on Pinchbeck roundabout improvements was received, including the upcoming closure of the B1180 leg of Pinchbeck Roundabout. Full 24/7 road closure would take place Monday 15 July for up to eight weeks. Diversion route Wardentree Lane / B1180 / B1356 / A152 / A16, and vice versa. For more information visit www.lincolnshire.gov.uk/majorprojects.
- 24.120. Planning applications
01. H14-0535-24: 11 Cresswell Close, PE11 3TY. Change of use from B8 to HGV maintenance & parking for a period of 10 years. It was **resolved** to support the application as it benefited employment and economic growth in an employment area.
 02. H14-0487-24: J O Sims Ltd, Pudding Lane, PE11 3TJ. Condition compliance. It was **resolved** to support the application as it benefited employment and economic growth in an employment area.
 03. H14-0454-24: Northgate Farmhouse, North Gate, PE11 3TB. Installation of liquid fertiliser tanks. It was **resolved** to support the application as it benefited employment and economic growth in an employment area.
 04. H14-0455-24: Cecil Francis Business Park, Bear Lane, PE11 3XA. Modification to approved plans. It was **resolved** to support the S73A continuation as in keeping with the original proposals.
- 24.121. The Council noted the following South Holland Planning decisions.
01. H14-0399-24: 58 Church Street, PE11 3YA. Conservation area trees works. Approved.
 02. H14-0385-24: 103 Six House Bank, PE11 3QG. Single storey rear extension. Approved.
 03. H14-0366-24: Rear of Egmond, Glenside South, PE11 3NP. Condition compliance. Approved.
 04. H14-0325-24: Land East of Surfleet Road. Condition compliance. Approved.
 05. H14-0314-24: Edina, Fengate Road, PE11 3NE. Single storey side extension. Approved.
 06. H14-0303-24: The Anglia Business Centre, Mill Green Road. PE11 3PU. Details of external lighting & CCTV cameras. Condition compliance. Approved.
 07. H14-0292-24: 14 Viceroy Drive, PE11 3TS. Single storey rear extension, garage conversion, front porch alterations & internal alterations. Lawful Use Certificate. Approved.
- 24.122. Highways matters.
01. It was noted that following another serious accident at the junction of Northgate and Money Bridge Lane, Cllr Sneath had arranged a meeting with LCC Highways to consider safety at the location.
- 24.123. Committee reports
01. Community Hub & Library Committee.
 - i. The draft minutes of the last committee meeting were received.
 - ii. The minutes of the last steering group meeting were received.
 - iii. It was **resolved** to approve the steering group's terms of reference, subject to amending clause 1a) to read "To support the Parish Council with the development and running of the Hub and community-led Library."
 - iv. It was **resolved** to approve the following hub and library focused policies: Volunteering Policy, Volunteer Agreement, Volunteer Confidentiality Policy, and Volunteer Expenses Policy.
 - v. It was **resolved** to approve a 'Look After Your Heart' event on 19th September 2024.
 - vi. Consideration of a grant proposal from the Parish Council for setting up a youth club at the hub was deferred until later in the meeting, under closed session.
 02. Opens Spaces & Assets Committee.
 - i. The draft minutes of the last committee meeting were received.

03. Personnel Committee
- i. The draft minutes of the last committee meeting were received.
 - ii. It was **resolved** to approve the personnel committee's terms of reference.
- 24.124. It was **resolved** for the Parish Council to award a grant of up to £3,500 in accordance with LGA 1972, s.137 for the provision of Summer Family Events at the Hub. Thanks were expressed to the Parish's district councillors who between them had allocated £1,500 to the project from their designated funds for individual and community group initiatives.
- 24.125. Consideration of a PlayZone was deferred until later in the meeting, under closed session.
- 24.126. It was **resolved** to authorise Cllr Smith to submit the following grant applications.
01. Tesco Stronger Starts – up to £1,500 for cookery classes for young people.
 02. LCC – up to £1,000 for Multiply Champions.
- 24.127. It was **resolved** to approve corporate membership of the Institute of Cemetery & Crematorium Management (ICCM) @ £100.00 p.a.
- 24.128. It was **resolved** to approve the Council's Health & Safety Policy.
- 24.129. In the absence of the chairman, it was **resolved** to defer consideration of the Parish Council authorisation procedures and due process until the next meeting.
- 24.130. It was **resolved** to move into closed session on the grounds of confidentiality in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2)
- 24.131. Quotes for works.
01. It was **resolved** to subscribe to Scribe Room Booking Software @ £348 p.a. excl. VAT (or pro-rata amount) plus one-off onboarding fee of £249 excl. VAT.
 02. It was **resolved** to approve the purchase of new library signage @ £75 excl. VAT.
 03. It was **resolved** to approve the purchase of an outside PA System up to a cost of £800.
 04. Regarding a new website for the hub, it was **resolved** to seek two further comparable quotations from local companies.
 05. Cllr Tweddell would advertise the Parish Council's strimmer for sale on Facebook @ £100 o.n.o.
- 24.132. To consider matters relating to Parish Council land.
01. It was **resolved** to employ a contractor to remove unauthorised fencing at Leaveslake Drove.
 02. It was **resolved** to call an extraordinary parish council meeting to discuss the future of the Glebe Field and options for installing a PlayZone.
- 24.133. Previous grant received from Pinchbeck Community Land Trust (PCLT).
01. The clerk reported that a cheque received for £600, which had been intended to be used on providing Warm Spaces at the hub had not been spent. It was **resolved** to propose to PCLT that this money was instead allocated to support the development of the youth club at the hub to be spent within this financial year, alongside additional grant funding from the Parish Council (see below).
- 24.134. In accordance with LGA 1972, s.137, it was **resolved** that the Parish Council provide a grant of £3,040 for the next two years (excluding the previously received £600 from PCLT), plus free room hire worth £2,160 p.a. for the next two years, to support the development of the youth club. PCLT had agreed to provide £3,000 p.a. for the running the youth club and had also agreed to provide £2,000 towards set up and equipment costs. YMCA Lincolnshire would be contracted to be the lead agency, responsible for all aspects of set up and delivery of the project.
- 24.135. Staffing & administration.
01. The Parish Council **resolved** appropriately on personnel matters.

The chairman closed the meeting at 21:41hrs.

Appendix 1

Proposal between Pinchbeck United FC & Pinchbeck Parish Council in relation to Glebe Field, Knight Street, PE11 3RB

The recommendations of PUFC is to work closely with PPC to not only improve Glebe Field for the residents of Pinchbeck Parish but also have this as both a green space and recreational community facility.

Pinchbeck United FC who currently use Glebe Field and have since the 1930's host the current under-23 development side who play at step 8 of local football and act as a pathway for local talented players to progress into first team non-league football. The current under-9s boys and under-15s girls sides.

Going into the 24/25 season which begins imminently, the above sides are also going to be joined by two new girls teams at under-9s and 11s.

We have also launched our Wildcats Community Programme for girls to play football for fun and try the sport for 5-11 year olds which is a funded project.

The first team who play at step 6 of the football pyramid (Eastern Counties League) and play in national competitions like the FA Vase, currently play at the Sir Halley Stewart Field.

The clubs aspiration is to come 'home' and play its matches back in Pinchbeck. To facilitate this we do need to meet certain criteria and requirements which include changing/shower/hospitality facilities (already in place) a pitch enclosed by low level picket style perimeter fencing, floodlights (cabling and lighting already there as a precedent) and some hard standing pathway and a covered/seated area for spectators.

The facility also needs to be secure and enclosed.

We are respectful that Glebe Field is an open green space with recreational use. This proposal is not to take green space away from the residents of Pinchbeck. It is actually to assist improving the facility, reducing anti social behaviour, having a community facility for people to use whilst retaining its green space for people to freely access but also enabling the club to have a facility which is secure, well looked after and further improved on the work already done, and somewhere the whole club can call home.

I am aware of a planning application from 2017 which was passed by SHDC but refused by PPC. Since then the way facilities can be done to host such a level on non league football is not as intrusive or harsh as it may once have been or perceived.

As a club we can access a lot of funding through the Football Foundation and other grants to both achieve this goal and in turn support PPC with making this an excellent space/facility. A joint consultation and working party headed up by the football club with transparent and indeed open dialogue and working the PPC would achieve this goal.

It is noted that a PlayZone is being looked at through Active Lincolnshire and we are aware of this possibility. Again we have the resource and ability to gain significant funding and sway on this project in collaboration with PPC.

Lewis Thorogood

Head of Football / First Team Manager Pinchbeck United FC

24th June 2024

Appendix 2

PINCHBECK PARISH COUNCIL BANK RECONCILIATION

Month Ending:

31 May 2024

Prepared by: Robert Smith
Clerk

Date: 20/06/2024

Balance per bank statements as at 31 May 2024

			Balance	Total
Community	4238	£	22,156.95	
Library	1517	£	5,568.64	
Capital Receipts	1857	£	474,692.68	
Savings	4246	£	10,659.54	
Community	7251	£	1,770.00	
				<hr/>
				£ 514,847.81

Less unbanked payments at 31 May 2024:

£ -

Add unbanked cash at 31 May 2024:

£ -

TOTAL - NET BALANCES AS AT 31 May 2024

£ 514,847.81

CASH BOOK (receipts and payments schedules)

Opening Balance:	£	515,346.63
Add: Receipts in the month	£	17,771.19
Less: Payments in the month	£	18,270.01

CLOSING BALANCE PER CASH BOOK AS AT 31 May 2024

£ 514,847.81

Appendix 3

Payments & Receipts May 2024

Date	Acct Type	Description	Amount
Payments			
01/05/2024	4238 Direct Debit	BETTER WASTE HT64QCZ DDR	-£ 54.24
02/05/2024	1517 Debit	14.3902MAYLKPOB000 CARD 1 REV	-£ 495.00
07/05/2024	4238 Direct Debit	BCARD COMMERCIAL 5312141024566287 DDR	-£ 45.22
08/05/2024	4238 Bill Payment	ROBERT MICHAEL COL MILEAGE APRIL BBP	-£ 85.50
13/05/2024	4238 Bill Payment	EASTERN SHIRES PUR 1005850 G1277638 BBP	-£ 679.86
13/05/2024	4238 Bill Payment	SSE ENERGY SUPPLY 8700064300 BBP	-£ 1,016.14
17/05/2024	4238 Direct Debit	INTUIT LIMITED 0001WLFDF3Q9-00RU DD	-£ 45.60
22/05/2024	4238 Bill Payment	SALARIES	£ 4,418.94
22/05/2024	4238 Bill Payment	ROBERT MICHAEL COL TRAVEL EXPENSES BBP	-£ 68.40
22/05/2024	4238 Bill Payment	IAN SISMEY PPC 146 BBP	-£ 780.00
22/05/2024	4238 Bill Payment	WEST YORKSHIRE PEN PINCHBECKPC P30104 BB	-£ 1,056.69
22/05/2024	4238 Bill Payment	HMRC PAYE/NIC CUMB 475PC00105166 BBP	-£ 1,446.93
22/05/2024	4238 Bill Payment	GEOXPHERE LTD 32UF0140002 BBP	-£ 302.40
22/05/2024	4238 Bill Payment	EAST COAST BUSINES PIN001 300269 BBP	-£ 256.58
22/05/2024	4238 Bill Payment	CRUSADER TRAFFIC L ACC 105 INV. 33690 BB	-£ 186.00
22/05/2024	4238 Bill Payment	PPL PRS LTD 02446365SIN2710059 BB	-£ 300.00
22/05/2024	4238 Bill Payment	T N SNEATH + SONS PINPC 13625 BBP	-£ 4,566.00
22/05/2024	4238 Bill Payment	BM GARDEN + TREE C NVREF0223 BBP	-£ 1,975.00
28/05/2024	1517 Direct Debit	BCARD COMMERCIAL 5476761029463487 DDR	-£ 168.23
31/05/2024	4238 Direct Debit	BRITISH TELECOM VP42223770Q03601 DDR	-£ 323.28
Total payments			-£ 9,432.13
15/05/2024	4238 Funds Transfer	208078 00571857 FUNDS TRANSFER FT	-£ 40,000.00
21/05/2024	1857 Funds Transfer	208078 70724238 BALANCE TRANSFER FT	-£ 20,000.00
Receipts			
02/05/2024	1517 Cash Withdrawal	POST OFFICE CARD 1 02MAY 14.40 ATM	£ 495.00
02/05/2024	1517 Cash Withdrawal	POST OFFICE CARD 1 02MAY 14.39 ATM	£ 495.00
02/05/2024	1517 Cash Withdrawal	POST OFFICE CARD 1 02MAY 14.36 ATM	£ 1,100.00
02/05/2024	1517 Cash Withdrawal	POST OFFICE CARD 1 02MAY 14.31 ATM	£ 835.00
02/05/2024	1517 Cash Withdrawal	POST OFFICE CARD 1 02MAY 14.30 ATM	£ 10.00
08/05/2024	4238 Counter Credit	██████████ ██████████	£ 2,895.42
08/05/2024	4238 Counter Credit	HMRC VTR XTV126000100085 BGC	£ 9,581.52
14/05/2024	4238 Remittance	POST OFFICE CREDIT 100701 REM	£ 1,410.00
16/05/2024	1517 Counter Credit	BOOTHS	£ 255.50
20/05/2024	4238 Counter Credit	██████████ ██████████	£ 573.75
31/05/2024	1517 Counter Credit	TOUCH OF HEA yoga classes BGC	£ 120.00
Total receipts			£ 17,771.19
15/05/2024	1857 Funds Transfer	208078 70724238 FUNDS TRANSFER FT	£ 40,000.00
21/05/2024	4238 Funds Transfer	208078 00571857 BALANCE TRANSFER FT	£ 20,000.00
Total payments			-£ 9,432.13
Total receipts			£ 17,771.19
Net receipts			£ 8,339.06

Appendix 4

PINCHBECK PARISH COUNCIL PAYMENTS 2024 -2025

Accounts for payment to 24 June 2024

Payee	Detail	Invoice	Type	Net £	VAT £	Total £
Staff	Salaries	Jun-24	BP	4,675.31	-	346.00
WYPF	Pension Contributions	Jun-24	BP	1,056.69	-	1,056.69
HMRC	PAYE	2502	BP	1,406.73	-	1,406.73
HMRC	PAYE	2503	BP	1,446.93	-	1,446.93
Clerk	Travel Expenses	Jun-24	BP	71.55	-	71.55
ESPO	Gas Supply to the Hub	G1280893	BP	329.93	16.50	346.43
ESPO	Gas Supply to the Hub	G1283990	BP	204.94	10.25	215.19
Barclaycard-CT	Screwfix - Door Closer	18/03/24	DD	17.07	3.42	20.49
Barclaycard-CT	Newey & Eyre	763039	DD	9.05		9.05
Barclaycard-CT	Newey & Eyre - Lights	823061	DD	8.25	1.65	9.90
Barclaycard-RS	Adobe Acrobat	7013030	DD	16.64	3.33	19.97
Barclaycard-RS	Microsoft Bus.Std x2	675541	DD	20.60	4.12	24.72
Barclaycard-MH	Lidl	11/05/24	DD	1.45		1.45
Barclaycard-MH	Spar - Milk	May-24	DD	6.00	-	6.00
Barclaycard-MH	B&Q	24/05/24	DD	43.39		43.39
Barclaycard-MH	LampShopOnline	483606	DD	21.21	4.24	25.45
Barclaycard-MH	B&Q	15/05/24	DD	105.16		105.16
Barclaycard-RS	Microsoft Business Std	180901	DD	20.60	4.12	24.72
Barclaycard-CT	Legionella Thermometer	141437	DD	123.54		123.54
Barclaycard-MH	Spar - Milk	02/04/24	DD	3.00	-	3.00
Barclaycard-MH	Lidl	20/04/24	DD	2.90		2.90
Barclaycard-MH	Lidl - tea & biscuits	28/04/24	DD	39.32		39.32
Wicksteed	Replacement for climber	825061	BP	83.76	16.75	100.51
Fenland Fire	Fire Risk Assessment	24052024	BP	600.00	120.00	720.00
South Lincs Plant Hire	Strimmer Service	361485	BP	38.70	7.74	46.44
Abbey Print	Labels & Cards	101131	BP	27.00	5.40	32.40
Lincs County Council	30mph CSW signs	382974	BP	400.00	-	400.00
A9K	Domain Reg & IT Support	1568	BP	500.00	-	500.00
ICO	Registration Fee	31/05/2024	DD	40.00	-	40.00
Gunns & Roses	Cemetery Construction	GAR-0957	BP	20,478.08	4,095.62	24,573.70
Gunns & Roses	Cemetery Construction	GAR-0958	BP	17,984.02	3,596.80	21,580.82
T N Sneath	Grass Cutting	13653	BP	4,380.00	876.00	5,256.00
Better Waste	Bin hire & empty	153255	BP	45.20	9.04	54.24
Total				54,207.02	8,774.98	58,652.69