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NETTLEHAM PARISH COUNCIL

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**A MEETING OF THE PARISH COUNCIL
WILL BE HELD ON TUESDAY 25 FEB 2025, AT 7.30PM
AT THE OLD SCHOOL, SMALL HALL, MILL HILL, NETTLEHAM
ALL COUNCILLORS ARE SUMMONED TO ATTEND
PUBLIC FORUM FROM 7:15PM**

During the public forum, the public may address the council on current matters or issues that may become future agenda items. Reports from County and District Councillors and representatives on outside bodies will also be given during this time.

Agenda

1. To RESOLVE to receive apologies and accept reasons for absence received by the Clerk, prior to the meeting.
2. To RECEIVE disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations. (Declaration of any disclosable interest in a matter to be discussed at the meeting and which is not included in the register of interests)
3. To RESOLVE to approve the notes of the Parish Council's Meeting held on 21/01/2025 as the minutes of the meetings.
4. To NOTE the Clerk's report.
5. Planning Matters:
 - a) To RESOLVE responses to West Lindsey District Council in relation to the following planning application(s):

N0	Details	Location	Link to view documents
WL/2025/0122	Planning application for replacement of existing windows and door with uPVC double glazed windows and door.	22 UNIT 3 THE GREEN NETTLEHAM LINCOLN LN2 2NR	https://westlindsey-publicportal.statmap.co.uk/ho-rizoNext/publicportal/PropertySearch/?uprn=10034687498
WL/2025/0108	Planning application for proposed alterations and extension to existing dwelling	25 LODGE LANE NETTLEHAM LINCOLN LN2 2RS	https://westlindsey-publicportal.statmap.co.uk/ho-rizoNext/publicportal/PropertySearch/?uprn=100030965276
WL/2025/0104	Listed building consent for replacement windows.	27 HIGH STREET NETTLEHAM LINCOLN LN2 2PL	https://westlindsey-publicportal.statmap.co.uk/ho-rizoNext/publicportal/PropertySearch/?uprn=100030963871

- b) To NOTE planning responses submitted under delegation since the last meeting.
 - c) Any other planning matters, including any applications received after the agenda was published.
 - d) To NOTE the notes of an informal meeting held with a local developer.
6. Financial Matters
 - a) To NOTE AND RATIFY the pre-approved payments made since the last meeting and to RESOLVE to approve the schedule of accounts for payment.

- b) To **NOTE** the Full and Summary Income & Expenditure Reports as at 31.01.25 and to **NOTE** the Council's Bank Account & Earmark Reserves balances at 31.01.25
- c) To **RESOLVE** expenditure of £160 for an annual subscription to Parish Online Software.

7. Committees

To note the draft minutes if the Property Committee held on 04.02.25 and to **RESOLVE** any action in relation to the recommendations of the draft minutes.

- a) Outsourcing Beck works

8. Working Groups

- a) **Highways** – To **RESOLVE** any actions in relation to the working group proposals – Zig Zag zone outside school, Parking on Verges, Request to LCC Councillor for a TRO - idling engines in the area adjacent to the co-op and purchase of signage, request a consultation with LCC Highways in regard to developing an integrated/holistic traffic plan for the Village, Identity and logo.

- b) **Health & Safety** - To note the notes of the meeting held on 30.01.25

9. Risk Management

*(This item allows Councillors to raise any **previously unidentified** risks. Significant risks may be addressed under staff delegation if applicable; otherwise, they will be scheduled for a future agenda. **No decisions may be made at this stage.**)*

- 10. **Date of Next Meeting of the Parish Council and Any Future Agenda Items** –this has been arranged for Tuesday 18th March 2025, commencing at 7.30pm (Public session from 7.15pm), in the Small Hall at The Old School, Nettleham. *(Submissions of council agenda items / reports by no later than close of business 10/03/2025)*

- 11. To **RESOLVE** whether to exclude the public and press for the following item/s, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed.

- 12. To **RESOLVE** to approve a response to the External Auditor in response to objections to 2023/24 AGAR *(Exclusion of Public and Press recommended due to personal data, commercially sensitive data and risk of defamation.)*

- 13. To consider concerns raised relating to recent contractor works and to **RESOLVE** any action. *(Exclusion of Public and Press recommended due to the commercially sensitive and potentially legally privileged nature of the discussion)*

- 14. **Staffing matters.** *(Exclusion of Public and Press recommended due to staff data)*

- To note the draft minutes if the HR Committee held on 06.02.25 and to **RESOLVE** any action in relation to the recommendations of the draft minutes.
 - I. Recruitment
- To **RESOLVE** any further action required during the temporary staffing shortfall
- To consider a related quote and **RESOLVE** any action.

- 15. **Burial Matters** *(Exclusion of Public and Press recommended due to the commercially sensitive and personal nature of the discussion)*



Lucy Waller, Clerk to the Parish Council 20/02/2025

**NETTLEHAM PARISH COUNCIL
DRAFT MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD AT THE SMALL HALL, THE OLD SCHOOL, NETTLEHAM
ON TUESDAY 21 JANUARY 2025, AT 7.30PM**

Present: Councillors: Cllr Mrs A. White (Chairman), Cllr P. McNeill (Vice-Chair),
Cllr D. Newsam, Cllr A. Simpson, Cllr A. Crook, Cllr C. Payne, Cllr C. Johnson,
Cllr K. Swain, Cllr J. McGuire

Also in attendance: Lucy Waller (Clerk), Cllr J. Brockway (Lincolnshire County Council), Cllr F. Brown & Cllr J. Barrett West Lindsey District Council (West Lindsey District Council), 2 members of the public.

Councillors not present: None

The public session commenced at 7.15pm

A member of the public highlighted a lack of progress by the working group formed in September 2024 to review the Health and Safety policy and liaise with the Health and Safety Representative. They noted the removal of references to this group from the Clerk's report and stated that the lack of progress reflects poorly on the Council. They suggested reverting to the previous policy and reiterated an offer to assist the Council in this matter.

A member of the public identified themselves as a resident of an estate impacted by item 12b and shared concerns regarding this.

Councillor J. Brockway provided a verbal update. Members noted:

- She would request that a redacted copy of the S19 report on flooding in Nettleham be shared with the Parish Council.
- Concerns about flooding on Lodge Lane had been noted.
- Flooding in some areas had been exacerbated by leaves blocking drains.
- If requested by the Parish Council, she could pursue a TRO regarding engine idling near the Co-op.
- Public consultations regarding the Nettleham Roundabout would be organised at the Old School later this year.
- Contrary to press reports, Lincolnshire County Council had not requested a delay to scheduled elections, though it was willing to accommodate such delays if deemed necessary by the Government in light of plans to implement unitary councils.

Councillor J. Barrett spoke in relation to his efforts to assist the resident whose correspondence was considered at item 12b. Members noted that he had written to the management company of the nearby housing estate.

Cllr F. Brown informed members that the WLDC Refuse Team had recently won a Best Performer Award for the third consecutive year.

The meeting commenced at 7.36pm

1. To RESOLVE to receive apologies and accept reasons for absence received by the Clerk, prior to the meeting.

No apologies were received. Members noted the recent resignation of former Cllr Chardoux.

2. To RECEIVE disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations.

None received.

3. To RESOLVE to approve the notes of the Parish Council's Meeting held on 17/12/2024 as the minutes of the meeting.

Nettleham Parish Council Meeting- 21 January 2024 – Signed: _____ Date: _____

It was **RESOLVED** to approve the notes of the Parish Council's Meeting held on 17/12/2024 as the minutes of the meeting.

4. To NOTE the Clerk's report.

Members noted the report. It was highlighted that the action relating to the Working Group review of the Health and Safety policy had been removed in error and would be reinstated.

5. Planning Matters:

a) To RESOLVE responses to West Lindsey District Council in relation to the following planning application(s):

WL/2025/00003 - T1 & T2 Beech - Reduce in height from 25m to 21m. Reduce the N/E canopy by 3m. Target prune branches as shown in pictures (by green lines). Crown lift up to a height of 5m. Thin canopy by 20%. T3 Beech - Remove branches over garage roof as shown in submitted picture (by red lines). Tree Preservation Order Nettleham 1967. 9 VICARAGE LANE, NETTLEHAM, LINCOLN LN2 2RH

It was **RESOLVED** to submit no objections.

WL/2025/00030 - Planning application for air source heat pumps, a raised sprinkler water tank and associated pump LAND TO THE NORTH OF 40 LODGE LANE, NETTLEHAM, LINCOLN, LN2 2RS

It was **RESOLVED** to subject no objections, provided that measures are taken to avoid noise nuisance to any current or future neighbouring residents using an acoustic chamber or similar measures.

b) Any other planning matters, including any applications received after the agenda was published

Councillor White gave a verbal update on application WL/2024/00049 (147514) Land Off Cricketers Drive, Nettleham, which had been approved at a recent WLDC Planning Committee.

c) To RESOLVE any future protocols/ actions relating to tree applications within the Parish

It was **RESOLVED** to adopt the draft procedure attached as APPENDIX A of these minutes subject to any input from the Tree Application Volunteer. It was **RESOLVED** to appoint Su Colman as the Tree Application Volunteer.

6. Financial Matters

a) to NOTE AND RATIFY the pre-approved payments made since the last meeting and to RESOLVE to approve the schedule of accounts for payment.

Members noted and ratified the pre-approved payments made since the last meeting and **RESOLVED** to approve the schedule of accounts for payment attached as APPENDIX B of these minutes.

b) To NOTE the Full and Summary Income & Expenditure Reports as at 31.12.24 and to NOTE the Council's Bank Account & Earmark Reserves balances at 31.12.24

Members noted the Full and Summary Income & Expenditure Reports as at 31.12.24 and the Council's Bank Account & Earmark Reserves balances at 31.12.24. A query was raised in relation to expenditure coded to code 1337, identified as a potential coding error. It was noted that previously highlighted errors had not yet been amended. Councillors were asked to communicate any potential coding errors directly to the RFO

ACTION POINT – RFO to investigate expenditure coded to code 1337 and any other potential errors highlighted by Councillors and to report to Council

c) To RESOLVE whether to continue the current LALC Subscription 2025-2026 (£843.64) and LALC Annual Training Scheme Membership (£175+VAT)

It was **RESOLVED** to continue the current LALC Subscription 2025-2026 (£843.64) and LALC Annual Training Scheme Membership (£175+VAT).

ACTION POINT – RFO to arrange payment.

d) To REVIEW and RESOLVE to readopt the Internal Control Policy.

It was to **RESOLVED** to readopt the Internal Control Policy

e) To RESOLVE a preferred approach for utilising CIL funds.

It was **RESOLVED** to develop a prioritised list for CIL expenditure while allocating 10% for ad-hoc needs. It was **RESOLVED** to delegate to the Finance Committee to produce a draft list of prioritised uses at the next meeting of the Committee for current and future CIL income following input from Councillors and light touch Public Consultation. The draft list then to be approved by Council, following further public consultation if required.

ACTION POINT – RFO to invite Councillors to input suggestions to the next Finance Committee Meeting and include an appropriate item on the agenda. Clerk to arrange light touch public consultation via social media, posters with responses to be considered at the next Finance Committee meeting. Clerk to also arrange public consultation via Nettleham Matters. It is noted that due to publishing dates responses are unlikely to be available for the next committee meeting.

7. Working Groups / Council Representatives

- a) Highways – To note the notes and recommendations of the last meeting and to RESOLVE to write to the Co-op regarding potential storage locker locations.**

Members noted the notes and recommendations of the last meeting and **RESOLVED** to write to the Co-op regarding potential storage locker locations.

ACTION POINT – Clerk to write to write to the Co-op regarding potential storage locker locations.

- b) Climate Change - To RESOLVE to authorise expenditure of £909 for the bulbs and seeds for various areas of the village (Adequate funds within the Climate Change budget - expenditure Highways Act 1980 s96)**

It was **RESOLVED** to authorise expenditure of £909 for the bulbs and seeds for various areas of the village.

ACTION POINT – Facilities Manager / Cllr Johnson to arrange the order for the bulbs and seeds.

8. To consider installation, ownership and maintenance of a Public Bench at The Ridge and Furrow and to RESOLVE any action.

It was **RESOLVED** to accept and supplement by £679.00 the donation of funds raised by residents, to install a 1.8m bench, appropriate base and plaque, with the bench to remain the property of Nettleham Parish Council and to be maintained as such.

ACTION POINT – Facilities Manager/Clerk to arrange base including liaising with the Landowner & residents, purchase and installation of the bench and plaque.

9. To consider production of an updated Village Map and to RESOLVE any action.

It was **RESOLVED** to purchase two copies of the new map, with protective coatings. Thanks were given to Cllr Johnson for her work so far on the map. Councillors were asked to provide any further suggestions or edits to Cllr Johnson.

ACTION POINT – Clerk to order maps once the design is finalised, all Cllrs to feedback suggestions or edits and Cllr Johnson to finalise design.

10. To consider the need for Lanyard held photo ID for Councillors and Staff and to RESOLVE any action.

It was **RESOLVED** to introduce Lanyard held photo ID for Councillors and Staff and to order 12 generic Councillor magnetic badges.

ACTION POINT – Clerk to order photo ID for Councillors and Staff, Councillors and staff to provide a photo.

- 11. To RESOLVE to delegate to the Property Committee to approve or not a request to install fencing around the football pitch at Mulsanne Park.**

It was **RESOLVED** to delegate this matter to the Property Committee.

- 12. Correspondence received requiring a RESPONSE, or to be NOTED:**

a) RAF Waddington – Exercise COBRA WARRIOR 25-1 – Feb/Mar 25

Members noted the correspondence.

b) Surface Flooding Lodge Lane

There was extensive discussion regarding this matter. It was highlighted that The Chairman of the Council and Cllr Barrett (WLDC) have been making considerable efforts to investigate this matter and arrange a multiagency site meeting. It was highlighted that attendance at any such meeting by a representative of LCC as the Local Lead Flood authority, was essential, but to date no response to requests to attend had been received. Cllr Brockway asked to be emailed an invitation to any meeting and committed to assisting with escalation to the appropriate officers at LCC.

It was **RESOLVED** to continue to try to organise a meeting and to write to the estate's management company regarding maintenance of drainage systems

ACTION POINT – Clerk to request attendance by Cllr Brockway and an LCC officer at a site meeting. Clerk to write to the management company.

c) LCC Budget and Council Tax Proposal 25-26

It was **RESOLVED** to support Option A (£2.99% increase and use £9.7m of reserves/additional savings).

ACTION POINT – Clerk to submit the response.

d) LCC NHT Survey

Members were encouraged to respond individually.

- 13. Date of Next Meeting of the Parish Council –this has been arranged for Tuesday 25th February 2025, commencing at 7.30pm (Public session from 7.15pm), in the Small Hall at The Old School, Nettleham.**

Members noted the date of next Meeting of the Parish Council

Any Future Agenda Items

- TRO regarding engine idling in the area of the Co-Op.
- Update from the Working Group review of the Health and Safety policy.

The meeting closed at 8.50pm

APPENDIX A

Procedure for Input on Tree Applications in the Parish

1. Designation of a Tree Application Volunteer

- The Tree Application Volunteer (TAV) can be a Parish Councillor or another volunteer with suitable knowledge of tree-related matters.
- The TAV will be responsible for actively monitoring tree applications submitted to the District Council.

2. Monitoring of Tree Applications

- As the District Council does not routinely consult NPC on tree applications, the TAV will regularly review planning application lists and other relevant notices for tree-related proposals.
- The TAV will identify applications of potential concern or interest to the Parish Council.

3. Initial Assessment and Drafting of a Response

- Upon identifying a tree application, the TAV will review the application details and draft an initial response. This response should:
 - Summarise the application.
 - Highlight any issues or points of interest for NPC.
 - Propose a recommended position (e.g., support, objection, or no objection).

4. Circulation and Approval of the Response

- Option 1: Council Meeting Review
 - If there is a scheduled Council meeting before the response deadline, the draft response will be placed on the meeting agenda for discussion and decision.
- Option 2: Email Approval Process
 - If the response deadline falls before the next scheduled meeting, the TAV will share the draft response with the Clerk.
 - The Clerk will circulate the draft to all NPC members via email for input.
 - Members will provide comments or approve the response within five clear working days.
 - The Clerk will collate feedback and finalise the response based on the majority view.

5. Submission of the Response

- The finalised response will be submitted to the District Council by the Clerk.
- Any responses submitted outside of a formal meeting will be noted at the next scheduled NPC meeting.

APPENDIX B

Invoice Date	Ref	Supplier	Nett	VAT	Total
12/12/2024	358	AEGIS	78.00	15.60	93.60
12/12/2024	359	AEGIS	324.00	64.80	388.80
24/12/2024	360	ACTIVE8	28.42	5.68	34.10
03/01/2025	361	COMPREHENSIVE FIRE	797.00	159.40	956.40
31/12/2024	362	EXECUTIVE CLEANING	652.00	0.00	652.00
18/12/2024	363	KONICA	55.60	11.12	66.72
31/12/2024	364	GLENDALE	1431.00	286.20	1717.20
31/12/2024	365	LINC WEB DESIGN	141.00	0.00	141.00
22/12/2024	366	TUCANN	102.00	20.40	122.40
23/12/2024	367	LALC	843.64	0.00	843.64
30/12/2024	368	MAPLEBECK	3360.00	672.00	4032.00
30/12/2024	369	MAPLEBECK	480.00	96.00	576.00
08/01/2025	370	LALC	175.00	35.00	210.00
09/01/2025	371	AKO	1625.00	325.00	1950.00
09/01/2025	372	AKO	125.00	25.00	150.00
09/01/2025	373	AKO	295.00	59.00	354.00
TOTAL INVOICES			10512.66	1775.20	12287.86

05/12/2024	CB227	Co-operative Bank	13.96		13.96
09/12/2024	CB228	BT	83.18	16.64	99.82
11/12/2024	CB229	SMARTEST ENERGY	102.86	5.14	108.00
11/12/2024	CB229	SMARTEST ENERGY	-102.86	-5.14	-108.00
11/12/2024	CB229	SMARTEST ENERGY	102.86	5.14	108.00
11/12/2024	CB230	SMARTEST ENERGY	129.52	6.48	136.00
11/12/2024	CB230	SMARTEST ENERGY	-129.52	-6.48	-136.00
11/12/2024	CB230	SMARTEST ENERGY	129.52	6.48	136.00
12/12/2024	CB231	AMAZON	28.30	5.66	33.96
19/12/2024	CB231	AMAZON	-11.38	-2.28	-13.66
16/12/2024	CB232	SMARTEST ENERGY	294.36	14.72	309.08
16/12/2024	CB233	SMARTEST ENERGY	341.70	17.08	358.78
16/12/2024	CB234	SMARTEST ENERGY	135.12	6.76	141.88
16/12/2024	CB235	Total Workwear	41.58	0.00	41.58
16/12/2024	CB236	AKO GROUNDWORKS	4000.00	0.00	4000.00
17/12/2024	CB237	AMAZON	12.48	2.50	14.98
17/12/2024	CB238	AW WAVE	17.37	0.00	17.37
17/12/2024	CB239	AW WAVE	57.01	0.00	57.01
17/12/2024	CB240	AW WAVE	376.24	0.00	376.24
18/12/2024	CB241	AMAZON	19.97	4.00	23.97
18/12/2024	CB242	OCTOPUS ENERGY LTD.	256.13	12.81	268.94
19/12/2024	CB243	VATIX	49.00	9.80	58.80
18/12/2024	CB244		39.58	7.92	47.50
20/12/2024	CB245	FLEETDRIVE MANAGEMENT	306.00	61.19	367.19
23/12/2024	CB246	PENINSULA	169.43	33.89	203.32
23/12/2024	CB247	WAGES	11219.02	0.00	11219.02
23/12/2024	CB248	PERSONNEL ADVICE & SOLUTIONS	100.00	20.00	120.00
23/12/2024	CB249	EE	94.93	18.99	113.92
31/12/2024	CB250	DATAPLAN PAYROLL LTD	67.59	13.52	81.11
31/12/2024	CB251	Unity Trust Bank	14.10	0.00	14.10
02/01/2025	CB252		324.00	0.00	324.00
03/01/2025	CB253	Co-operative Bank	13.96	0.00	13.96
06/01/2025	CB254	BT	92.78	18.56	111.34
TOTAL CASHBOOK			18388.79	273.38	18662.17
TOTAL PAYMENTS			28901.45	2048.58	30950.03

NPC Clerk's Report - Action Log

Key: Green – complete Amber - in progress Black - outstanding				
Minute No	Action	Assigned to	Notes	Status
NPC Full Council 24/09/2024				
<u>6</u>	<i>Clerk to arrange Allotment Software purchase as appropriate.</i>	<i>Clerk</i>	<i>In progress as required</i>	<i>In progress</i>
<u>7</u>	<i>H&S Working group to review policy.</i>	<i>WG</i>		<i>Ongoing /In progress</i>
NPC EXT Council 15/10/2024				
<u>EXT 4&5</u>	<i>Chair to contact intended recipient and Clerk / Chair to arrange event in line with recipients wishes.</i>	<i>Chair/Clerk</i>	<i>Scheduled for 28/02/2025</i>	<i>Complete Ongoing /in progress</i>
NPC Full Council 15/10/2024				
<u>10</u>	<i>Re draft the Social Media Policy to reflect current practice for approval at a future meeting.</i>	<i>Clerk</i>		
NPC Full Council 17/12/2024				
<u>8c</u>	<i>RFO to circulate the altered Council Tax statement to Councillors for feedback prior to submission.</i>	<i>RFO</i>		<i>Complete</i>
<u>9d</u>	<i>Arrange for order and installation of Noticeboards</i>	<i>FM</i>	<i>Delivery expected 20.02.25 AKO to install and transport original noticeboard to Taylor Lindsey Site Office contacted details provided by Cllr A Crook. Permission to install will need to be sought from the Co-op .</i>	<i>Ongoing/ in progress</i>
<u>10b</u>	<i>Clerk to contact Village Hall Committee about having joint representatives</i>	<i>Clerk</i>	<i>Email sent – no responses from 2nd company (specialist required) Fin REG have been met by the attempted seeking of 2 quotes.</i>	<i>On agenda</i>
<u>12</u>	<i>Bench at the Ridge and Furrow Replacement Village Map</i>	<i>Clerk</i>	<i>On agenda</i>	<i>Complete</i>

NPC Clerk's Report - Action Log

	<i>On next agenda</i>			
14a	<i>Clerk to seek quotes for review.</i>	<i>Clerk</i>	<i>2 companies approached only 1 response</i>	<i>Complete on agenda</i>
NPC FULL COUNCIL 21/01/2025				
6b	<i>RFO to investigate expenditure coded to code 1337 and any other potential errors highlighted by Councillors and to report to Council</i>	<i>RFO</i>	<i>Response circulated</i>	<i>Complete</i>
6c	<i>RFO to arrange payment- LALC Subscription 2025-2026 (£843.64) and LALC Annual Training Scheme Membership (£175+VAT)</i>	<i>RFO</i>	<i>Payment scheduled for April 2025</i>	<i>Complete</i>
6e	<i>RFO to invite Councillors to input suggestions to the next Finance Committee Meeting and include an appropriate item on the agenda. Clerk to arrange light touch public consultation via social media, posters with responses to be considered at the next Finance Committee meeting. Clerk to also arrange public consultation via Nettleham Matters. It is noted that due to publishing dates responses are unlikely to be available for the next committee meeting.</i>	<i>RFO & CLERK</i>	<i>Delayed due to staff illness</i>	
7a	<i>Clerk to write to write to the Co-op regarding potential storage locker locations.</i>	<i>Clerk /AW</i>		<i>Complete</i>
	<i>Facilities Manager / Cllr Johnson to arrange the order for the bulbs and seeds.</i>	<i>FM /CJ</i>		<i>Complete</i>
8	<i>Facilities Manager/Clerk to arrange base including liaising with the Landowner &</i>	<i>FM /Clerk</i>	<i>Bench stored in Mulsanne Garage until base is ready, met with resident for</i>	<i>In progress</i>

NPC Clerk's Report - Action Log

	<i>residents, purchase and installation of the bench and plaque.</i>		<i>bench location. Contractor will install base and fit the bench and make good the ground around. Map and photos of location provided to contractor</i>	
<u>9</u>	<i>Clerk to order maps once the design is finalised, all Cllrs to feedback suggestions or edits and Cllr Johnson to finalise design.</i>	<i>CJ/Clerk</i>		<i>complete</i>
<u>10</u>	<i>Clerk to order photo ID for Councillors and Staff, Councillors and staff to provide a photo. &12 Generic Councillor Badges</i>	<i>Clerk</i>	<i>Generic badges arrived – ID in progress (photos required)</i>	<i>Ongoing</i>
<u>12 b</u>	<i>Clerk to request attendance by Cllr Brockway and an LCC officer at a site meeting. Clerk to write to the management company</i>		<i>Attendance request sent No email response received from Cllr Brockway, no offer to attend from LCC officer</i>	<i>Complete</i>
<u>12c</u>	<i>Clerk to submit the response. LCC Budget and Council Tax Proposal 25-26</i>			<i>Complete</i>

Other items to note:

WLDC have confirmed that there has been no request for an election to the Vacancy resulting from the resignation of Cllr Chardoux and the Council is free to co-opt to the vacancy. We now have 3 vacancies available for co-option.

We have been informed that the paperwork necessary for the transfer of the new allotments has been passed to our solicitors, we have requested confirmation of this from our solicitor- not yet received.

Councillors are reminded of the upcoming presentation of the Freedom of the Parish award taking place on 28.02.25 (invitation only event – Cllrs have all received invitations)

25.02.25

AGENDA ITEM 5 b)

Planning responses made under delegation since the last meeting.

WL/2025/00072

Proposal: Planning Application for Raising roof above side garage to house an additional ensuite bedroom, erection of a single storey rear extension, and works to front elevation.

Location:

4 SUTTON CLOSE
NETTLEHAM LINCOLN
LN2 2XH

The Parish Council objects to this extension on the following grounds:

The proposed extension shows a lack of awareness of its impact on 1 Manor Court.

4 Sutton Close is built on a larger plot with the back of the property facing the beck.

1 Manor Close was built later on a smaller plot and the window from the study and one of the lounge windows face the side of 4 Sutton Close.

The site plan does not reflect the short distance between these windows and the side of the proposed extension.

This means that the extension, as proposed, will affect the amenity of the residents living in 1 Manor Close contrary to S53 of the Central Lincolnshire Local Plan 2023 and D4 of the Nettleham Neighbourhood plan 2024.

Central Lincolnshire Local Plan S53: Design and Amenity.

3b) *relate well to the site*

And 8) d: *Not result in harm to people's amenity either within the proposed development or neighbouring it through overlooking, overshadowing, loss of light or increase in artificial light or glare.*

Nettleham Neighbourhood Plan D4: Design of New Development and Parish Design Code Principles.

2a) *achieve density having regard to the type and nature of uses proposed and the site context, in relation to the site's surrounding area, taking into account*

2a)1. *Location setting*

2b) v: *the proportion of development (including height, scale, mass and bulk) in the surrounding area.*

If the window is retained in its present position and the skylights at their present height, there will also be lack of privacy. REMOVE

The extension as a result will not only be overlooking but will be unnecessarily overbearing. These issues could have been avoided with a more proportionate and sympathetic proposal.

There should be a site visit by the planning officer as the documents do not properly represent the problems as outlined above.

25.02.25

AGENDA ITEM 5 b)

Planning responses made under delegation since the last meeting.

There is also the flooding risk, given the proximity of the Beck, upstream of the village.

There is no proposal to include any SUDs such as water retention crates, given the proximity to the Beck, upstream of the village.

There is a history of flood incidents in the village due to the Beck overtopping; the worst in recent times being in 2007 when the centre of the village was under water.

It is essential therefore that every opportunity is taken to reduce surface run off (not increase it) by incorporating suitable measures.

The Environment Agency form accompanying the application (Householder and other minor extensions in Flood Zones 2 and 3) includes the following paragraph:

Cumulative impact of minor extensions and the removal of Permitted Development rights:

PPS25 paragraph D16 highlights the potential for the cumulative impact of minor extensions to have a significant effect on flood risk. Where local knowledge (Strategic Flood Risk Assessment held by the LPA/information provided by the Parish Council) suggests this is the case the guidance contained in FRA guidance note 2 should be applied. FRA guidance note 2 can also be applied where permitted development rights have been removed for flood risk reasons. The Environment Agency does not usually comment on minor development in this category.

The applicant has said 'Yes' in both boxes when it states 'either or'.

N.B.I have queried this form as when googled, it says that PPS25 has been withdrawn and replaced by updated flood risk advice for local planning authorities.

Nettleham Parish Council meeting with representatives of Truelove Property and Construction Ltd.

February 4, 2025.

Present: Matt and Henry Truelove and Emma Jackson.

Councillors Peter McNeill; Dave Newsam; Andrew Simpson and Angela White (Chair)

Nettleham Neighbourhood Plan: John Evans; Terry Williams and Carol Worthington.

The Trueloves have no further applications in at present.

After introductions there was a discussion about what facilities the village might need or could benefit from.

There will be a footpath in Sudbrooke going as far as the boundary with Nettleham. In the past the footpath from Nettleham to join this had not gone ahead for various reasons. One of these was that Highways wanted it to be tarmac and the Parish Council didn't. Another was that Trueloves didn't own all the land which would be needed. This is a narrow lane where the speed limit is 60 mph. The Parish Council would like to see this reduced.

It was suggested that trees could be planted near the beck at the bottom of the present Scothern Road site. E.g. silver birch. Also, if there was a wooden bridge across the beck it would encourage residents to walk into the village.

If Trueloves are developing the site bordering on Brookfield, it had been suggested to the owners that the end bungalow was for sale and had land at the side which could be used for a path into Kerrison View. (We think John Dixon has a ransom strip there up to the end of the road.)

Paths and cycle paths in the estates would help to reduce traffic which is a problem in the centre of the village. This is affecting the attractiveness of the village which attracts people here.

Traffic and car parking around the centre is a problem, so it was suggested that there could be a car parking area. Doubts were expressed that people would use it. E.g. space in Coop Car Park and at Mulsanne.

There is a small triangle of land which doesn't seem to be used where the beck meets the old road at the bottom of the path from Cherry Tree Lane. This could be a possible flood plain. Trueloves don't own this field.

A question was asked about the Greetwell development. Proposals about this had been sent round the village about two years ago. There are no plans to proceed with this.

Concern was expressed about flooding in the village. Attention has been given to the drains in the centre and preventing the beck overtopping. But, surface water around has caused flooding and sewerage coming up in various parts around the village. Some of the drains are old and can't cope with the amount of rainfall we are having now.

There is flooding in and around the Stirlin Estate every year. The Parish Council, District and County Councillors are at present trying to find out what is causing it.

Hydraulic modelling for the beck was investigated following the 2007 floods. However, the funds were not available. This is something to which a developer could contribute.

The idea of a roundabout at the entry to the village had been seen on social media. Over 20 years ago the Parish Council had suggested a left filter lane at the end of Deepdale Lane but nothing happened. Lincolnshire County Council agreed to reduce the speed to 40mph from Nettleham roundabout to Welton Heath. This was over two years ago and it is still in progress.

The Medical Centre would probably like more land. It is landlocked in its present position and the car park is usually full. (Not just patients but also staff cars.)

The allotments, provided through a Section 106 agreement with Trueloves, on the Scothern Road site are ready for handover + a brick shed. This has been with the solicitors since August 2024. Fees have been agreed by the Parish Council and there is a waiting list for the plots.

Hopefully, we will have a grand opening soon.

Questions were asked about the site behind Ridgeway. It was confirmed that building had started there. All the properties on the Scothern Road site have been sold. They are trying to get on with building there after planning delays.

Is there any particular field the Parish Council might like to see developed? (After the meeting I thought of the sites preferred by the village during the consultation process of the Review of the Nettleham Neighbourhood Plan. In effect, these were not the sites chosen for the Central Lincolnshire Local Plan we had no say in the choice of sites)

The Chair thanked the Trueloves for their engagement and suggested that we meet again in six months. The draft notes will be sent round participants to check for errors and/or omissions.

Schedule of Payments

February 2025

Invoice Date	Ref	Supplier	Nett	VAT	Total
17/01/2025	374	ACTIVE8	50.05	10.01	60.06
17/01/2025	375	SAVILLS	275.00	55.00	330.00
20/01/2025	376	SCIS	79.99	16.00	95.99
10/01/2025	377	KONICA	79.35	15.87	95.22
17/01/2025	378	AKO	250.00	50.00	300.00
28/01/2025	379	BOSWELL	865.08	0.00	865.08
24/01/2025	380	ESPO	145.45	29.09	174.54
26/01/2025	381	ACTIVE8	28.42	5.68	34.10
21/01/2025	382	JAMES HEATH	407.29	0.00	407.29
22/01/2025	383	HCG	500.00	100.00	600.00
21/01/2025	384	B KNIGHTS	12.72	2.54	15.26
30/01/2025	385	AKO	230.00	46.00	276.00
04/11/2024	386	NETTLETON FC	608.00	0.00	608.00
31/01/2025	387	EXECUTIVE CLEANING	640.00	0.00	640.00
05/02/2025	388	ESPO	20.90	4.18	25.08
03/02/2025	389	ACTIVE8	50.05	10.01	60.06
23/10/2024	391	JSF Hood Limited	40.00	0.00	40.00
13/02/2025	392	SLCC	355.00	0.00	355.00
31/01/2025	393	LINC WEB DESIGN	231.00	0.00	231.00
TOTAL INVOICES			4868.30	344.38	5212.68

09/01/2025	CB255	WICKES	182.25	36.45	218.70
10/01/2025	CB256	SMARTEST ENERGY	102.86	5.14	108.00
10/01/2025	CB257	SMARTEST ENERGY	129.52	6.48	136.00
16/01/2025	CB258	PUBLIC WORKS LOAN BOARD	5758.35	0.00	5758.35
17/01/2025	CB259	AMAZON	18.73	3.74	22.47
20/01/2025	CB260	SMARTEST ENERGY	125.74	6.29	132.03
20/01/2025	CB261	SMARTEST ENERGY	422.33	84.47	506.80
20/01/2025	CB262	SMARTEST ENERGY	317.43	15.87	333.30
20/01/2025	CB263	Communicorp	116.50	23.30	139.80
21/01/2025	CB264	VATIX	49.00	9.80	58.80
21/01/2025	CB265	EE	94.93	18.99	113.92
21/01/2025	CB266	FLEETDRIVE MANAGEMENT	306.00	61.19	367.19
22/01/2025	CB267	PERSONNEL ADVICE & SOLUTIONS	100.00	20.00	120.00
23/01/2025	CB268	PENINSULA	171.02	32.30	203.32
24/01/2025	CB269	PW Direct	10.04	2.01	12.05
24/01/2025	CB270	AET Flood Defence	137.50	0.00	137.50
24/01/2025	CB271	TDP Recycled Plastic	554.22	110.84	665.06
30/01/2025	CB272	J&A Inter	72.99	14.60	87.59
30/01/2025	CB273	BT	128.38	25.68	154.06
30/01/2025	CB274		5.35	0.00	5.35
31/01/2025	CB275	INFORMATION COMMISSIONER	35.00	0.00	35.00
31/01/2025	CB276	DATAPLAN PAYROLL LTD	67.59	13.52	81.11
31/01/2025	CB277		18.00	0.00	18.00
31/01/2025	CB278	Unity Trust Bank	12.90	0.00	12.90
23/01/2025	WAGES	DATAPLAN PAYROLL LTD	10377.21	0.00	10377.21
05/02/2025	CB279	Co-Operative Bank	13.96	0.00	13.96
07/02/2025	CB280	BT	92.78	18.56	111.34
11/02/2025	CB281		5.00	0.00	5.00
11/02/2025	CB282	Octopus Energy	464.57	23.24	487.81
10/02/2025	CB283	SMARTEST ENERGY	102.86	5.14	108.00
10/02/2025	CB284	SMARTEST ENERGY	160.00	8.00	168.00
12/02/2025	CB285	Amazon	12.32	2.46	14.78
TOTAL CASHBOOK			20165.33	548.07	20713.40

TOTAL PAYMENTS	25033.63	892.45	25926.08
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Authorised Signatory	Authorised Signatory
Print Name	Print Name
Date	Date



Nettleham Parish Council

Accounting Statements

Financial Year Ending 31st March 2025

Period Ending 31st January 2025

Month 10



BANK RECONCILIATION AND CASH POSITION

31st January 2025

Account balance as at 31/01/25

Co Op Current Account	7618.16
Co Op 14 Day Account	92914.94
Co Op Instant Access	0.00
Unity Current Account	35344.94
Unity Savings Account	91551.44
Charity Bank	100000.00
Redwood Bank	85000.00

Total Funds as at 31/01/25 412429.48

General Reserves

3 months running costs **55013.25**

Earmarked Reserves

320 EM RESERVE - LARCH AVE - S10	23235.00
322 EARMARKED RESERVES MP	9343.61
323 EARMARKED RESERVES OS	12025.55
324 EM RESERVE - MAJOR PROJECT	33249.00
326 BILL BAILEY'S CAPITAL PROJECT	20104.19
328 EM RESERVE MP PLAY EQUIP	45900.25
329 EM RESERVE TENNIS COURT	26360.00
333 EM Reserve BG- Memorial Safe	3555.00
334 EMR Village Beck	3500.00
335 EMR TS-BURIAL GD EXT	11242.14
336 EMR FP-Permissive Paths	1207.00
337 EMR ELECTION COSTS	3476.85
338 EMR LEGAL COSTS	2010.00
339 EMR TREE WORKS RESERVE	6420.00
340 EMR MINSTER FIELDS	1000.00
341 EMR CIL -COMM INFRASTR LEV	50553.01
350 CAPITAL RECEIPTS RESERVE	6357.00

Total reserves 259538.60

REMAINING FUNDS 97877.63

Summary Income & Expenditure by Budget Heading 13/02/2025

Month No: 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	ADMINISTRATION							
	Income	23	209,925	208,007	(1,918)			100.9%
	Expenditure	14,405	126,122	156,587	30,465	641	29,823	81.0%
	Net Income over Expenditure	(14,382)	83,802	51,420	(32,382)			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	(14,382)	83,802	51,420	(32,382)			
102	OLD SCHOOL							
	Income	3,092	30,876	29,250	(1,626)			105.6%
	Expenditure	1,460	17,188	21,890	4,702	5,077	(376)	101.7%
	Movement to/(from) Gen Reserve	1,632	13,687					
103	BURIAL GROUNDS							
	Income	775	13,325	15,000	1,675			88.8%
	Expenditure	(4,000)	2,767	5,106	2,339		2,339	54.2%
	Movement to/(from) Gen Reserve	4,775	10,558					
104	ALLOTMENTS							
	Income	0	16	23	7			69.6%
	Expenditure	0	362	903	541		541	40.1%
	Movement to/(from) Gen Reserve	0	(346)					
105	VILLAGE/PARISH FACILITES							
	Income	14	2,014	0	(2,014)			0.0%
	Expenditure	(25,070)	42,558	37,412	(5,146)	7,541	(12,687)	133.9%
	Net Income over Expenditure	25,083	(40,544)	(37,412)	3,132			
	plus Transfer from EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	25,083	(40,544)	(37,412)	3,132			
106	MULSANNE PARK							
	Income	333	12,093	11,500	(593)			105.2%
	Expenditure	6,498	21,900	20,725	(1,175)	9,917	(11,093)	153.5%
	Net Income over Expenditure	(6,165)	(9,807)	(9,225)	582			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	(6,165)	(9,807)	(9,225)	582			
107	BISHOPS PALACE SITE							
	Expenditure	275	1,393	3,805	2,412		2,412	36.6%
108	NEIGHBOURHOOD PLAN							
	Expenditure	0	485	2,400	1,915		1,915	20.2%
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	0	(485)	(2,400)	(1,915)			
109	PARISH OFFICE							
	Expenditure	0	1,566	111	(1,455)		(1,455)	1410.5%
112	THE SWATHE							
	Expenditure	3,840	4,140	1,200	(2,940)		(2,940)	345.0%
120	LCC - GRASS CUTTING							
	Income	0	6,598	2,646	(3,952)			249.4%
	Expenditure	0	8,943	10,565	1,622		1,622	84.6%
	Movement to/(from) Gen Reserve	0	(2,345)					
130	CAPITAL EXPENDITURE							
	Expenditure	0	902	4,258	3,356	300	3,056	28.2%
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	0	(902)	(4,258)	(3,356)			

Continued over page

Summary Income & Expenditure by Budget Heading 13/02/2025

Month No: 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
131	CAPITAL INCOME							
	Income	(50,553)	2,340	4,000	1,660			58.5%
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>(50,553)</u>	<u>2,340</u>	<u>4,000</u>	<u>1,660</u>			
201	FIELDPATHS							
	Expenditure	0	1,001	2,414	1,413	245	1,168	51.6%
	Grand Totals:- Income	(46,317)	277,186	270,426	(6,760)			102.5%
	Expenditure	(2,592)	229,327	267,376	38,049	23,722	14,326	94.6%
	Net Income over Expenditure	<u>(43,726)</u>	<u>47,859</u>	<u>3,050</u>	<u>(44,809)</u>			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>(43,726)</u>	<u>47,858</u>	<u>3,050</u>	<u>(44,808)</u>			

Detailed Income & Expenditure by Budget Heading 13/02/2025

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 ADMINISTRATION								
1176 PRECEPT RECEIVED	0	201,500	201,500	0			100.0%	
1183 ADM - INCOME JOHN MOSS	0	407	7	(400)			5819.0%	
1184 ADM - INCOME MISC	23	392	300	(92)			130.8%	
1196 ADM - INTEREST REC'D	0	7,625	6,200	(1,425)			123.0%	
ADMINISTRATION :- Income	23	209,925	208,007	(1,918)			100.9%	0
1101 ADM - STAFF SALARIES	10,377	99,930	116,326	16,396		16,396	85.9%	
1104 ADM - CONTRACTOR COSTS	659	5,138	3,600	(1,538)	208	(1,747)	148.5%	
1108 ADM - TRAINING	175	663	2,000	1,337	120	1,217	39.1%	
1109 ADM - STAFF TRAVEL	0	17	215	198		198	8.0%	
1112 ADM - WATER	0	0	410	410		410	0.0%	
1114 ADM - ELECTRICITY	0	0	1,890	1,890		1,890	0.0%	
1116 ADM - CLEANING MATERIALS	0	187	40	(147)	2	(148)	470.6%	
1117 ADM - CHAIRMAN'S ALL	0	40	250	210		210	15.8%	
1119 ADM - IT MANAGEMENT	328	6,381	10,000	3,619	27	3,592	64.1%	
1120 ADM - MISC EST COSTS	73	102	420	318	45	273	35.0%	
1121 ADM - TELEPHONE/BROADBAND	316	2,194	2,550	356		356	86.0%	
1122 ADM - POSTAGE	0	0	50	50		50	0.0%	
1123 ADM - PRINT/STATIONERY	145	527	1,000	473	141	332	66.8%	
1124 ADM - SUBSCRIPTIONS	879	586	900	314		314	65.1%	
1125 ADM - INSURANCE	865	5,884	4,650	(1,234)		(1,234)	126.5%	
1126 ADM - PROP. REPORTS	0	0	50	50		50	0.0%	
1127 ADM - P/COPIER CONTRCT	135	493	140	(353)		(353)	352.1%	
1129 ADM - ADVERTISING	102	296	500	204		204	59.2%	
1130 ADM - OFFICE EQUIPMENT	0	0	1,500	1,500		1,500	0.0%	
1137 ADM - ROUTINE REPAIRS/MAINTENC	0	277	300	23		23	92.3%	
1140 ADM - REFUSE COLLECTION	0	345	250	(95)		(95)	138.0%	
1154 ADM - VILLAGE HALL LOAN	0	1,891	3,782	1,891		1,891	50.0%	
1157 ADM - AUDIT FEES	0	(630)	1,450	2,080		2,080	(43.4%)	
1158 ADM - BANK FEES	27	239	164	(75)		(75)	145.4%	
1162 ADM - S137 GRANTS	0	28	150	123		123	18.3%	
1163 ADM - LEGAL EXPENSES	0	0	1,000	1,000		1,000	0.0%	
1164 ADM - GRANTS GENERAL	0	650	1,000	350		350	65.0%	
1165 ADM - CLIMATE CHANGE INITIATIV	324	888	2,000	1,112	98	1,014	49.3%	
ADMINISTRATION :- Indirect Expenditure	14,405	126,122	156,587	30,465	641	29,823	81.0%	0
Net Income over Expenditure	(14,382)	83,802	51,420	(32,382)				
102 OLD SCHOOL								
1281 OS-SMALL ROOM	1,341	12,857	13,500	643			95.2%	

Detailed Income & Expenditure by Budget Heading 13/02/2025

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1282 OS-LARGE ROOM	1,684	16,781	15,000	(1,781)			111.9%	
1283 OS-KITCHEN	28	606	500	(106)			121.2%	
1284 OS-MISC INCOME	0	21	0	(21)			0.0%	
1285 OS-STORAGE INCOME	39	375	250	(125)			150.0%	
1287 OS-MEETING ROOM INCOME	0	236	0	(236)			0.0%	
OLD SCHOOL :- Income	3,092	30,876	29,250	(1,626)			105.6%	0
1204 OS-CONTRACTOR COSTS	579	5,967	3,685	(2,282)	958	(3,240)	187.9%	
1212 OS-WATER	0	413	400	(13)		(13)	103.3%	
1214 OS-ELECTRICITY	103	1,316	2,200	884		884	59.8%	
1215 OS-GAS	548	2,689	4,410	1,721		1,721	61.0%	
1216 OS-CLEANING MATERIAL	0	220	610	390	271	119	80.5%	
1219 OS-PERFORMING RIGHTS	0	56	60	4		4	92.7%	
1220 OS-MISCELLANEOUS	0	0	50	50	19	31	37.2%	
1231 OS-ADVERTISING	0	102	300	198		198	34.0%	
1237 OS-ROUTINE MAINT/REPAIRS	230	1,684	2,000	316	3,830	(3,513)	275.7%	
1240 OS-REFUSE COLLECTION	0	874	440	(434)		(434)	198.6%	
1253 OS-LOAN REPAYMENTS	0	3,867	7,735	3,868		3,868	50.0%	
OLD SCHOOL :- Indirect Expenditure	1,460	17,188	21,890	4,702	5,077	(376)	101.7%	0
Net Income over Expenditure	1,632	13,687	7,360	(6,327)				
103 BURIAL GROUNDS								
1381 BG-INCOME	775	13,325	15,000	1,675			88.8%	
BURIAL GROUNDS :- Income	775	13,325	15,000	1,675			88.8%	0
1312 BG-WATER RATES	0	63	85	22		22	74.6%	
1320 BG-MISCELLANEOUS	0	12	100	88		88	12.2%	
1336 BG-GRASS CUTTING	0	2,300	3,321	1,021		1,021	69.2%	
1337 BG-ROUTINE MAINTENANCE	(4,000)	392	500	108		108	78.4%	
1340 BG-REFUSE COLLECTION	0	0	100	100		100	0.0%	
1342 BG-TREE MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	(4,000)	2,767	5,106	2,339	0	2,339	54.2%	0
Net Income over Expenditure	4,775	10,558	9,894	(664)				
104 ALLOTMENTS								
1481 ALL-INCOME	0	16	23	7			69.6%	
ALLOTMENTS :- Income	0	16	23	7			69.6%	0
1412 ALL-WATER RATES	0	87	250	163		163	34.8%	
1413 ALL-RENT	0	40	53	13		13	75.5%	

Detailed Income & Expenditure by Budget Heading 13/02/2025

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1437 ALL-ROUTINE MAINTENANCE	0	235	500	265		265	47.0%	
1438 ALL-ELECTRICITY	0	0	100	100		100	0.0%	
ALLOTMENTS :- Indirect Expenditure	0	362	903	541	0	541	40.1%	0
Net Income over Expenditure	0	(346)	(880)	(534)				
105 VILLAGE/PARISH FACILITES								
1577 VF-MISCELLANEOUS INCOME	14	2,014	0	(2,014)			0.0%	
VILLAGE/PARISH FACILITES :- Income	14	2,014	0	(2,014)				0
1503 VF -TRAVEL ALLOW - F/STAFF	18	55	112	57		57	49.0%	
1504 VF-CONTRACTOR COSTS	0	975	1,000	25	519	(494)	149.4%	
1505 VF - WORKS VEHICLE	306	3,066	4,200	1,134	0	1,134	73.0%	
1512 VF-WATER RATES	0	54	60	6		6	89.6%	
1514 VF-ELECTRICITY	0	0	160	160		160	0.0%	
1519 VF-PERFORMANCE RIGHTS	0	148	0	(148)		(148)	0.0%	
1520 VF-MISCELLANEOUS	710	1,012	750	(262)	400	(662)	188.3%	
1521 VF - SPEED REDUCTION	0	6,744	7,000	256	600	(344)	104.9%	
1532 VF - COMMUNITY EVENTS	122	148	600	452		452	24.7%	
1533 VF-CHRISTMAS TREE COSTS	1,431	1,431	2,000	569		569	71.5%	
1534 VF-FLORAL DISPLAYS	0	1,403	2,000	597		597	70.1%	
1535 VF-BECK AMENITY	10	10	0	(10)	980	(990)	0.0%	
1536 VF-GRASS CUTTING	0	4,547	5,730	1,183		1,183	79.4%	
1537 VF-ROUTINE MAINTENANCE	138	728	1,000	272	3,560	(3,287)	428.7%	
1539 VF-VILLAGE GREEN TEL KIOSK	0	373	500	127		127	74.6%	
1540 VF-REFUSE COLLECTION	0	85	50	(35)		(35)	170.0%	
1541 VF-WEED SPRAYING	0	1,708	1,400	(308)		(308)	122.0%	
1542 VF-TREE MAINTENANCE	0	2,440	4,000	1,560	1,280	280	93.0%	
1544 VF-TREE MAINTENANCE HIGHWAYS	0	0	500	500		500	0.0%	
1546 VF-PLAY EQUIP REPAIR & SERVICE	(27,994)	17,124	2,600	(14,524)	148	(14,672)	664.3%	
1551 VF-VILLAGE SEATS - MAINTENANCE	38	96	1,000	904		904	9.6%	
1564 VF - DEFIBRILATOR	0	(325)	100	425		425	(325.0%)	
1565 VF - PPE EQUIPMENT	0	137	650	513	38	475	27.0%	
1566 VF - TOOLS /SUNDRIES	152	598	2,000	1,402	17	1,385	30.8%	
VILLAGE/PARISH FACILITES :- Indirect Expenditure	(25,070)	42,558	37,412	(5,146)	7,541	(12,687)	133.9%	0
Net Income over Expenditure	25,083	(40,544)	(37,412)	3,132				
106 MULSANNE PARK								
1681 MP-GROUND LETTINGS	0	9,800	9,400	(400)			104.3%	
1682 MP-PAVILION LETTINGS	318	1,886	1,600	(286)			117.9%	

Detailed Income & Expenditure by Budget Heading 13/02/2025

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1684 MP-MISC INCOME	15	407	500	93			81.4%	
MULSANNE PARK :- Income	333	12,093	11,500	(593)			105.2%	0
1604 MP-CONTRACTOR COSTS	5,506	8,937	3,000	(5,937)	8,317	(14,254)	575.1%	
1612 MP-WATER RATES	0	1,247	1,200	(47)		(47)	103.9%	
1614 MP-ELECTRICITY	130	1,528	1,911	383		383	80.0%	
1615 MP-GAS	317	1,689	2,260	571		571	74.7%	
1616 MP-CLEANING MATERIALS	0	233	600	367	301	66	89.0%	
1619 MP-PERFORMING RIGHTS	0	352	275	(77)		(77)	128.1%	
1620 MP-MISCELLANEOUS	0	15	200	185	13	172	13.9%	
1621 MP-TELEPHONE	0	0	350	350		350	0.0%	
1636 MP-GRASS CUTTING	0	4,002	6,154	2,152		2,152	65.0%	
1637 MP-ROUTINE MAINT/REPAIRS	545	1,543	2,000	457	1,286	(830)	141.5%	
1639 MP-SECURITY	0	106	0	(106)		(106)	0.0%	
1640 MP-REFUSE COLLECTION	0	1,168	975	(193)		(193)	119.8%	
1641 MP-WEED SPRAYING	0	79	800	721		721	9.9%	
1642 MP-TREE MAINTENANCE	0	1,000	1,000	0		0	100.0%	
MULSANNE PARK :- Indirect Expenditure	6,498	21,900	20,725	(1,175)	9,917	(11,093)	153.5%	0
Net Income over Expenditure	(6,165)	(9,807)	(9,225)	582				
107 BISHOPS PALACE SITE								
1712 BP - WATER	0	63	60	(3)		(3)	105.7%	
1713 BP - RENT	275	390	277	(113)		(113)	140.8%	
1736 BP - GRASS CUTTING	0	939	1,968	1,029		1,029	47.7%	
1737 BP - ROUTINE MAINTENANCE	0	0	500	500		500	0.0%	
1742 BP - TREE MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
BISHOPS PALACE SITE :- Indirect Expenditure	275	1,393	3,805	2,412	0	2,412	36.6%	0
Net Expenditure	(275)	(1,393)	(3,805)	(2,412)				
108 NEIGHBOURHOOD PLAN								
1820 NP-MISCELLANEOUS	0	485	2,400	1,915		1,915	20.2%	
NEIGHBOURHOOD PLAN :- Indirect Expenditure	0	485	2,400	1,915	0	1,915	20.2%	0
Net Expenditure	0	(485)	(2,400)	(1,915)				
109 PARISH OFFICE								
1912 PO-WATER	0	183	0	(183)		(183)	0.0%	
1914 PO-ELECTRICITY	0	1,383	0	(1,383)		(1,383)	0.0%	
1937 PO-ROUTINEMAINT/REPAIRS	0	0	111	111		111	0.0%	
PARISH OFFICE :- Indirect Expenditure	0	1,566	111	(1,455)	0	(1,455)	1410.5%	0
Net Expenditure	0	(1,566)	(111)	1,455				

Detailed Income & Expenditure by Budget Heading 13/02/2025

Month No: 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
112	THE SWATHE								
2036	TS - GRASS CUTTING	0	0	300	300		300	0.0%	
2037	TS - ROUTINE MAINT/REPAIRS	0	300	300	(0)		(0)	100.0%	
2038	TS - RENT	0	0	100	100		100	0.0%	
2042	TS - TREE MAINTENANCE	3,840	3,840	500	(3,340)		(3,340)	768.0%	
	THE SWATHE :- Indirect Expenditure	3,840	4,140	1,200	(2,940)	0	(2,940)	345.0%	0
	Net Expenditure	(3,840)	(4,140)	(1,200)	2,940				
120	LCC - GRASS CUTTING								
12086	HIGHWAY VERGES-INCOME	0	6,598	2,646	(3,952)			249.4%	
	LCC - GRASS CUTTING :- Income	0	6,598	2,646	(3,952)			249.4%	0
12036	HIGHWAY VERGES-GRASS CUTTING	0	8,943	10,565	1,622		1,622	84.6%	
	LCC - GRASS CUTTING :- Indirect Expenditure	0	8,943	10,565	1,622	0	1,622	84.6%	0
	Net Income over Expenditure	0	(2,345)	(7,919)	(5,574)				
130	CAPITAL EXPENDITURE								
13003	MULSANNE PARK CAP PROJECTS	0	0	660	660		660	0.0%	
13004	SECTION 106 EXPENDITURE	0	0	17	17		17	0.0%	
13012	NEIGHBOURHOOD PLAN	0	902	2,449	1,547	0	1,547	36.8%	
13018	TS - BURIAL GD EXTENSION	0	0	930	930	300	630	32.3%	
13024	ELECTION EXPENSES	0	0	202	202		202	0.0%	
	CAPITAL EXPENDITURE :- Indirect Expenditure	0	902	4,258	3,356	300	3,056	28.2%	0
	Net Expenditure	0	(902)	(4,258)	(3,356)				
131	CAPITAL INCOME								
13027	INCOME - MULSANNE PARK	0	0	4,000	4,000			0.0%	
13028	INCOME - SECTION 106	0	1,800	0	(1,800)			0.0%	
13119	INCOME-TENNIS CRTS MAINTEN	0	540	0	(540)			0.0%	
13125	INCOME - CIL	(50,553)	0	0	0			0.0%	
	CAPITAL INCOME :- Income	(50,553)	2,340	4,000	1,660			58.5%	0
	Net Income	(50,553)	2,340	4,000	1,660				
201	FIELDPATHS								
2120	FP-MISCELLANEOUS	0	245	200	(45)	245	(290)	245.0%	
2136	FP-GRASS CUTTING	0	756	2,214	1,458		1,458	34.2%	
	FIELDPATHS :- Indirect Expenditure	0	1,001	2,414	1,413	245	1,168	51.6%	0
	Net Expenditure	0	(1,001)	(2,414)	(1,413)				

Detailed Income & Expenditure by Budget Heading 13/02/2025

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	(46,317)	277,186	270,426	(6,760)			102.5%	
Expenditure	(2,592)	229,327	267,376	38,049	23,722	14,326	94.6%	
Net Income over Expenditure	(43,726)	47,859	3,050	(44,809)				
Movement to/(from) Gen Reserve	(43,726)	47,858	3,050	(44,808)				



Analysis of Payments Made

January 2025

Date	Ref	Payee Name	Total	Detail
10/01/2025	CB256	SMARTEST ENERGY	108.00	Smartest - OS Elec
10/01/2025	CB257	SMARTEST ENERGY	136.00	Smartest - Elec
20/01/2025	CB260	SMARTEST ENERGY	132.03	Smartest - OS Gas
20/01/2025	CB261	SMARTEST ENERGY	506.80	Smartest - Gas O/S
20/01/2025	CB262	SMARTEST ENERGY	333.30	Smartest - MP Gas
23/01/2025	CB268	PENINSULA	203.32	Peninsula
23/01/2025	WAGES	DATAPLAN PAYROLL LTD	10377.21	Dataplan - Jan salaries
31/01/2025	358	Comprehensive Fire Security S	956.40	4418/361/Comprehensiv Fire S
31/01/2025	359	Maplebeck Tree Care	4608.00	5030/369/Maplebeck Tree Care
31/01/2025	361	Active8 Managed Technologies	34.10	158703/360/Active8 Managed
31/01/2025	362	Aegis Technologies Limited	482.40	26401/359/Aegis Technologies
31/01/2025	363	Glendale Countryside Limited	1717.20	GC446-Glendale
31/01/2025	364	Konica Minolta Ltd	66.72	12027680-1/363/Konica Minolta
31/01/2025	365	Lincs Association of Local Cou	843.64	15594/367/Lincs Association of Local Councils
31/01/2025	366	Lincolnshire Web Design Ltd	141.00	1859/365/Lincolnshire Web Design
31/01/2025	367	Tucann	122.40	28122/366/Tucann
31/01/2025	CB278	Unity Trust Bank	12.90	Bank charges
02/01/2025	CB252	<i>Redacted</i>	324.00	Blister pack recycling box
03/01/2025	CB253	Co-operative Bank	13.96	BACS Fees
06/01/2025	CT1	Executive Cleaning Services LT	652.00	1854/362/Executive Cleaning
06/01/2025	CB254	BT	111.34	BT
06/01/2025	362	Executive Cleaning	652.00	Executive Cleaning - Dec 24
09/01/2025	CB255	WICKES	218.70	WICKES - Keter garden storage
16/01/2025	CB258	PUBLIC WORKS LOAN BOARD	5758.35	PWLB - half yearly repayment
17/01/2025	CB259	AMAZON	22.47	Amazon - warning signs
20/01/2025	CB263	Communicorp	139.80	Communicorp - Freedom scroll
21/01/2025	CB264	VATIX	58.80	VATIX
21/01/2025	CB265	EE	113.92	EE - Mobiles Jan
21/01/2025	CB266	FLEETDRIVE MANAGEMENT	367.19	Electric Van Hire
22/01/2025	CB267	PERSONNEL ADVICE & SOLUTIONS	120.00	Personnel Advice
23/01/2025	WAGES	DATAPLAN PAYROLL LTD	10377.21	Dataplan - Jan salaries
24/01/2025	CB269	PW Direct	12.05	PW Direct - Beck signs
24/01/2025	CB270	AET Flood Defence	137.50	AET Flood Defence - sand bags
24/01/2025	CB271	TDP Recycled Plastic	665.06	TDP - Bench plaque
30/01/2025	CT1	AKO Groundworks Ltd	2454.00	0901253/373/AKO Groundworks
30/01/2025	CT1	Alan Boswell Group	865.08	Alan Boswell
30/01/2025	CB272	J&A Inter	87.59	J&A Inter - Cllr badges
30/01/2025	CB273	BT	154.06	BT - MP
30/01/2025	CB274	<i>Redacted</i>	5.35	Expenses
31/01/2025	CB275	INFORMATION COMMISSIONER	35.00	ICO - Data Prot. fee
31/01/2025	CB276	DATAPLAN PAYROLL LTD	81.11	Dataplan - payroll fees
31/01/2025	CB277	<i>Redacted</i>	18.00	Expenses
			44225.96	

**NETTLEHAM PARISH COUNCIL
DRAFT MINUTES OF THE PROPERTY COMMITTEE MEETING
HELD AT THE OLD SCHOOL SMALL HALL, MILL HILL
ON TUESDAY 4 FEBRUARY, AT 7.15 PM**

Present: Cllr D. Newsam (DN) (Chair), Cllr A.Simpson (AS), Cllr C.Johnson (CJ),
Cllr C.Payne (CP)

Also in attendance: Cllr P. McNeill (PM), Cllr A. White (AW), Jane Ashby (FM), Claire Ward (ACL)

The meeting commenced at 7:15pm, no members of the public present.

The Chair thanked everyone for attending.

1. To Resolve to receive apologies and accept reasons for absence

Apologies were received from - Cllr A.Crook

It was proposed, seconded and

RESOLVED to accept the apologies for absence

2. Disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations - none

3. The notes of the Property Committee meeting held on 3 December 2024 to be Approved as the minutes.

It was proposed, seconded and

RESOLVED to approve the notes of the Property Committee Meeting held on 3 December 2024, with one minor amendment to item 10, as the minutes of the meeting.

4. Financial Matters – (FM)

a) To approve/ratify recent and proposed expenditure.

PROPOSED EXPENDITURE - None

RATIFICATION OF EXPENDITURE

Morrall Play Services	£375.00	Annual Play Areas Inspection
AKO	£230.00	Repair to beck footpath at rear of Old School
HCG	£220.00	Mulsanne pavilion Annual service of Gas water heater and Gas boiler
HCG	£280.00	Work required after Anglian Water inspection at Mulsanne Pavilion 1637
Wickes	£59.17	Wood stain and brushes 1551
Wickes	£120.00	Outdoor storage unit for Aqua and sandbags etc 1566
Wickes	£7.50	Combination lock for outdoor storage unit 1566
AKO	£125.01	3 x oak post for field gate (to replace posts removed from garage)
AKO	£250.00	Dig trench for the laying of cable for footpath lights to Tennis courts
James Knight	£407.29	Investigate & repair fault with path lighting to tennis courts
B Knights	£12.72	Drop Bolt for field gate at Mulsanne
Amazon	£8.62	Sign Authorised Vehicles only for gate
Amazon	£8.62	Sign for beck
AET Flood Defence	£117.02	Aqua SACS
PW Direct	£10.54	Signs Weil's disease

It was proposed, seconded and

RESOLVED to approve/ratify recent and proposed expenditure

b) To note the income and expenditure report at 30/01/25 - noted

5. Facilities Manager Report (for information only).

It was noted that there are still raised drainage channel covers on the footpath behind the Old School.

- FM to contact contractor to level it in keeping with the rest of the path

ACTION FM

6. To receive working group updates and to include: -

• B&FR WG

- a) Outsourcing routine beck works to contract and possible options

Cllr Simpson stressed that the beck is a village amenity, and that the management plan should be implemented proactively rather than reactively.

Contractors could be approached and asked to quote for undertaking both routine work (to mitigate flood risk as specified in the beck management plan) and for undertaking work to enhance the area around the beck, such as litter picking and clearing debris including fallen branches.

It was proposed, seconded and

RESOLVED to recommend to full council to outsource all essential beck work in the Village between Washdyke and Brookfield as laid out in the Management Plan.

It is also proposed that some additional works could be added, to enhance the amenity value of the Beck - managing the beck bed, pruning trees, clearing litter, bank management.

- b) Proposed by Cllr A. Simpson that an installation of a Trash screen at Vicarage Lane Culvert be negotiated with Lincolnshire County Council - their advantages/disadvantages and feasibility study

Contact has been made with the Flood Resilience Officer at LCC, but there has been no progress. The working group hope to undertake a site visit to look at a trash screen in situ and consider the most appropriate specification and location for one to be installed in Nettleham.

- The working group request that the Clerk writes to Ryan Davis (Flood Resilience Officer, LCC) for a progress update. ACTION CLERK

It was proposed, seconded and

RESOLVED to ask the Clerk to contact Ryan Davis (Flood Resilience Officer, LCC)

- c) Checking the beck between Brookfield and sewerage works - getting permission.

The working group would like to get permission from landowners and residents to enter the beck between Brookfield and the sewerage works. ACTION CLERK

It was proposed, seconded and

RESOLVED to ask the Clerk to write to landowners either side of the beck between Brookfield and the sewerage works to ask if they have any objections to the working group inspecting the beck.

• Green Lane

At the recent meeting it was decided to zone the Lane and concentrate on one zone where the group can make a difference. Actions include clearing ivy, nettles and cow parsley, planting new saplings where appropriate, planting plugs of native species such as bluebells and aconites and spreading some heavy shade seed.

The group also discussed having some way of being recognised as volunteers if they are approached by members of the public. The group would like to be provided with lanyards explaining they are volunteers with the parish council details on the back. ACTION FM/CLERK

• Bishops Orchard

Real progress is being made in the orchard. Hazels have been coppiced and a dead hedge habitat created. Pruning is scheduled for week commencing 10 Feb and bulbs will be planted as soon as there are available.

7. To consider the Riverdale Management Plan and TO RESOLVE any action.

The proposed management plan includes the lay out and management of the area and indicates some enhancements including a wild flower area and planting flowering bulbs, small flowering shrubs and hedge side and woodland flowers. The grassed area nearest the road will be mowed but the area under the trees will be left to grow longer. The mowed path through the area will be 1 meter wide and the map will be amended to show this more clearly. It is proposed to share the amended plan with the residents. ACTION CJ

It was proposed, seconded and

RESOLVED to alter the map slightly and then invite feedback on the proposed Riverdale Management Plan from residents.

8. To discuss type of mole repellent vegetation to be planted in the Burial Ground and TO RESOLVE any action.

Research by Cllr Johnson would suggest that the following plants/bulbs are considered to be the most repellent to moles - Hyacinth, snakes head fritillary, daffodils, onion and alliums. These should be purchased and planted around the cemetery as soon as possible. ACTION FM

It was proposed, seconded and

RESOLVED to purchase the plants & bulbs recommended by Cllr Johnson.

9. To consider quote and specification for additional fencing at Nettleham Tennis Courts and TO RESOLVE any action.

Members discussed and approved the details of the additional fencing at the tennis courts.

It was proposed, seconded and

RESOLVED to accept the quote and specification for additional fencing at Nettleham Tennis Courts

ACTION FM

10. To consider Nettleham Football Club Proposed Fencing to Main Pitch at Mulsanne Park and TO RESOLVE any action.

Members considered the specification and images provided by the football club and request that the Clerk writes to the football club to confirm the Parish Council's support. ACTION CLERK

It was proposed, seconded and

RESOLVED to ask the Clerk to write to the football club to confirm the Parish Council's support for the installation of fencing to the main pitch at Mulsanne Park.

11. To receive Fire Risk Assessments Reports on Mulsanne Pavilion, Old School and the Parish Office and TO RESOLVE any action.

Members discussed issues raised in the fire risk reports for the Parish Council Office, the Old School and Mulsanne Pavilion, and agreed to carry out the flagged items in due course.

- FM to make arrangements for the flagged items in the fire risk assessment reports to be addressed ACTION FM

It was proposed, seconded and

RESOLVED to address the issues raised in the fire risk reports for the Parish Council Office, the Old School and Mulsanne Pavilion, and carry out the flagged items in due course.

12. Future Agenda items.

- Coop wall (AS)
- Trash screens (AS)

13. Date of next meeting:

The next meeting of the Parish Council's Property Committee will be held on 4 March 2025 Mulsanne Pavilion, Field Close, Nettleham. **Please email items for the agenda and relevant paperwork for the next meeting by Tuesday 25 February 2025 for inclusion on to the Property Committee Agenda.**

14. To resolve whether to move into closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed.

No members of the public or press present

15. Staffing Matters

- a) To consider any recommendations to Council for amendments to the Terms of Reference of the Property Committee regarding meeting timing / length or any other recommendations in relation to The Working Time Directive (regulation 10). – (Exclusion of Public and Press recommended due to personal staff data.)

Following a discussion members decided to maintain a start time of 7.15pm but to aim to finish by 9pm. It was also agreed to retain the public forum at the start of the meeting, and to avoid deviating from the items on the agenda.

It was proposed, seconded and

RESOLVED to retain the current arrangements for Property Committee meetings but to aim to finish promptly by 9pm.

Meeting closed at 8.50 pm



DRAFT: BECK MAINTENANCE SCHEDULE PLAN A (ESSENTIAL)

WEEKLY TASKS	COMMENTS 1	COMMENT 2
CHECK AND CLEAR DEBRIS AT BROOKFIELD CULVERTS	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
CARRY OUT FLOW CHECKS AT BROOKFIELD CULVERTS	REPORT ANY BLOCKAGES IMMEDIATELY	RECORD ON WORK SHEET PROVIDED BY NPC
CHECK AND CLEAR DEBRIS AT VICARAGE LANE (VL) CULVERTS	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
CARRY OUT FLOW CHECKS AT VICARAGE LANE CULVERTS	REPORT ANY BLOCKAGES IMMEDIATELY	RECORD ON WORK SHEET PROVIDED BY NPC
CHECK AND CLEAR DEBRIS AT CHURCH ST CULVERTS	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
CARRY OUT FLOW CHECKS AT CHURCH ST CULVERTS	REPORT ANY BLOCKAGES IMMEDIATELY	RECORD ON WORK SHEET PROVIDED BY NPC
CHECK AND CLEAR DEBRIS AT WASHDYKE CULVERTS	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
OBSERVE FLOW AT WASHDYKE CULVERTS	ACCESS DIFFICULT UPSTREAM	RECORD ON WORK SHEET PROVIDED BY NPC
WALK THE BECK BETWEEN VL AND WATERMILL LANE . INSPECT AND REMOVE EXCESSIVE DEBRIS LIABLE TO REACH CULVERTS OR IMPEDE FLOW WHERE PRACTICABLE	REPORT ANY FINDINGS EG: CONSTRUCTION OF WEIRS	RECORD ON WORK SHEET PROVIDED BY NPC
MONITOR WEED AND SILT BUILD UP WITHIN 2M OF CULVERTS - CLEAR IF NECESSARY	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
BI ANNUAL TASKS	COMMENTS 1	COMMENT 2
CHECK DIMENSIONS (AREA AND HEIGHT) OF 2 BERMS SITUATED BETWEEN CHURCH ST AND VL	SEE SPECIFICATION IN BECK MANAGEMENT PLAN	RECORD ON WORK SHEET PROVIDED BY NPC
MAINTAIN BERMS TO CONFORM TO SPECIFICATION	SEE SPECIFICATION IN BECK MANAGEMENT PLAN	RECORD ON WORK SHEET PROVIDED BY NPC
MAINTAINING BECK BANKS ALONG KINGSWAY WHERE NPC IS RESPONSIBLE	LIAISE WITH CLERK/FACILITIES MANAGER	RECORD ON WORK SHEET PROVIDED BY NPC
UNSCHEDULED TASKS	COMMENTS 1	COMMENT 2
DURING EXTREME WEATHER WEEKLY TASKS MAY NEED CARRYING OUT MORE FREQUENTLY	LIAISE WITH CLERK/FACILITIES MANAGER	RECORD ON WORK SHEET PROVIDED BY NPC
IN EXTREME WEATHER ASSISTANCE MAY BE REQUIRED IN DEPLOYING SANDBAGS	LIAISE WITH CLERK/FACILITIES MANAGER	RECORD ON WORK SHEET PROVIDED BY NPC



DRAFT: BECK MAINTENANCE SCHEDULE PLAN B (ENHANCED)

WEEKLY TASKS	COMMENTS 1	COMMENT 2
CHECK AND CLEAR DEBRIS AT BROOKFIELD CULVERTS	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
CARRY OUT FLOW CHECKS AT BROOKFIELD CULVERTS	REPORT ANY BLOCKAGES IMMEDIATELY	RECORD ON WORK SHEET PROVIDED BY NPC
CHECK AND CLEAR DEBRIS AT VICARAGE LANE (VL) CULVERTS	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
CARRY OUT FLOW CHECKS AT VICARAGE LANE CULVERTS	REPORT ANY BLOCKAGES IMMEDIATELY	RECORD ON WORK SHEET PROVIDED BY NPC
CHECK AND CLEAR DEBRIS AT CHURCH ST CULVERTS	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
CARRY OUT FLOW CHECKS AT CHURCH ST CULVERTS	REPORT ANY BLOCKAGES IMMEDIATELY	RECORD ON WORK SHEET PROVIDED BY NPC
CHECK AND CLEAR DEBRIS AT WASHDYKE CULVERTS	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
OBSERVE FLOW AT WASHDYKE CULVERTS	ACCESS DIFFICULT UPSTREAM	RECORD ON WORK SHEET PROVIDED BY NPC
WALK THE BECK BETWEEN VL AND WATERMILL LANE , INSPECT AND REMOVE EXCESSIVE DEBRIS LIABLE TO REACH CULVERTS OR IMPEDE FLOW WHERE PRACTICABLE	REPORT ANY FINDINGS EG: CONSTRUCTION OF WEIRS	RECORD ON WORK SHEET PROVIDED BY NPC
MONITOR WEED AND SILT BUILD UP WITHIN 2M OF CULVERTS - CLEAR IF NECESSARY	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
BI ANNUAL TASKS	COMMENTS 1	COMMENT 2
CHECK DIMENSIONS (AREA AND HEIGHT) OF 2 BERMS SITUATED BETWEEN CHURCH ST AND VL	SEE SPECIFICATION IN BECK MANAGEMENT PLAN	RECORD ON WORK SHEET PROVIDED BY NPC
MAINTAIN BERMS TO CONFORM TO SPECIFICATION	SEE SPECIFICATION IN BECK MANAGEMENT PLAN	RECORD ON WORK SHEET PROVIDED BY NPC
MAINTAINING BECK BANKS ALONG KINGSWAY WHERE NPC IS RESPONSIBLE	LIAISE WITH CLERK/FACILITIES MANAGER	RECORD ON WORK SHEET PROVIDED BY NPC
ADDITIONAL WORK AS REQUIRED	COMMENTS 1	COMMENT 2
RAKE BECK BED TO CONTROL WEED BUILD UP BETWEEN WATERMILL LANE AND VL	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
RAKE BECK BED TO CONTROL WEED BUILD ALONG KINGSWAY WHERE NPC HAVE PART OWNERSHIP	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
INSPECT AND PRUNE TREES ALONG BECK BETWEEN WATERMILL LANE AND VL	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
INSPECT AND PRUNE TREES ALONG KINGSWAY WHERE NPC HAVE PART OWNERSHIP	REMOVE DEBRIS FROM SITE	RECORD ON WORK SHEET PROVIDED BY NPC
MANAGE BECK BED TO ENHANCE AMENITY AND ECOLOGY	LIAISE WITH CLERK/FACILITIES MANAGER	RECORD ON WORK SHEET PROVIDED BY NPC
UNSCHEDULED TASKS	COMMENTS 1	COMMENT 2
DURING EXTREME WEATHER WEEKLY TASKS MAY NEED CARRYING OUT MORE FREQUENTLY	LIAISE WITH CLERK/FACILITIES MANAGER	RECORD ON WORK SHEET PROVIDED BY NPC
IN EXTREME WEATHER ASSISTANCE MAY BE REQUIRED IN DEPLOYING SANDBAGS	LIAISE WITH CLERK/FACILITIES MANAGER	RECORD ON WORK SHEET PROVIDED BY NPC