



# Barrowby Parish Council

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## PC Minutes: 8<sup>th</sup> June 2026

### Minutes of the Barrowby Parish Council Meeting held on Monday 8<sup>th</sup> June 2026 at the Reading Room, Church Street, Barrowby at 6:45pm

**Public Forum (6:45pm – 7pm)** There were 2 members of the public present.

- i. Clerk made representation on behalf of the Barrowby Open Door group. Request for a joint event with the Parish Council to host a series of Fraud and Crime prevention talks delivered by the police. There was unanimous approval to support this with Parish Council providing the venue and Open Door hosting the event.
- ii. A question was asked about the Neighbourhood plan. What budget is there to use a consultant when considering response to the Independent Examiner? At this time, Parish Council are not considering the use of a consultant in response to the Neighbourhood Plan examination. Response will be made by the Neighbourhood Plan Steering Group.

Meeting started 7.01pm

#### **Councillors in attendance:**

Michael Brown, Paul Brown, JP Durand, Nigel Eaton (Chair), Jo Footitt Tim Lees and Hugh Staughton

#### **Officers in attendance:**

Claire Vink (Parish Clerk) Colin Billing (RFO)

#### **District and County Councillors:**

District Cllr Robert Leadenham

#### **1. WELCOME (26/018)**

Cllr Eaton welcomed members and members of the public to the meeting.

#### **2. APOLOGIES (26/019)**

Clls Bosworth, Cupit, McConnell-Good, Whittington and County Cllr Richard Litchfield apologies were NOTED

#### **3. DECLARATIONS OF INTEREST (26/020)**

- a) No declarations were made.
- b) No dispensations were made.

#### **4. MINUTES (26/021)**

It was **RESOLVED to approve** and sign the minutes from the Parish Council meeting on 11<sup>th</sup> May 2026. There were 2 abstentions

#### **5. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (26/022)**

- a) The Annual Internal Auditor's Report 2025/26 was **NOTED**
- b) The recommendations and matters arising from the Internal Auditor's narrative report were **NOTED**
- c) The Annual Governance Statement 2025/26 was completed, **RESOLVED** unanimously and signed by Cllr Eaton
- d) The Accounting Statements 2025/26 were received, **RESOLVED** unanimously and signed by Cllr Eaton
- e) The statement of accounts and the bank reconciliation 2025/26 were received and **NOTED**
- f) The explanation of variances was received and **NOTED**.
- g) The dates for the period of public rights were **NOTED** as being 10<sup>th</sup> June – 21<sup>st</sup> July 2026

7.14pm RFO, C Billing left the meeting. 1 Member of Public joined the meeting

## 6. FINANCE (26/023)

- a) It was **RESOLVED to approve** the May 2026 bank reconciliations
- b) The income for May 2025 was **NOTED**
- c) It was **RESOLVED to approve** the payments list

## 7. REPORTS (26/024)

- a) Verbal update received from local government representatives:
  - i. District Councillor Leadenham: Ongoing issues being progressed, namely:
    - i. Barrowby Community Speedwatch volunteers were thanked for their support over the weekend at the Forbidden Forrest event at Belvoir Castle. Community Speedwatch training will take place as soon as possible
    - ii. The next meeting of the Belvoir Ward Group is currently being arranged. Alicia Kirkman, Head of Public Protection will be the guest speaker. Date TBC.
  - ii. Written update received from County Cllr Litchfield:
    - i. Rectory Lane. Work will be carried out to restore the verge and footpath between 6<sup>th</sup> and 13<sup>th</sup> July. They will not be installing any barrier to parking at this time.
    - ii. Caravan on Casthorpe Road: LCC will again start the formal process to have this removed.
- b) The following verbal update from the Working Groups was NOTED:
  - i. Recreation and green space (RAGS) group: RAGS were congratulated on winning the Pride in the Community Award at the SKDC event. Their next project is to agree planting on the Village Green in front of the metal fence. To be considered at Building and Assets meeting
  - ii. Flower Group: Spring / summer planting is near completion and looking wonderful. The community herb garden sign will be installed this week. The hanging baskets are ready to be installed at the Reading Room.
  - iii. 20's plenty: 1<sup>st</sup> Meeting of the group took place 20<sup>th</sup> May. Those who attended were thanked. An infogram was shared detailing the next steps for the group.
  - iv. Pavilion Users Group: Verbal update regarding ongoing discussions with users was shared. Request for minimum requirements for the Pavilion in order for the Football Club to still qualify for FA funding is still outstanding. This is required before discussions with the architect can take place.

## 8. PLANNING (26/025)

- a) **S26/0048** Coop at the Heathers. Additional information added. Cllr Durand shared the comment prepared by the Planning Working Group. It was **RESOLVED to approve** the comment. Cllr Leadenham has called this in for discussion at SKDC Planning Committee and requested representation from Parish Council. Date TBC.
- b) **S25/2471**: Land West of Grange Paddock. Additional Documents added relating to drainage. Deadline extended to 26<sup>th</sup> June. Discussion focused on need for hydrological report. **ACTION:** Clerk to contact Geoscience Consulting Ltd for cost and options for access to land. A member of the public asked that the following be minuted: "If the development goes ahead the burden of evidence will be with the Parish Council to prove that increased flooding on Parish Council land and resident properties is due to the new development." Concerns raised included: risk of water getting into the gas system due to the presence of a high pressure pipe line, requirement for a 1yr ground water survey be completed, why SKDC paid for an environmental study while stating the an Environmental Impact Assessment was not required from the developer. Cllr Leadenham to clarify if there is a cut off date for submission of extra documents by a developer in line with the limited time for public consultation. It was **RESOLVED to approve** the following next steps:
  - i. Approve via email addendum comment prepared by the Planning Working Group based on the new documents loaded to the Planning Portal
  - ii. Formally request that SKDC carried out an independent hydrological report on the Land West of Grange Paddock to categorically prove or disprove claims made by the developer on the dispersal of water due to the imminent threat to Parish Council land and assets and surrounding residents' properties.
- c) **Butt Lane**: A request to provide a provide a factual community statement regarding Butt Lane was considered. It was **RESOLVED to approve**: That Barrowby Parish Council agrees to provide a factual community statement in relation to Butt Lane, limited to the Council's observations regarding amenity value, condition, maintenance and community benefit, and not making any legal determination regarding ownership or the adverse possession application. Cllr Durand to circulate comment for approval via email. Cllr Leadenham to send the Clerk the contact details for Bridleways contact at LCC
- d) Verbal update from the Planning Working Group was noted.
- e) No additional applications received.

8.13pm 1 Member of Public left the meeting

**9. NEIGHBOURHOOD PLAN (26/026)**

- a) The Examiner's clarification of the Barrowby Neighbourhood Plan examination was **NOTED**. The Neighbourhood Planning Steering Group are preparing Parish Council response. It was **RESOLVED** that approval of the final statement will be made via email. It was **NOTED** that the Parish Council can not make changes to the plan at this stage but will request that the examiner make changes based around the comments submitted.
- b) It was **NOTED** that SKDC is preparing a further focused consultation on the Basic Conditions Statement Addendum. This is understood to mean that there will be a limited consultation on additional information explaining how the Neighbourhood Plan meets the required legal/basic conditions tests, rather than a full reopening of consultation on the whole Neighbourhood Plan

8.38pm 2 members of the public and Cllr Leadenham left the meeting. Cllr M Brown left the meeting. Meeting disrupted by medical emergency.

**10. SKDC COMPLAINTS (26/027):**

A verbal update on the SKDC complaints was received. It was **NOTED** that we are still waiting for the draft report from Weightmans.

**11. BARROWBY NEWS (26/028)**

It was **RESOLVED to approve** that Cllrs Footitt, McConnell-Good and Stoughton would support the Barrowby News. It was recommended that no financial support would be offered by the Parish Council until an audited set of accounts was received. It was **NOTED** that there is strong support for the Barrowby News in the community consultation with it being a preferred method of communication for the Parish Council to Residents. Discussion around possible funding options were put forward such as S137 grants and the Barrowby News registering with the SKDC Lottery.

**12. TREE SURVEY (26/029)**

It was **NOTED** that the tree survey received in January 2026 was not explicit enough in the required works leading to the potential for unnecessary removal of branches. It was **RESOLVED to approve** Cllr Durand as the lead member on the tree works. Clerk and Cllr Durand to work with the arborist to confirm exact requirements for the tree work and pass this on to Crimson Kings.

**13. COUNCILLOR COMMUNICATIONS AND OFFICER INSTRUCTION (26/030)**

It was **RESOLVED** that Barrowby Parish Council agrees that the Code of Conduct and Standing Orders provide the standards and formal governance framework, but that a short Councillor Communications and Response Protocol is required to set out practical expectations for email responses, urgent matters, non-responses and officer instruction. ACTION: Clerk to prepare a draft protocol for consideration at a future meeting. All emails to contain FYI or ACTION in the title to ensure timely response.

**14. COMMITTEE MINUTES (26/031)**

- a) No meetings held in the time period

**15. CLERKS REPORT (26/032)**

A verbal update was received from the Clerk in respect of the Clerk's Report, and the outstanding actions listed therein were **NOTED**. Correspondence of note: Request to lay fibre broadband along the verge for the Village Green. Cllrs Lees conducted a site visit and provided a verbal update. It was **RESOLVED to approve** the request with Cllr Lees supervising.

**16. COMMUNITY CONSULTATION (26/033)**

A verbal update on the community consultation was received. 72 responses have been received so far with 8 from the Colleys. The consultation will run for another 4 weeks with Councillors encouraged to share the consultation with residents.

**17. CAPTURE OF FUTURE ISSUES FOR DISCUSSION / AGENDA ITEMS (26/034)**

Review of Budget at end of Q1  
NALC Bronze Award requirements.

**18. DATE OF THE NEXT MEETING (26/035)**

Monday 13<sup>th</sup> July 2026 at 6.45pm in the Reading Room for the Parish Council Meeting

The meeting closed at 9.44pm

## BARROWBY PARISH COUNCIL FINANCE REPORT JUNE 2026:

Members noted the following income in May:

| Customer                           | Description           | Total     |
|------------------------------------|-----------------------|-----------|
| Private Hire                       | Hire of Pavilion      | £40.00    |
| Virgin Money                       | Interest              | £130.60   |
| South Kesteven District Council    | Grant                 | £463.32   |
| Barrowby Gardeners Association     | Annual Allotment fees | £2,761.50 |
| Midlands Children's Physio Limited | Hire of Pavilion      | £570.00   |
| Virgin Money                       | Virgin Money Cashback | £2.80     |
| Private Hire                       | Hire of Reading Room  | £16.50    |
| InHale                             | Hire of Reading Room  | £110.00   |
| East Midlands Scrabble Club        | Hire of Reading Room  | £30.00    |
| Mr Bridge Club                     | Hire of Reading Room  | £240.00   |
| Grantham and Kesteven Bridge Club  | Hire of Reading Room  | £250.00   |
| Snowden                            | Hire of Reading Room  | £16.50    |

Members approved the following expenditure in May/June 2026:

| Supplier                                      | Description                | NET       | VAT     | Total     |
|-----------------------------------------------|----------------------------|-----------|---------|-----------|
| Amazon                                        | Printer ink cartridges     | £18.89    | £3.78   | £22.67    |
| Amazon                                        | Cleaning supplies          | £8.32     | £1.66   | £9.98     |
| Amazon                                        | WD40                       | £4.90     | £0.98   | £5.88     |
| Amazon                                        | Kitchen equipment          | £42.66    | £8.53   | £51.19    |
| Amazon                                        | Gloves for Litter Picker   | £4.72     | £0.94   | £5.66     |
| Amazon                                        | Bin bags for Litter picker | £16.62    | £3.32   | £19.94    |
| Andy Sharpe                                   | Grass cutting              | £180.00   | £0.00   | £180.00   |
| Asda Stores Ltd                               | Compost                    | £7.50     | £1.50   | £9.00     |
| Bishop'sa Garden and Machinery Maintenance    | Grass cutting              | £400.00   | £0.00   | £400.00   |
| Boyes                                         | Stationery                 | £6.25     | £1.25   | £7.50     |
| British Telecommunications Plc                | Broadband                  | £61.90    | £12.38  | £74.28    |
| Claire Dring                                  | Printing                   | £12.50    | £0.00   | £12.50    |
| Clean My Windows                              | Window cleaning            | £29.00    | £0.00   | £29.00    |
| Cloudy Group Ltd                              | IT Support                 | £519.64   | £103.94 | £623.58   |
| Community Heartbeat Trust                     | Defibrillator electrodes   | £483.00   | £96.60  | £579.60   |
| EDF Energy                                    | Electricity Supply         | £111.07   | £5.55   | £116.62   |
| EE Ltd                                        | Broadband                  | £31.00    | £6.20   | £37.20    |
| Epson Ready Print                             | Printing                   | £3.74     | £0.75   | £4.49     |
| Geosphere Ltd                                 | Parish Online              | £104.00   | £20.80  | £124.80   |
| Greenstripe                                   | Grass cutting specialised  | £216.00   | £0.00   | £216.00   |
| Grenke                                        | Lease of ipads             | £309.84   | £61.96  | £371.80   |
| HMRC                                          | PAYE/NIC                   | £1,041.88 | £0.00   | £1,041.88 |
| Home Bargains                                 | Printer paper              | £3.32     | £0.67   | £3.99     |
| Institute of Cemetery and Crematorium Manager | Training                   | £160.00   | £32.00  | £192.00   |
| JRB Enterprises Ltd                           | Dog poo bags               | £33.45    | £6.69   | £40.14    |
| Lebara                                        | Asst Clerk mobile phone    | £4.12     | £0.83   | £4.95     |
| Lebara                                        | Clerk mobile phone         | £4.12     | £0.83   | £4.95     |

|                                            |                                 |           |         |           |
|--------------------------------------------|---------------------------------|-----------|---------|-----------|
| Lebara                                     | RFO mobile phone                | £3.67     | £0.73   | £4.40     |
| Lebara                                     | Caretaker mobile phone          | £2.08     | £0.42   | £2.50     |
| Lincolnshire Association of Local Councils | Training                        | £40.00    | £8.00   | £48.00    |
| Monthly Salaries                           | May salaries                    | £3,576.20 | £0.00   | £3,576.20 |
| Monthly Salaries                           | WFH Allowance                   | £156.00   | £0.00   | £156.00   |
| Monthly Salaries                           | Mileage                         | £2.79     | £0.00   | £2.79     |
| Monthly Salaries                           | June Salaries                   | £3,355.22 | £0.00   | £3,355.22 |
| Monthly Salaries                           | Mileage                         | £4.59     | £0.00   | £4.59     |
| NEST                                       | Pension payment                 | £202.79   | £0.00   | £202.79   |
| Newark and Sherwood Locksmiths Ltd         | Padlock                         | £65.83    | £13.17  | £79.00    |
| P E Hempstead and Sons                     | Grass cutting                   | £2,154.05 | £430.81 | £2,584.86 |
| Post Office Ltd                            | Postage                         | £14.40    | £0.00   | £14.40    |
| Powershift Cleaning Service                | Cleaning                        | £685.00   | £0.00   | £685.00   |
| Printhub                                   | Printing                        | £14.40    | £0.00   | £14.40    |
| South Kesteven District Council            | Waste collection                | £155.38   | £0.00   | £155.38   |
| South Kesteven District Council            | Business Rates                  | £1,372.00 | £0.00   | £1,372.00 |
| SSE Business Energy                        | Gas supply                      | £1,496.78 | £170.66 | £1,667.44 |
| Star Discounts                             | Plants                          | £70.00    | £0.00   | £70.00    |
| Starboard Systems Limited                  | Scribe Bookings<br>Subscription | £46.00    | £9.20   | £55.20    |
| Stripe                                     | Stripe Transaction Fee          | £0.90     | £0.00   | £0.90     |
| Toolstation Ltd                            | Taps                            | £6.80     | £1.36   | £8.16     |
| Vi King                                    | Mileage                         | £13.60    | £0.00   | £13.60    |
| Virgin Money                               | Bank charges                    | £22.50    | £0.00   | £22.50    |
| Wave Anglian Water Business                | Water rates                     | £590.53   | £0.00   | £590.53   |