

# BARROWBY PARISH COUNCIL

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Dear Councillor

I hereby give you notice that the Annual Parish Council meeting of Barrowby Parish Council will be held at the Reading Room, Church Street, Barrowby on **Wednesday 15<sup>th</sup> May at 7.00pm**. All members of the Parish Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Public Forum: The Parish Council meeting will be preceded by a public forum commencing at 6.45pm, for which Councillors are asked to be present. Members of the public may ask questions or make short statements to the Council, and District and County Councillors and the Police may also make reports. Members of the public are welcome to stay for the meeting but may not participate unless invited to do so by the Chairman.

Signed:



Clerk to the Council.

Date: Friday 10<sup>th</sup> May 2024

- 1. ELECTION OF CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE**
- 2. ELECTION OF VICE-CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE**
- 3. WELCOME REMARKS BY THE CHAIRMAN.**
- 4. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN.**
- 5. TO RECEIVE DECLARATIONS OF PECUNIARY INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011.**
  - 5.1 To receive declarations of Members' interests in relation to agenda items.
  - 5.2 To consider requests for dispensations from Members.
- 6. APPROVAL OF MINUTES.**
  - 6.1 To resolve to approve the minutes of the Parish Council Meeting held on 8<sup>th</sup> April 2024 and the minutes of the Extraordinary General Meeting held on 17<sup>th</sup> April 2024.
- 7. CLERK'S REPORT**
  - 7.1 To note the contents of the Clerk's Report with regards to actions from previous minutes.
  - 9.2 To note Dave Parker's response and agree next steps to planting new trees in the village.
- 8. ANNUAL PROCEDURES.**
  - 8.1 To review and amend Terms of Reference for Allotment, Burial Ground, Finance, Pavilion and Staffing Committees.
  - 8.2 To elect Members to the Allotment, Burial Ground, Finance, Pavilion and Staffing Committees.
  - 8.3 To elect Members to the Parochial Church Council.
  - 8.4 To review and adopt Standing Orders. To note that updated Financial Regulations have recently
  - 8.5 been received and will be on June Agenda for approval.
  - 8.6 To review the Asset Register as at 31<sup>st</sup> March 2024.
  - 8.7 To note that the Finance Committee has approved the list of regular payments.
  - 8.8 To resolve to approve the introduction of a new annual Schedule for Review of Policies.
  - 8.9 To review the Reserves Policy.
  - 8.10 To review the Complaints procedure.

## **9. FINANCE.**

- 9.1 To resolve to approve the April 2024 bank reconciliation.
- 9.2 To note the 2024/25 allocated budget and actuals to date.
- 9.3 To note income for April 2024 as outlined in the Receipts List.
- 9.4 To resolve to approve expenditure as outlined in the Payments List.
- 9.5 To resolve to approve the purchase/lease of Apple ipads for Councillors:
  - i) Supplier A £514.25 lease per annum for 36 months (excluding VAT)
  - ii) Supplier B £5071.00 purchase (including smart keyboard and folio case) plus £24.20 per month for support
  - iii) Supplier C £3859.13 purchase (including cases).
- 9.6 To resolve to approve the cost of a graphically designed and drawn village map and production of a village logo.
- 9.7 To resolve to approve the transfer of £320 to the Events working party which was the income received from stall holders at the Coronation event last year and held on behalf of the working party.

## **10. REPORTS.**

### **10.1 Pavilion Committee**

- 10.1.1 To note the contents of the minutes of the Pavilion Committee meeting held on 9<sup>th</sup> April.

### **10.2 Burial Ground**

- 10.2.1 To note the contents of the minutes of the Burial Ground Committee meeting held on 9<sup>th</sup> April.
- 10.2.2 To resolve to approve the increase to Burial Ground charges as recommended by the Burial Ground Committee.

### **10.3 Allotments**

- 10.3.1 To note the contents of the minutes of the Allotment Committee meeting held on 15<sup>th</sup> April.

### **10.4 Community Areas**

- 10.4.1
  - i) To resolve to approve that the Barrowby Flower Group can use the Beacon night 16<sup>th</sup> May as an opportunity to advertise for new members to join the group.
  - ii) To resolve to approve the Barrowby Flower Group suggestion that the Parish Council approach the Co-op and ask if they would like the Group to take over the maintenance of the flower beds outside the store.
- 10.4.2 To note that following the positive response to the Facebook item regarding 30mph bin stickers, a box of 100 has been purchased. Those who have already responded will be able to purchase them and it is planned to take the remainder to the Annual Parish Meeting to sell at £1 each.

## **12. PARISH COUNCIL WEBSITE AND FACEBOOK PAGE**

- 12.1 To receive an update on the new Parish Council website and consider feedback.
- 12.2 To discuss and resolve to approve whether or not to allow accept/allow commercial posts especially those from outside the Parish.

## **13. VILLAGE EVENTS**

- 13.1 To receive an update on the arrangements for the D-Day Anniversary event on Thursday 6<sup>th</sup> June.
- 13.2 To receive an update on the arrangements for the Village Summer event.

## **14. CORRESPONDENCE**

- 14.1 To note all general correspondence circulated for information since the April meeting.

## **15. NEIGHBOURHOOD PLAN**

- 15.1 To receive an update on the Neighbourhood Plan and resolve to approve to pay back £1660 of the 2023/24 grant that was unspent.

**16. STAFFING**

- 16.1 To note the contents of the minutes of the Staffing Committee meeting held on 29<sup>th</sup> April.
- 16.2 To resolve to approve where the advertisement for the new Clerk is to be placed and the closing date. A note of the options available has been circulated.

**17. PARISH COUNCIL SURVEY**

- 17.1 To receive an update on number of responses received and consider next steps.

**18. RBL UPDATE**

- 18.1 To resolve to move into closed session in accordance with the Public Bodies Act 1960, due to the confidential nature of matters to be discussed.
- 18.2 To receive an update.
- 18.3 To receive a report on the outline planning permission application submitted by the Parish Council.
- 18.4 To move back into open session.

**19. ANNUAL PARISH MEETING**

- 19.1 To receive an update on the confirmed attendees.
- 19.2 To resolve to approve the purchase of kitchen ware for the Pavilion for the APM on Thursday 23<sup>rd</sup> May at the Sports Pavilion from 7pm to 9pm.

**20. DATE OF NEXT MEETING.**

- 20.1 Monday 10<sup>th</sup> June 2024 at 6.45pm at the Reading Room.