

BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO
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Minutes of the Barrowby Parish Council Meeting held on Monday 10th June 2024 at the Reading Room, Church Street, Barrowby.

PUBLIC FORUM (6.45pm): There were no members of the public present.

MEETING OPENED: 7.00pm

1. WELCOME REMARKS (24/020)

- 1.1 Councillor Eaton welcomed members to the meeting and thanked them for their attendance. Those in attendance: Councillors Beswick-Parsons, Bosworth, Brown, Eaton, Footitt, Marriott, McConnell-Good, Staunton and the Clerk, Mrs Moss. District Councillor Leadenham also attended.

2. APOLOGIES FOR ABSENCE (24/021)

- 2.1 Apologies were received and accepted from Councillors Lees and Whittington.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (24/022)

- 3.1 Declarations of Interest
None received.
- 3.2 Requests for Dispensation
No requests for dispensation were made.

4. APPROVAL OF MINUTES (24/023)

- 4.1 It was **RESOLVED** to approve the minutes of the Annual Parish Council meeting on 15th May as being a true and accurate record. There was one abstention. The minutes were signed and dated by the Chairman.

5. CLERK'S REPORT (24/024)

- 5.1 Members noted the contents of the Clerk's report.

6. FINANCE (24/025)

- 6.1 It was **RESOLVED** to approve the May 2024 bank reconciliation.
- 6.2 Members noted the summary of receipts, precept, expenditure and surplus/deficit figures.
- 6.3 Members noted income for May 2024 as outlined in the Receipts list.
- 6.4 It was **RESOLVED** to approve expenditure as outlined in the Payments List.
- 6.5 Members were advised that it will cost £6.20 per week to lease a new laptop. It was agreed that the Clerk will look at the price of purchasing a new laptop and printer and will add to the next Agenda for discussion.
Action: The Clerk to look at the price of purchasing a new laptop and printer and add to next Agenda for discussion.
- 6.6 It was **RESOLVED** to approve a budget of £240 for the Volunteer Flower Group.
Action: Councillor Beswick-Parsons will meet with Mr Cupit and find out what expenses are likely to be, bearing in mind that a lot of the flowers have, or will be, donated by the volunteers.
- 6.7 Members noted the cost of the new ipads for Councillors:
- £154.92 for 36 months with option to purchase for £1 at the end of the term.
 - £1375.00 for initial set up and configuration.
 - £24.20 per month for ongoing Device Management.
 - £1008.24 (estimate) for cases/keyboard.

Councillor Eaton explained that the purchase of the ipads for Councillors was necessary so that all emails and documents are on a secure device separate to personal phones and laptops. Cyber security is a major issue and also, if a Freedom of Information request is received, then a Councillor's personal device may have to be surrendered so that emails can be read, including personal ones.

7. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (24/026)

- 7.1 Members received the Annual Internal Auditor's Report 2023/24.
- 7.2 Members considered the recommendations or matters arising from the Internal Auditor's narrative report.
- 7.3 Members **RESOLVED** to approve the completion and signing of the Annual Governance Statement 2023/24.
- 7.4 Members **RESOLVED** to approve the signing of the Accounting Statements 2023/24
- 7.5 Members received and agreed the bank reconciliation 2023/24.
- 7.6 Members received and agreed the explanation of variances.
- 7.7 Members agreed the dates for the period of public rights will be from Thursday 13th June 2024 until Wednesday 24th July 2024.

Actions: The Clerk to complete the signing of the returns and send to the External Auditor, display the public rights dates on the village noticeboards and put all the documentation on the website.

8. REPORTS (24/027)

8.1 Health and Safety

- 8.1.1 Members received a verbal report of the results of recent play area checks.

8.2 Highways

- 8.2.1 It was noted that Councillor Lees has the Slow Down for Horses sign, and it was requested that it should be returned to the Clerk if he is unable to attach it to the post on the Village Green.

Action: Councillor Lees to put the Slow Down for Horses sign on the Village Green post or return it to the Clerk.

- 8.2.2 Members noted that the white boulders have not yet been placed on the verge on Rectory Lane to stop cars and vans driving onto and parking on the grass.

Action: Councillor Eaton to investigate where he can obtain free rocks from.

8.3 Play areas

- 8.3.1. Members noted that Proludic have completed all the planned repairs to the play equipment on the Village Green and Adamstiles.

- 8.3.2 Members noted the contents of the quarterly play area inspection report and agreed that the Recreation Working Party should look at what equipment might need replacing in the future. Members discussed the ongoing problem of adults using the Village Green play equipment and the damage that it can cause (and the cost to the Parish Council to repair).

Action: The Clerk to contact RoSPA and ask for advice on disclaimer stickers.

Action: The Clerk to ask Proludic if any of the pieces of equipment have weight limits.

- 8.3.3 It was **RESOLVED** to approve the renewal of the Play Inspection Company outdoor annual inspection of our play areas at a cost of £210.00.

8.4 Community Areas

- 8.4.1 Members received a report from the Recreation Working Party. There is a meeting on 19th June and residents are welcome to attend if they want to join the working party. Contact the Clerk for details.

8.5 Village Events

- 8.5.1 Members noted the contents of the Village Events working party business plan and an update on plans for the Summer Fair was given. More volunteers are needed at the weekend of the Fete and residents who would like to help should contact barrowbyevents@gmail.com

Action: The Clerk to speak to SKDC Team to ask about applying for a SK Community Fund Grant.

9. CORRESPONDENCE (S24/028)

- 9.1 Members noted all general correspondence circulated for information since the May meeting.
- 9.2 It was agreed to put the introduction of a Hedgehog Highway project on the July Agenda.
Action: Councillor Marriott to add the letter to the Facebook page and record responses.
Action: The Clerk to add the introduction of a Hedgehog Highway project to the July Agenda.
- 9.3 Members noted the disappointing response from Royal Mail that the postbox at Westry Corner will not be replaced and recommended that a short news item be put in the Village Newsletter updating residents on the decision by Royal Mail.
Action: Councillor Eaton will send an article to the Village Newsletter team.

10. SPEEDWATCH (24/029)

- 10.1 Councillor Leadenham said that David Graves who is the Community Engagement Officer will come and look at the proposed sites for a speedwatch session and agree their suitability.
Action: The Clerk to contact David Graves and agreed a date to come to the village to agree suitable sites for a speedwatch session.

11. NEIGHBOURHOOD PLAN (24/030)

- 11.1 No update received.

12. PARISH COUNCIL SURVEY (24/031)

- 12.1 Councillor Beswick-Parsons reported that 115 responses had been received to date. The closing date will be 30th June. It was **RESOLVED** to approve the printing of 500 A5 leaflets up to a cost of £30 and hand deliver them.
Action: Councillor Beswick-Parsons to get 500 A5 leaflets printed and hand deliver them.

13.

RBL UPDATE (24/032)

- 13.1 It was **RESOLVED** to approve to move into closed session in accordance with the Public Bodies Act 1960, due to the confidential nature of matters to be discussed.
- 13.2 Members received an update on the latest position.
- 13.3 Members received a report on the outline planning permission application submitted by the Parish Council.
- 13.4 The meeting moved back into open session.

14.

REVIEW OF POLICIES (24/033)

- 14.1 Members reviewed and **RESOLVED** to approve no changes to the CCTV and Communications Policies. However, it was suggested that the Pavilion CCTV Policy is merged with the Parish Council CCTV Policy.
Action: Clerk to merge the CCTV Policies and put updated copies of the policies on the website.

15.

DATE OF NEXT MEETING (24/034)

- 15.1 Monday 8th July 2024 at 6.45pm at the Reading Room.

The meeting closed at 9.30pm.

BARROWBY PARISH COUNCIL FINANCE REPORT JUNE 2024

Members noted the following income in May:

East Midlands Scrabble Club	Hire of Reading Room	40.00
Yoga	Hire of Reading Room	45.00
Grantham and Kesteven Bridge	Hire of Reading Room	120.00
Mr Bridge Club	Hire of Reading Room	240.00
Virgin Money	Virgin Money Cashback	3.67
Midlands Children's Physio	Hire of Pavilion	980.00

Barrowby Pre School	Pre-School hire	759.00
Barrowby Pre School	Pre-School hire	25.00
Private hirer	Hire of Reading Room	50.00
InHale	Hire of Reading Room	145.00
Virgin Money	Interest	495.95
South Kesteven District Council	Hire of Reading Room	400.00
Private hirer	Hire of Reading Room	-50.00
Private resident	Burial Ground fees	185.00
Private resident	Burial Ground fees	475.00
Shepherd Memorials	Burial Ground fees	75.00
Private resident	Burial Ground fees	325.00
South Kesteven District Council	Grant	463.32
Yoga	Hire of Reading Room	15.00
Grantham and Kesteven Bridge	Hire of Reading Room	150.00

Members approved the following expenditure in May/June:

<u>Supplier</u>	<u>Description</u>	<u>Net (£)</u>	<u>VAT (£)</u>	<u>Gross (£)</u>
Telefonica UK Ltd	Asst Clerk mobile phone	11.31	2.26	13.57
SSE Business Energy	Gas supply	571.60	114.32	685.92
British Telecommunications	Broadband	34.95	6.99	41.94
Groundworks	Refund	1,660.00		1,660.00
Barrowby Events	Transfer of funds	320.00		320.00
Amazon	Kitchen equipment	66.65	13.33	79.98
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Wave Anglian Water Busine	Water rates	82.75		82.75
Wave Anglian Water Busine	Water rates	69.64		69.64
Amazon	Kitchen equipment	125.00	25.00	150.00
Wave Anglian Water Busine	Water rates	35.82		35.82
South Kesteven District Council	Waste collection	108.34		108.34
Lockshaw	Lock	85.00		85.00
Epson Ready Print	Printing	10.41	2.08	12.49
Zoom	Annual fees	129.90	25.98	155.88
Amazon	Kitchen equipment	14.16	2.83	16.99
Lincolnshire County Council	Grounds maintenance	950.30	190.06	1,140.36
HP Inc UK Ltd	Printing	3.32	0.67	3.99
SSE Business Energy	Electricity Supply	218.88	10.94	229.82
Co-Operative Stores	Refreshments	6.15		6.15
Nic Barker Ltd	Burial Ground fees	41.67	8.33	50.00
Hygienex Ltd	Toilet roll dispensers	377.55	75.51	453.06
See Speak Hear	Village Map	400.00	80.00	480.00
Defib Warehouse	Defibrillator electrodes	64.95	12.99	77.94
Virgin Money	Bank charges	23.70		23.70
Telefonica UK Ltd	Clerk mobile phone	11.96	2.39	14.35
Stinkyink.com	Printer ink cartridges	21.10	4.22	25.32
Cloudy Group Ltd	IT Support	1,375.00	275.00	1,650.00
Proludic Ltd	Repairs	1,255.78	251.15	1,506.93
Cloudy Group Ltd	IT Support	149.60	29.92	179.52
P E Hempstead and Sons	Grass cutting	642.90	128.58	771.48