

BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO
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Minutes of the Barrowby Annual Parish Council Meeting held on Wednesday 15th May 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. ELECTION OF CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE (24/001)

- 1.1 It was **RESOLVED** that Councillor Eaton be appointed Chairman of the Parish Council. A Declaration of Acceptance of Office will be signed.

2. ELECTION OF VICE-CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE (24/002)

- 2.1 It was **RESOLVED** that Councillor Lees be appointed Vice-Chairman of the Parish Council. A Declaration of Acceptance of Office will be signed.

3. WELCOME REMARKS (24/003)

- 3.1 The Chairman welcomed members to the meeting and thanked them for their attendance. Those in attendance: Councillors Beswick-Parsons, Brown, Eaton, Footitt, Lees, Marriott, McConnell-Good, Whittington and the Clerk, Mrs Moss.

4. APOLOGIES FOR ABSENCE & REASONS GIVEN (24/004)

- 4.1 Apologies were received and accepted for absence from Councillors Bosworth, and Staunton. District Councillor Leadenham had also sent apologies.

5. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (24/005)

- 5.1 Declarations of Interest
Councillor McConnell-Good declared an interest in the Staffing Agenda item.
- 5.2 Requests for Dispensation
No requests for dispensation were made.

6. APPROVAL OF MINUTES (24/006)

- 6.1 It was **RESOLVED** to accept the notes of the Parish Council meeting on 8th April to be a true and accurate record and the minutes of the Extraordinary meeting held on 17th April subject to one amendment. The minutes were signed and dated by the Chairman.

7. CLERK'S REPORT (24/007)

- 7.1 Members noted and received updates on the contents of the Clerk's report with regard to actions from previous minutes
- 9.2 Members noted that Dave Parker is willing to help and offer advice on the type of trees to be planted on Low Field.
- Action: Clerk to forward Dave Parker's email to Councillors Staunton and Beswick-Parsons for them to contact Mr Parker direct.**

8. ANNUAL PROCEDURES (24/008)

- 8.1 Members had reviewed Terms of Reference for Allotment, Burial Ground, Finance, Pavilion and Staffing Committees and there were no changes to be made.
- 8.2 Election of Members to Committees
Allotment Committee
It was **RESOLVED** that Councillors Eaton and Marriott be elected as Parish Council representatives to the Allotment Committee.

Burial Ground Committee

It was **RESOLVED** that Councillors Brown, Footitt, Lees and Staunton be elected to the Burial Ground Committee.

Pavilion Committee

It was **RESOLVED** that Councillors Lees and Beswick-Parsons be elected as Parish Council representatives to the Pavilion Committee.

Finance Committee

It was **RESOLVED** that Councillors Brown, Eaton, Lees and Whittington be elected to the Finance Committee.

Staffing Committee

It was **RESOLVED** that Councillors Brown, Footitt, Lees and Marriott be elected to the Staffing Committee.

8.3 Election of Members to the PCC

It was **RESOLVED** that Councillor Whittington be elected as the Parish Council representative on the Parochial Church Council.

8.4 Members had reviewed Standing Orders and it was resolved not to make any changes. It was noted that updated Financial Regulations had recently been received and will be added to the next Agenda for approval.

Action: Clerk to note the Standing Orders that they have been reviewed and update the website.

8.5 Members reviewed the Asset Register and it was noted that the football posts on The Willows need to be added.

Action: The Clerk to add the goalposts to the Asset Register.

8.6 Members noted that the Finance Committee had approved the list of regular payments.

8.7 It was **RESOLVED** to approve the introduction of a new annual Schedule for Review of Policies.

8.8 Members reviewed and agreed no changes to the Reserves Policy.

Action: Clerk to note that the Policy has been reviewed and update the website.

8.9 Members reviewed and agreed no changes to the Complaints procedure.

Action: Clerk to note that the Policy has been reviewed and update the website.

9. FINANCE (\$24/009)

9.1 It was **RESOLVED** to approve the April 2024 bank reconciliation.

9.2 Members noted the 2024/25 allocated budget and actuals to date.

9.3 Members noted the income for April 2024 as outlined in the Receipts List.

9.4 It was **RESOLVED** to approve expenditure as outlined in the Payments List.

9.5 It was **RESOLVED** to approve the purchase of ipads for members using supplier A but Councillor Eaton to ask about a revised quote now that Apple have reduced their prices.

9.6 It was **RESOLVED** to approve the production of a graphically designed and drawn village map and a village logo. It was agreed that the map should be incorporated in the Neighbourhood Plan.

Action: Councillors McConnell-Good and Beswick-Parsons to arrange for the production of a graphically designed and drawn village map and a village logo.

9.7 It was **RESOLVED** to approve the transfer of £320 to the Events working Party which was the income received from stall holders at the Christmas event last year and held on behalf of the working party. Councillor McConnell-Good abstained.

Action: Clerk to transfer £320 to the Events working party bank account.

10. REPORTS (24/010)

10.1 **Pavilion Committee**

10.1.1 Members noted the contents of the minutes of the Pavilion Committee meeting held on 9th April.

10.2 **Burial Ground**

10.2.1 Members noted the contents of the minutes of the Burial Ground Committee meeting held on 9th April.

10.2.2 It was **RESOLVED** to approve the increase in Burial Ground charges .

- 10.3 **Allotments**
10.3.1 Members noted the contents of the minutes of the Allotment Committee meeting held on 15th April.
- 10.4 **Community Areas**
10.4.1
i) It was **RESOLVED** to approve that the Barrowby Flower Group should use the Annual Parish Meeting on 23rd May as an opportunity to advertise for new members to join the group.
ii) It was agreed that the Barrowby Flower Group should 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 Members noted 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. Councillor Beswick-Parsons will take forward.
- 11. PARISH COUNCIL WEBSITE AND FACEBOOK PAGE (S24/011)**
11.1 Members received an update from Councillor Marriott on the new website and it should be ready to demonstrate at the next Parish Council meeting in June.
Action: Clerk to add to next Agenda demonstration of new website.
11.2 Members discussed and agreed that only commercial posts that benefit Barrowby residents should be displayed on the Facebook page.
- 12. VILLAGE EVENTS (S24/012)**
12.1 Members received an update on the arrangements for the D-Day anniversary event to be held on the Village Green on Thursday 6th June from 7.30pm to 9.30pm. There will be food available and music entertainment.
12.2 Members received an update on the arrangements for the Village Summer event to be held on Saturday 24th and Sunday 25th August and will incorporate the Scarecrow competition. A Business Plan will be provided for next month's meeting. Volunteers are needed to help out.
- 13. CORRESPONDENCE (S24/013)**
13.1 Members noted all general correspondence circulated for information since the April meeting.
- 14. NEIGHBOURHOOD PLAN (S24/014)**
14.1 Members received an update on the Neighbourhood Plan and **RESOLVED** to approve to pay back £1660 of the 2023/24 grant that was unspent.
Action: Clerk to repay the £1660 to Openplan and advise the Neighbourhood Plan working party when the next grant round is open.
- 15. PARISH COUNCIL SURVEY (S24/015)**
15.1 Members received an update on the responses received to date for the Parish Council survey. Councillor Beswick-Parsons will have some paper copies available at the Annual Parish Meeting.
- 16. RBL UPDATE (S24/016)**
16.1 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.
16.2 Members received an update on the latest position.
Action: Councillor Staunton to approach Steve Carter to write to CEO of RBL to complain regarding the lack of communication to date.
16.3 Members received a report on the outline planning permission application submitted by the Parish Council.

16.4 The meeting moved back into open session.

17. ANNUAL PARISH MEETING (S24/017)

17.1 Members received an update on the confirmed attendance to date.

17.2 it was **RESOLVED** to approve the purchase of kitchenware for the Pavilion up to a maximum spend of £500 and £150 for the cheese and wine.

Action: Clerk to purchase glasses and mugs and Councillor McConnell-Good will purchase the cheese and wine.

18. STAFFING (S24/018)

Councillor McConnell-Good left the meeting at 9.35pm.

18.1 Members noted the contents of the minutes of the Staffing Committee meeting held on 29th April.

18.2 It was **RESOLVED** to approve the use of the LALC free service to advertise the Clerk vacancy plus our Facebook page, website and noticeboards. The closing date will be 30th June and the Clerk will sift and anonymise the applications for the Staffing Committee to sift at their meeting on 16th July. Interviews will be held from 22nd July with a view to the successful candidate being in post on 1st September at the latest. Councillor Whittington left the meeting at 9.50pm.

Action: Clerk to complete the process to advertise the Clerk role.

19. DATE OF NEXT MEETING (S24/019)

19.1 The next Parish Council meeting will be held on Monday 10th June at 6.45pm at the Reading Room.

The meeting closed at 10.00pm.

BARROWBY PARISH COUNCIL FINANCE REPORT MAY 2024

Members to note the following income in April:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
Virgin Money	Virgin Money Cashback	0.39
Snowden	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
Belvoir Tri Club	Hire of Pavilion	45.00
Shepherd Memorials	Burial Ground fees	75.00
South Kesteven District Council	Precept	31,625.00
Private hirer	Hire of Pavilion	43.00
Private hirer	Hire of Pavilion	-20.00
G H Linnell Ltd	Burial Ground fees	160.00
East Midlands Scrabble Club	Hire of Reading Room	40.00
InHale	Hire of Reading Room	200.00
Barrowby Gardeners Assoc	Annual Allotment fees	1,815.60
Barrowby Gardeners Assoc	Annual Allotment fees	510.00
Private hirer	Hire of Reading Room	50.00
HMRC	VAT refund	8,920.53
Private resident	Burial Ground fees	325.00
Shepherd Memorials	Burial Ground fees	125.00
Private hirer	Hire of Reading Room	50.00
Private hirer	Return deposit	-50.00
Private hirer	Return deposit	-50.00

Members approved the following expenditure in April/May:

<u>Supplier</u>	<u>Description</u>	<u>Net (£)</u>	<u>VAT (£)</u>	<u>Gross (£)</u>
SSE Business Energy	Gas supply	540.82	108.16	648.98
Telefonica UK Ltd	Asst Clerk mobile phone	10.79	2.16	12.95
British Telecommunications	Broadband	34.95	6.99	41.94
SSE Business Energy	Gas supply	667.29	33.36	700.65
Ebay	Signs	6.62	1.33	7.95
Community Heartbeat Trust	Annual fees	100.00	20.00	120.00
Open Plan Consultants Ltd	Consultancy	1,800.00	360.00	2,160.00
Linda Mitchell	Compensation	75.00		75.00
Amazon	Bin bags for Litter picker	15.82	3.17	18.99
Amazon	Stationery	2.49	0.50	2.99
Amazon	Speed gun and batteries	168.51	33.70	202.21
Protect Signs	Speedwatch signs	186.36	37.27	223.63
Howsafe Limited	Hi vis jackets	111.00	22.20	133.20
HP Inc UK Ltd	Printing	3.32	0.67	3.99
Epson Ready Print	Printing	12.74	2.55	15.29
South Kesteven District Council	Waste collection	108.33		108.33
SSE Business Energy	Electricity Supply	265.04	13.25	278.29
Kevin Isaaks	Bin stickers	120.00		120.00
Star Discounts	Toilet rolls	12.50		12.50
Defib Warehouse	Defibrillator battery	348.00	69.60	417.00
Virgin Money	Bank charges	25.20		25.20
Telefonica UK Ltd	Clerk mobile phone	11.96	2.39	14.35
Amazon	Paper towels	35.83	7.17	43.00
Home Bargains	Cleaning supplies	9.91	1.98	11.89
Dunelm	Cleaning supplies	5.83	1.17	7.00
Timpson Ltd	Padlock	7.92	1.58	9.50
Ominar	Cleaning	225.00		225.00
Amazon	Case for Speedwatch Gun	22.58	4.52	27.10
Cartridgepeople	Ink cartridges	11.47		11.47
Julie Moss	Travelling/subsistence	5.30		5.30
HMRC	PAYE/NIC	422.44		422.44
Harrowby Roofing	Maintenance	380.00		380.00
Greenstripe	Grass treatment	219.00		219.00
P E Hempstead and Sons	Grass cutting	686.60	137.32	823.92
Clean My Windows	Window cleaning	16.00		16.00
Cloudy Group Ltd	IT Support	149.60	29.92	179.52
D M Boyles Ltd	Emptying septic tank	304.00	60.80	364.80
P E Hempstead and Sons	Grass cutting	340.30	68.06	408.36
Monthly Salaries	May salaries	2,346.96		2,346.96
Mileage	Mileage	53.10		53.10