

BARROWBY PARISH COUNCIL

Mrs R Heyward, Clerk and RFO
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Dear Councillor

I hereby give you notice that the next meeting of Barrowby Parish Council will be held in the Reading Room, Barrowby on Monday 13th May 2019 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: Wednesday 8th May 2019.

- 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 accept the Clerk's notes of the Parish Council Meeting held on 8th April 2019.
- 7. ANNUAL PROCEDURES.**
 - 7.1 To consider the Annual Review of Policy Documentation.
 - 7.2 To elect Members to the Pavilion, Finance, Burial Ground and Staffing Committees.
 - 7.3 To elect Members to the Parochial Church Council.
 - 7.4 To resolve that the Clerk should publish an updated list of Member details and responsibilities on the website and notice boards as per the recommendation of the Internal Auditor.
 - 7.5 To note the Parish Award re items lodged at Lincolnshire Archive.
- 8. CLERK'S REPORT.**
 - 8.1 To note the contents of the Clerk's Report with regards to actions from previous minutes.
 - 8.2 To note the insurance renewal invitation received from Came and Company.
 - 8.3 To agree the expenditure of £15 per person plus travelling expenses for Councillors Cross and Cupit, and the Clerk to attend the LALC Networking Day on 4th July in South Hykeham.
 - 8.4 To agree the purchase of bedding plants at a cost £257.35 inc VAT plus Councillor Inglis' travelling expenses at £48.00.
 - 8.5 To receive an update from the Clerk on the current District and Local Council elections, including:
 - The instruction from SKDC for Members to co-opt for the Council's 11th vacant seat.
 - A reminder that all new Councillors must complete a DPI Form and return this to the Clerk by 3rd June.
 - A reminder that, by law, all new Councillors must complete and return a Declaration and Return of Election Expenses.
 - 8.6 To receive an update on the development of an induction process for all new Councillors.
 - 8.7 To resolve to award a grant of £1,000 to Barrowby Juniors Cricket Club.

- 8.8 To consider renewing the Council's membership of Community Lincs for 12 months at a cost of £55.00.

9. HIGHWAYS.

- 9.1 To note the Highways Report received from LCC on 1st May.

10. PLANNING.

- 10.1 To receive a report from the Neighbourhood Planning Steering Group following a meeting with Community Lincs on 26th April and to consider a budget allocation towards the completion of the Neighbourhood Plan.
- 10.2 To consider a proposal from Community Lincs and to resolve that, subject to the availability of grant aid, a contract be signed with Community Lincs for their services in facilitating the development of a Neighbourhood Plan.
- 10.3 Application No: S19/0656
Applicant: Mr & Mrs Smith
Proposal: Approval of reserved matters relating to layout, scale, appearance, access and landscaping following grant of outline permission ref S18/1531.
Location: Ashleigh Gardens, 44 High Rd, Barrowby
- 10.4 Application No: S19/0468
Applicant: Mr & Mrs Hodgson
Proposal: Extension and alterations to an existing bungalow including increase in roof height to include 1st floor accommodation, alterations to an existing detached outbuilding and extension of existing garage to create additional 2 bays.
Location: Woodlands, Rectory Lane, Barrowby
- 10.5 To note that permission was granted in respect of the following applications: S19/0498, S19/0431, S19/0459, S19/0148, S19/0322, S19/0461, S18/2181, S18/2213, S18/0093, S19/0490.

11. FINANCE.

- 11.1 To note the 2019/20 budget to date.
- 11.2 To note income for May 2019 as outline in the Finance Report.
- 11.3 To receive the Clerk's recommendation that assumed bad debts are reviewed at the meeting of the Finance Committee on 30th May with a view to the oldest debts being written off by resolution of the full Council at a future meeting.
- 11.4 To resolve to approve the May 2019 expenditure as outlined in the Finance Report.
- 11.5 To resolve to approve the May 2019 bank reconciliation.

12. REPORTS.

12.1 Reading Room

- 12.1.1 To receive an update from the Clerk on the appointment of a solicitor regarding the lack of communication from Gelder Group.
- 12.1.2 To consider placing a memorial 'Death Penney' for one of the men from the village who died in the 1st World War on a wooden mount in the Reading Room.
- 12.1.3 To consider taking action to repair the weathervane on top of the Reading Room.

12.2 Pavilion Committee

- 12.2.1 To receive the draft notes of the meeting of the Pavilion Committee on 17th April.
- 12.2.2 To consider the purchase of 5 tonnes of granite chips for the Pavilion car parks and footpath at a cost of approximately £280 ex VAT.

12.3 Play Areas

- 12.3.1 To note the previously circulated update from the Clerk on the pursuit of a Dog Control Order for the Village Green and consider any proposals for further action to be taken.
- 12.3.2 Following the site visit on 15th April, Members to consider the definition of the boundary line between the Village Green and 5, Mill Row and if appropriate to consider a realignment of the boundary and the implications of such a proposal.

- 12.3.4 To consider a quote from DM Tree Surgery for £125 to remove waste material generated from the recent hedge trimming on the Village Green.
- 12.3.5 To consider a quote from Mitsi Landscapes for £75.00 + VAT to remove the protruding stumps on the Village Green owing to the recent cutting back of the laurel hedge.
- 12.3.6 To consider correspondence from a parishioner regarding the state of recently trimmed hedge on the Village Green.
- 12.3.6 To note correspondence received from a parishioner on 13th April regarding an incident at Adamstiles Play Area.
- 12.3.7 To consider a request from a parishioner to make alterations to the clapper gate near the rear of their property adjacent to the Village Green to reduce the noise it makes when open and closed.

12.4 Burial Ground

- 12.4.1 To consider renewing the Council's membership to ICCM for 12 months at a cost of £95.00.

12.5 Allotments

- 12.5.1 Following a site visit on 3rd May, Members to consider a quote for the resurfacing of the allotment car park by J.C. Surfacing at £6,860.00 + VAT.
- 12.5.2 To consider the formation of a working party to include representatives from Barrowby Gardeners Association for the purpose of drafting of a formal agreement between the Parish Council and BGA as per the correspondence received from BGA, circulated on 7th May.

12.6 Health & Safety

- 12.6.1 To receive reports in relation to their respective Health & Safety/Risk Assessments.
 - Reading Room
 - Adamstiles Play Area
 - Village Green Play Area.

12.7 Community Areas

- 12.7.1 To receive an update on Community Payback projects.
- 12.7.2 To note Councillor Cupit's report following the training of 9 VETS volunteers on 15th April and to receive an update on the implementation of the telephone scheme.

13. CORRESPONDENCE.

- 13.1 To note all general correspondence circulated for information since the March meeting.

14. ROYAL BRITISH LEGION SITE.

- 14.1 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.
- 14.2 To receive an update on matters concerning the Royal British Legion site.

15. STAFFING.

- 15.1 To receive a report from the Staffing Committee regarding staff appraisals.
- 15.2 To receive a proposal from the Staffing Committee regarding revised staffing remuneration rates.
- 15.3 To receive an update on the proposal for the recruitment of an Assistant Clerk.

16. DATE OF NEXT MEETING.

- 16.1 Annual Parish Meeting on Monday 20th May 2019 – 7.00pm
- 16.2 Parish Council Meeting on Monday 10th June 2019 – 6.45pm.