

BARROWBY PARISH COUNCIL

Mrs J Moss, 14 Riverside Walk, Bottesford, NG13 0AT
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Dear Councillor

I hereby give you notice that the Annual Parish Council meeting of Barrowby Parish Council will be held via Zoom video conference on **Wednesday 5th 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.

Members of the public can join the meeting by entering Meeting ID: 859 4202 4100 and Passcode: 312891 into Zoom, which is free to download. Alternatively, an internet link can be emailed by the Clerk if requested.

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 28th April 2021

1. **ELECTION OF CHAIRMAN & DEDECLARATION OF ACCEPTANCE OF OFFICE**
2. **ELECTION OF VICE-CHAIRMAN & DECLARATION OF ACCPETNACE 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 12th April 2021.
7. **ANNUAL PROCEDURES.**
 - 7.1 To consider the Annual review of Policies.
 - 7.2 To approve the renewal of the insurance policy.
 - 7.3 To elect Members to the Pavilion, Finance, Burial Ground and Staffing Committees.
 - 7.4 To elect Members to the Parochial Church Council.
 - 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 resolve to approve expenditure of £95.00 to renew membership of the Institute of Cemetery and Crematorium Management
 - 8.3 To resolve to approve expenditure of £119.90 to renew the Zoom licence to allow continuation of online meetings of Committee working parties and between Council employees.
 - 8.4 To resolve to approve expenditure of £358.80 on removing rat population at the Pony Paddock.
 - 8.5 To approve expenditure of up to £500 for cleaning and minor repairs to the play equipment and surrounding area as required and detailed in the Play Area reports.
 - 8.6 To note the contents of the minutes of the Staffing Committee meeting held on 19th April 2021.

9. **PLANNING.**

- 9.1 Application no: S21/0690 (resubmission of S20/1204)
Applicant: Simon and Jayne Brodie
Proposal: Replacement porch extension, replacement windows to the east elevation and replacement roof to the north elevation
Location: The Grange, Low Road
- 9.2 Application no: S21/0691 (resubmission of S20/1205)
Applicant: Simon and Jayne Brodie
Proposal: Replacement porch extension, replacement windows to the east elevation and replacement roof to the north elevation
Location: The Grange, Low Road
- 9.3 Application no: S21/0705
Applicant: Mr and Mrs McGregor
Proposal: Rection of porch and enlargement of dwelling, increase in roof height and alterations
Location: Trencrom, Casthorpe Road
- 9.4 Application S20/1996
Location: The Cedars, Low Road, Barrowby
To consider the reply received from the Planning Team at SKDC and propose a response.

10. **REPORTS.**

10.1 **Reading Room**

- 10.1.1 To note that the Reading Room is open to hirers subject to Covid 19 safety measures being in place.
- 10.1.2 To receive an update on the insurance claim relating to the windows.
- 10.1.3 To receive and discuss a report from Councillor Eaton following the latest Memorial Hall meeting.
- 10.1.4 To review booking fees for hire of the Reading Room.
- 10.1.5 To consider a request to store books at the Reading Room for a private book exchange arrangement.
- 10.1.6 To consider whether or not the book exchange box in the Reading Room should be removed due to Covid restrictions.

10.2 **Pavilion Committee**

- 10.2.1 To receive draft notes of the meeting of the Pavilion Committee held on 26th April 2021.
- 10.2.2 To note that the Pavilion is now open to hirers subject to Covid 19 safety measures being in place.
- 10.2.3 To approve the updated Terms of Reference for the Pavilion Committee.

10.3 **Play Areas**

- 10.3.1 No report.

10.4 **Burial Ground**

- 10.4.1 To approve the updated Terms of Reference for the Burial Ground Committee.

10.5 **Allotments**

- 10.5.1 To receive an update following the last working party meeting on 22nd April.

10.6 **Health & Safety**

- 10.5.2 To note that Covid 19 Health and Safety inspections for re-opening have been completed on both the Reading Room and the Pavilion. There were no issues.
- 10.6.2 To note the Health and Safety inspection reports of the Play Areas.

10.7 **Community Areas**

- 10.7.1 No report.

11. HIGHWAYS.

- 11.1 No report.

12. CORRESPONDENCE.

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

13. FINANCE

- 13.1 To resolve to approve the April 2021 bank reconciliation.
13.2 To note the 2021/22 allocated budget and actuals to date.
13.3 To note income for April 2021 as outlined in the Receipts List.
13.4 To resolve to approve expenditure as outlined in the Payments List.

14. STAFFING.

- 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 approve the updated Terms of Reference of the Staffing Committee.
14.3 To resolve to approve an increase to the Assistant Clerk's hours and changes to the working pattern following approval by the Staffing Committee (see notes of meeting as per Agenda item 8.6).
14.4 To receive a report from the Clerk following staff appraisals as submitted to the Staffing Committee.

15. DATE OF NEXT MEETING.

- 15.1 Monday 14th June 2021 at 6.45pm at the Pavilion.