

# 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 at the Reading Room, Church Street, Barrowby on **Monday 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:

JMoss

Clerk to the Council.

Date: Thursday 4<sup>th</sup> May 2023

1. **ELECTION OF CHAIRMAN & SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE AS CHAIRMAN**
2. **ELECTION OF VICE-CHAIRMAN**
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 minutes of the Parish Council Meeting held on 17<sup>th</sup> April 2023.
7. **ANNUAL PROCEDURES.**
  - 7.1 To conduct the annual review and adoption of Standing Orders and Financial Regulations (as recommended by the Finance Committee).
  - 7.2 To review the Assets Register.
  - 7.3 To review Policies and Procedures.
  - 7.4 To elect Members to the Allotment, Burial Ground, Pavilion, Finance and Staffing Committees.
  - 7.5 To elect Members to the Parochial Church Council.
  - 7.6 To elect Members to the Neighbourhood Plan, RBL and Volunteers Gardening working parties.
  - 7.7 To note the Parish Award re items lodged at Lincolnshire Archive.
8. **CLERK'S REPORT.**
  - 8.1 To note and receive updates on the contents of the Clerk's Report with regards to actions from previous minutes.
9. **PLANNING.**
  - 9.1 Application no: S23/0592  
Applicant: Mitesh Rathod  
Proposal: Substitution of housetypes and new electric substation.  
Location: Land at Rectory Farm, Barrowby Road, Grantham

9.2 To note that approval has been granted for application S22/0131.

## **10. REPORTS.**

### **10.1 Reading Room**

10.1.1 No report.

### **10.2 Pavilion Committee**

10.2.1 To review the Terms of Reference for the Pavilion Committee.

### **10.3 Play Areas**

10.3.1 To note that the repairs to the play equipment have been completed and the rotator decommissioned as requested and to receive an update on other work required.

10.3.2 To consider and resolve to approve to contract inspection of the play equipment to the Play Inspection Company as per quote received.

### **10.4 Burial Ground**

10.4.1 To review the Terms of Reference for the Burial Ground Committee.

### **10.5 Allotment Committee**

10.5.1 To review the Terms of Reference for the Allotment Committee.

10.5.2 To receive a report following a sit visit to assess the request to increase the number of plots by extending the allotment area by using part of the Pony Paddock.

### **10.6 Health & Safety**

10.6.2 To receive a verbal report of the results of recent play area checks.

### **10.7 Community Areas**

10.7.1 No report.

### **10.8 Highways**

10.8.1 To receive an update following complaints received on overgrown hedges and to reconsider the process for reporting overgrown hedges.

### **10.9 Staffing**

10.9.1 To review the Terms of Reference for the Staffing Committee.

### **10.10 Parish Coffee Morning**

10.10.1 To agree the members who will attend the next Parish Coffee Morning on Saturday 27<sup>th</sup> May.

## **11. ELECTION RESULT AND CO-OPTION**

- 11.1 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 THREE vacant seats by 26<sup>th</sup> June if possible.
  - A reminder that all new Councillors must complete a DPI Form and return this to the Clerk by 3rd June at the latest.
  - A reminder that, by law, all Councillors must complete and return a Declaration and Return of Election Expenses by Thursday 1<sup>st</sup> June.
- 11.2 To resolve to approve the three vacancies by co-option.

## **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 2023 bank reconciliation.
- 13.2 To note the 2023/24 allocated budget and actuals to date.
- 13.3 To note income for April 2023 as outlined in the Receipts List.
- 13.4 To resolve to approve expenditure as outlined in the Payments List.
- 13.5 To note the minutes of the Finance Committee meeting held on 26<sup>th</sup> April 2023.
- 13.5 To resolve to approve the list of regular payments as recommended by the Finance Committee.
- 13.6 To resolve to approve the wording of the Budget article for the village newsletter as recommended by the Finance Committee.
- 13.7 To resolve to approve the budget of £500 for the purchase of plants by the Volunteers Gardening Group.
- 13.8 To consider a request from a resident for the Parish Council to provide tickets for a music event to be held at Belvoir Castle.

**14. ANNUAL RETURN**

- 14.1 To note the contents of the final Internal Audit Report for 2022/23.
- 14.2 To resolve to approve the Annual Governance Statement and to complete, sign and date Section 1 of the Annual Return.
- 14.3 To resolve to approve the Accounting Statement for 2022/23 and to sign and date section 2 of the Annual Return.

**15. CORONATION VILLAGE EVENT**

- 15.1 To receive feedback from the Coronation Village event working party.

**16. CHANGE OF DATE FOR THE JULY PARISH COUNCIL MEETING**

- 16.1 To note that the July Parish Council meeting will be held on Monday 17<sup>th</sup> July to enable the Finance Committee to meet the previous week to review quarter 1 finances and report back to Parish Council.

**17. ANNUAL PARISH MEETING**

- 17.1 To agree a date for the Annual Parish Meeting.

**18. NEIGHBOURHOOD PLAN**

- 18.1 To receive an update.

**19. DATE OF NEXT MEETING.**

- 19.1 Monday 12<sup>th</sup> June 2023 at 6.45pm at the Reading Room.