

BARROWBY PARISH COUNCIL

Mrs R Heyward, Clerk and RFO
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Minutes of Barrowby Parish Council Meeting held on Monday 11th November 2019 in the Reading Room, Barrowby

PUBLIC FORUM (6.45pm):

There were no members of the general public in attendance.

Councillor Inglis presented a proposal to create a new flower bed near the junction of Low Rd and Grange Paddock for which he has secured a sponsor and intends to ask for donations for plants. The ongoing cost to the Parish Council of flower borders was discussed.

Action: The Clerk to add for ratification at the December meeting.

Action: The Clerk to contact Western Power to determine if there are any underground cables through the proposed site.

Councillor Whittington, in his position as County Councillor, updated members on the flooding that had been reported on Casthorpe Rd. Councillor Whittington reported that LCC have taken a preliminary look at the issue and are taking action to remedy the situation. Councillor Whittington expressed his thanks to Councillor Inglis for digging trenches to relieve the flooding at the site which has helped greatly.

MEETING OPENED: 7.00pm

1. WELCOME REMARKS (19/077)

- 1.1 The Chairman, Councillor Cupit welcomed members to the meeting and thanked them for their attendance. Those in attendance: Councillors Bowyer, Whittington, Cross, Bosworth, Inglis, Blackwell, Townsend, Brown and the Clerk, Mrs Heyward.

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (19/078)

- 2.1 Apologies for absence were received from Councillors Roberts and Lees. The reasons for absence were noted and accepted.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (19/079)

- 3.1 Declarations of Interest
There were no declarations of interest.
Councillor Inglis declared in interest in agenda item 8 as a recipient of expenses.
- 3.2 Requests for Dispensation
There were no requests for dispensation.

4. APPROVAL OF MINUTES (19/080)

- 4.1 The notes of the Parish Council meeting on 14th October 2019, having been proposed by Councillor Cross and seconded by Councillor Bosworth, were agreed to be a true and accurate record and were passed by resolution of the Council. Those Councillors who were not in attendance at the meeting abstained from the vote. The minutes were duly signed and dated by Councillor Blackwell as Councillor Cupit had not attended the October meeting.

5. CLERK'S REPORT (19/081)

- 5.1 The contents of the Clerk's Report with regards to actions from previous minutes was noted.
- 5.2 The Clerk reported writing to Centrebus but receiving no response. The Clerk has reached out to the witness who has confirmed she will write a formal witness statement. Members resolved that the Council write to Centrebus asking for a response in 7 days – if no response is received, the Council will seek to instruct a solicitor to take the matter further.

Action: The Clerk to write to Centrebus.

- 5.3 The Clerk reported having provided the website designer with headings for pages as requested. The designer is building the site.
- 5.4 Following a proposal by Councillor Inglis, seconded by Councillor Cross, members resolved to approve the expenditure of £25.00 to mount the BKV Winners brass plaque and agreed for it to be mounted on the right hand side of door outside the Reading Room.
Action: Councillor Inglis to mount the plaque.
- 5.5 Following a proposal by Councillor Inglis, seconded by Councillor Brown, members resolved to approve the expenditure of £37.00 to frame the BKV Winners certificate and agreed for it to be mounted in the Reading Room next to the other BKV certificate.
Action: Councillor Inglis to mount the certificate.
- 5.6 Following a proposal by Councillor Inglis, seconded by Councillor Bosworth, members resolved to approve the expenditure of £305.59 for 5 x Best Kept Village signs.
Action: Councillor Inglis to place the order with Viking.
- 5.7 Members considered installing a light in the bus shelter near A1 slip road in order that the defibrillator can be seen more easily in the dark. After discussion, members agreed that the current position of the street light across the road is sufficient. Members were urged to be vigilant and report immediately if this street light is not working.
- 5.8 Members received the internal mid-year audit report and discussed the recommendations of the auditor:
- To move reserves to a higher interest account – referred to Finance Committee.
 - To review employment policies/contracts – referred to Staffing Committee.
 - To review use of S137 – **The Clerk to investigate.**
 - To review risk regarding website – **The Clerk to raise with Smartmarketers.**

6. HIGHWAYS (19/ 82)

- 6.1 Members noted the Highways Report received from LCC circulated on 4th November 2019.
- 6.2 The Clerk informed members that so far one response has been received in response to the Community Speedwatch article in the Barrowby News.
Action: The Clerk to ask for another article suggesting that more volunteers are needed.
- Councillor Bowyer reported investigating solutions regarding the amount of straw on the highway, blocking drains. Members were encouraged to report such instances via Fix My Street.
Action: Councillor Bosworth to ask if there is a direct contact at SKDC for this issue.
Action: Councillor Whittington to raise issue with LCC.

7. PLANNING (19/083)

- 7.1 Members resolved to formally adopt the report of the Neighbourhood Survey as evidence of the current views of the residents of Barrowby.
- 7.2 Members noted and discussed the consultation meeting requested by Lindum arranged for 7.15pm on 15th November. Members also discussed how a revised/new application could affect the Council's application for S106 monies on the development.
- 7.3 Members noted correspondence from SKDC re Public Speaking at the Planning Committee regarding S14/3571. It was agreed that Councillor Cupit would attend with the intention to request S106 monies on the development.
Action: The Clerk to inform SKDC of Councillor Cupit's intention to speak.
- 7.4 Members considered the Parish Council responses to S19/1729. Members were encouraged to add

their comments before 22nd November.

7.5 Councillor Whittington declared an interest in this item as Mr Argyle is a personal friend.

S19/1796 – no comments.

7.6 S19/1778 – no comments.

8. FINANCE (19/084)

8.1 Members received the draft notes of the Finance Committee meeting held on 4th November.

8.2 Members received an update from the Finance Committee on the draft 2020/21 budget.

8.3 Members noted the 19/20 budget to date.

8.4 Members noted the income for November 2019.

8.5 The Clerk presented an up to date list of outstanding debtors which was considered by members. Members agreed that should Mellow Yellow Art & Barrowby RBL not have settled their invoices before their next booking, access to the Reading Room would be denied.

Action: The Clerk to notify both debtors.

8.6 Following a proposal from Councillor Cross, seconded by Councillor Inglis, members resolved to approve the November 2019 expenditure.

8.7 Following a proposal by Councillor Lees, seconded by Councillor Townsend, members resolved to approve the bank reconciliation up to 31st October 2019, which was then duly signed by the Chairman.

9. REPORTS (19/085)

9.1 Reading Room

9.1.1 The Clerk informed members that the claim is still live but that DAS are asking for more information relating to the date the windows were installed.

Action: The Clerk to find the information and send it to them.

9.2 Pavilion Committee

9.2.1 Members received the draft notes of the Pavilion Committee meeting held on 30th October 2019.

9.3 Play Areas

9.3.1 Members considered alternative options for necessary repairs to the play equipment at the Village Green as Proludic had yet been able to carry these out. It was agreed that due to the monies already paid to Proludic including some of the repairs, the Council would pursue its contract with them.

Action: The Clerk to contact Proludic for a proposal to fix the issues.

Action: The Clerk to write to Proludic MD (R Baker) and ask for a meeting.

9.3.2 Members considered the correct action regarding re-occurring fungus on play equipment at Adamstiles play area.

Action: Councillors Inglis and Brown to remove the fungus and treat the equipment in the summer.

9.3.3 Members considered correspondence from a parishioner regarding the potential benefits of installing benches at Adamstiles play area. Members agreed a bench would be advantageous.

Action: The Clerk to seek quotes for a bench.

Action: Members to survey the site for potential positioning.

9.4 **Burial Ground**

9.4.1 Members received an update on recent activities at the Burial Ground.

9.5 **Allotments**

9.5.1 Members received a report from the Clerk regarding correspondence from Julia Miller, Secretary of Barrowby Gardeners Association concerning the development of a tenancy agreement between Barrowby Parish Council and Barrowby Gardeners Association. Members were in agreement for the Clerk to meet with Julia to begin drafting an agreement which would at every stage be presented to the Parish Council and BGA respectively.

Action: The Clerk to ask LALC who their trainer is for Allotments courses.

Action: The Clerk to arrange a meeting with Julia Miller to begin drafting an agreement.

9.6 **Health & Safety**

9.6.1 Fortnightly inspections of the play areas had been carried out by the Caretakers and circulated by the Clerk.

Councillor Bowyer enquired as to current standing of the VETS scheme. The Clerk responded that volunteers have been trained and that the phone number is live and published. Councillor Cupit suggested that a meeting to get volunteers together might be advantageous.

9.7 **Community Areas**

9.7.1 Councillor Cupit gave an update on the work of the Community Payback team. Councillor Cross reported having spoken to Nigel Harris and that he plans to liaise with Councillor Lees to see when current work around the village and churchyard will be finished with a view for the team to move over to Pavilion/Low Fields.

9.7.2 The Clerk informed members that one response of interest had been received from a parishioner regarding becoming a plastic free community.

Action: The Clerk to forward the article to Jane Cupit for inclusion in the Barrowby News.

9.7.3 Members considered correspondence from EnvironmentSK regarding tendering for the Council's ground maintenance work.

Action: The Clerk to arrange for a meeting with Councillors Inglis/Cupit.

10. **EVENTS (19/086)**

10.1 Members discussed the provision of Christmas trees and Councillor Inglis reminded members that a donation had been made to the Council specifically to replace the damaged hawthorn outside the Reading Room with a Christmas tree. Members also considered a proposal for a temporary 20 ft tree in 2019 to be donated by Councillor Brown.

Following a proposal by Councillor Cross, seconded by Councillor Cupit, members resolved to pursue the removal of the dangerous hawthorn outside the Reading Room to make room for a permanent Christmas tree in future years and that four smaller trees should be purchased as usual for 2019.

Action: Councillor Cupit to finalise the planning application to remove the hawthorn outside the Reading Room.

10.2 The Clerk confirmed having booked Billy Biscuit for the Christmas Party. Members confirmed that he should provide 40 party bags. Councillors Brown, Cross, Townsend, Blackwell and Bosworth agreed to volunteer at the party. Councillors Cupit and Townsend agreed to arrange the refreshments. As Councillor Lees was not present, it was not determined if a santa has been arranged.

Action: The Clerk to chase up Santa with Councillor Lees.

Action: The Clerk to add 2020 Christmas Party to an agenda in late Spring.

Action: The Clerk to arrange the purchase of refreshments when informed by Councillors Cupit & Townsend.

Action: The Clerk to send final details for inclusion in Barrowby News.

11. CORRESPONDENCE (19/087)

- 11.1 Members noted correspondence received since the October meeting notably from a parishioner regarding flooding. Flooding on Casthorpe Road had been discussed in public forum. Flooding on the footpath from Mill Road to the Pavilion was discussed. Members agreed that gravel spreading would ease the situation.

Action: The Clerk to correspond to the parishioner and ask the Asst Clerk to add to next Pavilion agenda.

12. STAFFING (19/088)

- 12.1 Members received the draft notes of the Staffing Committee meeting held on 4th November.
- 12.2 Members noted Clerk's annual leave dates (2 - 6 Dec & 23 Dec - 3 Jan).

13. ROYAL BRISITH LEGION SITE (19/089)

- 13.1 At the proposal of Councillor Cupit, seconded by Councillor Blackwell and passed by unanimous resolution of the Council in accordance with the Public Bodies Act 1960 the meeting moved into closed session at 20.43pm.
- 13.2 Members received an update on the outline planning application for the former site of the Royal British Legion.
- 13.3 Members discussed the upcoming meeting with Phil Bradbury scheduled for 6.00pm on 15th November.
- 13.4 Members considered the advisability of creating a budget to facilitate the preliminary work associated with a feasibility study for the building of a Village Hall/Community Centre on the RBL site. Councillor Cupit updated members on the costs involved in a professional study and members were in agreement for the Council to engage in a free of charge preliminary study.

14. DATE OF NEXT MEETING (19/090)

- 14.1 Budget Setting Meeting – Monday 9th December 2019.

The Chairman closed the meeting at 20.52pm.

BARROWBY PARISH COUNCIL FINANCE REPORT NOVEMBER 2019

Members to note the following income:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
SKDC	Precept	19,000.00
J Pick	Reading Room Hire	17.00
SKDC	Litter Picking Grant	426.92
Barrowby Pre School	Pavilion Hire October 19	1,122.00
Startright Nursery	Pavilion Hire October 19	351.90
Grantham & Kesteven Bridge Club	Pavilion Hire October 19	450.00
Grantham & Kesteven Bridge Club	Reading Room Hire Oct 19	241.75
Daisy Foundation	Reading Room Hire Oct 19	89.25
Barrowby Football Club	Season Match Fees	350.00
Barrowby Baptists	Reading Room Hire Oct 19	12.75
Mr Bridge	Reading Room Hire Oct 19	178.50
K Howden Art	Reading Room Hire Oct 19	51.00
EMA Dance	Reading Room Hire Oct 19	76.50

Mellow Yellow Art School	Reading Room Hire Oct 19	44.65
Barrowby British Legion	Reading Room Hire Oct 19	12.75

Members to approve the following expenditure:

<u>Supplier</u>	<u>Description</u>	<u>Net (£)</u>	<u>VAT (£)</u>	<u>Gross (£)</u>
Allsecure Services Ltd	Fire Extinguisher Service	-39.00	-7.80	-46.80
Scottish Power	Gas Supply	50.35	2.65	53.00
NEST	Pension Contributions	84.17	0.00	84.17
Post Office Ltd	Postage	50.83	10.17	61.00
Affiliates Get Seen Here Ltd	Website Design & Build	499.50	99.90	599.40
Barrowby Open Door	Grant - Christmas Meal	250.00	0.00	250.00
British Telecommunications PLC	Broadband	60.00	12.00	72.00
HP Inc UK Ltd	Printing	6.66	1.33	7.99
Unlimited Web Hosting	Web Hosting	3.49	0.70	4.19
British Gas Business	Gas Supply	105.03	5.25	110.28
British Gas Business	Electricity Supply	192.88	38.57	231.45
Telefonica UK Ltd	Caretaker Mobile Phone	10.25	2.05	12.30
Telefonica UK Ltd	Clerk Mobile Phone	10.12	2.02	12.14
Telefonica UK Ltd	Caretaker Mobile Phone	10.25	2.05	12.30
Security Gates & Doors Ltd	Shutter Repairs	275.00	55.00	330.00
Lincolnshire Association of Local Councils	Training Courses	15.00	3.00	18.00
Allsecure Services Ltd	Fire Extinguisher Service	69.00	13.80	82.80
DM Tree Surgery	Deadwooding V Green	800.00	0.00	800.00
Viking Signs Ltd	Signs for V Green	43.68	8.74	52.42
Cliff Devonshire	Best Kept Village Plaque Mount	25.00	0.00	25.00
Clean My Windows	Window Cleaning	12.00	0.00	12.00
Andy Sharpe	Mowing - Planters	558.00	0.00	558.00
Grantham Picture Frames	Best Kept Village Certificate Frame	37.00	0.00	37.00
ESPO	Replacement Bins - Toilets & Kitchen	40.38	8.09	48.47
ESPO	Cleaning Supplies	72.77	14.55	87.32
ESPO	Cleaning Supplies	71.15	14.23	85.38
ESPO	Cleaning Equipment - H&S Signs	5.42	1.08	6.50
ESPO	Litter Collection - Rubble Sacks	13.90	2.79	16.69
ESPO	2 Step Stool & Toilet Brush Sets	37.66	7.53	45.19
ESPO	Stationery Restock	52.21	10.44	62.65
Tuffies Discount	Blue Paper Rolls	18.33	3.67	22.00
Belton Garden centre	Flower Bed Pansys	124.50	24.90	149.40
East Bridgford Garden Centre	Bulbs for Flower Beds	17.97	0.00	17.97
Gardeners Dream	Iron Sulphate for Paths	24.99	5.00	29.99
Salaries	November Salaries	2302.27	0.00	0.00