

# BARROWBY PARISH COUNCIL

Mrs R Heyward, Clerk and RFO  
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## **DRAFT NOTES of Barrowby Parish Council Meeting held on Monday 9<sup>th</sup> March 2020 in the Reading Room, Barrowby**

### **PUBLIC FORUM (6.45pm):**

Two parishioners attended to report on the state of Butt Lane, particularly following works carried out by an agricultural contractor but also in relation to inappropriate use by motor vehicles, inadequate signage and fly tipping. The parishioner was advised that as a public highway, the matter should be brought to the attention of Lincolnshire County Council.

**Action: Councillor Whittington to liaise with the parishioner in his capacity as County Councillor.**

Four members of the Barrowby Football Club Committee attended to make representation on agenda item 8.2.2 regarding storage at the Pavilion.

### **MEETING OPENED: 7.03pm**

#### **1. WELCOME REMARKS (19/134)**

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

#### **2. APOLOGIES FOR ABSENCE & REASONS GIVEN (19/135)**

- 2.1 There were no apologies.

#### **3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (19/136)**

##### **3.1 Declarations of Interest**

Councillors Inglis and Cupit declared an interest as recipients of expenses.  
Councillor Blackwell declared an interest as a member of Barrowby Football Club.

##### **3.2 Requests for Dispensation**

There were no requests for dispensation.

#### **4. APPROVAL OF MINUTES (19/137)**

- 4.1 The notes of the Parish Council meeting on 10<sup>th</sup> February 2020, 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 the Chairman.

#### **5. CLERK'S REPORT (19/138)**

- 5.1 The contents of the Clerk's Report with regards to actions from previous minutes was noted.

The Clerk reported that both quotes to mow the seating area on Casthorpe Road were comparable. It was agreed that PE Hempstead should be asked for a quote to mow fortnightly and A Sharpe should be invited to re-quote.

**Action: The Clerk to contact the contractors and add to the April agenda.**

- 5.2 The Clerk reported having continued work on the back end of the non-live website whilst trying to connect with the developer to transfer the hosting and make the final live changes as well as setting up email addresses. This is now due to take place on 10<sup>th</sup> March.

- 5.3 Members considered the response from Centrebus regarding the damage to the bus shelter and resolved to not accept the offer and to assign an independent contractor.  
**Action: The Clerk to correspond to Centrebus and arrange a contractor.**
- 5.4 Members considered the Council's response regarding the COVID-19 outbreak and agreed that:
- The Reading Room and Pavilion to receive a deep clean and a more rigorous before/after hire cleaning regime would be implemented.
  - Extra provisions of handwash, paper towels and cleaning supplies to be made available for both the Pavilion and Reading Room.
  - NHS advice posters to be put up at both venues.
  - Staff and hirers to be reminded of their responsibility to follow guidelines to protect themselves and others.
  - Staff to be reminded of the sickness leave procedure.
- Action: The Clerk to implement the above.**

Councillor Whittington gave a short report on LCC's response to the outbreak.

## **6. HIGHWAYS (19/139)**

- 6.1 Members noted the Highways report from LCC.
- 6.2 Councillor Whittington reported that LCC's plan for the A1/A52 junction at Barrowby is currently in the consultation stage but that any solution will likely take five or more years to be implemented.
- 6.3 Members considered correspondence from Lincs Road Safety regarding parking on Church St. Councillor Blackwell reported that a parent's campaign has resulted in LCC marking the other side of Church St for yellow zig zags.  
**Action: The Clerk to respond to the parishioner.**

## **7. PLANNING (19/140)**

- 7.1 Councillor Cupit gave an update on behalf of the Neighbourhood Planning Steering Group covering the following points:
- The village character assessment and mapping exercise took place on 7<sup>th</sup> March from which findings will be collated and sent to Open Plan who will create the character assessment document to form a baseline for future developments.
  - On 12<sup>th</sup> February members of NPSG met with Persimmon and Larkfleet (not Lindum) and discussions focussed around the need for a masterplan encompassing all three developments as well as the allocation of affordable housing.
  - Councillor Cupit has circulated a 'hopes and aspirations' document which he would ask all members to consider and comment on in order that it can be formally adopted as the view of the Parish Council as representatives of the electorate.
- 7.2 S20/0245 – no comments.
- 7.3 S20/0234 – no comments.
- 7.4 S20/0222 – no comments.
- 7.5 S20/0186 – no comments.
- 7.6 The Clerk informed members that permission had been granted in respect of applications S19/2233, S19/1950, S20/0234, S20/0069.

## **8. REPORTS (19/141)**

- 8.1 **Reading Room**
- 8.1.1 The Clerk reported having spoken with the appointed solicitors (DWF) regarding the claim

against Gelder Group. DWF are assessing the files on the case as well as conducting background checks on Gelder Group. DWF have requested that the Council seek two quotes for remedial work on the windows and submits a timeline of work, actions and correspondence.

**Action: The Clerk to arrange for submission of the timeline and for contractors to quote.**

## 8.2 Pavilion Committee

8.2.1 Members received a report of a forced entry to the Lowfields and the theft of third party plant and subsequent damage to the gate. Councillor Inglis reported the gate is now repaired.

**Action: The Pavilion Committee to buy a padlock that will prevent the gate being lifted off again.**

**Action: The Clerk to report damage to the property to the police.**

**Action: The Clerk to inform the insurers.**

8.2.2 Members considered a proposal from Barrowby FC regarding the placement of a storage container at the Lowfields at a maximum cost of £5100 exc VAT. Following a proposal by Councillor Cross, seconded by Councillor Lees members, resolved to refer the proposal to the Pavilion Committee for further consideration.

**Action: Councillor Cross to suggest the next Pavilion meeting is brought forward to discuss.**

## 8.3 Play Areas

8.3.1 No report.

## 8.4 Burial Ground

8.4.1 No report.

## 8.5 Allotments

8.5.1 Members noted correspondence from BGA regarding bonfires at the allotments.

## 8.6 Health & Safety

8.6.1 The Clerk reported having no play area checks to present.

**Action: The Clerk to address this with the Caretaker.**

8.6.2 Members noted the Griffin Health and Safety report.

## 8.7 Community Areas

8.7.1 Members considered correspondence from a parishioner regarding tree planting.

**Action: The Clerk to write to parishioner suggesting approaching the Woodland Trust for a donation of trees and writing an article for the Barrowby News.**

8.7.2 Members considered correspondence regarding GBSpringClean 2020.

**Action: The Clerk to complete the survey.**

8.7.3 Members considered ways to promote the Friends Against Scams initiative.

**Action: Councillor Townsend to arrange a static display at the Annual Parish Meeting.**

**Action: Members to complete a short online training course circulated via email.**

## 9. CORRESPONDENCE (19/142)

9.1 Members noted correspondence received since the February meeting. The Clerk reported that Councillor Dobson sent his apologies for not attending the February meeting and members were in agreement to welcome him to the April meeting.

## 10. FINANCE (19/143)

10.1 Members noted the 19/20 budget to date.

- 10.2 Members noted the income for March 2020.
- 10.3 The Clerk presented an up to date list of outstanding debtors.  
**Action: The Clerk to write to RBL denying access to the Reading Room in March if the outstanding debt is not paid.**
- 10.4 Following a proposal from Councillor Roberts, seconded by Councillor Cross, members resolved to approve the February 2020 expenditure.
- 10.5 Following a proposal by Councillor Cupit, seconded by Councillor Bosworth, resolved to approve the bank reconciliation up to 28<sup>th</sup> February which was then duly signed by the Chairman.

#### 11. EVENTS (19/144)

- 11.1 Members considered final arrangements for APM on 21<sup>st</sup> May. It was agreed that the event would start at 7.00pm and follow the same format as in 2019. Refreshments would be tea, coffee and biscuits.  
**Action: The Clerk to arrange an advert for the Barrowby News and invite local groups.**  
**Action: Councillor Whittington to invite the local MP.**

#### 12. STAFFING (19/145)

- 12.1 The Clerk reported having appointed a new Caretaker. Following a proposal by Councillor Cross, seconded by Councillor Inglis, members resolved to ratify the appointment of Emma Shuttleworth.

#### 13. ROYAL BRISITH LEGION SITE (19/145)

- 13.1 At the proposal of Councillor Cupit seconded by Councillor Cross and passed by unanimous resolution of the Council in accordance with the Public Bodies Act 1960 the meeting moved into closed session at 20.47pm.
- 13.2 Members discussed matters concerning the former site of the Royal British Legion in closed session.  
**Action: Councillor Bosworth to chase a decision on the outline planning application with SKDC.**  
**Action: The Clerk to write to CEO of RBL.**

#### 14. DATE OF NEXT MEETING (19/146)

- 14.1 Monday 20<sup>th</sup> April 2020 at 6.45pm.

The Chairman closed the meeting at 9.02pm.

### BARROWBY PARISH COUNCIL FINANCE REPORT MARCH 2020

Members to note the following income:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
Mellow Yellow Art School	Reading Room Hire January 2020	29.74
Western Power	Wayleave Payment	62.66
Shepherd Memorial Masons	Refund for Overcharge	-50.00
Barrowby Baptists	Reading Room Hire February 2020	12.75
EMA Dance	Reading Room Hire February 2020	121.12
Barrowby British Legion	Reading Room Hire February 2020	12.75
Barrowby Pre School	Pavilion Hire February 2020	924.00
Startright Nursery	Pavilion Hire February 2020	351.90
Grantham & Kesteven Bridge Club	Reading Room Hire February 2020	170.00
Grantham & Kesteven Bridge Club	Pavilion Hire February 2020	360.00
Mr Bridge	Reading Room Hire February 2020	187.00
Daisy Foundation	Reading Room Hire February 2020	153.00
East Midlands Scrabble Club	Reading Room Hire February 2020	34.00
Ladies Circle	Reading Room Hire March to June	68.00

Members to approve the following expenditure:

<u>Supplier</u>	<u>Description</u>	<u>Net (£)</u>	<u>VAT (£)</u>	<u>Gross (£)</u>
Telefonica UK Ltd	Asst Clerk Mobile Phone	16.89	3.38	20.27
NEST	Pension Contributions	88.39	0.00	88.39
B&Q PLC	Supplies for Boot Scrapers	22.08	5.52	27.60
Tesco PLC	Tea Towels	7.20	1.80	9.00
Tesco PLC	Toilet Rolls	51.20	12.80	64.00
Tesco PLC	Paper	15.80	3.95	19.75
Post Office Ltd	Postage	2.84	0.71	3.55
Scottish Power	Gas Supply	70.40	17.60	88.00
HP Inc UK Ltd	Printing	14.99	3.00	17.99
Telefonica UK Ltd	Clerk Mobile Phone	10.12	2.02	12.14
Screwfix Direct Ltd	Door Bolt and Finger Guard	43.32	8.66	51.98
Unlimited Web Hosting	Web Hosting	3.49	0.70	4.19
Unlimited Web Hosting	Web Domain Renewal	5.99	1.20	7.19
British Gas Business	Electricity Supply	213.10	42.62	255.72
British Gas Business	Gas Supply	404.17	80.83	485.00
British Gas Business	Electricity Supply	42.93	2.14	45.07
Anglian Water Business	Water Supply	190.47	0.00	190.47
Anglian Water Business	Water Supply	68.79	0.00	68.79
Biffa Waste Services Ltd	Waste Collection	68.36	13.67	82.03
Biffa Waste Services Ltd	Waste Collection	27.46	5.49	32.95
Biffa Waste Services Ltd	Waste Collection	120.71	24.14	144.85
Amazon UK (eCrown Ltd)	Hoover	167.35	45.58	212.93
British Telecommunications PLC	Broadband	60.00	12.00	72.00
LALC	LALC Annual Training Scheme	125.00	25.00	150.00
LALC	NALC & LALC Membership	427.06	0.00	427.06
LALC	Councillors Training Day	18.00	3.60	21.60
Salaries	March Salaries	2,187.31	0.00	2,187.31
HMRC	NI & PAYE	663.87	0.00	663.87
Screwfix Direct Ltd	Batteries	6.91	1.38	8.29
Asda Stores Ltd	Stationery and Bin Bags	33.42	6.68	40.10
Marks and Spencer	Border Plants	12.50	2.50	15.00
Mr Kay Ltd	Door Stops	3.30	0.66	3.96
South Kesteven District Council	Waste Collection	40.00	0.00	40.00
HP Inc UK Ltd	Printing	6.40	1.59	7.99
Griffin Safety	H&S Visit	50.00	10.00	60.00
Griffin Safety	H&S Visit	50.00	10.00	60.00
Clean My Windows	Window Cleaning	24.00	0.00	24.00