

BARROWBY PARISH COUNCIL

Mrs R Heyward, Clerk and RFO
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Minutes of Barrowby Parish Council Meeting held on Monday 8th July 2019 in the Reading Room, Barrowby

PUBLIC FORUM (6.45pm):

One member of public was in attendance and stated her intention to observe.

In the absence of any member of the public wishing to make representation at 6.45pm Councillor Cross proposed the suspension of Standing Orders to allow the commencement of the meeting before 7.00pm. This was seconded by Councillor Bosworth and passed by resolution of the Council. It was agreed that until 7.00pm if any members of the public should arrive at the meeting, the main business would be suspended to allow them to make representation.

Two further members of the public arrived before 7.00pm. The first asked a question of Councillor Bosworth in her capacity as District Councillor which it was agreed would be answered outside of this meeting. The second raised concerns about the hazards posed by cars parked on the yellow zig zags on the roads outside the Reading Room. Members responded that it is the understanding of the Council that the yellow zig zags are only in force during the times of school drop off and pick up and also that the zig zags are not legally enforceable without signage. The second member of the public also brought to members' attention the Community Speedwatch schemes currently running in surrounding parishes and asked the Council to consider adopting a similar scheme. Two members of the public left the meeting after the public forum.

Action: The Clerk to investigate Community Speedwatch schemes, contacting surrounding parishes, and feedback at the September meeting.

MEETING OPENED: 18.47pm

1. WELCOME REMARKS (19/031)

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

Councillor Cupit expressed his wish that this meeting be conducted with formality and that all matters are addressed through the Chair. He also stated that should any person be responsible for a disruption such as was witnessed at the June meeting, he would ask the offending person to leave the meeting and if they refused, and he felt necessary, he would call the police.

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (19/032)

- 2.1 Apologies for absence were received from Councillors Whittington and Inglis. The reasons for absence were noted and accepted. Councillor Roberts had advised Councillor Cupit that she would not be able to attend the meeting. Councillor Blackwell advised that he would need to leave the meeting by 8.00pm.

3. CO-OPTION (19/033)

- 3.1 Following a recommendation from the selection panel, members resolved to co-op Mrs Devonshire as a member to the Parish Council. Mrs Devonshire had advised she would be not be able to attend this meeting.

Action: The Clerk to inform Mrs Devonshire of the Council's decision and confirm her acceptance.

4. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (19/034)

- 4.1 Declarations of Interest

There were no declarations of interest.

4.2 Requests for Dispensation

There were no requests for dispensation.

5. APPROVAL OF MINUTES (19/035)

- 5.1 The notes of the Parish Council meeting on 10th June 2019, having been proposed by Councillor Cross and seconded by Councillor Lees, 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.

6. CLERK'S REPORT (19/036)

- 6.1 The contents of the Clerk's Report with regards to actions from previous minutes was noted.
- 6.2 The Clerk reported having conversed with the Depot Manager of Centrebus Grantham today who confirmed that they were willing to take full liability for the damage caused.
Action: The Clerk to ask for this in writing from Centrebus.
Action: The Clerk to arrange a structural survey of the bus shelter and advise Centrebus of the necessary repairs.
- 6.3 The Clerk reported that 8,000 dog poo bags have been loaded into the dispensers since the first week of February at a cost of £314.50. Councillor Cross proposed the dispensers are filled with individual bags rather than full packs and members agreed to trial this with one dispenser. It was also agreed that there should be an article in the Barrowby News stating that there is an expectation that dog walkers purchase and carry their own dog poo bags.
Action: The Clerk to draft an article for the Barrowby News.
Action: Councillors Lees and Cross to arrange a trial of single bag dispensing.
- 6.4 Members discussed a quote from Mike Burgess of Smartmarketers to redesign and host a new Parish Council website. Following a proposal by Councillor Cross, seconded by Councillor Blackwell, members resolved to seek two further comparable quotes.
Action: The Clerk to generate a specification and seek two further quotes.
- 7. HIGHWAYS (19/037)**
- 7.1 Members noted the Highways Report received from LCC on 1st July 2019.
- 7.2 Members noted correspondence from LCC regarding the temporary closure of Rectory Lane from 16/07/19 to 03/08/19.
- 7.3 Members received feedback from the LCC Highways walk on 25th June 2019.
Action: The Clerk to ask Councillor Whittington for a more detailed report for the September meeting.
Action: The Clerk to contact Highways England to request a safety cut on the A1 north bound slip road.
- 7.4 Members noted correspondence received on 11th June from LCC regarding Public Rights of Way Grass Cutting.
Action: The Clerk to ask for clarity as to which right of way this refers to.
- 7.5 Members discussed the state of disrepair of the wall opposite the village school which Councillor Blackwell confirmed had now been remedied. The Chairman suggested that such issues, affecting the highway should be reported on Fix My Street.

8. PLANNING (19/038)

- 8.1 Councillor Cupit gave a report on the public meeting held on 2nd July at the Memorial Hall. He reported that the meeting was very successful and attended by 86 parishioners.
Action: The Clerk to upload the PowerPoint presentation from the meeting to the Council's website along with notices of planning applications for new developments.

Councillor Cross suggested an article in the Grantham Journal might help to raise awareness on current planning issues.

- 8.2 Councillor Cupit reported on behalf of the Neighborhood Planning Steering Group that the Locality Grant Application has been drafted but not yet submitted.
- 8.3 Members noted correspondence from Councillor Whittington regarding the recent activity at the LCC development site on Low Rd.
- 8.4 S19/0934 – no comments.
- 8.5 S19/1019 – no comments.
- 8.6 S19/1056 – no comments.
- 8.7 Members noted that permission was granted in relation to application S19/1008.

9. FINANCE (19/039)

- 9.1 Members noted the budget to the end of June 2019.

Members resolved that an extension should be requested with the PWLB and that any payments which would fall within this financial year would come from reserves negating the need for a revised budget.

Action: The Clerk to pursue to loan extension with PWLB.

- 9.2 Members noted the income for July 2019.
- 9.3 The Clerk presented an up to date list of outstanding debtors which was considered by members. Following a proposal by Councillor Cross, seconded by Councillor Lees, members resolved to write off £466 of bed debt as outlined in the previously circulated report.
Action: The Clerk to write off agreed debt and continue to chase others.
Action: The Clerk to report future outstanding debtors under a “traffic light system”.
- 9.4 Following a proposal from Councillor Cross, seconded by Councillor Lees, members resolved to approve the July 2019 expenditure.
- 9.5 Following a proposal by Councillor Cross, seconded by Councillor Lees, members resolved to approve the bank reconciliation up to 30th June 2019, which was then duly signed by the Chairman.

10. REPORTS (19/040)

10.1 Reading Room

- 10.1.1 The Clerk reported that, acting on advice from Bird & Co, she had contacted the Council’s insurers who confirmed that the Council’s policy contains legal cover. An initial enquiry has been lodged regarding the dispute with Gelder Group.

Action: The Clerk to continue to pursue this matter with the insurers.

- 10.1.2 Councillor Cupit reported no further progress on the repairs to the weathervane.

Action: Councillor Cupit to arrange the inspection.

10.2 Pavilion Committee

- 10.2.1 Members agreed a request from a parishioner to allow the planting of bluebell bulbs in an area on the sports field would be deferred to the Pavilion Committee. It was noted that some bluebells are a protected species.

Action: The Clerk to include on the next Pavilion Committee agenda.

10.3 Play Areas

- 10.3.1 Members considered possible locations for polite “dogs on leads” signage at the Village Green and considered a quote from Viking Signs for 6 x A4 signs at a cost of £104.83. It was agreed that aluminium signs would be preferable and only 3 were needed; on the approach from Grange Paddock, the corner for Casthorpe Rd and the corner opposite the butchers.

Action: The Clerk to circulate a revised quote from Viking and, if agreed, Councillors to consider suitable ways to fix these at afore mentioned locations.

Councillor Blackwell left the meeting at 19.53pm.

- 10.3.2 Members noted correspondence (received via a telephone call to the Clerk) from the owner of 5 Mill Row regarding the boundary line between their property and the Village Green.

- 10.3.3 Members considered correspondence from a parishioner received on 18th June regarding the hedge on the Village Green.

Action: The Clerk to respond to the parishioner.

- 10.3.4 Members followed up on correspondence from a parishioner regarding the use of weed killer on the Village Green. Councillor Cupit confirmed that he had verbally addressed the matter with the party concerned and reiterated that, with no exception, does the Parish Council sanction unqualified persons to weedkill/spray in public areas. Members further considered a schedule of work for sites around the village that require weed control.

Action: The Clerk to respond to the parishioner, thanking them for bringing the matter to the Council’s attention.

Action: The Clerk to send a formal communication to the party concerned.

Action: The Clerk to ask PE Hempstead’s to quote for a weedkilling/spraying areas around the village.

- 10.3.5 Members considered a quote for £632.68 from Proludic to repair the play equipment as advised in the inspection report conducted in May. Members resolved to accept the quote subject to the repair of the broken hip-hop being included and an itemised breakdown of the sum of £450.00 being circulated.

Action: The Clerk to ask for hip-hop repair to be included at no further cost and for an itemisation of the £450.00 lump sum.

- 10.3.6 Members discussed the purchase of six units of Heras fencing at £24.99 each, where these might be stored and how they would be transported.

Action: The Clerk to ask the insurance company what their expectations are with regards securing damaged play equipment and opened graves.

10.4 **Burial Ground**

- 10.4.1 Members received the draft notes of the Burial Ground Committee meeting held on 17th June.

10.5 **Allotments**

- 10.5.1 Members heard a request from Barrowby Gardeners Associated to attend the September meeting to discuss the principles and possible content of an agreement. Members agreed, providing that supporting documentation is circulated at least two weeks prior to the meeting and that members of the BGA make representation at a specific time slot.

Action: The Clerk to write to BGA outlining the Council’s agreement.

- 10.5.2 The proposal to plant a wildflower meadow in the pony paddock was deferred.

Action: The Clerk to add to the September agenda.

- 10.5.3 Members discussed correspondence (text message) from a parishioner regarding the mowing of the pony paddock and the Clerk reported receiving a quote for £120 to mow

the paddock.

Action: The Clerk to instruct Andy Sharpe to mow the paddock.

10.6 Health & Safety

10.6.1 Fortnightly inspections of the play areas had been carried out by the Caretakers and circulated by the Clerk. The Clerk reported an issue with the lack of waste disposal facilities at the Reading Room and having received quotes for several waste removal options from SKDC.

Action: The Clerk to order a trial roll of 10 x purple trade waste bags at a cost of £20.00.

10.7 Community Areas

10.7.1 Councillor Lees gave an update on the work of the Community Payback team who continue to work in Churchyard on a Saturday.

Action: The Clerk to add to the agenda for the Pavilion Committee for suggestions of projects and a "champion" for the Lowfields.

11. STAFFING (19/041)

11.1 Members received the notes of the Staffing Committee Meeting held on 17th June 2019.

11.2 Following a proposal by Councillor Cross, seconded by Councillor Lees, members resolved to engage with Chris Moses, Personnel Advice and Solutions, to provide HR Advice and Support to the Council at £50.00 per hour.

Action: The Clerk to arrange engagement of Chris Moses.

11.3 Members heard that the Councillors Cupit, Lees and the Clerk had conducted interviews for an Asst Clerk on Friday 5th July and had made an appointment.

Action: The Clerk to arrange the induction process.

12. CORRESPONDENCE (19/042)

12.1 Members noted all general correspondence circulated for information since the June meeting. Councillor Lees declared his intention to pursue the Broadband Voucher Scheme advertised by LCC for more clarity on what this is and what benefits there could be to Barrowby.

13. ROYAL BRISITH LEGION SITE (19/043)

13.1 At the proposal of Councillor Cross, seconded by Councillor Lees and passed by unanimous resolution of the Council in accordance with the Public Bodies Act 1960 the meeting moved into closed session at 20.50pm.

13.2 Members discussed matters concerning the Royal British Legion Site in closed session.

Action: The Clerk to pursue an extension to the PWLB loan.

The meeting returned to open session at 21.00pm.

14. DATE OF NEXT MEETINGS (19/044)

14.1 Parish Council Meeting - Monday 9th September 2019.

The Chairman closed the meeting at 21.01pm.

BARROWBY PARISH COUNCIL FINANCE REPORT JULY 2019

Members to note the following income:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
Barrowby Open Door	Reading Room Hire May	25.50
SKDC	Elections	200.00
SKDC	Elections	160.00

HMRC	VAT Reclaim	5,091.68
Mellow Yellow Art School	Hire Deposit	50.00
William Roberts Funeral Directors	BG	360.00
Barrowby Pre School	Pavilion Hire June	1,320.00
Startright Nursery	Pavilion Hire June	528.00
Grantham and Kesteven Bridge Club	Reading Room Hire June	102.00
Grantham and Kesteven Bridge Club	Pavilion Hire June	360.00
Daisy Foundation	Reading Room Hire June	119.00
Barrowby Baptists	Reading Room Hire June	51.00
Abi Moore Choir	Reading Room Hire June & July	106.25
Mr Bridge	Reading Room Hire June	102.00
K Howden Art	Reading Room Hire June	76.50
EMA Dance	Reading Room Hire June	57.38
Mellow Yellow Art School	Reading Room Hire June	25.50
Barrowby British Legion	Reading Room Hire June	12.75
<u>TOTAL</u>		<u>£8,747.56</u>

Members to approve the following expenditure:

<u>Supplier</u>	<u>Description</u>	<u>Net (£)</u>	<u>VAT (£)</u>	<u>Gross (£)</u>
Scottish Power	Gas Supply	50.35	2.65	53.00
Biffa Waste Services Ltd	Waste Disposal	27.46	5.49	32.95
Biffa Waste Services Ltd	Waste Disposal	120.25	24.05	144.30
Biffa Waste Services Ltd	Waste Disposal	67.90	13.58	81.48
British Telecommunications PLC	Broadband	58.10	11.62	69.72
Asda Stores Ltd	Cleaning Supplies	47.08	9.42	56.50
Esso	Toilet Rolls	8.00	2.00	10.00
NEST	Pension Contributions	94.67	0.00	94.67
British Gas Business	Gas Supply	162.81	8.14	170.95
HP Inc UK Ltd	Printing	31.66	6.33	37.99
Telefonica UK Ltd	Clerk's Mobile Phone	10.12	2.02	12.14
LALC	Councillor Training	9.00	1.80	10.80
LALC	Councillor Training	9.00	1.80	10.80
P E Hempstead and Sons	Mowing	258.80	51.76	310.56
P E Hempstead and Sons	Mowing	180.80	36.16	216.96
P E Hempstead and Sons	Mowing	139.30	27.86	167.16
Barrowby Juniors Cricket Club	Grant towards equipment	1,000.00	0.00	1,000.00
Autela Group Ltd	Payroll Services	67.20	0.00	67.20
SKDC	Parking	2.00	0.00	2.00
NLD RFU Ltd	Neighbourhood Planning - Leaflets	40.00	0.00	40.00
Security Gates & Doors Ltd	Shutter Repairs	65.00	13.00	78.00
Clean My Windows	Window Cleaning - June	12.00	0.00	12.00
Salaries	July Salaries	2,022.82	0.00	2,022.82
BGA	Compost	11.55	0.00	11.55
Tuffies Discount	Blue Paper Rolls	18.33	3.67	22.00
Toolstation Ltd	Litter Collection	12.48	2.50	14.98
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Oldrids & Downtown	Fertilizer for flower beds	18.33	3.67	22.00
Asda Stores Ltd	Handwash	12.00	0.00	12.00
Councillor Cupit	Councillor mileage	19.35	0.00	19.35
Councillor Cupit	Councillor mileage	40.70	0.00	40.70
Councillor Cupit	Councillor mileage	2.47	0.00	2.47
Councillor Cupit	Councillor mileage	2.48	0.00	2.48
Councillor Cupit	Councillor mileage	29.70	0.00	29.70

Oldrids & Downtown	Hanging Baskets	12.47	2.50	14.97
Oldrids & Downtown	Hanging Baskets	18.30	3.67	21.97
Oldrids & Downtown	Hanging Baskets	30.88	6.18	37.06
Oldrids & Downtown	Hanging Baskets	6.48	1.29	7.77
Oldrids & Downtown	Hanging Baskets	4.17	0.83	5.00
Oldrids & Downtown	Hanging Baskets	11.21	2.25	13.46
Timpson Limited	Key Cutting	10.00	2.00	12.00
Wilko	Hanging Baskets	3.33	0.67	4.00
BGA	Hanging Baskets	11.55	0.00	11.55
SKDC	Councillor Expenses - Parking	6.00	0.00	6.00
Barrowby Open Door	Grant towards equipment	500.00	0.00	500.00
Andy Sharpe	Mowing	434.00	0.00	434.00
<u>TOTAL</u>		<u>£5,712.58</u>	<u>£249.41</u>	<u>£5,961.99</u>