

BARROWBY PARISH COUNCIL

Mrs R Heyward, Clerk and RFO
Cherwell Cottage, Main St, Gunby, Grantham, NG33 5LF
Tel: 07710 087124 Email: clerk@barrowbyparishcouncil.org.uk

Minutes of Barrowby Parish Council Meeting held on Monday 10th June 2019 in the Reading Room, Barrowby

PUBLIC FORUM (6.45pm): Mr Nigel Jones was in attendance. In his capacity as Chairman of both Barrowby Gardener's Association and the Neighbourhood Planning Steering Group he informed members he was attending to answer any questions on agenda items related to these matters.

Councillor Bosworth reported that the latch gate is now fixed.

Councillor Roberts asked if the Memorial Hall has been booked for the Christmas Party.

Action: The Clerk to check and report to Councillors.

Councillor Cupit reported a number of concrete blocks have been placed on the RBL site, supposedly with the intention they will be used for planting. It was noted that, despite reports, the Parish Council has no connection to this activity.

MEETING OPENED: 7.00pm

1. WELCOME REMARKS (19/017)

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

The Clerk noted having received all Acceptance of Office and DPI Forms with the exception of those from Councillor Whittington.

The Chairman proposed a change to the order of the agenda to discuss items 7.1 – 7.3 immediately after item 3. All members were in agreement with this and that Mr Jones should be allowed to make representations on these matters during the meeting.

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (19/018)

- 2.1 Apologies for absence were received from Councillors Bowyer and Councillor Inglis. The reason for absence was noted and accepted from Councillor Inglis. As no reason was given from Councillor Bowyer, his apology was only noted. Councillor Whittington was not in attendance.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (19/019)

- 3.1 Declarations of Interest
Councillor Cupit declared an interest in agenda item 5.4 due to his recent attendance on a play area inspections course.

- 3.2 Requests for Dispensation
One Dispensation Request Form was accepted from Councillor Cross regarding allotments. It was noted that the Clerk had circulated a list of current and expired dispensations and that all members were individually responsible for requesting dispensations.

7. PLANNING (19/020)

- 7.1 Councillor Whittington joined the meeting at 7.11pm.

Members received a report from attendees at the SKDC Local Plan Examination hearings. The report included an inconsistency in the reported total number of proposed dwellings across all three development sites in Barrowby as well as details on the representations made by planning consultant, Ben Hunt, on behalf of the Parish Council and the Neighbourhood Planning Steering Group. In response, Councillor Bosworth reported having received correspondence today from

SKDC referring to the developments in Barrowby indicating that it is not envisaged that the number of dwellings will reach anywhere near in excess of 230. Councillor Whittington advised members of having been informed today that the LCC land on Low Road has now been sold. There were no further details and it is uncertain when this information will be in the public domain. Councillor Whittington expressed concerns that developments may now begin to move quicker than Neighbourhood Plan.

The Chairman suspended the meeting at 7.28pm. Councillor Whittington left the meeting at 7.30pm. The meeting was reconvened at 7.32pm.

Councillor Cupit proposed calling an urgent public meeting to report back on the Council's participation in the hearings and advise residents on the impact that such large scale developments could have on the village and ways in which they are able to influence the planning process. Councillor Cross proposed the meeting should be held in conjunction with a letter/leaflet drop to ensure the message reaches as many residents as possible. It was also suggested that Ben Hunt and representatives from SKDC should be invited to attend. Having been seconded by Councillor Roberts, this motion was passed by resolution of the Council. The meeting is to take place before the middle of July.

Action: The Clerk to book the Memorial Hall and advise of the date.

Action: NPSG to design an insert for the Barrowby News.

Action: Ben Hunt and SKDC to be invited to attend.

There were further discussions around Section 106 monies to be allocated from new developments and concerns from members that the Council should be applying for this or attempting to influence how it is allocated.

Action: Councillor Bosworth to address this with SKDC.

7.2 Members received an update from the Neighbourhood Planning Steering Group hearing that the recent focus has been on the SKDC Local Plan Examination hearings and making representations at these hearings.

7.3 Members received a recommendation from the Neighbourhood Planning Steering Group (NPSG) with regards to quotes sought for the facilitation for the development of the Neighbourhood Plan. Members compared quotes from Planning with People against the previously submitted quote from Community Lincs. Two further companies had been invited to quote but one declined, and the other did not reply. The total cost of the project is circa £18,000 with at least £9,000 being funded by a grant from Locality. There are other grants available which will be applied for, but these are not guaranteed (e.g. Awards for All) and it is expected that the Council will fund the balance of the project. The NPSG recommended that the Council accept the Community Lincs quote based on its thoroughness. This was formally proposed by Councillor Cross, seconded by Councillor Lees and passed by resolution of the Council with one member abstaining.

Action: An Expression of Interest will need to be submitted to Locality.

Councillor Cross expressed his thanks to all those who gave up their time to attend the hearings.

4. APPROVAL OF MINUTES (19/021)

4.1 The notes of the Annual Parish Council meeting on 13th May 2019, having been proposed by Councillor Lees and seconded by Councillor Roberts, 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 (19/022)

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

5.2 Councillor Cupit reported having received written interest from two parties regarding the vacant Councillor seat. Councillor Bosworth and Councillor Cupit also reported receiving verbal interests from two further parties. It was agreed that a selection panel formed of Councillors Cross, Lees,

Cupit and Bosworth would interview candidates on 1st July (starting at 6.30pm) and make a recommendation for co-option to the full Council meeting in July.

Action: Councillors Bosworth and Cupit to invite interested parties to declare their interest in writing.

Action: The Clerk to invite candidates to selection interviews on 1st July.

5.3 Members discussed means by which to award the agreed grant of £1,000 to Barrowby Juniors Cricket Club who had already purchased the equipment for which the grant was intended. Following a proposal by Councillor Bosworth, seconded by Councillor Blackwell members agreed award the grant of £1,000.00 to Barrowby Juniors Cricket Club.

Action: The Clerk to arrange payment of the grant.

5.4 Following a proposal by Councillor Roberts, seconded by Councillor Lees, members resolved to approve the expenditure of £8.00 plus travelling expenses for Councillor Cupit's attendance on the LALC Playground Inspections course on 5th June at Coningsby.

5.5 Members noted correspondence regarding damage to a bus shelter roof. The Clerk reported having made contact with Centrebus who were keen to rectify the damage. Council members agreed that an independent inspection to ensure there was no structural damage would be necessary.

Action: The Clerk to pursue with Centrebus.

6. HIGHWAYS (19/023)

6.1 Members noted the Highways Report received from LCC on 5th June 2019.

7. PLANNING CONT... (19/024)

7.4 S19/0817 – no comments.

7.5 S19/0841 – no comments.

7.6 Members noted that permission was granted in relation to application S19/0468.

7.7 Members noted that application S19/0656 was withdrawn.

8. FINANCE (19/025)

8.1 Members noted the budget to the end of May 2019.

Councillor Cross asked for clarification of how the precept would be affected with the number of proposed new developments.

8.2 Members noted the income for June 2019.

8.3 The Clerk presented an up to date list of outstanding debtors which was considered by members.
Action: The Clerk to continue to chase and make a recommendation at the next meeting.

8.4 Following a proposal from Councillor Lees, seconded by Councillor Cross, members resolved to approve the June 2019 expenditure.

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

9. ANNUAL RETURN (19/025)

9.1 Members considered the final Internal Audit report, signed by the Internal Auditor Terry Brown. Councillor Cupit proposed that the Internal Audit report be accepted, which was seconded by Councillor Blackwell and passed by resolution of the Council.

- 9.2 Following the recommendation in the final Internal Audit report and as a requirement of the Annual Return, members discussed and agreed upon the earmarking of the following reserves:
- £10,000 - Neighbourhood Plan
 - £6,000 – Play Area Equipment

Action: The Clerk to include the reserves statement in the Annual Return.

9.3 Annual Governance Statement

The Chairman read the statements in Section 1 of the Annual Return, the Annual Governance Statement. Following consideration by Members of each of the statements in turn, the Chairman answered each statement in the affirmative. Councillor Lees proposed that the Chair sign the statement to signify the Council's agreement with the statements, which was seconded by Councillor Brown and passed by resolution of the Council. The Chair duly signed and dated Section 1.

9.4 Annual Return

Councillor Lees proposed that the Council accept the accounting statements set out in Section 2 of the Annual Return, the working papers for which had been circulated by the Clerk, which was seconded by Councillor Brown and passed by resolution of the Council. The Chair and the Clerk duly signed and dated Section 2.

Action: The Clerk to arrange for the Annual Return to be submitted for external audit by the required deadline and to make arrangements for public notification of the period of audit.

10. REPORTS (19/026)

10.1 Reading Room

10.1.1 The Clerk reported attending a meeting, with Councillor Cupit, at Bird & Co on 3rd June regarding the disputes with Gelder Group. Following the solicitors advice, the Clerk is now in the process of pulling together the required information to formulate a letter but is also pursuing funding options with the Council's insurer. Members were all in agreement that a solicitor's letter should be sent.

10.1.2 The Clerk reported contacting Western Power who are not able to assist with the repairs to the weathervane. Following a proposal by Councillor Roberts, seconded by Councillor Lees, members approved the expenditure of up to £100.00 for Richard Summerfield to assess the damage and give a recommendation on works needed.

Action: Councillor Cupit to arrange the assessment.

10.1.3 The Clerk reported that four regular hirers have cancelled their weekly bookings. Members discussed the impact this would have on the Reading Room income.

Action: The Clerk to carry out an analysis the income/expenditure for the Reading Room for further discussion at the next Finance Committee meeting.

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 next meeting.

10.3 Play Areas

10.3.1 Members considered a quote from Viking Signs for 6 x A4 signs for the Village Green regarding dogs being on leads. Members agreed that before any purchase is made, there must be an agreement where the signs will be located and how they will be attached.

Action: Possible locations and fixings to be investigated and reported back.

10.3.2 Members considered correspondence from a parishioner, received on 25th May, regarding the state of the hedge on the Village Green.

Action: The Clerk to respond that the Council has taken the hedge back to the boundary and any further maintenance of the hedge is the responsibility of home owner with whom the responsibility also lies to reinstate the boundary.

Action: The Clerk to also follow up on a letter sent to the owner of 5 Mill Row asking for

acknowledgment.

10.3.3 Members considered correspondence from a parishioner regarding the use of weed killer on the Village Green. The Clerk reported that PE Hempstead confirmed they do not carry out any spraying on the Village Green. Members at the meeting were asked if they had themselves or if they had sanctioned anyone else to carry out spraying on the Village Green. All members answered in the negative. Councillor Cross proposed writing to those members not present to pose the same question. The outcome of the responses would determine the next action to be taken. The Chairman highlighted the significant level of risk that such an action could leave the Council exposed to.

Action: The Clerk to respond to the parishioner that the matter is being investigated.

Action: The Clerk to check Andy Sharpe's publicity liability insurance.

10.3.4 Members noted the previously circulated update on the memorial bench for the Village Green.

10.3.5 Members received the maintenance inspection report from Proludic and considered the suggested actions. It was agreed that now the Council is informed of these issues a programme of work must be put in place. It was noted that in future the Council should appoint an independent assessor that is not the installing contractor.

Action: The Clerk to contact Proludic to arrange a schedule of work and determine what repairs are included in the £250.00 inspection fee and get a quote for any other work.

10.4 **Burial Ground**

10.4.1 Councillor Cupit reported the recent interment of cremated remains and one burial. It was agreed Councillor Brown would be co-opted at the next meeting of the Burial Ground Committee.

10.4.2 Members heard an application to purchase a plot where the applicant does not meet the residency criteria of the current Burial Ground Policy and received the recommendation of the Burial Ground Committee that this application be approved. Following a proposal by Councillor Cupit, seconded by Councillor Roberts members resolved to approve the application and to allow the purchase of a plot.

Action: The Clerk to inform the applicant of the decision.

10.5 **Allotments**

10.5.1 Members further considered a request from Barrowby Gardeners Association to enter into a formal agreement with the Parish Council as per the correspondence received from BGA, circulated on 7th May. The Clerk had circulated the BGA/Tenant agreement to members.

Action: The Clerk to write to BGA, asking them to provide a draft agreement for consideration.

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.

10.7 **Community Areas**

10.7.1 Councillor Lees gave an update on the work the Community Payback team around the Churchyard and on Lowfields. He reported that workers were well managed and well supervised. Councillor Cross indicated that neither he, nor any members of the Pavilion Committee, were aware of the work being carried out on the Lowfields. Councillor Lees asked for suggestions of future projects. Suggestions included:

- Spreading gravel – Pavilion car park and footpath
- Filling holes on football pitches
- Wildflower planting in Pony Paddock
- Reinstating plantation/walkway on A1 slip road

- Painting goalposts on The Willows

Action: The Clerk to contact Highways England to see if the plantation can be restored.

Action: The Clerk to add to the agenda of the July Pavilion Committee meeting for further input.

11. STAFFING (19/027)

- 11.1 The Clerk updated members on the recruitment of an Assistant Clerk. It was noted that the post has been advertised on free of charge websites, on notice boards and through LALC. Over 20 applications have been received. The deadline for applications is 14th June for review at the Staffing Committee meeting on 17th June. It was agreed Councillor Cross would be co-opted at the next meeting of the Staffing Committee.

12. CORRESPONDENCE (19/028)

- 12.1 Members noted all general correspondence circulated for information since the May meeting.

13. ROYAL BRISITH LEGION SITE (19/029)

- 13.1 At the proposal of Councillor Cupit, 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 21.59pm.

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

Action: The Clerk to arrange a meeting with Barrowby RBL.

Action: The Clerk to write to PWLB.

The meeting returned to open session at 10.03pm

14. DATE OF NEXT MEETINGS (19/030)

- 14.1 Burial Ground Meeting on 17th June – 6.30pm.
Staffing Committee Meeting on 17th June – 7.30pm.
- 14.2 Parish Council Meeting - Monday 8th July - 6.45pm.

The Chairman closed the meeting at 10.04pm.

BARROWBY PARISH COUNCIL FINANCE REPORT JUNE 2019

Members to note the following income:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
BG	EROB, Grave Digging & Interment	450.00
BG GH Linnell	Memorial Plaque	50.00
SKDC	Litter Picking Grant	426.92
BG Shepherds	Removal of Memorial	50.00
BG Colin Ward	Grave Digging & Interment	360.00
Barrowby Pre School	Pavilion Hire May	1,122.00
Startright Nursery	Pavilion Hire May	528.00
Grantham & Kesteven Bridge Club	Reading Room Hire May	127.50
Grantham & Kesteven Bridge Club	Pavilion Hire May	360.00
Daisy Foundation	Reading Room Hire May	51.00
Barrowby Baptists	Reading Room Hire May	51.00
Abi Moore Choir	Reading Room Hire May	85.00
Mr Bridge	Reading Room Hire May	76.50
K Howden Art	Reading Room Hire May	102.00
EMA Dance	Reading Room Hire May	76.50
Little Giggles Yoga	Reading Room Hire May	31.88
BGA	19-20 Allotment Rents	1,326.00
Grantham Ramblers	Reading Room Hire May	12.75

Barrowby British Legion	Reading Room Hire May	12.75
Ismaili Group	Reading Room Hire March - July	246.50
	<u>TOTAL</u>	<u>£5,546.30</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
NEST	Pension Contributions	89.03	0.00	89.03
British Telecommunications PLC	Broadband	58.10	11.62	69.72
Andy Sharpe	Waste Removal - hedge trimming	250.00	0.00	250.00
Wilko	Paint for Main Door	12.08	2.42	14.50
Glenside Nurseries	Bedding plants	214.46	42.89	257.35
Councillor Inglis	Councillor mileage	48.00	0.00	48.00
Telefonica UK Ltd	Clerk's Mobile Phone	10.92	2.18	13.10
Telefonica UK Ltd	Caretaker Mobile Phone	10.25	2.05	12.30
HP Inc UK Ltd	Printing	13.32	2.67	15.99
British Gas Business	Gas Supply	216.11	43.22	259.33
British Gas Business	Electricity Supply	121.60	6.08	127.68
British Gas Business	Electricity Supply	186.86	37.37	224.23
Post Office Ltd	Postage	0.88	0.18	1.06
British Gas Business	Electricity Supply	112.28	5.61	117.89
Biffa Waste Services Ltd	Waste Collection	24.61	4.92	29.53
Biffa Waste Services Ltd	Waste Collection	52.43	10.49	62.92
Biffa Waste Services Ltd	Waste Collection	70.76	14.15	84.91
Telefonica UK Ltd	Caretaker Mobile Phone	10.25	2.05	12.30
P E Hempstead and Sons	Mowing	282.70	56.54	339.24
P E Hempstead and Sons	Mowing	457.70	91.54	549.24
P E Hempstead and Sons	Mowing	377.40	75.48	452.88
Ben Hunt Planning Ltd	Neighbourhood Planning Consultancy	1,121.55	224.31	1,345.86
Community Heartbeat Trust	VETS System	45.00	9.00	54.00
	Legal Advice re Reading Room/Gelder			
Bird & Co	Group	150.00	30.00	180.00
Unlimited Web Hosting	Web Hosting	2.99	0.60	3.59
Unlimited Web Hosting	Web Hosting	2.99	0.60	3.59
DM Tree Surgery	Waste Removal - hedge trimming	125.00	0.00	125.00
Community Lincs	Community Lincs Membership	55.00	0.00	55.00
Institute of Cemetery and Crematorium Management	ICCM Subscription	95.00	0.00	95.00
Lincolnshire Association of Local Councils	Training Courses	17.00	0.00	17.00
Neil McBride Groundworks Ltd	Highway Spec Manhole Cover	325.00	65.00	390.00
Clean My Windows	Window Cleaning - Apr & May	24.00	0.00	24.00
Terry Brown	Year End Audit	100.00	0.00	100.00
Mitsi Landscapes	Grave Digging	83.33	16.67	100.00
Mitsi Landscapes	Grave Digging	208.33	41.67	250.00
P E Hempstead and Sons	Spraying	40.00	8.00	48.00
Salaries	Salaries	2,037.61	0.00	2,037.61
HMRC	NI & PAYE	924.47	0.00	924.47
	<u>TOTAL</u>	<u>£8,027.36</u>	<u>£809.96</u>	<u>£8,837.32</u>