

# BARROWBY PARISH COUNCIL

Mrs R Heyward, Clerk and RFO  
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## **DRAFT NOTES of Barrowby Parish Council Meeting held on Monday 10<sup>th</sup> February 2020 in the Reading Room, Barrowby**

PUBLIC FORUM (6.45pm):

As there were no members of the public in attendance, following a proposal by Councillor Inglis, seconded by Councillor Lees, members resolved to suspend standing orders to allow the meeting to commence before 7.00pm

MEETING OPENED: 18.52pm

### **1. WELCOME REMARKS (19/119)**

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

The Chairman asked members to refrain from partaking in private conversations during the meeting and asked that all comments were addressed through the Chair.

### **2. APOLOGIES FOR ABSENCE & REASONS GIVEN (19/120)**

- 2.1 Apologies were received from Councillors Bosworth, Bowyer, Townsend and Cross. 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 (19/121)**

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

Councillors Cupit, Lees and Whittington declared an interest in all matters concerning the allotments as plot holders.

Councillor Inglis declared an interest in agenda item 10.5 as a recipient expenses.

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

There were no requests for dispensation.

### **4. PLANNING (19/122)**

- 4.1 Councillor Barry Dobson, Deputy Leader and Cabinet Member for Growth and Leisure, SKDC did not attend the meeting.
- 4.2 Members noted correspondence from SKDC regarding the formal adoption of the Local Plan and discussed how the Neighbourhood Plan sits alongside this.
- 4.3 Councillor Cupit gave an update on behalf of the Neighbourhood Planning Steering Group reporting that Dr Scrivens, Mr Jones and Councillors Cupit & Lees met with Open Plan today to look at the next step of the Neighbourhood Plan including timescales and financing. The next phase will involve applications for further grant funding and the support of AECON with design codes. Following a proposal by Councillor Lees, seconded by Councillor Inglis, members resolved to permit the Clerk to pay any invoices falling within the limits of the remainder of the Locality grant and relating directly to the Neighbourhood Plan before 31<sup>st</sup> March 2020.

Members discussed application S19/2140 and agreed that the NPSG would prepare a representation on behalf of the Council which would be circulated for comments and submitted by the Clerk on 14<sup>th</sup> February.

Members noted that a meeting is scheduled with Persimmon and Larkfleet to take place on 12th

February at 4.30pm regarding the development on Reedings Rd.

Members also noted that the Local Plan refers to engagement with stakeholders which the Parish Council would consider themselves to be, despite not being listed as a mandatory consultee.

4.4 S20/0069 – no comments.

4.5 S19/1950 – no comments.

4.6 The Clerk informed members that permission had been granted in respect of application S19/1982 and that permission had not been granted in respect of applications S20/0085 and S19/0817.

## **5. APPROVAL OF MINUTES (19/123)**

5.1 The notes of the Parish Council meeting on 13<sup>th</sup> January 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.

## **6. CLERK'S REPORT (19/124)**

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

6.2 The Clerk reminded members that photographs are to be taken at the end of this meeting for Councillor profiles on the website. The Clerk and designer have made the suggested changes over the past weeks, the site has been updated to comply with new accessibility regulations and village organisations have been contacted asking for their input/contact details. The website is due to be live before the next meeting. The old site will remain in situ until LCC close it down in May. The Clerk is attending training on 6<sup>th</sup> March to better understand the consequences of this. Members will be issued with new email addresses and instructions how to use them in due course.

**Action: The Clerk to draft an article showcasing the new website for the Barrowby News once launch date is confirmed.**

6.3 Members considered the response from Centrebus regarding the damage to the bus shelter.

**Action: The Clerk to send all supporting information to the Operations Director at Centrebus and ask the witness to prepare a statement including photographs.**

6.4 Members considered correspondence regarding the management of the defibrillators. It was agreed that the duty would be handed over to the Caretaker.

**Action: The Clerk to send a thank you letter to Mrs Cross for promoting the initial initiative and volunteering her time to maintain the defibrillators.**

**Action: The Clerk to arrange a handover with the Caretaker.**

**Action: The Clerk to arrange a meeting of the VETS volunteers.**

6.5 Members considered correspondence from Grantham Canal Society regarding the Council's previous agreement to cover the ongoing cost of a litter bin which has now been installed. Following a proposal by Councillor Roberts, seconded by Councillor Brown, members resolved to support this.

**Action: The Clerk to correspond to Grantham Canal Society.**

## **7. HIGHWAYS (19/125)**

7.1 It was noted that no Highways report has been received.

**Action: Councillor Whittington to forward for circulation.**

7.2 Members noted correspondence from LCC regarding a Proposed Stopping-Up Order. It was agreed there are no representations to made.

7.3 Members considered the impact of the proposed new Southern Relief Road on the A52 junction at Barrowby. Councillor Roberts reported contacting Councillor Davies at LCC to express concerns for

driver safety specifically when queuing to make a right turn from the A52 and also that increased traffic volume could cause Barrowby to be used as a cut through. Councillor Roberts would enquire as to LCC's plan for this section of road to address these concerns. Councillor Whittington offered to make representation to Councillor Davies as Barrowby's County Councillor.

**Action: Councillor Whittington to express the Parish Council's concerns with Councillor Davies and ask for an update on the plans/solution for the Barrowby junction. Councillor Whittington to report back and next meeting. Formal documents would be appreciated.**

**Action: The Clerk to add to the March agenda for an update.**

Councillor Whittington is also proposing that a 50mph speed limit be enforced along the A52 from the A1 junction to Sedgebrooke.

- 7.4 Members considered correspondence from a parishioner regarding parking on Church Street. Following a proposal by Councillor Lees, seconded by Councillor Cupit, members resolved to seek the advice of Lincolnshire Road Safety Partnership.

**Action: The Clerk to contact Lincolnshire Road Safety Partnership and report back to March meeting.**

## **8. REPORTS (19/126)**

### **8.1 Reading Room**

- 8.1.1 The Clerk informed members that there have been no developments regarding the insurance claim for the Reading Room windows.

**Action: The Clerk to investigate how far into the three year contract the Council is and to write a formal letter directly Gallagher insisting action.**

### **8.2 Pavilion Committee**

- 8.2.1 Members received the notes of the meeting of the Pavilion Committee held on 29th January. Members specifically noted the use of a set of 240W floodlights on the Lowfields.

**Action: The Clerk to draft a prohibition notice for the immediate attention of the Pavilion Committee and Football Club.**

- 8.2.2 Members considered a request from a parishioner to position a grab lorry on the Lowfields during their garden refurbishment. Members were in agreement to grant permission providing that the lorry turns at the bottom car park and reverses (supervised) up the track and that the parishioner is responsible for any damage to grasses areas or the track. Access will only be granted during 9.30am and 2.30pm on weekdays during term time.

**Action: The Clerk to respond to the parishioner outlining the terms.**

### **8.3 Play Areas**

- 8.3.1 Members heard that the tunnel has been repaired and heras fencing is protecting this site.

**Action: Councillors Lees and Cupit to arrange the movement of the heras fencing from the Pavilion building.**

Members discussed concerns regarding parking on Casthrope Road causing vehicles to mount the Village Green to pass.

**Action: The Clerk to report the concern to Lincs Road Safety Partnership for advice.**

### **8.4 Burial Ground**

- 8.4.1 Members received the notes of the meeting of the Burial Ground Committee held on 27th January.

### **8.5 Allotments**

- 8.5.1 Members noted correspondence from BGA received on 30th January.

**Action: The Clerk to respond outlining capital and revenue expenditure.**

- 8.5.2 Members received a report from the allotment working party regarding the formulation of an agreement hearing that the working party has met once to agree the focus of future

discussions. The next meeting will incorporate LALC's allotment trainer who has agreed to offer advice to members.

**Action: The Clerk to set a meeting in March between 2<sup>nd</sup> and 11<sup>th</sup> or after 17<sup>th</sup>.**

## 8.6 Health & Safety

8.6.1 The Clerk reported that Caretaker, R Stewart will now be conducting all play area checks and K Muxlow will be conducting H&S checks at the Reading Room and Pavilion.

8.6.2 Members noted that Griffin Health and Safety will carry out routine checks on 17th February at 6.00pm and will train K Muxlow on the required H&S checks for the Reading Room and Pavilion.

## 8.7 Community Areas

8.7.1 Members considered a second quote for mowing the planters and the Casthorpe Road seating area in 20/21.

**Action: Councillor Inglis to clarify the exact scope of the quote and the cost if fortnightly.**

8.7.2 Members noted correspondence regarding the Plastic Free Initiative. Councillor Blackwell advised members that he has been in touch with SAS to review their toolkit and has applied to be a community leader. The Clerk has written to all interested parties putting them in touch with Councillor Blackwell.

Councillor Whittington reported on the SKDC Sustainability and Climate Change Department's Green Plan to reduce carbon emissions by 30% by 2030 and to be carbon neutral by 2050.

## 9. CORRESPONDENCE (19/127)

9.1 Members noted correspondence received since the January meeting.

## 10. FINANCE (19/128)

10.1 Members received the notes of the meeting of the Finance Committee held on 20th January. Councillor Whittington offered his apologies for not attending this meeting.

10.2 Members noted the 19/20 budget to date.

10.3 Members noted the income for February 2020.

10.4 The Clerk presented an up to date list of outstanding debtors.

**Action: The Clerk to chase Barrowby RBL.**

10.5 Following a proposal from Councillor Cupit, seconded by Councillor Lees, members resolved to approve the February 2020 expenditure.

**Action: The Clerk to confirm that PWLB Reading Room loan was last payment.**

10.6 Following a proposal by Councillor Roberts, seconded by Councillor Brown, members resolved to approve the bank reconciliation up to 31<sup>st</sup> January 2020 which was then duly signed by the Chairman.

## 11. EVENTS (19/129)

11.1 Members agreed that the Annual Parish Meeting would take place on 21<sup>st</sup> May 2020 at 7.00pm due to the potential availability Dr Caroline Johnson, Conservative MP for Sleaford and North Hykeham.

**Action: Councillor Whittington to confirm if Dr Johnson is available on this date and also to invite Councillor Davies.**

**Action: The Clerk to advertise the meeting in the Barrowby News and invite local groups to attend/speak.**

- 11.2 Members considered insurance arrangements and Parish Council involvement in the 2020 Scarecrow Festival following a brief circulated by Councillor Inglis. All members were in agreement that the Parish Council's involvement in managing the event would be satisfactory to consider the event covered by the Parish Council insurance.

**Action: Councillor Inglis to send forms and information to the Clerk for the website.**

Councillor Cupit asked for members initial thoughts on a further VE celebration possibly to take place in July.

## **12. STAFFING (19/130)**

- 12.1 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 20.54pm.

Members received the notes of the meeting of the Staffing Committee held on 20<sup>th</sup> January and members noted the resignation of a Caretaker.

The meeting returned to open session at 20.57pm.

- 12.2 Following a proposal by Councillor Brown, seconded by Councillor Lees, members resolved to consider the current employment policies reviewed and adopted.

**Action: The Clerk to arrange for these to be signed at the next meeting of the Staffing Committee.**

- 12.3 Members noted the resignation of Councillor Blackwell from the Staffing Committee.

**Action: The Clerk to circulate an email asking if any members would like to join the Staffing Committee.**

- 12.4 The Clerk reported having received no applications for the Cleaner/Caretaker role.

**Action: The Clerk to advertise the role in the Barrowby News.**

## **13. ROYAL BRISITH LEGION SITE (19/131)**

- 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 21.00pm.

- 13.2 Members discussed matters surrounding the former site of the Royal British Legion in closed session.

**Action: The Clerk to request that Councillors Bosworth and Westropp chase SKDC for a response as District Councillors.**

**Action: Councillor Cupit to telephone Phil Bradbury, RBL.**

- 13.3 Members discussed the extension to the PWLB loan application in closed session.

**Action: Councillor Whittington to seek an appointment with InvestSK.**

**Action: The Clerk to explore options with Yorkshire Bank.**

**Action: The Clerk to correspond to PWLB.**

## **14. DATE OF NEXT MEETING (19/132)**

- 14.1 Monday 9<sup>th</sup> March 2020 at 6.45pm.

The Chairman closed the meeting at 21.24pm.

## **BARROWBY PARISH COUNCIL FINANCE REPORT FEBRUARY 2020**

Members to note the following income:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
Little Giggles Yoga	Deposit Refund	-50.00
Grantham Ramblers	Reading Room Hire November 2019	12.75
Barrowby Baptists	Reading Room Hire January 2020	12.75
K Howden Art	Credit due to overcharge	-51.00
EMA Dance	Reading Room Hire January 2020	80.75
Barrowby British Legion	Reading Room Hire January 2020	12.75
Barrowby Pre School	Pavilion Hire January 20	1,320.00
Startright Nursery	Pavilion Hire January 20	351.90
Grantham & Kesteven Bridge Club	Reading Room Hire January 2020	170.00
Grantham & Kesteven Bridge Club	Pavilion Hire January 20	405.00
Mr Bridge	Reading Room Hire January 2020	233.75
Daisy Foundation	Reading Room Hire January 2020	204.00
East Midlands Scrabble Club	Reading Room Hire January 2020	34.00
Barrowby Football Club	Mid Season Fee - Jan 2020	600.00
BG Lees	K7 & K8	810.00
Curtis	Deposit Refund	-50.00
Reidy	Deposit Refund	-50.00
Parker	Deposit Refund	-50.00
Crewe	Party Hire (inc deposit)	137.50
Cook	Party Hire	62.50

Members to approve the following expenditure:

<u>Supplier</u>	<u>Description</u>	<u>Net (£)</u>	<u>VAT (£)</u>	<u>Gross (£)</u>
Post Office Ltd	Postage	1.52	0.38	1.90
All Saints Barrowby	Meeting Expenses - Church Heating	25.00	0.00	25.00
British Gas Business	Gas Supply	377.05	75.41	452.46
British Gas Business	Electricity Supply	41.05	2.05	43.10
British Gas Business	Electricity Supply	140.53	7.02	147.55
PWLB	Reading Room Loan Repayment	865.40	0.00	865.40
Telefonica UK Ltd	Caretaker Mobile Phone	10.25	2.05	12.30
NEST	Pension Contributions	81.36	0.00	81.36
British Telecommunications PLC	Broadband	60.00	12.00	72.00
HP Inc UK Ltd	Printing	14.99	3.00	17.99
Unlimited Web Hosting	Web Hosting	3.49	0.70	4.19
Telefonica UK Ltd	Clerk's Mobile Phone	10.52	2.10	12.62
Telefonica UK Ltd	Caretaker Mobile Phone	10.25	2.05	12.30
Scottish Power	Gas Supply	70.40	17.60	88.00
Toolstation Ltd	Door Bolt	1.20	0.24	1.44
Clean My Windows	Window Cleaning	24.00	0.00	24.00
Syston Park Christmas Trees	Reading Room Christmas Trees	120.00	0.00	120.00
HP Inc UK Ltd	Printing	2.91	0.58	3.49
Shenzhen Technology Co Ltd	Computer Lead	11.20	2.79	13.99
Fanfo	Mobile Phone Case	8.99	0.00	8.99
Fanfo	Mobile Phone Screen Protector	6.99	0.00	6.99
HP Inc UK Ltd	Printing	8.48	2.01	10.49
Amazon UK	Phone Case & Screen Protector	9.98	0.00	9.98
Morrisons	Bin Bags	16.92	3.38	20.30
Toolstation Ltd	Gloves for Littler Picker	24.97	4.99	29.96
Belton Garden centre	Border Plants for Reading Room	16.51	3.29	19.80
Tuffies Discount	Blue Paper Rolls	18.33	3.67	22.00
Salaries	February Salaries	2323.04	0.00	0.00