

# BARROWBY PARISH COUNCIL

Mrs R Heyward, Clerk and RFO  
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## Minutes of the Barrowby Annual Parish Council Meeting held on Monday 13 May 2019 in the Reading Room, Barrowby

PUBLIC FORUM (6.45pm): Councillor Inglis reported on a successful community litter pick on 12<sup>th</sup> May attended by 14 people, clearing litter on all the roads leading in/out of the village.

**Action: The Parish Council to express their thanks those who participated via the Barrowby News.**

MEETING OPENED: 7.00pm

### 1. ELECTION OF CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE (19/001)

- 1.1 Councillor Inglis nominated Councillor Cupit as a candidate for Chairman, which was seconded by Councillor Blackwell. There were no other candidates, Councillor Cupit confirmed his standing and the motion was passed by resolution of the Council. The Chair duly completed and signed his declaration of acceptance of office, which was then signed by the Clerk.

### 2. ELECTION OF VICE-CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE (19/002)

- 2.1 Councillor Cupit nominated Councillor Inglis as a candidate for Vice-Chairman, which was seconded by Councillor Lees. There were no other candidates, Councillor Inglis confirmed his standing and the motion was passed by resolution of the Council. The Vice-Chair duly completed and signed his declaration of acceptance of office, which was then signed by the Clerk.

### 3. WELCOME REMARKS (19/003)

- 3.1 It was noted that Councillors Cross, Whittington, Bowyer and Bosworth were yet to complete their Acceptance of Office Forms. It was resolved that the Council would accept these providing that they were completed and witnessed in advance of the June meeting.

**Action: The Clerk to contact these Councillors and recommend they seek a fellow Councillor to witness their form at the earliest opportunity.**

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

### 4. APOLOGIES FOR ABSENCE & REASONS GIVEN (19/004)

- 4.1 Apologies for absence were received from Councillors Bowyer, Brown, Cross, Bosworth and Whittington. The reasons for absence were noted and accepted from Councillors Whittington, Bosworth and Brown. As no reasons were given from Councillors Cross or Bowyer, their apologies were only noted.

### 5. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (19/005)

#### 5.1 Declarations of Interest

Councillors Cupit and Lees declared an interest in any agenda items relating to allotments as allotment holders.

Councillor Inglis declared an interest in agenda item 11 as a recipient of expenses.

Councillor Blackwell declared an affiliation to the Football Club and to Barrowby Juniors Cricket Club.

#### 5.2 Requests for Dispensation

No requests for dispensation were made. Existing dispensations relating to allotment holdings were acknowledged.

**Action: The Clerk to investigate current dispensations and check when these expire.**

## 6. APPROVAL OF MINUTES (19/006)

- 6.1 The notes of the Parish Council meeting on 8 April 2019, having been proposed by Councillor Roberts and seconded by Councillor Blackwell, 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.

## 7. ANNUAL PROCEDURES (19/007)

### 7.1 Annual Review of Policy Documentation

The Clerk informed Members that there were no proposed changes to following the policies being presented for approval. Members reviewed the following policy documents, previously circulated:

- Code of Conduct
- Complaints Procedure & Forms
- Health & Safety Policy
- Media Policy
- Communication Protocol
- Financial Regulations
- Publication Scheme
- Grants & S137 Policy & Forms
- Standing Orders

Councillor Blackwell proposed that the policies being reviewed be adopted by the Council, which was seconded by Councillor Lees and passed by resolution of the Council. The Chairman and Clerk duly signed the policies.

Councillor Cupit reported some proposed changes to Standing orders that may arise as the result of a new Councillor induction process currently being developed. The Clerk advised that any future proposal for amendments to Standing Orders should be made in writing to the Clerk and must be signed by two members. The proposal would then be added to the next available agenda.

Also reviewed was the Council's Asset Register and it was noted that there have been no adjustments since March 2018.

Updates were noted to the Council's Risk Assessment, previously circulated by the Clerk. Councillor Blackwell proposed that the updated Risk Assessment be adopted by the Council, which was seconded by Councillor Lees and passed by resolution of the Council. The Chairman and Clerk duly signed the Risk Assessment.

**Action: The Clerk to update the policies on the website.**

### 7.2 Election of Members to Committees

#### Pavilion Committee

Councillor Cupit proposed that Councillors Cross and Inglis be elected as Parish Council representatives to the Pavilion Committee. The proposal was seconded by Councillor Lees and passed by resolution of the Council. It was noted that Councillor Blackwell is also a member of the Pavilion Committee.

#### Burial Ground Committee

Councillor Roberts proposed that Councillors Cupit, Inglis and Lees be elected to the Burial Ground Committee, which was seconded by Councillor Blackwell and passed by resolution of the Council. It was noted that this committee should have a minimum of 4 members. It was agreed that the Council will look to appoint another member to this committee at a later date.

#### Staffing Committee

Councillor Inglis proposed that Councillors Cupit, Lees and Blackwell be elected to the Staffing Committee, which was seconded by Councillor Roberts and passed by resolution of the Council. It was noted that this committee should have a minimum of 4 members. It was agreed that the Council will look to appoint another member to this committee at a later date.

#### Finance Committee

Councillor Roberts proposed that Councillors Cupit, Lees, Whittington, Cross and Inglis be elected

to the Finance Committee, which was seconded by Councillor Blackwell and passed by resolution of the Council.

7.3 Election of Members to the PCC

Councillor Cupit proposed that Councillor Inglis be elected as the Parish Council representative on the Parochial Church Council, which was seconded by Councillor Lees and passed by resolution of the Council.

7.4 Following the election of members to committees, it was agreed that the Clerk would publish members responsibilities and positions on the Parish Council website and notice boards but that Councillor contact details would not be published in the interim.

**Action: The Clerk to publish agreed details on the website and notice boards.**

**Action: The Clerk to investigate recommendations on publishing Councillor contact details.**

**Action: The Clerk to pursue another provider for council email addresses.**

7.5 Parish Award

It was agreed on 1 of June 1956 to bring forward to every AGM the fact that Parish Award was deposited in the Lincoln Archives on 27 May 1955 (in accordance with the resolution made at the AGM held on 19 May 1986). It was agreed at the AGM of 20 May 1996 to leave the deeds to parish property in the safe keeping of the Clerk. The whereabouts of the deeds were confirmed as currently being stored in a locked cupboard at the Reading Room.

**8. CLERK'S REPORT (19/008)**

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

8.2 Members noted the insurance renewal documentation, previously circulated by the Clerk, relating to the third year of a three-year agreement with Ecclesiastical Insurance.

8.3 Following a proposal by Councillor Lees, seconded by Councillor Blackwell members resolved to agree the expenditure of £15 per person plus travelling expenses for Councillors Cross and Cupit, and the Clerk to attend the LALC Networking Day on 4th July in South Hykeham.

8.4 Following a proposal by Councillor Cupit, seconded by Councillor Lees members resolved to agree the purchase of bedding plants at a cost £257.35 inc VAT plus Councillor Inglis' travelling expenses at £48.00.

8.5 The Clerk reported that the SKDC Election process had now come to an end with all ten Parish candidates being returned unopposed, leaving one vacancy on the Parish Council, for which members are required to co-opt straight away. The Clerk reported that Councillors Westropp and Bosworth had been elected as District Councillors for Belvoir Ward. The Clerk noted having received DPI Forms from 6 Councillors and reminded others that these must be completed and returned to the Clerk before the 3<sup>rd</sup> June. Finally, the Clerk reminded all members that that, by law, all new Councillors must complete and return a Declaration and Return of Election Expenses.

**Action: The Clerk to design a vacancy notice to be published this week with a deadline to apply of 31<sup>st</sup> May.**

**Action: The Clerk to request that the vacancy be advertised in the Barrowby News.**

**Action: The Clerk to remind those Councillors not in attendance that they must complete and return their Declaration of expenses.**

8.6 Councillor Cupit reported that he and Councillor Lees are developing an induction process for Councillors which would be circulated for comment once complete.

8.7 Having reviewed the responses from Barrowby Juniors Cricket Club with relation to the stipulations outlined by the Council, members expressed concerns about the ownership of any equipment purchased, should the Barrowby Juniors Cricket Club cease to exist. Members requested to see a copy of the club's constitution and suggested that the Parish Council might purchase the equipment up to the value of £1,000 and loan it to the club.

**Action: The Clerk to ask Barrowby Juniors Cricket Club to provide a copy of their constitution outlining what happens to their assets should the club cease to exist. The Clerk to propose that the Parish Council might purchase the equipment and loan it to the club.**

- 8.8 Following a proposal by Councillor Cupit, seconded by Councillor Roberts members resolved to renew the Council's membership of Community Lincs for 12 months at a cost of £55.00.

## **9. HIGHWAYS (19/009)**

- 9.1 Members noted the Highways Report received from LCC on 1<sup>st</sup> May.

## **10. PLANNING (19/010)**

- 10.1 Members received a report from Councillor Cupit on behalf of the Neighbourhood Planning Steering Group following a meeting with Community Lincs on 26th April.
- 10.2 Members considered a proposal from Community Lincs/Open Plan facilitating the development of a Neighbourhood Plan. Councillor Cupit assured members that the only cost to the Council would be for printing and travel as outline in the proposal. The total value of the proposal - £18,850 + VAT would be met through funding from Locality and Awards for All. Upon receipt of these grants the Council would be required to pay 50% of the total costs up front. The Clerk advised members that it would contravene the Council's Financial Regulations to award a contract of this size without seeking three comparable quotes, despite the fact that the project was being funded by grants.

Members resolved that, subject to the availability of grant aid, and the satisfactory requirement of the Parish Council's Financial Regulations a contract be signed with Community Lincs/Open Plan for their services in facilitating the development of a Neighbourhood Plan. This was proposed by Councillor Cupit and seconded by Councillor Lees.

**Action: Councillors Cupit and Lees to provide evidence, to be circulated, to satisfy the Council's Financial Regulations.**

**Action: Councillor Cupit to circulate the contract that would be signed.**

- 10.3 S19/0656 – no comments.
- 10.4 S19/0468 – no comments.
- 10.5 Members noted that permission was granted in relation to applications S19/0498, S19/0431, S19/0459, S19/0148, S19/0322, S19/0461, S18/2181, S18/2213, S18/0093, S19/0490.

## **11. FINANCE (19/011)**

- 11.1 Members noted the budget to the end of April 2019.
- 11.2 Members noted the income for May 2019.
- 11.3 The Clerk reported that no further progress had been made with regards to outstanding debtors and recommended that assumed bad debts are reviewed at the meeting of the Finance Committee on 30th May with a view to the oldest debts being written off by resolution of the full Council at a future meeting. It was also noted that the Council would benefit from a smarter process for reporting and managing outstanding debtors.
- 11.4 Following a proposal from Councillor Roberts, seconded by Councillor Cupit, members resolved to approve the May 2019 expenditure.
- 11.5 Following a proposal by Councillor Roberts, seconded by Councillor Cupit, members resolved to approve the bank reconciliation up to 30<sup>th</sup> April 2019, which was then duly signed by the Chairman.

## **12. REPORTS (19/012)**

## 12.1 Reading Room

- 12.1.1 The Clerk reported arranging an appointment with Bird & Co for 22<sup>nd</sup> May to seek advice on the disputes with Gelder Group regarding the Reading Room.
- 12.1.2 Members approved the placement of a memorial 'Death Penny' for one of the men from the village who died in the 1st World War on a wooden mount in foyer of the Reading Room. This was proposed by Councillor Inglis, seconded by Councillor Blackwell and passed by resolution of the Council.
- 12.1.3 Following a report from Councillor Cupit members discussed taking action to repair the weathervane on top of the Reading Room, considering its state of disrepair and the danger it poses. Members agreed to contact Western Power to ask if they can assist in accessing and surveying the weathervane.  
**Action: The Clerk to contact Western Power.**

## 12.2 Pavilion Committee

- 12.2.1 Members received the draft notes of the meeting of the Pavilion Committee on 17th April.
- 12.2.2 Councillor Cupit proposed the expenditure of up to £280 exc VAT for 5 tonnes of granite chips for the Pavilion car parks and footpath be approved, which was seconded by Councillor Inglis and passed by resolution of the Council. It was noted that the Community Payback team could provide the labour to distribute the chips.  
**Action: The Clerk to make the order and liaise with Councillor Lees to take the delivery.**

## 12.3 Play Areas

- 12.3.1 The Clerk reported feedback from SKDC Neighbourhoods Team regarding the possibility of a Dog Control Order for the Village Green. It was noted that a dog exclusion zone could only be in place on a fenced area and that there is no such order instructing that dogs must be on leads. Councillor Lees proposed signs stating "the Parish Council politely requests that dogs are kept on leads in this area" be attached to the back of seats and to bins around the Village Green.  
**Action: The Clerk to seek quotes for 6 x A4 signs with red text on a white background. signs.**
- 12.3.2 Members discussed the boundary line between the Village Green and 5 Mill Row. Councillor Cupit gave a report on the site visit that had taken place on 15th April describing the current state of the site and the fact that the owner of 5 Mill Row disputes the boundary line that is detailed on the Land Registry map. After discussion, members resolved that the boundary line between 5 Mill Row and the Village Green be redefined as a straight line from corner to corner (the corners being the junction of where the neighbouring properties boundaries meet with that of the Village Green and 5 Mill Row), providing that the following two conditions are met by the owner of 5 Mill Row:
1. The owner of 5 Mill Row to engage a solicitor to have the land conveyed and to contact the Land Registry to arrange the amendment of the records.
  2. The owner of 5 Mill Row is responsible for all costs associated with transfer of the parcel of land, including any costs that would otherwise have been borne by the Council.
- This was proposed by Councillor Cupit and seconded by Roberts with all members being in favour.  
**Action: The Clerk to write to the owner of 5 Mill Row, outlining the Council's decision.**
- A further proposal was made by Councillor Lees, seconded by Inglis to remove the temporary fence and brash left in place along the afore mentioned boundary line, following the recent cutting back of the hedge. All were in agreement and the motion was passed by resolution of the Council.
- 12.3.3 Following a proposal by Councillor Inglis, seconded by Councillor Lees, Members resolved

to approve a quote from DM Tree Surgery for £125 to remove waste material generated from the recent hedge trimming on the Village Green.

**Action: The Clerk to instruct DM Tree Surgery to carry out the work.**

- 12.3.4 Following a proposal by Councillor Inglis, seconded by Councillor Roberts, Members resolved to approve a quote from Mitsi Landscapes for £75.00 + VAT to remove the protruding stumps on the Village Green owing to the recent cutting back of the laurel hedge.

**Action: The Clerk to instruct Mitsi Landscapes to carry out the work.**

- 12.3.5 Members discussed correspondence from a parishioner regarding the state of the recently trimmed hedge on the Village Green and resolved that the Council should respond to inform the parishioner that the matter is in hand.

**Action: The Clerk to write to the parishioner.**

- 12.3.6 Members noted correspondence from a parishioner regarding an incident at the Adamstiles play area whereby numerous drawing pins had been found around the children's play equipment. The Clerk reported that the parishioner and the Caretaker had cleared the site of all the drawing pins on the same day.

- 12.3.7 Members considered a request from a parishioner to make alterations to the clapper gate near the rear of their property adjacent to the Village Green to reduce the level of noise it creates. Members agreed that the clapper gate is the responsibility of Highways and not the Parish Council and that the Clerk should correspond this to the parishioner.

**Action: The Clerk to write to the parishioner and suggest they refer their concern to Highways. The Clerk also to write to Highways outlining the concern that has been reported to the Parish Council.**

#### 12.4 Burial Ground

- 12.4.1 Members resolved to renew the Council's membership to ICCM for 12 months at a cost of £95.00. This was proposed by Councillor Cupit, seconded by Councillor Inglis and passed by resolution of the Council.

**Action: The Clerk to renew the membership.**

#### 12.5 Allotments

- 12.5.1 Following the site visit on 3rd May, Members resolved to approve a quote for the resurfacing of the allotment car park by J.C. Surfacing at £6,860.00 + VAT. This was proposed by Councillor Inglis and seconded by Councillor Blackwell. Two members abstained from the vote.

**Action: The Clerk to liaise with BGA and J.C. Surfacing to arrange for the works to take place.**

- 12.5.2 Members discussed correspondence received from Barrowby Gardeners Association proposing the formation of a new formal agreement between the Parish Council and BGA. Councillor Lees proposed that the Council should review and evaluate the existing tenancy agreement and forms its own recommendations before any further action is taken. All members were in agreement with this course of action.

**Action: Clerk to write a holding statement to BGA, circulate the existing tenancy agreement and add to the June agenda for discussion.**

#### 12.6 Health & Safety

- 12.6.1 Fortnightly inspections of the play areas had been carried out by the Caretakers and were available to view at the meeting.

#### 12.7 Community Areas

- 12.7.1 Councillors Cupit and Lees gave an update on the work the Community Payback team at both the Church and Lowfields. Councillor Cupit reported that the work at the Lowfields is

creating an amount of spoil/wastage that will need to be dealt with. Councillor Cupit further reported that the Community Payback team will now only be working on Saturdays.

**Action: The Clerk to suggest to the Pavilion Committee that in Autumn the hedges surrounding the Pavilion need trimming.**

12.7.2 Members noted Councillor Cupit's report, previously circulated, regarding VETS. It was noted that there is now a dedicated Barrowby VETS phone number which is 01476 500180.

**Action: The Clerk to ask for the number to be included in every addition of the Barrowby News and the Clerk to arrange test run of the number with volunteers.**

### **13. CORRESPONDENCE (19/013)**

13.1 Members noted all general correspondence circulated for information since the April meeting.

### **14. ROYAL BRISITH LEGION SITE (19/014)**

14.1 At the proposal of Councillor Cupit, seconded by Councillor Roberts and passed by unanimous resolution of the Council in accordance with the Public Bodies Act 1960 the meeting moved into closed session at 9.47pm.

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

**Action: The Clerk to write to National Royal British Legion expressing the decision of the Council.**

### **15. STAFFING (19/015)**

15.1 Members received a report from the Staffing Committee regarding appraisals. Members noted that the Clerk has had her appraisal and is working towards agreed objectives. The Clerk will now look to conduct the appraisals of all other staff following a staff meeting to take place on 30<sup>th</sup> May.

15.2 The Clerk was asked to leave the meeting whilst this agenda item was discussed. Members resolved to approve a proposal from the Staffing Committee regarding revised remuneration rates.

**Action: The Clerk to make the recommended revisions to remuneration, backdated to 1<sup>st</sup> April 2019.**

15.3 Members discussed the requirement for an Assistant Clerk in line with the report previously circulated by the Clerk. Following a proposal by Councillor Lees, seconded by Councillor Inglis, members unanimously resolved that the Staffing Committee should recruit an Assistant Clerk for 6 hours per week, initially on a 6 month contract.

**Action: The Staffing Committee to draw up a job description and advert and arrange for the recruitment of an Assistant Clerk.**

Following a proposal by Councillor Inglis, seconded by Councillor Lees, the meeting moved back into open session at 10.06pm.

### **16. DATE OF NEXT MEETINGS (19/016)**

16.1 Annual Parish Meeting - Monday 20<sup>th</sup> May at 7.00pm.

The Clerk reported that she has had several request from village groups wishing to make representation.

**Action: Councillor Blackwell invite Barrowby Juniors CC and Football Club.**

16.2 Parish Council Meeting - Monday 10<sup>th</sup> June at 6.45pm.

**Action: The Clerk to circulate the schedule of 19/20 dates of Parish Council meetings.**

The Chairman closed the meeting at 10.10pm.

### **BARROWBY PARISH COUNCIL FINANCE REPORT MAY 2019**

Members to note the following income:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
Barrowby Pre School	April Pavilion Hire	726.00
Startright Nursery	April Pavilion Hire	528.00
Mr Bridge	Credit due to overcharge	-34.00
Grantham & Kesteven Bridge Club	April Pavilion Hire	377.80
Grantham & Kesteven Bridge Club	April Reading Room Hire	102.00
Daisy Foundation	April Reading Room Hire	153.00
Barrowby Baptists	April Reading Room Hire	51.00
Abi Moore Choir	April Reading Room Hire	63.75
Mr Bridge	April Reading Room Hire	102.00
EMA Dance	April Reading Room Hire	57.38
K Howden Art	April Reading Room Hire	93.50
Little Giggles Yoga	April Reading Room Hire	21.25
Ladies Circle	Feb to June 2019 Reading Room Hire	85.00
E Bamford RR Hire	Reading Room Party Hire	50.00
SKDC	Precept	19,000.00
<b><u>TOTAL</u></b>		<b><u>21,376.68</u></b>

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	88.88	17.78	106.66
Biffa Waste Services Ltd	Waste Disposal	24.61	4.92	29.53
Biffa Waste Services Ltd	Waste Disposal	51.20	10.24	61.44
HM Land Registry	Title Plan Search	6.00	0.00	6.00
HM Land Registry	Title Plan Search	6.00	0.00	6.00
Telefonica UK Ltd	Clerk's Mobile Phone	12.82	2.56	15.38
Argos Ltd	Vacuum	160.00	39.99	199.99
British Gas Business	Gas Supply	304.96	60.99	365.95
Screwfix Direct Ltd	Lightbulbs	23.90	4.78	28.68
Travis Perkins	Guttering brackets	47.55	9.51	57.06
NEST	Pension Contributions	84.72	0.00	84.72
HP Inc UK Ltd	Printing	17.49	3.50	20.99
British Telecommunications PLC	Broadband	58.10	11.62	69.72
Telefonica UK Ltd	Caretaker Mobile Phone	10.00	2.00	12.00
Viking	Toilet Rolls	9.91	1.98	11.89
Viking	Black bags, blue rolls, paper towels	55.02	11.00	66.02
Viking	Paper	26.90	5.38	32.28
Salaries	March Salaries	2,242.87	0.00	2,242.87
Anglian Water Business	Water Supply	75.65	0.00	75.65
Anglian Water Business	Water Supply	87.53	0.00	87.53
Came and Company	Insurance	2,454.49	0.00	2,454.49
Lincolnshire Association of Local Councils	Training Courses	53.30	0.00	53.30
South Kesteven District Council	Business Rates	797.88	0.00	797.88
Phoenixpmc	Repairs to doors	208.95	0.00	208.95
P E Hempstead and Sons	Mowing	377.20	75.44	452.64
P E Hempstead and Sons	Mowing	295.90	59.18	355.08
P E Hempstead and Sons	Mowing	139.30	27.86	167.16
Belton Garden centre	Fertilizer for flower beds	24.98	5.00	29.98
Woodlines Ltd	Timber for flower beds	13.30	2.66	15.96
South Kesteven District Council	Green Bin	15.00	0.00	15.00
<b><u>TOTAL</u></b>		<b><u>7,824.76</u></b>	<b><u>359.04</u></b>	<b><u>8,183.80</u></b>