

BARROWBY PARISH COUNCIL

Mrs R Heyward, Clerk and RFO
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Minutes of Barrowby Parish Council Meeting held on Monday 9th September 2019 in the Reading Room, Barrowby

PUBLIC FORUM (6.45pm):

Two members of the public were in attendance whom left the meeting after delivering an item of correspondence to the Chairman.

Following a proposal by Councillor Blackwell, seconded by Councillor Lees members resolved to suspend standing orders to allow the meeting to commence 18.53pm.

MEETING OPENED: 18.53pm

1. WELCOME REMARKS (19/050)

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

Also in attendance were Mrs Neale, Assistant Clerk and Mrs Veronica Townsend, candidate for co-option.

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (19/051)

- 2.1 Apologies for absence were received from Councillors Bosworth and Cross. The reasons for absence were noted and accepted. Councillor Inglis had advised the Clerk he would arrive late to the meeting.

3. CO-OPTION (19/052)

- 3.1 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to co-op Mrs Veronica Townsend as a member to the Parish Council. Mrs Townsend was in attendance at the meeting and immediately signed her Acceptance of Office to allow her to partake in the meeting as a member.

Action: The Clerk to inform the other candidates of the Council's decision.

Action: Councillor Townsend to complete a DPI Form and return to the Clerk within 28 days.

4. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (19/053)

- 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 (19/054)

- 5.1 The notes of the Parish Council meeting on 8th July 2019, having been proposed by Councillor Roberts and seconded by Councillor Bowyer, 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.

- 5.2 The notes of the extra ordinary Parish Council meeting on 2nd September 2019, having been proposed by Councillor Roberts 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 (19/055)

- 6.1 The contents of the Clerk's Report with regards to actions from previous minutes was noted.
- 6.2 The Clerk reported having made no further progress with regards to the repairs to the bus shelter.
Action: The Clerk to continue to try to make contact with the Depot Manager at Centrebus.
Action: The Clerk to arrange a structural survey of the bus shelter and advise Centrebus of the necessary repairs.
- 6.3 As Councillors Inglis and Cross were absent there was no update on dog poo bags. Members noted correspondence from a parishioner regarding the same issue.
Action: The Clerk to add to the October agenda for update.
- 6.4 Members discussed three quotes for the redesign of the Parish council website. Following a proposal by Councillor Lees, seconded by Councillor Cupit, members resolved to accept a quote at £999.00.
Action: The Clerk to engage the designer and inform the other designers of the decision.
- 6.5 Members approved the recommendation of the Clerk that the Staffing Committee and Finance Committee will in future meet on the same evening (next meeting 23rd September).
- 6.6 Following a proposal by Councillor Lees, seconded by Councillor Cupit, members resolved to approve the expenditure of £20.00 plus travel for Councillor Cross to attend the LALC AGM and Conference.
- 6.7 Following a proposal by Councillor Lees, seconded by Councillor Blackwell, members resolved to approve the expenditure of £250.00 for autumn bedding plants. It was agreed that items for planters and flower beds should be accurately budgeted for in 20/21.
- 6.8 Following a proposal by Councillor Lees, seconded by Councillor Blackwell, members resolved to renew the Clerk's annual membership of SLCC at a cost of £156.00.
- Councillor Inglis joined the meeting at 7.15pm.
- 6.9 Members considered correspondence from a parishioner regarding a community CCTV sharing programme.
Action: The Clerk to ask PC Mooney for her perspective with regards necessity and data protection.
- 6.10 Members considered a quote from P E Hempstead for weed spraying areas of the village. Following a proposal by Councillor Lees, seconded by Councillor Inglis, members resolved to appoint P E Hempstead to spray all the detailed areas of the village at a cost of £260.00 before winter.
- Following a proposal by Councillor Lees, seconded by Councillor Inglis, members resolved to appoint a contractor to spray the Village Green (subject to cost) before winter.
- Councillor Blackwell proposed the Council creates a public policy detailing maintenance programmes and chemicals used etc. It was also noted that all the mowing/spraying carried out by the current contractor will need to be put to tender for next season.
- Action: The Clerk to appoint P E Hempstead and a contractor for the Village Green as agreed.**
Action: The Clerk include grass/weed maintenance quotes in the Finance Committee meeting.
Action: Councillor Lees to investigate if Community Payback could assist with weed pulling.
Action: The Clerk to include the creation of a public maintenance policy on the October agenda.
- 6.11 Following a proposal by Councillor Inglis, seconded by Councillor Roberts, members resolved to approve the expenditure of £8.00 plus travel expenses for Councillor Blackwell to attend LALC's First Aid at Work course at Dunholme on 5th November 2019.

- 6.12 Following a proposal by Councillor Lees, seconded by Councillor Cupit, members resolved to approve the expenditure of up to £500.00 on a new laptop for the Clerk/Assistant Clerk.
Action: The Clerk to purchase a laptop.
- 6.13 Following a proposal by Councillor Roberts, seconded by Councillor Inglis, members resolved to approve the expenditure of £10.00 per month for a mobile phone contract for the Assistant Clerk.
Action: Councillor Lees to investigate a new three phone contract deal.

7. HIGHWAYS (19/56)

- 7.1 Members noted the Highways Report received from LCC on 3rd September 2019.
- 7.2 Members noted correspondence from a parishioner regarding advertising on footpaths.
Action: The Clerk to bring this matter to the attention of SKDC for Councillor Whittington to follow up.
Action: The Clerk to write to Highways England regarding signs on the A52.
Action: The Clerk to respond to the parishioner advising the use of Fix My Street.
- 7.3 Members considered the response from Highways England regarding the planation on the A1 slip road and dispute the suggestion that this area was never intended as a walkway. The Council also suggests that Community Payback might be able to provide the labour to reinstate the area. It was also noted that there are overhanging branches causing a hazard on the High Road between the bus stop on the slip road which need addressing.
Action: The Clerk to respond to Highways England accordingly.
- 7.4 Members received feedback from Councillor Whittington on the LCC Highways walk on 25th June 2019 hearing that such walks should be held annually.
- 7.5 Members considered the requirement for a weight restriction at the bottom of Casthorpe Hill.
Action: The Clerk to forward to correspondence from LCC to Councillor Whittington to pursue.
- 7.6 Members received the Clerk's report regarding a Community Speedwatch Scheme and considered engaging in such a scheme for Barrowby. It was agreed that the biggest challenge would be recruiting volunteers.
Action: The Clerk to prepare an article for Barrowby News aimed to gauge volunteer interest.
- 7.7 Members noted the temporary road closure on Allington Lane Level Crossing between 22.00 on 11/09/2019 and 06.00 12/09/2019.
- 7.8 Members noted correspondence from Western Power regarding Proposed Underground Cable at Butt Lane, Barrowby.

8. PLANNING (19/057)

- 8.1 Councillor Cupit gave a report on behalf of NPSG, informing members that the questionnaire has been printed and is to be delivered by the end of the week, due for return by 30th. The questionnaire is also available online. Community Lincs and Open Plan will analyse the results within 3 to 4 weeks of collection.
- 8.2 Members heard that the Lindum Group consultation has been postponed from 18th Sept.
- 8.3 S19/0841 - No comments.
- 8.4 S19/1131 – It was noted that the Council's comments on this application have already been submitted and acknowledged. Also that a request for S106 has been sent. It was also noted that this application does not appear on the agenda for SKDC's Sept Planning meeting.
- 8.5 S19/1073 – No comments.

8.6 Members noted that permission was granted in relation to application S19/1019 & S19/0822.

9. FINANCE (19/058)

9.1 Members noted the budget to the end of August 2019.

Action: The Clerk to chase J.C. Surfacing for an invoice for the allotment car park.

9.2 Members noted the income for August & Sept 2019.

9.3 The Clerk presented an up to date list of outstanding debtors which was considered by members.

Action: The Clerk to write a second formal letter to Startright.

9.4 Following a proposal from Councillor Roberts, seconded by Councillor Cupit, members resolved to approve the September 2019 expenditure.

9.5 Following a proposal by Councillor Roberts, seconded by Councillor Cupit, members resolved to approve the bank reconciliation up to 29th August 2019, which was then duly signed by the Chairman.

9.6 The Chairman urged all members to submit any budget considerations to the Clerk in advance of the Finance Committee Meeting on 23rd.

10. REPORTS (19/059)

10.1 Reading Room

10.1.1 The Clerk reported that the insurers are investigating. On their request she has sent details of the insurers in 2016 and relevant correspondence with Gelder Group.

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

10.1.2 Councillor Cupit reported that the weathervane is mended.

10.2 Pavilion Committee

10.2.1 Members received the notes of the Pavilion Committee meeting held on 30th July.

10.3 Play Areas

10.3.1 Following a proposal by Councillor Roberts, seconded by Councillor Lees, members resolved to approve a quote for 3 signs on the Village Green at a cost of £52.42. It was agreed that Councillor Lees would attached these signs to the bins.

Action: The Clerk to place the order and collect the signs.

10.3.2 Members noted the RoSPA Safety Inspection reports.

10.3.3 Following a proposal by Councillor Inglis, seconded by Councillor Blackwell, members resolved to approve quote for £800.00 from DM Tree surgery to deadwood 3 oak trees on the Village Green.

Action: The Clerk to arrange a planning application for the works.

10.3.4 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. Following a proposal by Councillor Blackwell, seconded by Councillor Townsend, members resolved to purchase the units and store them at the Lowfields.

Action: The Clerk to liaise with Councillor Cupit to order the fencing.

10.3.5 Following a proposal by Councillor Cupit, seconded by Councillor Inglis, members resolved to (subject to requirement) purchase grass matting at a cost of approximately £280.00 for the top of the tunnel on the Village Green.

Action: Councillor Cupit to report on the necessity following Proludic's visit on 11th.

10.4 **Burial Ground**

10.4.1 Members received an update on recent Burial Ground activity from Councillor Cupit.

10.4.2 Members agreed at date for the next Burial Ground Committee meeting as 11.00am on 30th September.

10.5 **Allotments**

10.5.1 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 9.52pm.

Members discussed correspondence received from 2 parishioners regarding noise at the allotments, the action taken by Council members and correspondence from BGA.

Action: The Clerk to respond to BGA accordingly.

The meeting returned to open session at 10.09pm.

10.5.2 Councillor Blackwell presented a proposal to plant a wildflower meadow in the pony paddock.

Action: Councillor Blackwell to further pursue with Lincolnshire Wildlife Trust.

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 also presented the report from the July H&S Inspection by Griffin Safety.

10.7 **Community Areas**

10.7.1 Councillor Lees gave an update on the work of the Community Payback team and reiterated that any work to be carried out at the Lowfields needs a champion/supervisor from the Pavilion Committee.

11. **EVENTS (19/060)**

11.1 Members heard from Councillor Inglis that the Scarecrow Festival had been very successful.

12. **CORRESPONDENCE (19/061)**

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

13. **ROYAL BRISITH LEGION SITE (19/062)**

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 10.27pm .

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

Members noted feedback from a meeting with National RBL on 14th August.

13.3 Members resolved that no action is to be taken with regards to writing to the RBL senior hierarchy to make them aware of the contents of the of the Parish Council's meeting with Mr Bradbury on 14th August.

13.4 Following a proposal by Councillor Lees, seconded by Councillor Blackwell, members resolved to approved the allocation within the budget of up to £800 to facilitate the preliminary work associated with a feasibility study for the building of a Village Hall/Community Centre on the RBL site if and when needed.

Action: The Clerk to include in the 20/21 draft budget.

14. **DATE OF NEXT MEETINGS (19/063)**

The Chairman closed the meeting at 10.40pm.

BARROWBY PARISH COUNCIL FINANCE REPORT SEPTEMBER 2019

Members to note the following income:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
Robert Holland	Grave Digging & Interment	360.00
Barrowby Pre School	Pavilion Hire July & August	1,188.00
Startright Nursery	Pavilion Hire July & August	823.10
Grantham and Kesteven Bridge Club	Reading Room Hire July & August 19	229.50
Grantham and Kesteven Bridge Club	Pavilion Hire July & August 19	810.00
Daisy Foundation	Reading Room Hire July & August 19	59.50
Barrowby Baptists	Reading Room Hire July & August 19	63.75
Mr Bridge	Reading Room Hire July & August 19	229.50
K Howden Art	Reading Room Hire July & August 19	76.50
EMA Dance	Reading Room Hire July & August 19	114.75
Mellow Yellow Art School	Reading Room Hire July & August 19	55.25
Barrowby British Legion	Reading Room Hire July & August 19	25.50
Grantham Ramblers	Reading Room Hire August 19	12.75
Ramblers Association	Reading Room Hire August 19	50.00
Groundworks	Neighbourhood Plan Locality Grant	6,750.00
Lindum Group	Reading Room Hire	50.00
SC	Reading Room Hire	112.50
SC	Deposit Return	-50.00
K Howden Art	Adjustment due to overcharge	-102.00
S Smith	RR Hire Nov 16 (write off)	-48.00
Tiny Toes	Deposit Return (write off)	15.00
Tiny Toes	RR Hire Mar 18 (write off)	-96.00
Barrowby Baptists	RR Hire May 17 (write off)	-60.00
KA	RR Hire (write off)	-17.00
Exley	Deposit Return (write off)	15.00
Barrowby Cricket Club	Belvoir Bees (write off)	-200.00
AH	Pony Paddock Hire (write off)	-125.00
	<u>TOTAL</u>	<u>£10,342.60</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
Telefonica UK Ltd	Clerk's Mobile Phone	10.12	2.02	12.14
Telefonica UK Ltd	Caretaker Mobile Phone	10.25	2.05	12.30
Telefonica UK Ltd	Clerk's Mobile Phone	10.12	2.02	12.14
Telefonica UK Ltd	Caretaker Mobile Phone	10.25	2.05	12.30
Microsoft Office	Annual Office 365 Subscription	79.99	0.00	79.99
HP Inc UK Ltd	Printing	17.49	3.50	20.99
HP Inc UK Ltd	Printing	6.66	1.33	7.99
British Telecommunications PLC	Broadband	58.10	11.62	69.72
British Telecommunications PLC	Broadband	60.00	12.00	72.00
British Gas Business	Gas Supply	125.20	6.26	131.46
British Gas Business	Electricity Supply	147.49	29.49	176.98

British Gas Business	Gas Supply	78.92	3.94	82.86
British Gas Business	Electricity Supply	102.07	5.10	107.17
British Gas Business	Electricity Supply	157.57	7.87	165.44
Biffa Waste Services Ltd	Waste Collection	27.46	5.49	32.95
Biffa Waste Services Ltd	Waste Collection	99.42	19.88	119.30
Biffa Waste Services Ltd	Waste Collection	57.54	11.51	69.05
Biffa Waste Services Ltd	Waste Collection	98.96	19.79	118.75
Biffa Waste Services Ltd	Waste Collection	27.46	5.49	32.95
Biffa Waste Services Ltd	Waste Collection	57.08	11.42	68.50
Post Office Ltd	Postage	25.42	5.08	30.50
Asda Stores Ltd	Cleaning Supplies	57.17	11.43	68.60
South Kesteven District Council	Election Costs	88.49	0.00	88.49
NEST	Pension Contributions	81.36	0.00	81.36
Salaries	August Salaries	1,994.32	0.00	1,994.32
NEST	Pension Contributions	81.36	0.00	81.36
Scottish Power	Gas Supply	50.35	2.65	53.00
PWLB	Reading Room Loan Repayment	865.24	0.00	865.24
British Gas Business	Electricity Supply	124.12	6.20	130.32
Anglian Water Business	Water Supply	74.22	0.00	74.22
Anglian Water Business	Water Supply	71.23	0.00	71.23
P E Hempstead and Sons	Mowing	484.30	96.86	581.16
P E Hempstead and Sons	Mowing	244.80	48.96	293.76
P E Hempstead and Sons	Mowing	269.30	53.86	323.16
P E Hempstead and Sons	Mowing	177.20	35.44	212.64
P E Hempstead and Sons	Spraying	134.00	26.80	160.80
P E Hempstead and Sons	Mowing	377.40	75.48	452.88
P E Hempstead and Sons	Mowing	404.90	80.98	485.88
Councillor Blackwell	Councillor mileage - Training	12.80	0.00	12.80
Councillor Blackwell	Councillor mileage - Training	27.20	0.00	27.20
Councillor Blackwell	Parking	3.30	0.00	3.30
Barrowby Gardener's Assc	Compost	11.55	0.00	11.55
Tuffies Discount	Paper Rolls	18.33	3.67	22.00
Toolstation Ltd	Litter Collection - gloves	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	10.00	2.00	12.00
Tuffies Discount	Paper Rolls	19.33	3.67	23.00
Belton Garden centre	Compost	20.00	4.00	24.00
Asda Stores Ltd	Laminate Pouches	15.56	3.11	18.67
Unlimited Web Hosting	Web Hosting	2.99	0.60	3.59
Unlimited Web Hosting	Web Hosting	2.99	0.60	3.59
LALC	Councillor Training	9.00	1.80	10.80
Playsafety Limited	Annual ROSPA Inspection	307.00	61.40	368.40
Community Lincs	Neighbourhood Plan Questionnaire	1,112.50	222.50	1,335.00
Allsecure Services Ltd	Fire Extinguisher Service	39.00	7.80	46.80
Nic Barker Ltd	Grave Digging	291.66	58.34	350.00
Andy Sharpe	Pony Paddock Mowing	120.00	0.00	120.00
Clean My Windows	Window Cleaning	12.00	0.00	12.00
Griffin Safety	Health and Safety Inspection	37.50	7.50	45.00
Griffin Safety	Health and Safety Inspection	37.50	7.50	45.00
Community Heartbeat Trust	Defibrillator Pads	38.00	7.60	45.60
Salaries	September Salaries	2,164.32	0.00	2,164.32
HMRC	NI & PAYE	814.67	0.00	814.67
	TOTAL	£12,067.17	£1,009.98	£13,077.15

