

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

Draft Notes of Barrowby Parish Council Meeting held on Monday 13th January 2020 in the Reading Room, Barrowby

PUBLIC FORUM (6.45pm):

There were no members of the public in attendance.

During the public forum, members discussed indications of a badger set on the Lowfields.

Members also discussed the proposed donation of a 1.5m potted Christmas Tree versus purchasing a larger one for outside the Reading Room. Members indicated a broad agreement towards a donated tree.

Action: A formal proposal to be brought to the February meeting.

MEETING OPENED: 7.00pm

1. WELCOME REMARKS (19/105)

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

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (19/106)

- 2.1 There were no apologies for absence.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (19/107)

3.1 Declarations of Interest

All plot holders declared an interest in matters concerning the allotment.

Councillors Cupit and Blackwell declared an interest in agenda item 10.4 as recipients of expenses.

3.2 Requests for Dispensation

There were no requests for dispensation.

4. APPROVAL OF MINUTES (19/108)

- 4.1 The notes of the Parish Council meeting on 9th December 2019, 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 (19/109)

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

- 5.2 The Clerk reported having met with Mike of Smartmarketers on 18th December to preview a draft of the website which was subsequently circulated to all members asking for comments. Members indicated a requirement for a search function and a contact form. Members agreed to their photographs appearing on the website. The Clerk reported needing to write the bulk of the content for the website before it is ready to launch.

Action: The Clerk to feedback to Smartmarketers.

Action: Photographs to be taken at the February meeting.

- 5.3 The Clerk reported sending a recorded delivery letter to Centrebus regarding the damage to the bus shelter which was received on 23rd December. No response has been received. Members

resolved to write a letter to Centrebus stating that should a response not be forthcoming, the Council will submit an article to Grantham Journal regarding the incident.

Action: The Clerk to write to Centrebus.

- 5.4 Following a proposal by Councillor Cupit, seconded by Councillor Cross, members resolved to re-join the LALC training scheme at a cost of £125.

Action: The Clerk to complete the re-enrolment.

- 5.5 Following a proposal by Councillor Cross, seconded by Councillor Blackwell, members resolved to approve the expenditure of £10.00 per person per course, plus travel costs, for attendance on the following courses:

- Councillor Training Day, 12th February, Cllrs Cupit & Townsend.
- Burials Training, 24th March, Cllrs Lees, Townsend, Cupit and the Asst Clerk.

- 5.6 The Clerk reported now having received correspondence from two parties interested in taking forward the Plastic Free scheme. Councillor Blackwell confirmed he is willing to take the initial lead on the initiative.

Action: An initial meeting to be arranged with interested parties.

- 5.7 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to progress with the Friends Against Scams initiative with Councillor Townsend as champion.

- 5.8 The Free Library initiative was discussed and whether this clashes with Julia Miller's free book scheme. Members agreed not to progress this at this point in time.

- 5.9 Members made reference to a recent circular from LALC and agreed to form a working party to discuss how the Council might interpret the instructions. Members of the working party to include Councillors Cupit and Lees.

6. HIGHWAYS (19/110)

- 6.1 Members noted the Highways report circulated on 6th January. Councillor Cupit encouraged all members to use Fix My Street to report any issues. Councillor Whittington suggested a link to Fix My Street to be published in the Barrowby News informing residents that if their car suffers damage as a result of a pothole they could be entitled to compensation from the County Council.

Action: The Clerk to draft an article for the Barrowby News.

- 6.2 Members discussed the overgrown hedges that border The Posts footpath and some of Casthorpe Road. Following a proposal by Councillor Cross, seconded by Councillor Roberts, members resolved to report the issues on Fix My Street and encourage members of the public to do the same through an article in the Barrowby News.

Action: The Clerk to draft an article for the Barrowby News.

7. PLANNING (19/111)

- 7.1 Members heard a report from Councillor Cupit on the Neighbourhood Plan.

- 7.2 Councillor Cupit offered a verbal report regarding a very positive meeting with Andy Booth, Principal Planning Officer at SKDC attended by himself and Councillor Lees.

Councillor Bosworth reported, following the letter sent to her in December, that she had approached the Planning Committee Chairman at SKDC who stated they would attend a meeting and listen to members but would not engage with the Parish Council. Members were in agreement that they would like the Chairman to attend a meeting in this capacity.

Councillor Cupit proposed asking Persimmon Homes for a meeting to discuss the allocation of Section 106 monies. All members were in agreement. The meeting will be attended by Councillors Cross, Lees and Whittington.

Councillor Cupit reported asking SKDC for an extension on submitting representation on the planning application for the Land East of Low Road due to the timings of Council meetings. Confirmation of this extension has been received and members agreed for the Planning Committee, alongside NPSG to compile a submission regarding both the Local Plan and this application. A draft submission to be circulated to members for approval.

Action: The Clerk to submit the final representations once agreed.

Action: Councillor Whittington to enquire whom on the SKDC Cabinet will be taking responsibility of the Growth Portfolio.

- 7.3 S19/2233 - no comments.
- 7.4 S19/2149 - Councillor Cupit suggested that NPSG should question the housing needs assessment and the amount of affordable housing allocated.
- 7.5 S19/2140 – Comments to be drafted by Planning Committee and submitted by the Clerk.
- 7.6 The Clerk informed members that permission had been granted in respect of application S19/2166. Councillor Cupit reported that in respect of this application, the hawthorn has been removed and Community Payback have removed the stump.

8. REPORTS (19/112)

8.1 Reading Room

8.1.1 The Clerk informed members that Jo Anderson of Gallagher insurance company has agreed to contact DAS on the Council's behalf to ascertain the position of the claim.

8.1.2 The Replacement of the hawthorn with living spruce has been agreed by SKDC.

8.2 Pavilion Committee

8.2.1 No report.

8.3 Play Areas

8.3.1 Members heard a report following a meeting with Proludic to discuss their aftersales service. Councillor Cupit reported that Proludic have now completed the required works including resurfacing the tunnel.

Action: The Clerk to seek a replacement foot for the heras fencing.

8.3.2 Members resolved to accept the compensation offer from Proludic to waive the invoice for the recent repairs totalling £632.68.

Action: The Clerk to inform Proludic of members decision.

8.4 Burial Ground

8.4.1 No update.

8.5 Allotments

8.5.1 Members received the notes of the meeting between the Clerk and Julia Miller held on 13th December. The Clerk summarised the comments received. Members resolved to form a working party consisting of Councillors Roberts, Lees and Cupit to discuss the Council's position and best practice and make a recommendation to full Council.

Action: The Clerk to seek training or guidance for the working party.

Members who hold allotment plots left the meeting following a proposal that the Council increase the allotment rent. Members remaining in the meeting resolved to increase the rent charges to £28.60 per plot effective 1st January 2021. A pro rata invoice to be raised to cover 1st April to 31st December at the current rate.

Action: The Clerk to write to BGA in advance of their AGM to outline the Council's resolution.

8.6 Health & Safety

8.6.1 Health and Safety reports were circulated.

Action: The Clerk to order a new finger guard for the Reading room kitchen door.

Action: Councillor Blackwell to verify that fungus on the dragon is harmless at Adamstiles play area.

8.7 Community Areas

8.7.1 Members considered quotes from two contractors for the groundworks requirements in 20/21. Following a proposal by Councillor Cross, seconded by Councillor Cupit, members resolved to award the contract to P E Hempstead.

Action: The Clerk to inform all parties of the Council's decision.

8.7.2 Members considered a quote of £52 per cut for the mowing of the planters and £12 per cut for the mowing of the Casthorpe Road seating area in 20/21. Members agreed to ask P E Hempstead for a comparative quote.

Action: The Clerk to ask PE Hempstead to quote.

8.7.3 Following a proposal by Councillor Lees, seconded by Councillor Brown, members resolved to approve the installation of a new flower bed on Low Rd.

8.7.4 It was agreed that Councillors Inglis and Cupit shall attend SKDC's meeting on 30th January, as invited, to be presented the BKV certificate.

Action: The Clerk to write to SKDC.

9. CORRESPONDENCE (19/113)

9.1 Members noted correspondence from District Councillor Westropp.

9.2 Members noted correspondence received since the December meeting.

10. FINANCE (19/114)

10.1 Members noted the 19/20 budget to date.

10.2 Members noted the income for December 2019 and January 2020.

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

10.4 Following a proposal from Councillor Cupit, seconded by Councillor Lees, members resolved to approve the December 2019 and January 2020 expenditure.

10.5 Following a proposal by Councillor Cupit, seconded by Councillor Roberts, members resolved to approve the bank reconciliation up to 31st January 2020 which was then duly signed by the Chairman.

11. EVENTS (19/115)

11.1 Councillor Cupit reported on the 2019 Christmas Party. Councillor Bosworth proposed that the Council do not have a party, in the same semblance, in 2020. This was seconded by Councillor Cross and the motion was passed by resolution of the Council.

Action: The Clerk to add to the July agenda for members to consider an alternative Christmas celebration or children.

11.2 Members agreed that the Annual Parish Meeting would take place on 18, 21 or 22 May 2020 depending on the availability Dr Caroline Johnson, Conservative MP for Sleaford and North Hykeham.

Action: Councillor Whittington to approach Dr Johnson to see if she is available to attend.

12. STAFFING (19/116)

- 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 21.00pm.
- 12.2 Members discussed a request for leave in closed session.
Action: The Clerk to seek the advice of Chris Moses before communicating the decision to the employee.

The meeting returned to open session at 21.10pm.

13. ROYAL BRISITH LEGION SITE (19/117)

- 13.1 Members noted that no decision has been taken yet by SKDC on the Council's outline planning application on the former site of the RBL. Following a proposal by Councillor Lees members agreed to send a letter to SKDC enquiring as to the outcome of the application.
Action: The Clerk to write to Daniel Allen.
- 13.2 Regarding the valuation of the site, members were in agreement with a proposal by Councillor Cupit to wait for a decision on the outline planning application before committing to a valuation.

14. DATE OF NEXT MEETING (19/118)

- 14.1 Monday 10th February 2020.

The Chairman closed the meeting at 21.13pm

BARROWBY PARISH COUNCIL FINANCE REPORT JANUARY 2020

Members to note the following income:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
Robert Holland	Plot D15	360.00
Robert Holland	Plot B37A	210.00
Shepherd Memorial Masons	3 x Memorials	150.00
Barrowby Pre School	Pavilion Hire November 2019	1,386.00
Startright Nursery	Pavilion Hire November 2019	351.90
Mr Bridge	Reading Room Hire November 2019	208.25
Grantham & Kesteven Bridge Club	Pavilion Hire November 2019	405.00
Grantham & Kesteven Bridge Club	Reading Room Hire November 2019	199.75
Daisy Foundation	Reading Room Hire November 2019	204.00
Barrowby Baptists	Reading Room Hire November 2019	12.75
K Howden Art	Reading Room Hire November 2019	102.00
EMA Dance	Reading Room Hire Nov & Dec 2019	178.50
Mellow Yellow Art School	Reading Room Hire Nov & Dec 2019	104.13
Barrowby British Legion	Reading Room Hire Nov & Dec 2019	25.50
Barrowby Pre School	Pavilion Hire December 2019	924.00
Startright Nursery	Pavilion Hire December 2019	351.90
Grantham and Kesteven Bridge Club	Reading Room Hire December 2019	76.50
Grantham and Kesteven Bridge Club	Pavilion Hire December 2019	360.00
Mr Bridge	Reading Room Hire December 2019	127.50
Daisy Foundation	Reading Room Hire December 2019	102.00
Linnells	Burial Ground Memorial	50.00
Dodd	Memorial Plaque (write off)	-50.00
Evans	Reading Room Hire (inc deposit)	137.50
Curtis	Reading Room Hire (inc deposit)	106.25

Madden	Reading Room Hire (inc deposit)	70.00
Reidy	Reading Room Hire (inc deposit)	93.75
East Midlands Scrabble Club	Reading Room Hire December 2019	34.00
East Midlands Scrabble Club	Room Hire Deposit	50.00
Parker	Reading Room Hire (inc deposit)	87.50
Pick	Reading Room Hire	17.00
Evans	Deposit Refund	-50.00
Madden	Deposit Refund	-50.00
<u>TOTAL</u>		<u>£6,335.68</u>

Members to approve the following expenditure:

<u>Supplier</u>	<u>Description</u>	<u>Net (£)</u>	<u>VAT (£)</u>	<u>Gross (£)</u>
Biffa Waste Services Ltd	Waste Disposal	27.46	5.49	32.95
Biffa Waste Services Ltd	Waste Disposal	98.96	19.79	118.75
Biffa Waste Services Ltd	Waste Disposal	57.08	11.42	68.50
British Telecommunications PLC	Broadband	60.00	12.00	72.00
NEST	Pension Contributions	83.23	0.00	83.23
NEST	Pension Contributions	86.05	0.00	86.05
Telefonica UK Ltd	Mobile Phones	247.50	49.50	297.00
Salaries	December Salaries	2,318.23	0.00	2,318.23
Post Office Ltd	Postage	1.58	0.32	1.90
Screwfix Direct Ltd	Chain & Padlock for Heras Fencing	36.66	7.32	43.98
Scottish Power	Gas Supply	117.50	23.50	141.00
British Gas Business	Electricity Supply	166.70	8.33	175.03
British Gas Business	Electricity Supply	183.41	36.68	220.09
British Gas Business	Gas Supply	344.49	68.89	413.38
British Gas Business	Gas Supply	279.84	55.96	335.80
British Gas Business	Electricity Supply	103.37	5.16	108.53
British Gas Business	Electricity Supply	41.77	2.08	43.85
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
HP Inc UK Ltd	Printing	49.16	9.83	58.99
HP Inc UK Ltd	Printing	34.99	7.00	41.99
Asda Stores Ltd	Christmas Party Refreshments	108.43	21.69	130.12
Unlimited Web Hosting	Web Hosting	3.49	0.70	4.19
Telefonica UK Ltd	Clerk's Mobile Phone	10.12	2.02	12.14
Biffa Waste Services Ltd	Waste Collection	57.08	11.42	68.50
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	68.36	13.67	82.03
Biffa Waste Services Ltd	Waste Collection	120.71	24.14	144.85
Biffa Waste Services Ltd	Waste Collection	27.46	5.49	32.95
Billy Biscuit	Christmas Party Entertainment	230.00	0.00	230.00
Anglian Water Business	Water Supply	74.15	0.00	74.15
Anglian Water Business	Water Supply	94.06	0.00	94.06
First Fence Ltd	Heras Fencing	256.98	51.40	308.38
British Telecommunications PLC	Broadband	60.00	12.00	72.00
Salaries	January Salaries	2,276.75	0.00	2,276.75
Viking Signs Ltd	BKV Signs	254.66	50.93	305.59
DM Tree Surgery	Removal of Hawthorn at RR	200.00	0.00	200.00
Open Plan Consultants Ltd	Neighbourhood Planning - Report	1,632.60	326.52	1,959.12
Viking	Cleaning supplies	185.19	37.04	222.23
Community Lincs part of YMCA	Neighbourhood Planning	1,367.50	273.50	1,641.00

Autela Group Ltd	Payroll Services	75.74	15.15	90.89
HMRC	NI & PAYE	769.17	0.00	769.17
NLD RFU Ltd	Neighbourhood Planning	40.00	0.00	40.00
Ian Smith Electrical	PAT Test	33.00	6.60	39.60
LALC	Training Courses	9.00	1.80	10.80
Buildbase	Chippings	270.87	54.17	325.04
Mitsi Landscapes	Grave Digging	208.33	41.67	250.00
Mitsi Landscapes	Grave Digging	41.67	8.33	50.00
Clean My Windows	Window Cleaning	12.00	0.00	12.00
P E Hempstead and Sons	Grass Cutting	33.80	6.76	40.56
P E Hempstead and Sons	Grass Cutting	65.70	13.14	78.84
P E Hempstead and Sons	Grass Cutting	138.10	27.62	165.72
P E Hempstead and Sons	Grass Cutting/Spraying	412.50	82.50	495.00
P E Hempstead and Sons	Grass Cutting	71.70	14.34	86.04
Asda Stores Ltd	Cleaning Supplies	3.33	0.67	4.00
Councillor Blackwell	Councillor Mileage - Training Courses	48.00	0.00	48.00
Carinthian Ltd	Print Cartridges	47.90	9.58	57.48
The White Swan	Room Hire	53.33	10.67	64.00
<u>TOTAL</u>		<u>£13,850.34</u>	<u>£1,476.92</u>	<u>£15,327.26</u>