

BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO
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Minutes of the Barrowby Parish Council Meeting held on Monday 8th February 2021 via Zoom Video Conferencing.

PUBLIC FORUM (6.45pm):

There were no members of the public in attendance. Following a proposal by Councillor Lees, seconded by Councillor Brown, members resolved to suspend Standing Orders and commence the meeting ahead of 7.00pm.

MEETING OPENED: 18.49pm

1. WELCOME REMARKS (20/102)

- 1.1 The Chairman, Councillor Cupit, welcomed members to the meeting. Those in attendance: Councillors Blackwell, Bowyer, Brown, Eaton, Inglis, Roberts, Townsend and the Clerk, Mrs Moss.

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (20/103)

- 2.1 Apologies were received and accepted from Councillor Whittington who is unable to attend due to a family funeral and Councillor Bosworth was unable to attend due to family reasons.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (20/104)

- 3.1 Declarations of Interest
Councillor Inglis declared an interest as a recipient of expenses.
- 3.2 Requests for Dispensation
None.

4. APPROVAL OF MINUTES (20/105)

- 4.1 Following a minor amendment, the notes of the Parish Council meeting on 11th January 2021, having been proposed by Councillor Inglis and seconded by Councillor Lees, were agreed to be a true and accurate record and were passed by resolution of the Council. The minutes will be signed and dated by the Chairman.

5. CLERK'S REPORT (20/106)

- 5.1 The contents of the Clerk's Report with regards to actions from previous minutes were noted.
- 5.2 Members noted the future attendance of Councillor Eaton and the Clerk Mrs Moss at a free Online Training for Digital Mapping provided by LALC. Feedback will be given at the March Parish Council meeting.
- 5.3 Following a proposal by Councillor Cupit, and seconded by Councillor Lees, members resolved to renew the annual membership of YMCA Community Lincs.
Action: Clerk to submit membership renewal application to YMCA Community Lincs.
- 5.4 Following a proposal by Councillor Cupit, seconded by Councillor Inglis, members resolved to approve the expenditure of £42.00 for the Clerk to attend SLCC Webinar on Creating Accessible Word and PDF documents (for website).
- 5.5 Following a proposal by Councillor Cupit, seconded by Councillor Townsend, the Agenda item was withdrawn, and members agreed that the Clerk should attend the free LALC New Clerk's Training webinar.
- 5.6 Members noted that approval was gained by email for the press release regarding the 2021/22 Precept which has been sent to the Grantham Journal for publication.

- 5.7 Following a proposal by Councillor Eaton, seconded by Councillor Brown, members resolved to renew the annual data protection fee of £40.00 payable to the Information Commissioner's Office.
- 5.8 Following a proposal by Councillor Cupit, seconded by Councillor Eaton, members resolved the expenditure of £49.50 for annual membership of the National Allotment Society.
Action: Clerk to submit membership application to the National Allotment Society.

6. PLANNING (20/107)

- 6.1 Members noted the following approved applications.
- S19/2149 – Land East of Low Road, Barrowby
Details reserved by condition
 - S20/1967 – Rocklands, Casthorpe Road, Barrowby
Removal of dead branches from 9 Lime trees
 - S20/2004 – Land off 372-400 Dysart Road, Grantham
Details reserved by condition
 - S20/2224 – 3 High Road, Barrowby
Fell Willow tree
 - S20/2028 – 26 Leys Close, Barrowby
Demolition of adjoining garage and carport and construction of new single storey side extension with pitched roof
 - S20/2045 – 25 Reedings Road, Barrowby
Two storey extension, single storey front extension and single storey rear extension
- 6.2 Application No: S21/0097
Applicant: Andrew McIntyre
Proposal: Hedgerow removal to facilitate the laying of pipeline (10m)
Location: Adjacent to Barrowby Road, A52
After some discussion it was proposed by Councillor Townsend and seconded by Councillor Inglis that a comment should be submitted that if the hedge is over 30 years old it should be replaced with a similar species.
Action: Clerk to submit a comment to Planning Office at SKDC that if the hedge is over 30 years old it should be replaced with a similar species.
- 6.3 Members discussed how to respond to the Public Consultation on Draft Design Guidance for Rutland and South Kesteven published by SKDC.
Action: Clerk to arrange a Zoom meeting between Councillors Cupit, Lees, Eaton and Roberts to discuss a response.
- 6.4 Members considered the submission to SKDC regarding Section 106 monies on phases two and three of the development on land to the east of Low Road and agreed that Section 106 monies should also be sought for future phases of the Rectory Farm development nearest to Barrowby. It should also be borne in mind that land for allotments can be requested (20 plots per 1000 houses). The future of the Pony Paddock should also be taken into consideration.
- 6.5 Members discussed the draft response to the Rectory Farm Draft Supplementary Planning Brief Consultation, and it was proposed by Councillor Cupit, and seconded by Councillor Lees, that the response as written should be submitted to SKDC.
Action: Clerk to submit the response to SKDC on behalf of the Parish Council.

7. REPORTS (20/108)

- 7.1 **Reading Room**
- 7.1.1 The Clerk reported that all the walls and ceilings have been painted and the gloss work to door frames and skirting boards has been started. The Caretakers will start the deep clean of the changing rooms at the Pavilion soon.

- 7.2 **Pavilion Committee**
- 7.2.1 Members noted the minutes of the meeting of the Pavilion Committee held on 25th January 2021.
- 7.2.2 Members considered the proposal for the amount in paragraph G2 of the Terms of Reference being increased from £500 to £1000 and that any expenditure over £1000 or is outside of the agreed business plan must be accompanied by 3 quotes. Following a proposal by Councillor Lees, and seconded by Councillor Cupit, the changes were approved.
Action: Clerk to email the Assistant Clerk to arrange the amendment to the Pavilion Committee Terms of Reference.
- 7.2.3 The Pavilion Committee had made some suggestions regarding the siting of a nature information board. A Golf Day is due to take place on 29th May to raise further funds so it was agreed that all the suggestions made so far should be communicated to the family for their consideration.
Action: Clerk to email Mrs Footitt with a summary of the suggestions to date.
- 7.3 **Play Areas**
- 7.3.1 Following a proposal by Councillor Roberts, seconded by Councillor Eaton, members resolved to approve the expenditure of £75 for turf for the Village Green to cover the area where the mound is to be removed.
Action: Councillor Inglis to arrange for the works to be carried out.
- 7.3.2 Members had a discussion around the maintenance costs of the play equipment and whether or not a claim can be made from the manufacturer for poor workmanship or the insurance company. Following a proposal by Councillor Lees, seconded by Councillor Cupit, members (with 1 against) resolved to approve expenditure of £1338.00 for repairs to the cableway on the Village Green Play Area subject to the current maintenance Contractor meeting Councillors on site to discuss his ongoing maintenance contract and repairs to other pieces of damaged equipment plus a timeframe for completing the works.
Action: Clerk to email Contractor to agree the purchase of the items needed for repairs but with the agreed stipulations.
Action: Clerk to ask for recommendations for other Maintenance Contractors on Clerk's Forum.
- 7.3.3 Members agreed that the proposed letter of claim can be issued by the Insurance company (with a few minor amendments).
Action: Clerk to amend draft letter and send back to Insurance company to issue to Gelders.
- 7.4 **Burial Ground**
- 7.4.1 Members noted the minutes of the meeting of the Burial Ground Committee held on 20th January 2021.
- 7.5 **Allotments**
- 7.5.1 Members discussed and agreed the contents of an update on the forward management of the site to be presented at the next committee meeting of the Barrowby Gardeners Association on Monday 15th February.
Action: Clerk to send Allotment Webinar slides to Councillors Lees, Eaton and Roberts.
Action: Clerk to arrange a Zoom meeting between Councillors Cupit, Lees, Eaton and Roberts to discuss all the Webinar slides.
Action: Clerk to arrange a Zoom meeting between Councillor Cupit, Lees, Eaton and Roberts and BGA for week commencing 22nd February.
- 7.6 **Health and Safety**
- 7.6.1 No report.
- 7.7 **Community Areas**
- 7.7.1 No report.

8. HIGHWAYS (20/109)

- 8.1 Members considered a request from a resident regarding restricted access through the half kissing gate at the bottom of Mill Row. It was proposed by Councillor Brown, and seconded by Councillor Lees, that the Clerk should write to the resident and confirm that the gate had already been adjusted to accommodate wheelchair access but for safety reasons cannot be removed entirely. The resident should also be directed to the Highways Team at Lincolnshire Council who have responsibility for footpaths in the Parish.

Action: Clerk to email resident with agreed response regarding removal of the half kissing gate at the bottom of Mill Row.

9. CORRESPONDENCE (20/110)

- 9.1 Members noted all general correspondence circulated for information since the January meeting.
- 9.2 Following a proposal by Councillor Eaton, seconded by Councillor Cupit, members agreed the best method of communication with the new Safer Together Co-Ordinator would be for her to attend during the first 15 minutes Public session of a Parish Council meeting to give an update on stats and to send a regular newsletter that can be distributed.

Action: Clerk to email the Safer Together Co-Ordinator to suggest the best methods of communication.

10. FINANCE (20/111)

- 10.1 Members noted the 20/21 budget to date.
- 10.2 Members noted the income for February 2021.
- 10.3 Following a proposal from Councillor Cupit, seconded by Councillor Roberts, members resolved to approve the February 2021 expenditure subject to the Clerk discussing the Web domain costs with Councillor Eaton.
- Action: Clerk to discuss Web domain costs with Councillor Eaton.**
- 10.4 Following a proposal by Councillor Lees, seconded by Councillor Bowyer, members resolved to approve the bank reconciliation, which was later signed by the Chairman.
- 10.5 Following a proposal by Councillor Lees, seconded by Councillor Brown, members resolved to purchase Scribe Accounts web-based software to replace the Excel spreadsheet currently in use to monitor finances at an initial cost of £582.00.
- 10.6 Members noted the change in practice of the requirement to obtaining two signatures for each invoice.

10. DATE OF NEXT MEETING (20/1112)

- 10.1 Monday 8th March 2021 – 6.45pm

The Chairman closed the meeting at 8.33pm.

BARROWBY PARISH COUNCIL FINANCE REPORT FEBRUARY 2021

Members to note the following income:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
Robert Holland Funeral Directors	Grave digging and interment	360.00
Ecclesiastical	Return of Insurance Payment - Roadside Sign	-725.74
Robert Holland Funeral Directors	Grave digging and interment	460.00
Robert Holland Funeral Directors	Purchase of plot, grave digging and interment	790.00
Barrowby Pre School	Pavilion Hire January 2021	1,189.32
Viking Signs Ltd	Reimbursement of payment due	975.74

Members to approve the following expenditure:

<u>Supplier</u>	<u>Description</u>	<u>Net (£)</u>	<u>VAT (£)</u>	<u>Gross (£)</u>
Affiliates Get Seen Here Ltd	Website training	60.00	12.00	72.00
Affiliates Get Seen Here Ltd	Annual Hosting	150.00	0.00	150.00
Affiliates Get Seen Here Ltd	Website support	240.00	48.00	288.00
Ian Smith Electrical	PAT Test	35.00	7.00	42.00
Clean My Windows	Window Cleaning	24.00	0.00	24.00
Richard Summerfield	Roof repairs, fit lock. repair kitchen cupboard	300.00	0.00	300.00
Tuffies	Blue Roll	18.33	3.67	22.00
Asda Stores Ltd	Refuse sacks	13.33	2.67	16.00
Elixir Garden Supplies	Iron Sulphate	21.57	4.32	25.89
Chandlers	Rock salt	13.82	2.77	16.59
P E Hempstead and Sons	Grass cutting	50.00	10.00	60.00
Telefonica UK Ltd	Assistant Clerk Mobile Phone	8.72	1.74	10.46
British Telecommunications PLC	Broadband	36.99	7.40	44.39
Biffa Waste Services Ltd	Waste Collection	67.54	13.51	81.05
Biffa Waste Services Ltd	Waste Collection	111.46	22.29	133.75
Unlimited Web Hosting	Web Hosting	3.49	0.70	4.19
Blinds Direct	Blind	29.96	0.00	29.96
HP Inc UK Ltd	Printing	18.74	3.75	22.49
British Gas Business	Gas Supply	272.99	54.59	327.58
British Gas Business	Gas Supply	42.64	2.13	44.77
Telefonica UK Ltd	Clerk's Mobile Phone	10.39	2.08	12.47
Viking	Stationery		78.89	15.78
Salaries	February salaries		2,339.10	0.00
Mussons Heating Ltd	Annual Gas Service		250.00	50.00