

# BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO  
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## Minutes of the Barrowby Parish Council Meeting held on Monday 11<sup>th</sup> January 2021 via Zoom Video Conferencing.

### PUBLIC FORUM (6.45pm):

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

MEETING OPENED: 18.50pm

#### 1. WELCOME REMARKS (20/092)

- 1.1 The Chairman, Councillor Cupit, welcomed members to the meeting. Those in attendance: Councillors Blackwell, Bosworth, Bowyer, Brown, Eaton, Inglis, Roberts (from 18.55pm), Townsend and the Clerk, Mrs Moss.

#### 2. APOLOGIES FOR ABSENCE & REASONS GIVEN (20/093)

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

#### 3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (20/094)

- 3.1 Declarations of Interest  
Councillors Inglis and Cupit declared an interest as recipients of expenses. Councillor Cupit also declared an interest in item 7.5.2.
- 3.2 Requests for Dispensation  
None.

#### 4. APPROVAL OF MINUTES (20/095)

- 4.1 The notes of the Parish Council meeting on 14<sup>th</sup> December 2020, having been proposed by Councillor Inglis and seconded by Councillor Eaton, 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 (20/96)

- 5.1 The contents of the Clerk's Report with regards to actions from previous minutes were noted.
- 5.2 Members considered a new Policy and Procedures for Volunteers working on behalf of the Parish Council and it was agreed that any Volunteer must first notify the Clerk of the date, work to be done and tools to be used. A Risk Assessment sheet must be completed and signed by the Volunteer for each job undertaken and retained by the Clerk. Councillor Cupit proposed and Councillor Roberts seconded and members resolved to approve the new Volunteer Policy and Procedures.

#### 6. PLANNING (20/097)

- 6.1 S20/2024— no comments.
- 6.2 Members discussed the opportunity to respond to the Rectory Farm Draft Supplementary Planning Brief Consultation which is available online between 22<sup>nd</sup> January and 12<sup>th</sup> February 2021. Councillors Cupit, Eaton and Roberts will meet to draft a response and circulate to the rest of the Members.
- Action: Clerk to arrange a Zoom meeting for Councillors Cupit, Eaton and Roberts to discuss a draft response to the Rectory Farm Draft Supplementary Planning Brief Consultation.**

- 6.3 Members discussed what projects other than play equipment would benefit from the £32,800 to be received from Developers of the Low Road site. Suggestions were:
- New Community Centre including a Satellite Surgery
  - Feasibility study for new building at either the RBL or any other suitable site
  - Facility to complement the 3G proposal made by the Football Club.
- Action: Councillor Inglis to investigate the arrangement at Croxton Community Hall.**  
**Action: Clerk to find out from SKDC if we can draw down the funds and ringfence to put towards a future Village Community project that will benefit all age groups in the Parish.**
- 6.4 Members noted that the permission had been granted in respect of applications S19/2140, S20/1987 and S20/2033.

## **7. REPORTS (20/098)**

### **7.1 Reading Room**

- 7.1.1 Following a proposal by Councillor Cupit, seconded by Councillor Eaton, members resolved to approve a quote for £37.91 to purchase a roller blind from Blinds Direct to be fitted on the door leading from the lobby into the Reading Room hall providing privacy for hirers. A laminated sign will also be put on the door indicating that if the blind is down a private meeting is in place.
- Action: Clerk to order roller blind and fit to the door leading from the Reading Room lobby to the hall and to put up a laminated sign on the door indicating that if the blind is down a private meeting is in place.**

- 7.1.2 Following a proposal by Councillor Townsend, seconded by Councillor Inglis, members resolved to approve the fitting of opaque window film to the door leading from the kitchen to the hall to provide privacy for hirers. This will be supplied and fitted free of charge by the Clerk.
- Action: Clerk to fit opaque window film to the door leading from the kitchen to the hall.**

- 7.1.3 The Clerk provided an update on the decorating undertaken by the Caretakers and it was agreed that a letter of thanks be sent to Mr Shuttleworth for his voluntary help in painting the ceilings in the Reading Room.
- Action: Clerk to send a letter of thanks to Mr Shuttleworth for his voluntary help in painting the ceilings in the Reading Room.**

### **7.2 Pavilion Committee**

- 7.2.1 Members noted the minutes of the meeting of the Pavilion Committee held on 18<sup>th</sup> November 2020 and 5<sup>th</sup> January 2021. Councillor Cupit confirmed that only the Clerk as Responsible Finance Officer should hold a debit card for purchases (Agenda item 5.1)
- 7.2.2 Members discussed a proposal from Barrowby Football Club for a full sized 3G football pitch at the Pavilion playing field. A vote was taken and there were 3 against, 1 abstention, 6 required more information and 1 in favour. In view of the questions that were raised it was agreed that a meeting should be arranged to talk through the proposals in more detail and answer the questions raised.
- Action: Councillor Cupit to arrange a Zoom meeting with relevant parties.**  
**Action: Clerk to retrieve the deeds to the land at Low Fields for Councillor Cupit.**

### **7.3 Play Areas**

- 7.3.1 Members noted that the Covid safety signs at the play areas need to be refreshed.
- Action: Clerk to refresh the Covid safety notices at all play areas.**

Councillor Cupit suspended the meeting at 8.39pm for a 5 minute comfort break. The meeting resumed at 8.44pm.

### **7.4 Burial Ground**

- 7.4.1 Members noted the minutes of the meeting of the Burial Ground Committee held on 2<sup>nd</sup> November 2020 and 6<sup>th</sup> January 2021. Councillor Cupit updated Members on the dispute

between the Parish Council and NAAM and reported that NAMM members will be allowed to work on site in the future.

- 7.4.2 Members received an update on the donation made in memory of B Footitt deceased. Councillor Cupit confirmed that the Parochial Church Council should be asked to make suggestions as to what to do with the donation and not the Burial Ground Committee.

**Action: Clerk to ask the Parochial Church Council to make suggestions as to what to do with the donation received in memory of B Footitt deceased.**

## 7.5 Allotments

- 7.5.1 Members received a verbal report of the meeting between representatives of the Parish Council and the Barrowby Gardener's Association which took place on 8<sup>th</sup> December.

- 7.5.2 Following a proposal by Councillor Eaton, seconded by Councillor Roberts, members resolved to approve the expenditure of £300 for the removal of asbestos buried at ends of Allotment plots as per previously circulated quote.

## 7.6 Health and Safety

- 7.6.1 The Clerk confirmed that fortnightly inspections of the play areas had been carried out by the Caretaker. After a discussion it was agreed that a schedule of repairs required and costs should be presented to the Parish Council for consideration. The Caretaker will be accompanied on her Health and Safety inspections and repairs required noted:

- Councillor Brown will cover the Village Green and the Reading Room
- Councillor Cupit will cover Adamstyles
- Councillor Inglis will cover the Pre-School.

**Action: Clerk to inform Caretaker of visits and to collate results for presentation at a future Parish Council meeting.**

## 7.7 Community Areas

- 7.7.1 Members noted the details of the Parish Agreement Scheme for grass-cutting (previously approved – see paragraph 8.7.4 July 2020 minutes).

- 7.7.2 Following a proposal by Councillor Inglis, seconded by Councillor Brown, members resolved to approve a quote for mowing areas along Barrowby verges at £42 plus VAT on a fortnightly basis.

## 8. CORRESPONDENCE (20/099)

- 8.1 Members noted all general correspondence circulated for information since the December meeting.

## 9. FINANCE (20/100)

- 9.1 Following a proposal by Councillor Cupit members unanimously resolved to approve expenditure by Councillor Cupit of up to £50 on a new mobile telephone for the Barrowby Volunteers group.

- 9.2 Members noted the 20/21 budget to date.

- 9.3 Members noted the income for January 2021.

- 9.4 Following a proposal from Councillor Cupit seconded by Councillor Inglis, members resolved to approve the January 2021 expenditure.

- 9.5 Following a proposal by Councillor Cupit, seconded by Councillor Eaton, members resolved to approve the bank reconciliation, which was later signed by the Chairman.

## 10. DATE OF NEXT MEETING (20/101)

- 10.1 Monday 8<sup>th</sup> February 2021 – 6.45pm

The Chairman closed the meeting at 9.25 pm.

## BARROWBY PARISH COUNCIL FINANCE REPORT JANUARY 2021

Members to note the following income:

| <u>Customer</u>       | <u>Description</u>              | <u>Amount (£)</u> |
|-----------------------|---------------------------------|-------------------|
| K Howden              | Deposit refund                  | -50.00            |
| Priestley and Cockett | R E Marsh                       | 364.00            |
| Barrowby Pre School   | Pavilion Hire December 20       | 942.48            |
| Daisy Foundation      | Reading Room Hire December 2020 | 59.50             |
| G H Linnell Ltd       | Cemetery fees - D M Wilks       | 85.00             |
| Davies Musson         | Unidentified credit             | 85.00             |

Members to approve the following expenditure:

| <u>Supplier</u>                | <u>Description</u>                 | <u>Net (£)</u> | <u>VAT (£)</u> | <u>Gross (£)</u> |
|--------------------------------|------------------------------------|----------------|----------------|------------------|
| Hedges Direct                  | Hedges                             | 92.99          | 17.20          | 110.19           |
| Emmerson Doors                 | Safety inspection of shutter doors | 1,716.00       | 343.20         | 2,059.20         |
| Community Heartbeat Trust      | Emergency Telephone System         | 100.00         | 20.00          | 120.00           |
| Lisa Neale                     | December expenses                  | 9.99           | 0.00           | 9.99             |
| B&Q PLC                        | Paint brushes                      | 7.88           | 1.58           | 9.46             |
| B&Q PLC                        | Post crete for seat                | 11.87          | 2.38           | 14.25            |
| Timpsons                       | Padlock for golden waste bin       | 4.12           | 0.83           | 4.95             |
| The Signwarehouse              | Signs for Pavilion                 | 13.60          | 0.00           | 13.60            |
|                                | Mobile phone and SIM for Barrowby  |                |                |                  |
| Phil Cupit                     | Vols                               | 24.50          | 0.00           | 24.50            |
| HMRC                           | PAYE/NI Q3                         | 1,461.11       | 0.00           | 1,461.11         |
| P E Hempstead and Sons         | Grass Cutting                      | 120.20         | 24.04          | 144.24           |
| Syston Park Christmas Trees    | Christmas Trees                    | 120.00         | 0.00           | 120.00           |
| Nic Barker Ltd                 | Grave Digging                      | 850.00         | 0.00           | 850.00           |
| DM Tree Surgery                | Tree Felling                       | 400.00         | 0.00           | 400.00           |
| Telefonica UK Ltd              | Clerk Mobile Phone                 | 10.52          | 2.10           | 12.62            |
| Telefonica UK Ltd              | Assistant Clerk Mobile Phone       | 8.72           | 1.74           | 10.46            |
| Doris CCTV Ltd                 | LCD Monitor                        | 87.50          | 17.50          | 105.00           |
| Amazon                         | Flash Drive, HDMI Lead             | 17.89          | 3.59           | 21.48            |
| Amazon                         | Microwave                          | 45.82          | 9.17           | 54.99            |
| Aracase Ecommerce              | Purchase refund                    | -7.90          | -1.59          | -9.49            |
| Aracase Ecommerce              | HDMI Lead                          | 8.32           | 1.67           | 9.99             |
| British Telecommunications PLC | Broadband                          | 36.99          | 7.40           | 44.39            |
| NEST                           | Pension Contributions              | 78.75          | 0.00           | 78.75            |
| SLCC                           | Clerk membership fees              | 173.00         | 0.00           | 173.00           |
| Unlimited Web Hosting          | Web Hosting                        | 3.49           | 0.70           | 4.19             |
| British Gas Business           | Gas Supply                         | 296.43         | 59.28          | 355.71           |
|                                | Reimbursement of Pension           |                |                |                  |
| NEST                           | Contributions                      | -78.75         | 0.00           | -78.75           |
| HP Inc UK Ltd                  | Printing                           | 18.74          | 3.75           | 22.49            |
| British Gas Business           | Electricity Supply                 | 41.04          | 2.05           | 43.09            |
| Telefonica UK Ltd              | Assistant Clerk Mobile Phone       | 10.52          | 2.10           | 12.62            |
| Telefonica UK Ltd              | Clerk's Mobile Phone               | 13.55          | 2.71           | 16.26            |
| Salaries                       | January Salaries                   | 1,906.99       | 0.00           | 1,906.99         |