

BARROWBY PARISH COUNCIL

Mrs R Heyward, Clerk and RFO
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Minutes of the Barrowby Annual Parish Council Meeting held on Monday 11 June 2020 via Zoom Video Conferencing.

PUBLIC FORUM (6.45pm):

One member of the public was in attendance to observe.

Following a proposal by Councillor Lees, seconded by Councillor Cross, members resolved to temporarily suspend Standing Orders to begin the meeting in advance of 7.00pm.

MEETING OPENED: 7.00pm

1. ELECTION OF CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE (20/016)

- 1.1 Councillor Roberts nominated Councillor Cupit as a candidate for Chairman, which was seconded by Councillor Inglis. 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 later signed by the Clerk.

2. ELECTION OF VICE-CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE (20/017)

- 2.1 Councillor Bosworth nominated Councillor Inglis as a candidate for Vice-Chairman, which was seconded by Councillor Cross. 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 later signed by the Clerk.

3. WELCOME REMARKS (20/018)

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

4. APOLOGIES FOR ABSENCE & REASONS GIVEN (20/019)

- 4.1 There were no apologies.

5. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (20/020)

- 5.1 Declarations of Interest
Councillor Inglis declared an interest as a recipient of expenses.
- 5.2 Requests for Dispensation
No requests for dispensation were made.

6. APPROVAL OF MINUTES (20/021)

- 6.1 The notes of the Parish Council meeting on 11th May, having been proposed by Councillor Roberts and seconded by Councillor Townsend, were agreed to be a true and accurate record and were passed by resolution of the Council. The minutes were later signed and dated by the Chairman.

7. ANNUAL PROCEDURES (20/022)

- 7.1 Annual Review of Policy Documentation
The Clerk informed members that there were no proposed changes to the following 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 Bosworth proposed that the policies being reviewed be adopted by the Council, which was seconded by Councillor Roberts and passed by resolution of the Council.

Action: The Chairman and Clerk to sign the policies at the next available opportunity.

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

- 7.2 Following a proposal by Councillor Blackwell, seconded by Councillor Cross, members resolved to approve the renewal of the insurance policy, as recommended by Came and Co, at a cost of £2,331.48.

7.3 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 Cross proposed that Councillors Townsend, Brown, Cupit, Inglis and Lees be elected to the Burial Ground Committee, which was seconded by Councillor Whittington and passed by resolution of the Council.

Staffing Committee

Councillor Whittington proposed that Councillors Cross, Cupit, Lees and Townsend be elected to the Staffing Committee, which was seconded by Councillor Inglis and passed by resolution of the Council.

Finance Committee

Councillor Bosworth 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.

7.4 Election of Members to the PCC

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

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 (20/023)

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

9. HIGHWAYS (20/024)

- 9.1 Members noted the Highways Report received from LCC on 1st June. Councillor Whittington reported that the contractor for road repairs is currently operating in neighbourhood teams with a greater capacity and urged members to report any long-standing issues to him via email.
- 9.2 Members noted the results of the Archer Survey carried out by Lincs Road Safety Partnership. The survey indicated no specific issues however it was noted that due to the Covid-19 lockdown, traffic

has been significantly lighter than usual.

Action: The Clerk to ask for Casthorpe Rd and The Drift to be surveyed.

- 9.3 Members considered correspondence from a parishioner regarding wheelchair access through a gate off Mill Row. Councillor Cupit referred to further correspondence on this matter from another party but it was unclear if this correspondence was intended for the Parish Council.

Action: The Clerk to review other correspondence on this matter and add to July agenda for consideration.

Action: The Clerk to response to the parishioner.

- 9.4 Members noted anonymous correspondence regarding an overgrown hedge on Casthorpe Road and noted that the hedge has since been cut back.

10. PLANNING (20/025)

- 10.1 Councillor Cupit reported that the Neighbourhood Planning Steering Group has not met since the May Council meeting but has compiled representations on S19/2140. Councillor Cupit reported that this planning application is potentially scheduled to appear at the SKDC Planning Meeting on 9th July. Councillor Cupit also reported having a telephone conversation with Councillor Bob Adams, Chair of the Planning Committee, acknowledging the submission on S19/2140 that was posted to all members of the Planning Committee. It was noted the Clerk is awaiting a response from NPSG to complete the final Locality Grant submission which is now overdue.

Action: Councillor Cupit to chase Nigel Jones for a response.

- 10.2 S20/0799 – no comments.

- 10.3 S20/0800 – no comments.

- 10.4 S20/0683 – no comments.

- 10.5 Members noted that permission was granted in relation to applications S19/1786, S19/1970, S20/0587.

11. REPORTS (20/026)

11.1 Reading Room

- 11.1.1 The Clerk updated members on the claim against Gelder Group. The draft letter is composed and awaits the insertion of an estimate for the remedial works.

Action: Councillor Cupit to meet Robinsons to obtain a quote.

- 11.1.2 Members noted that the Reading Room remains closed for hirings.

11.2 Pavilion Committee

- 11.2.1 Members noted that the Pavilion is open for Pre-School only.

11.3 Play Areas

- 11.3.1 Members noted that all play areas remain closed and acknowledged correspondence from a parishioner, and that received via Councillor Roberts, reporting concerns regarding members of the public continuing to use the play equipment. Members agreed to report the concerns regarding usage to the police and to erect further signage to make the closure clearer.

Action: The Clerk to write to the PCSO and Grantham Divisional Police HQ.

Action: Councillors Roberts, Inglis and Lees to arrange for more signs to be erected.

- 11.3.2 Members considered a request to use the Village Green for a fitness group for local residents. The Clerk reported having requested more information on days/times and whether this would be a paid activity but having received no response. Members agreed the Lowfields would be a better venue.

Action: The Clerk to ask again for more details before passing to Pavilion Committee.

11.4 **Burial Ground**

11.4.1 Members received an update on Burial Ground activity detailing one burial since the last meeting and one cremation to take place later in June.

11.4.2 Following a proposal by Councillor Lees, seconded by Councillor Cross, members resolved to agree to cease the Biffa contract for the bin at the Burial Ground as it is no longer required.

Action: The Clerk to cancel the Biffa contract.

11.5 **Allotments**

11.5.1 Members discussed correspondence regarding the mowing of the pony paddock. Following a proposal by Councillor Lees, seconded by Councillor Bosworth, members resolved to mow a strip 8-10ft along the fence line of the neighbouring houses. There were two votes against and one abstention.

Action: The Clerk to instruct Andy Sharpe to undertake the mowing.

11.5.2 Following a proposal by Councillor Inglis, seconded by Councillor Lees, members resolved to approve a request from BGA to reimburse the sum of £432 for two skips required at the allotments. It was agreed that only the cost of one skip would be allocated against the allotment 20/21 budget with the cost of the other coming from the contingency fund. There were two abstentions.

Action: The Clerk to arrange to refund BGA.

11.5.3 Members considered the next steps of the working party tasked to look at an agreement between BGA and the Parish Council and agreed there is still a need to seek expert advice.

Action: The Clerk to re-engage LALC for advice.

11.6 **Health & Safety**

11.6.1 Fortnightly inspections of the play areas had been carried out by the Caretakers and were circulated prior to the meeting.

11.7 **Community Areas**

11.7.1 Members received an update from Councillor Cupit on Barrowby Community Resilience Group, hearing that some volunteers have had to return to work and one area co-ordinator has taken ill.

11.7.2 Members received an update from LCC Highways on the cutting of the grassed areas at Rectory Lane, Westry Close and parts of Reedings Road. The Clerk reported having spoken to LCC Highways who ensured these areas are on the schedule for mowing and were cut in May and are due to be cut again before the end of June.

Action: Councillors Cupit, Lees, Inglis and the Clerk to meet via Zoom at 7.00pm on 11th June to discuss the merits of joining a Parish Agreement.

11.7.3 Members considered action needed regarding a diseased (possibly leaf shot) tree on the Lowfields. It was noted that DM Tree Surgery had attended the tree but were not qualified to make a judgement. Following a proposal by Councillor Lees, seconded by Councillor Blackwell, members resolved to seek the advice of Dave Parker and, if the tree is confirmed as diseased and contagious, to have it removed at a cost of no more than £350.00.

Action: Councillor Lees to arrange for Dave Parker to inspect the tree.

Action: The Clerk to send Councillor Lees directions to the tree.

12. **CORRESPONDENCE (20/027)**

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

13. **FINANCE (20/028)**

- 13.1 Members noted the 20/21 budget to date.
- 13.2 Members noted the income for June 2020.
- 13.3 Members noted the outstanding debtors report as circulated.
- 13.4 Following a proposal from Councillor Lees, seconded by Councillor Roberts, members resolved to approve the June 2020 expenditure.
- 13.5 Following a proposal by Councillor Lees, seconded by Councillor Cross, members resolved to approve the bank reconciliation up to 31st May 2020, which was later signed by the Chairman.

14. ANNUAL RETURN (20/029)

- 14.1 Members resolved to approve the final Internal Audit Report, signed by the Internal Auditor Terry Brown.
- 14.2 Annual Governance Statement
The Chairman read the statements in Section 1 of the Annual Return, the Annual Governance Statement. Following consideration by Members of each of the statements in turn, the Chairman answered each statement in the affirmative. Councillor Roberts proposed that the Chair sign the statement to signify the Council's agreement with the statements, which was seconded by Councillor Cross and passed by resolution of the Council. The Chair duly signed and dated Section 1.
- 14.3 Annual Return
Councillor Brown proposed that the Council accept the accounting statements set out in Section 2 of the Annual Return, the working papers for which had been circulated by the Clerk, which was seconded by Councillor Bosworth and passed by resolution of the Council. The Chair and the Clerk signed and dated Section 2.
Action: The Clerk to arrange for the Annual Return to be submitted for external audit by the required deadline and to make arrangements for public notification of the period of audit.

15. STAFFING (20/030)

- 15.1 At the proposal of Councillor Cupit, seconded by Councillor Cross and passed by unanimous resolution of the Council in accordance with the Public Bodies Act 1960 the meeting moved into closed session at 20.31pm.

The member of the public left the meeting at 20.31pm.
- 15.2 The date for the next staffing meeting was agreed to take place after 22nd June.
Action: The Clerk to arrange a Zoom meeting.
- 15.3 Members considered the impact on staffing of cancelled bookings at the Reading Room and Pavilion in closed session. Following a proposal by Councillor Whittington, seconded by Councillor Cross, members resolved to make no changes to staff contracts at present. This is to be reviewed at the September meeting.

Following a proposal by Councillor Cupit, seconded by Councillor Lees, the meeting moved back into open session at 20.42pm.

16. ROYAL BRISITH LEGION SITE (19/031)

- 16.1 Members considered correspondence from SKDC regarding the outline planning application on the former site of the Royal British Legion. It was noted that SKDC had asked for concept drawings which Councillor Cupit had sent independently. Councillor Cupit reported that he had, in response, received a verbal approval of the application and that the Council should now await written confirmation. Members were in agreement that it would be wise to informally consult with SKDC before pursuing with any formal planning application. The Clerk confirmed having received no

response from Royal British Legion's CEO or Phil Bradbury with regards to setting a meeting.

Action: Councillor Cupit to forward SKDC's comments on the drawings to the Clerk for circulation.

Action: The Clerk to write again to RBL (CEO and Phil Bradbury) once written confirmation of the acceptance of the outline planning application is received from SKDC.

Action: Councillor Cupit to reply to SKDC asking to further discuss the comments on the concept drawings.

17. DATE OF NEXT MEETINGS (19/032)

16.1 Monday 13th July at 7.00pm.

The Chairman closed the meeting at 20.54pm.

BARROWBY PARISH COUNCIL FINANCE REPORT JUNE 2020

Members to note the following income:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
BG Brown	Grave Digging and Interment	360.00
BG Unwin	Grave Digging and Interment	160.00

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	73.33	14.67	88.00
British Telecommunications PLC	Broadband	36.99	7.40	44.39
NEST	Pension Contributions	81.36	0.00	81.36
Post Office Ltd	Postage	14.09	0.00	14.09
Post Office Ltd	Postage	17.06	0.00	17.06
Zoom Video Communications Inc	Zoom License	14.39	0.00	14.39
Screwfix Direct Ltd	Painting Equipment	21.80	4.34	26.14
Telefonica UK Ltd	Asst Clerk Mobile Phone	8.72	1.74	10.46
Anglian Water Business	Water Rates	33.08	0.00	33.08
Anglian Water Business	Water Rates	95.23	0.00	95.23
Unlimited Web Hosting	Web Hosting	3.49	0.70	4.19
Telefonica UK Ltd	Clerk Mobile Phone	10.39	2.08	12.47
Telefonica UK Ltd	Caretaker Mobile Phone	10.52	2.10	12.62
HP Inc UK Ltd	Printing	14.99	3.00	17.99
Biffa Waste Services Ltd	Waste Collection	33.62	6.72	40.34
Biffa Waste Services Ltd	Waste Collection	68.07	13.61	81.68
Biffa Waste Services Ltd	Waste Collection	111.99	22.40	134.39
British Gas Business	Electricity Supply	34.11	1.70	35.81
British Gas Business	Electricity Supply	57.17	2.85	60.02
Came and Co	Insurance	2,331.48	0.00	2,331.48
Salaries	June Salaries	2,050.25	0.00	2,050.25
HMRC	PAYE/NI Q1	395.42	0.00	395.42
Sharpes Haulage	Top Soil	80.00	16.00	96.00
Clean My Windows	Window Cleaning	12.00	0.00	12.00
Lincolnshire Association of Local Councils	Zoom License	65.33	13.07	78.40
Nic Barker Ltd	Grave Digging	200.00	50.00	250.00
Nic Barker Ltd	Aco Drainage	1,900.48	380.09	2,280.57
P E Hempstead and Sons	Grass Cutting	381.70	76.34	458.04
P E Hempstead and Sons	Grass Cutting	218.00	43.60	261.60
P E Hempstead and Sons	Grass Cutting	382.00	76.40	458.40

B&Q PLC	Postcrete	7.60	1.90	9.50
B&Q PLC	Compost	7.36	1.84	9.20
B&Q PLC	Postcrete	7.60	1.90	9.50
Hollis Rd Flowers	Flowers for Flower Beds	15.00	0.00	15.00
Asda Stores Ltd	Bin Bags for Litter Picker	14.16	3.54	17.70