

# BARROWBY PARISH COUNCIL

Mrs R Heyward, Clerk and RFO  
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## Minutes of the Barrowby Parish Council Meeting held on Monday 9<sup>th</sup> November via Zoom Video Conferencing.

PUBLIC FORUM (6.45pm):

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

MEETING OPENED: 18.48pm

### 1. WELCOME REMARKS (20/070)

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

### 2. APOLOGIES FOR ABSENCE & REASONS GIVEN (20/071)

- 2.1 Apologies were received from Councillor Bosworth. It was noted that Councillor Whittington was not in attendance at this point.

### 3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (20/072)

- 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 (20/073)

- 4.1 The notes of the Parish Council meeting on 12<sup>th</sup> October 2020, having been proposed by Councillor Lees and seconded by Councillor Inglis, 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.

### 5. CLERK'S REPORT (20/074)

- 5.1 The contents of the Clerk's Report with regards to actions from previous minutes was noted. The matter of CCTV on the Village Green will be taken forwards by the new Clerk. Councillor Inglis reported further damage to another item of play equipment which the Clerk has informed the engineer of.
- 5.2 Members noted the minutes of the Staffing Committee meeting that took place on 21st October 2020.
- Councillor Whittington joined the meeting at 18.57pm.
- 5.3 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to ratify the appointment of Julie Moss as Clerk & RFO.
- 5.4 Following a proposal by Councillor Cupit, seconded by Councillor Inglis, members resolved ratify the appointment of Cllrs Eaton and Townsend as representatives on the Memorial Hall Committee.
- 5.5 Councillor Eaton updated members on the Christmas Sing-Along. Entry sheets for the competition have been distributed and once completed will be circulated to all members to

choose a winner. Councillor Eaton has kindly donated the printing of song sheets from his company and these will go out with the December Barrowby News. Following a proposal by Councillor Cupit, seconded by Councillor Lees, members approved expenditure of £35.00 for distribution and £30.00 for prizes.

**Action: Councillor Eaton to purchase prizes.**

- 5.6 Regarding Christmas trees for the Reading Room, following a proposal by Councillor Inglis, seconded by Councillor Roberts, members resolved to pay up to £130 for 4 x 5ft spruces.

**Action: The Clerk to order trees from Syston Park.**

## **6. HIGHWAYS (20/075)**

- 6.1 Members noted correspondence received from LCC referencing the outcomes of the site meeting regarding the kissing gate off Mill Row. It was noted the gate has now been removed.

**Action: Protruding hinge posing a H&S issue to be temporarily addressed by wrapping pipe insulation around it. Councillor Inglis to arrange.**

**Action: The Clerk to write to LCC with concerns.**

## **7. PLANNING (20/076)**

- 7.1 S20/1776 – no comments.

- 7.2 S20/1727 – no comments.

- 7.3 Members noted that the permission had been granted in respect of applications S20/1423 & S20/1449.

- 7.4 Members noted correspondence from SKDC regarding South Kesteven District Council Local Plan Review and that the consultation period ends on 23<sup>rd</sup> November.

**Action: NPSG to formulate a response to be circulated to all members.**

Councillor Whittington offered an update on the LCC land on Low Road.

## **8. ROYAL BRISITH LEGION SITE (20/077)**

- 8.1 Members further considered the development of a new community facility in the village and whether this incites the need for further consultation with the community. Members were broadly in agreement with both points.

- 8.2 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to allocate £500.00 towards legal fees to pursue an 'option to buy' on the RBL site.

## **9. REPORTS (20/078)**

### **9.1 Reading Room**

- 9.1.1 Members noted the temporary closure of the Reading Room owing to the current lockdown.

**Action: Clerk to chase insurance company for update on window repairs.**

- 9.1.2 Members discussed a proposal to publish a Facebook page to advertise the Reading Room as a hire venue. Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to pursue different options for promoting the Reading Room as a hire venue including advertising in local publications and other Facebook groups.

### **9.2 Pavilion Committee**

- 9.2.1 Members received the notes of the meeting of the Pavilion Committee held on 28th October 2020.

- 9.2.2 Members considered the 21/22 Business Plan produced by the Pavilion Committee. It was agreed that the £10,000 C-19 grant is re-allocated to the Pavilion income. It was suggested that 'whole Council' costs e.g. insurance and salaries could be proportioned to each venue. It was noted that expenditure exceeds income on the business plan and it was agreed that the Clerk should

prepare the 21/22 budget as such.

**Action: Clerk to input suggestions to current and future budgets.**

9.3 **Play Areas**

9.3.1 No further report.

9.4 **Burial Ground**

9.4.1 Following a proposal by Councillor Cupit, seconded by Councillor Eaton, members resolved to approve a quote for £400.00 to fell an ash tree.

**Action: Assistant Clerk to arrange the works.**

**Action: Assistant Clerk to write to the school regarding a dangerous overhanging tree.**

9.4.2 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to approve the purchase of iron sulphate at £30.00.

9.4.3 Members received an update from Councillor Cupit on the formal complaint received.

9.5 **Allotments**

9.5.1 Councillor Cupit update members on research already conducted and reported that a meeting of the BGA agreement working party will take place on 11<sup>th</sup> November and a further report will be forthcoming at a future meeting.

9.6 **Health & Safety**

9.6.1 The Clerk confirmed that fortnightly inspections of the play areas had been carried out by the Caretaker.

**Action: The Clerk to arrange an article for the Barrowby News informing residents that broken play equipment is in the process of being repaired and that continued inappropriate use of play equipment may threaten its future.**

9.7 **Community Areas**

9.7.1 Members noted the award of £400.00 plus a gold waste bin as a prize for winning the 2020 Best Kept Village Competition. The Clerk noted that the £400.00 has not yet been received.

**10. CORRESPONDENCE (20/079)**

10.1 Members noted all general correspondence circulated for information since the October meeting.

**11. FINANCE (20/080)**

11.1 Members noted the minutes of the Finance Committee meeting that took place on 29th October 2020.

11.2 To receive any considerations towards the preparations of the 21/22 budget. As previously discussed at the Finance Meeting it was agreed to include provision for loss of income due to lockdowns. It was also suggested to include an increase for tree works around the village.

**Action: The Clerk to include these considerations when preparing the budget.**

11.3 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to approve the addition of Julie Moss as a bank signatory for the purpose of obtaining a debit card.

11.4 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to ratify the removal of Richard Cross as a bank signatory and appoint a replacement. Following a proposal by Councillor Whittington, seconded by Councillor Brown, members resolved to add Councillor Lees as a signatory to the bank account.

**Action: Councillor Inglis to arrange signing of mandate to be forwarded to the Clerk.**

11.5 Members noted the 20/21 budget to date.

11.6 Members noted the income for November 2020.

- 11.7 Members noted that there are no outstanding debtors.
- 11.8 Following a proposal from Councillor Lees, seconded by Councillor Roberts, members resolved to approve the November 2020 expenditure.
- 11.9 Following a proposal by Councillor Lees, seconded by Councillor Inglis, members resolved to approve the bank reconciliation, which was later signed by the Chairman.

## 12. DATE OF NEXT MEETING (20/081)

- 12.1 Monday 14<sup>th</sup> December 2020 – budget setting meeting.

The Chairman closed the meeting at 20.22pm.

## BARROWBY PARISH COUNCIL FINANCE REPORT NOVEMBER 2020

Members to note the following income:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
SKDC	Precept	28,150.00
SKDC	Litter Picking Grant	453.44
Barrowby Pre School	Pavilion Hire October 20	1,009.80
EMA Dance	Reading Room Hire October 2020	76.50
Daisy Foundation	Reading Room Hire October 2020	174.25

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	-126.69	0.00	-126.69
NEST	Pension Contributions	87.46	0.00	87.46
Screwfix Direct Ltd	Hand Sanitiser	16.64	3.32	19.96
Screwfix Direct Ltd	Decorating Supplies	5.83	1.16	6.99
Telefonica UK Ltd	Asst Clerk Mobile Phone	8.72	1.74	10.46
Scottish Power	Gas Supply	73.33	14.67	88.00
British Telecommunications PLC	Broadband	36.99	7.40	44.39
Telefonica UK Ltd	Caretaker Mobile Phone	10.52	2.10	12.62
HP Inc UK Ltd	Printing	14.99	3.00	17.99
Unlimited Web Hosting	Web Hosting	3.49	0.70	4.19
British Gas Business	Electricity Supply	33.11	1.65	34.76
British Gas Business	Gas Supply	135.39	6.76	142.15
British Gas Business	Gas Supply	6.93	1.38	8.31
British Gas Business	Electricity Supply	277.10	13.85	290.95
P E Hempstead and Sons	Mowing	290.90	58.18	349.08
P E Hempstead and Sons	Pony Paddock Strimming & Spraying	75.00	15.00	90.00
P E Hempstead and Sons	Mowing	144.00	28.80	172.80
P E Hempstead and Sons	Mowing	218.00	43.60	261.60
DM Tree Surgery	Tree Felling	400.00	0.00	400.00
Biffa Waste Services Ltd	Waste Collection	111.99	22.40	134.39
Biffa Waste Services Ltd	Waste Collection	68.07	13.61	81.68
Telefonica UK Ltd	Clerk Mobile Phone	10.39	2.08	12.47
British Gas Business	Electricity Supply	8.02	0.40	8.42
Anglian Water Business	Water Rates	15.07	0.00	15.07
PKF Littlejohn	Audit	300.00	60.00	360.00
All Secure Services	Fire Extinguisher Service	140.00	28.00	168.00
HP Inc UK Ltd	Asst Clerk Printing	31.96	0.00	31.96
Ian Smith Electrical	Alarm Repairs	85.00	17.00	102.00