

BARROWBY PARISH COUNCIL

Mrs R Heyward, Clerk and RFO
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Minutes of the Barrowby Parish Council Meeting held on Monday 14th September via Zoom Video Conferencing.

PUBLIC FORUM (6.45pm):

Following a proposal by Councillor Cupit, seconded by Councillor Roberts, members resolved to suspend standing orders and commence the meeting before 7.00pm.

MEETING OPENED: 7.00pm

1. WELCOME REMARKS (20/045)

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

Mr Nigel Eaton was also welcomed, pending co-option.

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (20/046)

- 2.1 There were no apologies.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (20/047)

- 3.1 Declarations of Interest
Both Councillors Cupit and Inglis declared an interest as a recipient of expenses.
- 3.2 Requests for Dispensation
No requests for dispensation were made.

4. CO-OPTION (20/048)

- 4.1 Following a proposal by Councillor Cupit, seconded by Councillor Bosworth, members resolved to co-opt Mr Nigel Eaton to the Parish Council. Mr Eaton signed a declaration of acceptance of office form during the meeting.

5. APPROVAL OF MINUTES (20/049)

- 5.1 The notes of the Parish Council meeting on 13th July, 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 were later signed and dated by the Chairman.

6. CLERK'S REPORT (20/050)

- 6.1 The contents of the Clerk's Report with regards to actions from previous minutes was noted.
- 6.2 It was agreed to form a working party, to meet in advance of 12th October to discuss ideas for Christmas events for 2020.
Action: The Clerk to schedule a zoom meeting and invite all members.

7. HIGHWAYS (20/051)

- 7.1 Members considered correspondence from LLC regarding a gate off Mill Row.
Action: The Clerk to arrange a site meeting between A Philpotts and Cllrs Cupit, Lees, Whittington, Inglis and Bosworth.
- 7.2 Councillor Whittington offered an update on A1/A52 junction.
Action: Councillor Whittington to report further at October meeting.

8. PLANNING (20/052)

- 8.1 S20/1423 – no comments.
- 8.2 S20/1365 – Members agreed to make a representation on this planning application, outlining concerns that the plans could restrict the access of emergency vehicles to Chapel Lane which is already highly congested.
Action: Clerk to send representation.
- 8.3 S20/1218 – no comments.
- 8.4 S20/1205 – no comments.
- 8.5 S20/0872 – no comments.
- 8.6 S20/1126 – no comments.
- 8.7 Members noted that the following permission had been granted in respect of applications S20/087, S20/1126, S20/0968, S20/0933, S20/0939, S20/0997, S20/1102.

9. REPORTS (20/053)

- 9.1 **Reading Room**
- 9.1.1 The Clerk updated members that the Reading Room was now covid-secure and the first hirer returned on 5th Sept.
- 9.1.2 Members considered a request for a gathering of 13 people. Members agreed this fell outside the government exemptions.
Action: The Clerk to respond.
- 9.2 **Pavilion Committee**
- 9.2.1 Members received the minutes of the meeting of the Pavilion Committee held on 28th July 2020.
- 9.2.2 Following a proposal by Councillor Cupit, seconded by Councillor Blackwell, members resolved to approve the proposed new Terms of Reference for the Pavilion Committee with the amendment that the maximum expenditure permitted before seeking full Council approval would be £500.00. Members agreed to review this at any time if necessary.
Action: The Clerk to update and circulate the terms of reference.
- 9.2.3 Following a proposal by Councillor Lees, seconded by Councillor Brown, members resolved to approve the expenditure of £1,178.75 inc VAT for Pavilion roof repairs. It was noted that the correct procedures and financial regulations had not been followed in the ordering of this work and that the Clerk had briefed the Pavilion Committee on the correct procedure.
Action: The Clerk to pay the invoice and annotate accounts accordingly.
- 9.2.4 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to approve (in retrospect) the expenditure of £3,496 plus VAT for emergency repairs to pavilion shutters. It was noted that a maintenance contract is now in place.
Action: The Clerk to pay the invoice.
- 9.2.5 The Clerk reported the Pavilion is covid-secure and open for pre-school and sports clubs.
- 9.2.6 A proposal regarding tree planting on Lowfields was referred to the Pavilion Committee.
- 9.3 **Play Areas**
- 9.3.1 Following a proposal by Councillor Cupit, seconded by Councillor Inglis, members resolved to approve the expenditure of £171.36 for covid-secure play area signs.

- 9.3.2 Members discussed acts of vandalism to play equipment on the Village Green.
Action: The Clerk to clarify the best way to report incidents to the police and circulate this amongst members.
Action: The Clerk to chase the engineer for an update on the repairs.
- 9.3.3 Members noted the annual ROPSA report containing no urgent issues. The Clerk reported that the engineer would be asked to look at minor issues relating to play equipment and Cllr Inglis reported the Pavilion Committee were actioning matters at the Lowfields.
- 9.3.4 Members discussed several items of correspondence reporting anti social behaviour on the Village Green. CCTV and signage were proposed as two possible options to investigate but it was agreed that the primary deterrent would be an increase in police presence by encouraging residents to report incidents directly to the police. Members were advised by the Chairman not to confront 'offenders' in person.
Action: Members to submit suggestions for signage to the Clerk.
Action: The Clerk to investigate CCTV.
Action: The Clerk to insert a report in BNews urging residents to report incidents to the police.
Action: The Clerk to reply to complainants advising they should contact the police.
- 9.3.5 The Clerk reported forwarding all correspondence regarding an incident on the Village Green to the insurers.
- 9.4 **Burial Ground**
- 9.4.1 There has been no progress on the complaint received.
Action: The Clerk to ask the Assistant Clerk to schedule a meeting of the Burials Committee asap.
- It was proposed that Councillor Eaton could join the Staffing, Finance and Burials committees.
Action: The Clerk to send Councillor Eaton details of each committee.
- 9.5 **Allotments**
- 9.5.1 Regarding the overgrown hedge on The Drift, the Clerk has, as advised by LCC, reported the issue to the draining board responsible.
Action: The Clerk to pursue with Anglian Water and the drainage board.
- 9.5.2 Following a proposal by Councillor Lees, seconded by Councillor Roberts, members resolved to have the base of the neighbouring fence lines in the pony paddock sprayed twice a year.
Action: The Clerk to find a suitable contractor to spray.
Action: The Clerk to ask Larkfleet for a commercial value for access to pony paddock from Chilvers Close.
Action: The Clerk to investigate access with Land Registry.
Action: Councillor Whittington to explore possible options for future use of land.
- 9.5.3 It was agreed that as face to face meetings are unable to be held at present, talks with BGA about an agreement would be put on hold.
Action: The Clerk to respond to BGA.
- 9.6 **Health & Safety**
- 96.1 The Clerk confirmed that fortnightly inspections of the play areas had been carried out by the Caretaker.
- 9.7 **Community Areas**
- 9.7.1 It was agreed that a proposal for a community orchard would be referred to the Pavilion Committee.
Action: The Clerk to forward to the Assistant Clerk.
- 9.7.2 It was agreed that a proposal for a memorial, as reported by Councillor Cupit, would be referred

to the Pavilion Committee and Burials Committee in the first instance for comments. Informed future consultations between the family and Parish Council representatives can then take place at an appropriate time in the future.

Action: The Clerk to forward to the respective committees.

- 9.7.3 Following a proposal by Councillor Cupit, seconded by Councillor Roberts, members resolved to approve the expenditure of updates to the Best Kept Village signs at a cost of £213.60.

10. CORRESPONDENCE (20/054)

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

11. FINANCE (20/055)

- 11.1 Members noted the 20/21 budget to date.
- 11.2 Members discussed the loss of earnings report compiled by the Clerk concerning the Reading Room and Pavilion.
Action: The Clerk to arrange a Finance Committee meeting for the end of October.
- 11.3 Members noted the income for August & Sept 2020.
- 11.4 Members noted that there are no outstanding debtors.
- 11.5 Following a proposal from Councillor Lees, seconded by Councillor Townsend, members resolved to approve the August & September 2020 expenditure.
- 11.6 Following a proposal by Councillor Lees, seconded by Councillor Blackwell, members resolved to approve the bank reconciliation up to 31st August 2020, which was later signed by the Chairman.

12. ROYAL BRISITH LEGION SITE (19/056)

- 12.1 Members discussed the lack of formal response from SKDC to the Council's outline planning application. Councillor Cupit reported receiving assurance this would arrive by 18th September.
Action: The Clerk to inform Councillor Cupit if no decision has been received by 18th.
Action: The Clerk to arrange for Planning and RBL Site to appear higher up the agenda at future meetings.

12. DATE OF NEXT MEETING (19/057)

- 12.1 Monday 12th October.

The Chairman closed the meeting at 21.45pm.

BARROWBY PARISH COUNCIL FINANCE REPORT SEPTEMBER 2020

Members to note the following income:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
BG	Reservation of Plot L2	330.00
Lincolnshire CC	Covid 19 Community Support Grant	692.00
Barrowby FC	Rental Charges for Pitchworks	6,360.00
Barrowby Pre School	Pavilion Hire July 2020	1,009.80
BG	Grave Digging and Interment K11	360.00

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
Scottish Power	Gas Supply	73.33	14.67	88.00

Microsoft	Office 365 Subscription	66.66	13.33	79.99
British Telecommunications PLC	Broadband	36.99	7.40	44.39
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Biffa Waste Services Ltd	Waste Collection	9.93	1.99	11.92
Biffa Waste Services Ltd	Waste Collection	135.35	27.07	162.42
Biffa Waste Services Ltd	Waste Collection	80.45	16.09	96.54
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
HP Inc UK Ltd	Printing	14.99	3.00	17.99
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Telefonica UK Ltd	Caretaker Mobile Phone	10.52	2.10	12.62
Telefonica UK Ltd	Asst Clerk Mobile Phone	8.72	1.74	10.46
Telefonica UK Ltd	Clerk Mobile Phone	10.39	2.08	12.47
Telefonica UK Ltd	Caretaker Mobile Phone	10.52	2.10	12.62
Telefonica UK Ltd	Asst Clerk Mobile Phone	8.72	1.74	10.46
Telefonica UK Ltd	Clerk Mobile Phone	10.39	2.08	12.47
British Gas Business	Gas Supply	109.23	5.46	114.69
British Gas Business	Electricity Supply	264.83	13.24	278.07
British Gas Business	Electricity Supply	231.01	11.55	242.56
British Gas Business	Gas Supply	115.58	5.77	121.35
British Gas Business	Electricity Supply	32.96	1.64	34.60
British Gas Business	Electricity Supply	33.55	1.67	35.22
Aztech Media Ltd	Covid Secure - Floor Tape	11.24	2.25	13.49
Zhong Shan Shi	Covid Secure - Face Shields	11.24	2.25	13.49
Zhong Shan Shi	Covid Secure - Face Shields	11.25	2.25	13.50
Shreek Meds	Covid Secure - Ind Hand Gel	5.35	1.07	6.42
Shreek Meds	Covid Secure - Ind Hand Gel	5.36	1.07	6.43
Wrimes Costmetics	Covid Secure - Hand Sanitiser	12.91	2.58	15.49
Wrimes Costmetics	Covid Secure - Hand Sanitiser	12.91	2.59	15.50
Jaiv Ltd	Covid Secure - Aprons	4.98	1.00	5.98
Jaiv Ltd	Covid Secure - Aprons	4.98	0.99	5.97
K-Mart Ltd	Covid Secure - Face Masks	3.54	0.71	4.25
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B&Q PLC	Covid Secure - Storage & Boxes	13.76	3.43	17.19
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The Sign Shed	Covid Secure - Signage	130.92	26.93	157.85
The Sign Shed	Covid Secure - Signage	37.20	6.69	43.89
Screwfix Direct Ltd	Fire Door Lock Alarms x 2	199.97	39.99	239.96
Screwfix Direct Ltd	Pony Paddock Chain & Lock	36.66	7.32	43.98
Screwfix Direct Ltd	Tape for Play Areas	21.65	4.33	25.98
Post Office Ltd	Postage	8.99	0.00	8.99
Unlimited Web Hosting	Web Hosting	3.49	0.70	4.19
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Kedel Ltd	Edging for Flower Beds	231.23	46.24	277.47
NEST	Pension Contributions	81.36	0.00	81.36
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Salaries	August Salaries	2,094.46	0.00	2,094.46
HP Inc UK Ltd	Printing	7.99	0.00	7.99
JMG Amenity	Weed Spraying Village Green	130.00	26.00	156.00
JMG Amenity	Weed Spraying Lowfields	600.00	120.00	720.00
Link Magazine	Insert for Barrowby News	32.38	6.48	38.86
P E Hempstead and Sons	Mowing	381.70	76.34	458.04
P E Hempstead and Sons	Mowing	325.90	65.18	391.08
P E Hempstead and Sons	Mowing and spraying	198.25	39.65	237.90
P E Hempstead and Sons	Mowing	146.00	29.20	175.20

P E Hempstead and Sons	Mowing	300.00	60.00	360.00
P E Hempstead and Sons	Spraying	26.70	5.34	32.04
P E Hempstead and Sons	Mowing	273.00	54.60	327.60
P E Hempstead and Sons	Spraying	132.00	26.40	158.40
Viking Signs	Roadside Sign	975.74	195.15	1,170.89
A Sharpe	Mowing	638.00	0.00	638.00
A Sharpe	Soil Haulage	60.00	0.00	60.00
A Sharpe	Pony Paddock Topping	40.00	0.00	40.00
Brewers	Paint	501.76	100.35	602.11
JE Mason	Decorating	2,192.89	0.00	2,192.89
Newark & Sherwood Locksmith	Gate Key Cutting	28.75	5.75	34.50
Brewers	Paint	34.95	6.99	41.94
ESPO	Covid Secure Supplies	466.19	93.24	559.43
ESPO	Covid Secure Supplies	143.29	28.66	171.95
Playsafety	ROSPA Annual Inspection	303.50	60.70	364.20
PrintHub	BCRG Newsletter	26.31	0.00	26.31
PrintHub	BCRG Newsletter	25.50	0.00	25.50
All Secure Services	Fire Extinguisher Service	39.00	7.80	46.80
All Secure Services	Fire Extinguisher Service	69.00	13.80	82.80
East Mids Oven Cleaning	Oven cleaning	69.00	0.00	69.00
Sharpes Haulage	Top Soil	80.00	16.00	96.00
B&Q PLC	Fertiliser for hanging baskets	11.84	0.00	11.84
BGA	Compost	12.00	0.00	12.00
Clean My Windows	Window Cleaning	12.00	0.00	12.00
Safety Gloves	Gloves for Litter Picker	49.98	0.00	49.98
Brewers	Paint	34.95	6.99	41.94
Tillers	Turf	16.67	3.33	20.00
Tillers	Turf	16.67	3.33	20.00
B&Q PLC	Painting Equipment	23.33	4.67	28.00
B&M Retail	Gloves for Litter Picker	8.99	0.00	8.99
Wickes	Staples for notices	7.20	0.00	7.20
Tuffies	Blue Roll	18.33	3.67	22.00
HMRC	PAYE&NI	476.96	0.00	476.96
Salaries	September Salaries	2,557.65	0.00	2,557.65