

BARROWBY PARISH COUNCIL

Mrs R Heyward, Clerk and RFO
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Minutes of the Barrowby Parish Council Meeting held on Monday 13th July 2020 via Zoom Video Conferencing.

PUBLIC FORUM (6.45pm):

Mr Wilkinson of Lincolnshire Co-op was in attendance to make representation regarding the placement of a convenience store as part of the Low Road development. Mr Wilkinson also answered questions from members of the Council, primarily concerning the positioning of the store front and car park. Mr Wilkinson agreed to send the Clerk details of an existing similar size and positioned store to that proposed for Barrowby.

Mr Wilkinson left the meeting at 7.00pm.

MEETING OPENED: 7.00pm

1. WELCOME REMARKS (20/033)

- 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, Bowyer and the Clerk, Mrs Heyward.

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (20/034)

- 2.1 There were no apologies.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (20/035)

- 3.1 Declarations of Interest
There were no declarations of interest.
- 3.2 Requests for Dispensation
No requests for dispensation were made.

4. APPROVAL OF MINUTES (20/036)

- 4.1 The notes of the Parish Council meeting on 8th June, having been proposed by Councillor Inglis 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.

5. CLERK'S REPORT (20/037)

- 5.1 The contents of the Clerk's Report with regards to actions from previous minutes was noted.
- 5.2 Following a proposal by Councillor Cupit, seconded by Councillor Roberts, members resolved to a continuation of virtual meetings via Zoom as per NALC guidance, until further notice.
- 5.3 Members noted the resignation of Councillor Cross and resolved to advertise and fill the Councillor vacancy via Zoom. Following a proposal by Councillor Inglis, seconded by Councillor Cupit, members resolved to send a letter of thanks to Mr Cross.
Action: The Clerk to send a formal letter of thanks to Councillor Cross.
Action: The Clerk to advertise the vacancy after taking advice from SKDC.
- 5.4 Nominations were taken for members to fill vacancies on the Staffing, Finance and Pavilion committees:
- Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to appoint Councillor Bowyer to join the Staffing Committee.
 - There were no nominations to join the Finance Committee.

- Following a proposal by Councillor Cupit, seconded by Councillor Bosworth, members resolved to appoint Councillor Lees to join the Pavilion Committee.

6. HIGHWAYS (20/038)

- 6.1 Members noted the results from Lincs Road Safety Partnership regarding the survey on Casthorpe Rd and The Drift showing that the speeds recorded do not fall within the remit for enforcement by the LRSP. It was noted that the survey was conducted under lockdown which would have inevitably impacted the amount of traffic. It was agreed to make another appeal for volunteers for a Community Speedwatch scheme and to potentially partner with another village for the scheme.

Action: The Clerk to write an article for the Barrowby News.

- 6.2 Following the circulation of previous correspondence members re-considered correspondence in relation to wheelchair access through a gate off Mill Row. It was agreed to approach LCC to ask if the gate complies with disability regulations and if there is another option that would allow better access whilst denying vehicles.

Action: The Clerk to write to LCC posing the agreed questions and asking for a site meeting.

- 6.3 Members noted correspondence from a parishioner regarding traffic concerns on the corner of Low Rd and The Drift.

7. PLANNING (20/039)

- 7.1 Members noted correspondence from Persimmon regarding a Comprehensive Master Plan for Low Road.

- 7.2 Councillor Cupit gave a report regarding the SKDC Planning Meeting on 8th July concerning Land East of Low Road. Councillor Cupit reported that the substantial representations from the Parish Council and NPSG made to the planning committee, together with the email campaign mounted by other councillors and the community as a whole, contributed to the overturning of the planning officer's recommendations and the committee rejected the application S19/2140. It was noted there is a requirement for a masterplan from all three developments. It was noted that formal notification of this has not yet been received by the Parish Council from SKDC. Councillor Bosworth congratulated Councillor Cupit (and other parties) for their efforts in compiling the response and for their contribution resulting in the outcome of this meeting.

Action: Councillor Cupit to prepare a response to the proposed Persimmon master plan to be circulated for comments.

It was noted that Councillor Roberts would not support an opposition based on the site being 100% affordable housing.

- 7.3 Councillor Cupit also spoke on behalf of NPSG reporting on an event held on 11th July on the Village Green. It was noted that the post-grant submission has now been sent and there is a need to apply for further grant funding to move on to the next stage of the neighbourhood plan – design codes.

Following a proposal by Councillor Inglis, seconded by Councillor Lees, members resolved to support NPSG applying for further funding through Open Plan.

Action: The Clerk to liaise with NPSG regarding a grant application.

- 7.4 S20/0933– no comments.

- 7.5 S20/1031– no comments.

- 7.6 S20/0997 – no comments.

- 7.7 S20/0980 – no comments.

- 7.8 S20/0968 – no comments.

- 7.9 S20/0939 – no comments.
- 7.10 S20/0884 – no comments.
- 7.11 S20/0734 – no comments.
- 7.12 Members noted that permission was granted in relation to applications S20/0884 and S20/0683.

8. REPORTS (20/040)

8.1 Reading Room

- 8.1.1 The Clerk updated members on decorating undertaken by the Caretakers. It was agreed that the foyer and main room should be finished before further decorating is undertaken.

Action: The Clerk to brief the Caretakers.

- 8.1.2 Members considered the re-opening of the Reading Room and measures to make the building Covid-secure. It was agreed to discuss this as part of 8.2.3.

- 8.1.3 Members considered a proposal from Utility Aid offering a full review of energy rates and following a proposal by Councillor Cupit, seconded by Councillor Inglis, members resolved to pursue this for both the Pavilion and Reading Room.

Action: The Clerk to action.

8.2 Pavilion Committee

- 8.2.1 Members received the minutes of the meeting of the Pavilion Committee held on 25th June 2020.

- 8.2.2 Members considered updates to the terms of reference of the Pavilion Committee.

Action: The Clerk to update and circulate the terms of reference - to be ratified at the September meeting.

- 8.2.3 Members agreed to the formation of a working party to oversee the re-opening the Pavilion for the use of sports/leisure clubs and measures to make the building Covid-secure. This working party will also cover the Reading Room. Members to consist of Councillors Townsend, Cupit and Inglis as well as John Young, Clerk and Assistant Clerk.

Following a proposal by Councillor Roberts, seconded by Councillor Cupit, members resolved to set aside an initial sum of £300 to facilitate the safe opening of both venues.

Action: The Clerk to make arrangements and set a date for the working party to meet.

Action: Any background reading/guidance to be circulated beforehand.

- 8.2.4 Following a proposal by Councillor Inglis, seconded by Councillor Lees, members resolved have the Lowfields and sports pitches sprayed for weeds at a cost of £720.00 inc VAT.

Action: The Clerk/Pavilion Committee to appoint the contractors.

- 8.2.5 Following a proposal by Councillor Cupit, seconded by Councillor Inglis, members resolved to have the Pavilion oven professionally cleaned at a cost of £60.00.

Action: The Assistant Clerk to arrange.

- 8.2.6 Members considered entering a maintenance contract for the shutters at a cost of £1,800.00 per annum for one year, subject to a site survey to take place at the end of July determining necessary repairs. Following a proposal by Councillor Blackwell, seconded by Councillor Inglis, members resolved to accept. There was one abstention.

Action: Assistant Clerk to arrange.

- 8.2.7 Members considered the replacement of the main doors at a cost of no more than £2,400.00 inc VAT. Following a proposal by Councillor Blackwell, seconded by Councillor Inglis members

resolved to accept providing the doors apply with disability guidelines and offer some flood protection.

Action: The Assistant Clerk to arrange.

- 8.2.8 Members agreed, in principle, to the positioning of a storage container for use of the Football Club at an estimated cost of £4,800.00 + VAT. This was proposed by Councillor Inglis and seconded by Councillor Blackwell.

Action: The Clerk to inform Pavilion Committee/Football Club.

- 8.2.9 Members considered the decorating/maintenance requirements at the Pavilion (as circulated) and agreed to have the work undertaken during the summer months subject to a maximum spend of £2,795. This was proposed by Councillor Inglis and seconded by Councillor Bosworth. It was noted that any works over £1,000 would require three quotes to be circulated.

Action: The Assistant Clerk to arrange two further quotes.

- 8.2.10 It was agreed to refer the diseased tree on the Lowfields to the Pavilion Committee.

Action: The Clerk to refer the matter to the Pavilion Committee.

- 8.2.11 Members noted correspondence from a parishioner regarding the meaning of the word 'control' on a sign at the Lowfields relating to dogs and noted that the correspondence has been forwarded to the Pavilion Committee for action.

- 8.2.12 Members noted correspondence received regarding the locking of the car park and noted that the correspondence has been forwarded to the Pavilion Committee for action.

8.3 **Play Areas**

- 8.3.1 Members considered re-opening the play areas and measures to make the equipment Covid-secure. Following a proposal by Councillor Cupit, seconded by Councillor Bosworth, members resolved to carry out the necessary checks and risk assessment to re-open the play area during the next week. Signage advising Covid-19 guidelines should be temporarily placed on the reverse of the existing boards.

Action: Councillor Cupit and Caretaker to undertake a risk assessment and thorough maintenance check.

Action: The Clerk to arrange signage based on the risk assessment.

Action: The Clerk to add a proposal for a notice board on the Village Green to the September agenda.

- 8.3.2 Following a proposal by Councillor Inglis, seconded by Councillor Lees, members resolved to spray the Village Green for weeds at a cost of £156.00 inc VAT.

Action: The Clerk/Councillor Inglis to arrange and ask for volunteers to help supervise on the day.

- 8.3.3 Following a proposal by Councillor Roberts, seconded by Councillor Inglis, members resolved to remove the 'mound' at the Village Green at a cost of £140.00 and turfing the area.

Action: The Clerk to inform the contractor.

8.4 **Burial Ground**

- 8.4.1 Members received the draft notes of the meeting of the Burial Ground Committee that took place on 6th July 2020 which Councillor Cupit stated are subject to an amendment.

- 8.4.2 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to purchase of a further 4 tonnes of topsoil at a cost of £80.00 + VAT.

Action: The Assistant Clerk/Councillor Inglis to order.

- 8.4.3 Members considered a formal complaint received and whether the Council requires any further information from the complainant. Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to suspend the proposal of a BRAMM only policy for the

duration of the investigation.

Action: The Clerk to respond to the complainant by 14th July.

Action: The Burial Ground Committee to investigate.

- 8.4.4 Members considered the recommendation of the Burial Ground Committee to take council to seek a legal interpretation of Cardiff judgement. Following a proposal by Councillor Cupit, seconded by Councillor Lees members resolved to agree to the proposal to a value of £500.00 should it be needed.

Action: The Assistant Clerk to pursue if needed.

8.5 Allotments

- 8.5.1 Members discussed further correspondence regarding the mowing of the pony paddock.

Action: The Clerk to respond to the correspondence accordingly.

- 8.5.2 Members considered correspondence from BGA regarding trespassing and whether additional security measures need to be taken to the pony paddock. Following a proposal by Councillor Roberts, seconded by Councillor Blackwell, members resolved to put a padlock and chain on the pony paddock gate.

Action: The Clerk to arrange padlock and chain.

- 8.5.3 Members noted an update from BGA on current allotment activity.

- 8.5.4 Members considered the next steps of the working party tasked to look at an agreement between BGA and the Parish Council, following the advice from LALC.

Action: Councillor Cupit to seek advice from other Councils partnering with an allotment association.

8.6 Health & Safety

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

8.7 Community Areas

- 8.7.1 Members received an update from Councillor Cupit on Barrowby Community Resilience Group hearing that a community newsletter has just been distributed to say patrols have ceased and group is standing down temporarily.

- 8.7.2 Members received an update from Councillor Whittington regarding the grant application for £1,500.00 towards hot meals. It was noted that Barrowby Parish Council have been awarded £692.00.

Action: Councillor Cupit to provide an invoice to the Clerk for hot meals provided.

- 8.7.3 Members noted the fantastic effort by all volunteers and organisers of BCRG, in particular Mrs Jane Cupit.

Action: The Clerk to write to Mrs Cupit.

- 8.7.4 Members received the recommendation of the working party to join the LCC 21/22 Grass Cutting Parish Agreement.

Action: The Clerk to circulate the Parish Agreement payment terms once received.

- 8.7.5 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to purchase plastic wood for the flower borders at a cost of £187.86 + VAT and delivery.

Action: The Clerk to place the order for delivery to Councillor Inglis.

9. CORRESPONDENCE (20/041)

- 9.1 Members noted all general correspondence circulated for information since the June meeting.

10. FINANCE (20/042)

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

- 10.2 Members noted the income for July 2020.
- 10.3 Members noted that there are no outstanding debtors.
- 10.4 Following a proposal from Councillor Lees, seconded by Councillor Cupit, members resolved to approve the July 2020 expenditure.
- 10.5 Following a proposal by Councillor Roberts, seconded by Councillor Lees, members resolved to approve the bank reconciliation up to 30th June 2020, which was later signed by the Chairman.

11. ROYAL BRISITH LEGION SITE (19/043)

- 11.1 Members noted the lack of correspondence from SKDC regarding the Council's outline planning application and considered the Council's action regarding this. It was agreed the Clerk would investigate the procedure for a formal complaint and Councillor Cupit would attempt to speak to Councillor Bob Adams, Chair of the SKDC Planning Committee.
Action: The Clerk to circulate the complaints procedure.
Action: Councillor Cupit to contact Councillor Adams.
- 11.2 Members noted correspondence received from National RBL regarding the sale of the former site of the Royal British Legion. It was agreed to approach the local branch again regarding the sale of their portion of the site.
Action: The Clerk to reach out to the local branch.

12. DATE OF NEXT MEETING (19/044)

- 12.1 Monday 14th September at 7.00pm.

The Chairman closed the meeting at 21.48pm.

BARROWBY PARISH COUNCIL FINANCE REPORT JULY 2020

Members to note the following income:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
SKDC	Litter Picking Grant	453.44
BG	Reservation of Plot L1	330.00
BG	Cremation plot, digging, interment and memorial	330.00
Barrowby Pre School	Pavilion Hire June 2020	1,481.04

Members to approve the following expenditure:

<u>Supplier</u>	<u>Description</u>	<u>Net (£)</u>	<u>VAT (£)</u>	<u>Gross (£)</u>
HP Inc UK Ltd	Printing	6.66	1.33	7.99
C Brewer & Sons Ltd	Decorating Supplies	137.50	27.50	165.00
C Brewer & Sons Ltd	Decorating Supplies	54.90	10.98	65.88
Viking	Postage, Paper, Envelopes etc	159.17	18.83	178.00
Viking	BCRG stationery	53.73	10.75	64.48
Terry Brown	Internal Audit	100.00	0.00	100.00
British Telecommunications PLC	Broadband	36.99	7.40	44.39
Biffa Waste Services Ltd	Waste Collection	33.62	6.72	40.34
Biffa Waste Services Ltd	Waste Collection	87.57	17.51	105.08
Biffa Waste Services Ltd	Waste Collection	54.63	10.93	65.56
British Gas Business	Gas Supply	6.64	0.33	6.97
Telefonica UK Ltd	Asst Clerk Mobile Phone	8.72	1.74	10.46
Scottish Power	Electricity Supply	73.33	14.67	88.00
Asda Stores Ltd	Bin Bags for Litter Picker	19.17	3.83	23.00

NEST	Pension Contributions	81.36	0.00	81.36
British Gas Business	Electricity Supply	81.99	4.09	86.08
British Gas Business	Electricity Supply	34.12	1.70	35.82
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
Telefonica UK Ltd	Clerk Mobile Phone	10.39	2.08	12.47
Mountain Skip Hire & Recycling	Skip Hire	180.00	36.00	216.00
Mountain Skip Hire & Recycling	Skip Hire	180.00	36.00	216.00
Autela Group Ltd	Payroll Services	90.23	18.05	108.28
P E Hempstead and Sons	Mowing	382.00	76.40	458.40
P E Hempstead and Sons	Mowing	218.00	43.60	261.60
P E Hempstead and Sons	Mowing	353.80	70.76	424.56
Nic Barker Ltd	Car Park Posts	1,815.00	363.00	2,178.00
Nic Barker Ltd	Fence Repairs	488.27	97.65	585.92
Salaries	July Salaries	2,050.56	0.00	2,050.56