

BARROWBY PARISH COUNCIL

Mrs R Heyward, Clerk and RFO
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Minutes of Barrowby Parish Council Meeting held on Monday 11th May 2020 via video conference.

PUBLIC FORUM (6.45pm):

One member of the public was in attendance, Mr Nigel Jones, to speak on behalf of NPSG and BGA. Mr Jones updated members of plans to utilise Zoom to resume progress with the Neighbourhood Plan, namely registering with Locality and starting the design code. Mr Jones also reported that 4 half plots were under utilisation at the allotments to grow produce for the community, that bonfires has been banned at that BGA were looking to hire a skip to tackle the waste situation.

There was also mention of planning application S19/2140 and that it will go to planning committee but not before mid-June.

Nigel Jones left the meeting at 18.59pm.

MEETING OPENED: 7.00pm

1. WELCOME REMARKS (20/001)

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

The Chairman reminded members that normal Standing Orders would apply throughout the meeting.

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (20/002)

- 2.1 There were no apologies. Councillor Bowyer was initially unable to attend via Zoom but joined the meeting later on.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (20/003)

3.1 Declarations of Interest

Councillor Whittington declared an interest in agenda item 6.2 as the decision maker on awarding the grant.

Councillors Cupit and Inglis declared an interest in agenda item 11.5 as recipients of expenses.

3.2 Requests for Dispensation

There were no requests for dispensation.

4. VIRTUAL MEETINGS (20/004)

- 4.1 Following a proposal by Councillor Cupit, seconded by Councillor Roberts, members resolved to hold public meetings of the Parish Council via Zoom video conferencing until such a time that government guidelines allow, or members resolve, otherwise.

5. APPROVAL OF MINUTES (20/005)

- 5.1 The notes of the Parish Council meetings on 9th and 23rd March 2020, were agreed to be a true and accurate record and were passed by resolution of the Council. Those Councillors who were not in attendance at the meeting abstained from the vote.

Action: The minutes to be duly signed and dated by the Chairman at the next available meeting.

6. CLERK'S REPORT (20/006)

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

- 6.2 Following a proposal by Councillor Cross, seconded by Councillor Inglis, members resolved to ratify the request for a grant of £1500.00 from the Covid-19 Community Fund Scheme to aid Barrowby Community Resilience Group to provide 30 in-need households with one free meal per week for 10 weeks. Meals provided by The White Swan at a cost of £5.00 per meal. (£5 x 30 households x 10 weeks = £1500.00). Councillor Whittington abstained from the vote.

Councillor Bowyer joined the meeting at 7.13pm although he could not be seen or heard.

- 6.3 Following a proposal by Councillor Cupit, seconded by Councillor Cross, members resolved to ratify the application of a £10,000 business grant payment from InvestSK linked to the loss of income due to the closure of the Pavilion. One member voted against this proposal.

- 6.4 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to ratify the purchase of a Zoom licence for video conferencing at a cost of no more than £11.99 per month.

7. HIGHWAYS (20/007)

- 7.1 Members considered correspondence from a parishioner regarding speeding traffic on High Rd and agreed that the existing cameras and signage (currently on Low Rd) are the extent of the Parish Council's powers with regard to speeding. There had been insufficient interest in a Community Speedwatch scheme. Further concern should be reported to the police.

Action: Cllrs Lees and Inglis to move the speed cameras and signs from Low Rd to High Rd.

Action: The Clerk to respond to the parishioner.

Action: The Clerk to highlight the issue of speeding to PCSO.

8. PLANNING (20/008)

- 8.1 Nigel Jones gave an update on behalf of the Neighbourhood Planning Steering Group in the public session.

Action: The Clerk to arrange for NSPG to use Zoom on the Council's paid account to hold meetings.

- 8.2 S20/0388 – no comments.

- 8.3 S19/1970 – no comments.

- 8.4 S19/2140 – Members noted their agreement that this application will not be dealt with under reserved matters. The NPSG and Parish Council to make separate representations.

Action: Councillor Cupit to prepare a statement for circulation all members.

Action: Councillor Bosworth to provide a list of current SKDC Planning Committee members with the proposal that each member is written to individually with the Council's statement.

Councillor Bowyer joined the meeting with video and audio at 19.40pm.

- 8.5 S20/0587 – no comments.

- 8.6 The Clerk informed members that permission had been granted in respect of applications S20/0222, S20/0186, S20/0245, S20/0388.

9. REPORTS (20/009)

- 9.1 **Reading Room**

9.1.1 The Clerk reported having spoken with the appointed solicitors (DWF) regarding the claim against Gelder Group on 7th May having sent all correspondence and a timeline. DWF are preparing a letter to Gelder Group. It was noted that to date, no contractor has been appointed to quote for the remedial works.

Action: Cllr Lees and Cupit to seek an expert to provide a specification for quotes.

Action: The Clerk to ask if the cost to get a professional survey would be covered in the claim.

9.2 Pavilion Committee

9.2.1 Members noted that the Pavilion and Lowfields remain closed to the public.

9.2.2 Members considered two items of correspondence regarding a fire at Lowfields and the impact statement prepared by Councillor Cupit. The circumstances under which a select number of members chose to light the fire was discussed. It was agreed that all members and the Pavilion Committee should have been made aware of the intention of those members acting on the day.

Action: The Clerk to respond to correspondence based on Councillor Cupit's statement.

9.3 Play Areas

9.3.1 Members noted that all play equipment remains closed to the public.

9.3.2 Members considered correspondence from a parishioner regarding change of use of the Village Green. Members agreed that there was a long and extensive consultation period over the play equipment plans, which were published for all to comment on. Members also agreed that the impact of traffic and parking is something that could be looked at.

Action: The Clerk to reply to the parishioner accordingly.

Action: The Clerk to request Lincs Rd Safety Partnership carry out a survey on Low Rd and High Rd as the first step to assessing speeding and traffic issues.

9.4 Burial Ground

9.4.1 Councillor Cupit updated on Burial Ground activity. There will be a burial on 13th May with restricted numbers. The surplus soil has been removed and there is a section of gate and fence that needs to be repaired/replaced. Following a proposal by Councillor Cross, seconded by Councillor Lees, members resolved to approve the expenditure of up to £500 to repair the fence and gate.

Action: The Clerk to arrange with the Asst Clerk to get a quote from Nic Barker and authorise the works if under £500.00 + VAT.

9.4.2 Following a proposal by Councillor Lees, seconded by Councillor Brown, members resolved to purchase 4 tonnes of top soil for the purpose of levelling and turfing graves at a cost of £80.00 + VAT.

9.4.3 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to ratify re-joining ICCM for 12 months at a cost of £95.00.

9.5 Allotments

9.5.1 Members considered a proposal to mow the pony paddock and the resulting impact to wildlife. Members resolved to not mow the paddock at this point in time.

Action: The Clerk to correspond to interested parties.

9.5.2 Following a proposal by Councillor Bosworth, seconded by Councillor Cross, members resolved to waive the rent charged to BGA for three half plots for 12 months from April 20 as these plots are to be utilised to grow produce for the community.

9.6 Health & Safety

9.6.1 Members noted reports in relation to their respective Health & Safety/Risk Assessments:

- Adamstiles Play Area
- Village Green Play Area.
- Pavilion Play Area.

9.7 Community Areas

9.7.1 Members received an update from Councillor Cupit on Barrowby Community Resilience Group. Councillor Cupit reported that the scheme is currently running very self sufficiently with location based teams having their own routines. Councillor Cupit offered thanks to his

wife, Jane Cupit, for the many hours of effort she has put in to establishing the group. It was noted that the situation may change as people go back to work or need self isolate. Cllr Cupit also suggested the group make use of Zoom for a volunteer meeting and may consider organising a virtual coffee morning/quiz. There was feedback that some members of the community were saddened that Barrowby News has been unable to continue through the outbreak.

9.7.2 Following a proposal by Councillor Cross, seconded by Councillor Inglis, members resolved to award A Sharpe the 20/21 contract for mowing planters and the Casthorpe Rd area at a price of £58 per cut.

9.7.3 Following a proposal by Councillor Cross, seconded by Councillor Lees, members resolved to cut the grassed areas at Rectory Lane, Westry Close and parts of Reedings Road at a cost of £70 per cut or 3 cuts for £200.00, only if Lincolnshire Highways will not do them.

Action: The Clerk to contact LCC Highways to ask if they will cut these areas.

9.7.4 Following a proposal by Councillor Inglis, seconded by Councillor Cross, members resolved to ratify the purchase of a defibrillator battery at a cost of £282 inc VAT.

10. CORRESPONDENCE (20/010)

10.1 Members noted correspondence received since the March meeting.

11. FINANCE (20/011)

11.1 Members noted the draft year end 19/20 budget as previously circulated.

11.2 Members noted the 20/21 budget to date as previously circulated.

11.3 Members noted the income for April and May 2020 as previously circulated.

11.4 A list of outstanding debtors had been previously circulated.

Action: The Clerk to write a formal letter to Startright.

11.5 Following a proposal from Councillor Cupit, seconded by Councillor Lees, members resolved to approve the April and May 2020 expenditure.

Action: Invoices to be signed at next meeting.

11.6 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to approve the April and May bank reconciliations.

Action: To be signed at next meeting.

12. EVENTS (20/012)

12.1 Members noted that the Annual Parish Meeting and VE Day Celebrations (Scarecrow Festival) are postponed.

13. STAFFING (20/013)

13.1 At the proposal of Councillor Cupit seconded by Councillor Roberts and passed by unanimous resolution of the Council in accordance with the Public Bodies Act 1960 the meeting moved into closed session at 20.46pm.

13.2 Members discussed the impact of reduced income on staff contracts in closed session.

Action: The Clerk to arrange for the Caretakers to undertake some decorating at the Reading Room.

The meeting returned to open session at 20.53pm.

14. ROYAL BRISITH LEGION SITE (20/014)

14.1 Councillor Cupit reported that his conversation with Sylvia Bland but not touch on this matter.

Action: The Clerk to write (recorded delivery and email) to the Chief Executive of SKDC to request a formal update on the Parish Council's planning application.

Action: The Clerk to write to RBL (copy to CEO) to invite them to discuss their current position on the site.

15. DATE OF NEXT MEETING (20/015)

15.1 Monday 8th June – Annual Parish Council Meeting

The Chairman closed the meeting 21.01pm.

BARROWBY PARISH COUNCIL FINANCE REPORT APRIL 2020

Members to note the following income:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
Cupit	Party Hire inc deposit	87.50
Crewe	Deposit Refund	-50.00
Mellow Yellow Art School	Deposit Refund	-50.00
Ladies Circle	Reading Room Hire April to June 20	-51.00
EMA Dance	Reading Room Hire March 2020	51.00
Barrowby Pre School	Pavilion Hire March 2020	990.00
Startright Nursery	Pavilion Hire March 2020	351.90
Grantham and Kesteven Bridge Club	Reading Room Hire March 2020	85.00
Grantham and Kesteven Bridge Club	Pavilion Hire March 2020	180.00
Mr Bridge	Reading Room Hire March 2020	93.50
Daisy Foundation	Reading Room Hire March 2020	102.00
East Midlands Scrabble Club	Reading Room Hire March 2020	25.50

Members to approve the following expenditure:

<u>Supplier</u>	<u>Description</u>	<u>Net (£)</u>	<u>VAT (£)</u>	<u>Gross (£)</u>
Affiliates Get Seen Here Ltd	Website Design & Build	499.50	99.90	599.40
Scottish Power	Gas Supply	70.40	17.60	88.00
British Telecommunications PLC	Broadband	68.50	13.70	82.20
NEST	Pension Contributions	81.36	0.00	81.36
Amazon EU	BCRG - Envelopes inc delivery	31.85	0.00	31.85
Telefonica UK Ltd	Caretaker Mobile Phone	10.25	2.05	12.30
Telefonica UK Ltd	Asst Clerk Mobile Phone	8.50	1.70	10.20
H&S Alliance UK Ltd	BCRG - Laminating Pouches inc delivery	19.13	3.84	22.97
Cooperative	Cleaning supplies	6.80	0.00	6.80
Asda Stores Ltd	Cleaning supplies	10.54	0.56	11.10
Telefonica UK Ltd	Clerk's Mobile Phone	10.12	2.02	12.14
British Gas Business	Electricity Supply	40.45	2.02	42.47
British Gas Business	Electricity Supply	139.67	6.98	146.65
HP Inc UK Ltd	Printing	14.99	3.00	17.99
Unlimited Web Hosting	Web Hosting	3.49	0.70	4.19
ICO	Data Protection Registration	35.00	0.00	35.00
Biffa Waste Services Ltd	Waste Disposal	57.54	11.51	69.05
Biffa Waste Services Ltd	Waste Disposal	99.42	19.88	119.30
Biffa Waste Services Ltd	Waste Disposal	27.54	5.51	33.05
Biffa Waste Services Ltd	Waste Disposal	67.01	13.40	80.41
Biffa Waste Services Ltd	Waste Disposal	110.93	22.19	133.12
Biffa Waste Services Ltd	Waste Disposal	33.62	6.72	40.34
Printhub	Neighbourhood Plan - Maps	17.00	3.40	20.40
Cartridge Save Ltd	Neighbourhood Plan - Paper and Ink	121.95	24.39	146.34
Watkins	Neighbourhood Plan - Assessment	55.60	0.00	55.60
	Day Refreshments			

Hollis Road Flowers	Hanging Basket Flowers	35.00	0.00	35.00
Cartridge Shop	Printing	67.98	0.00	67.98
Booker Limited	BCRG - Gloves	3.29	0.00	3.29
Booker Limited	BCRG - Cloths and gloves	48.75	9.75	58.50
SKDC	Green Bin Annual Fee	27.00	0.00	27.00
999Inks	Printing	25.82	5.16	30.98
Amazon UK	Padlock for Gate	16.69	0.00	16.69
Oldrids & Downtown	Compost for flower border	22.00	4.40	26.40
Reg Taylor	Plants for flower border	104.75	0.00	104.75
B&Q PLC	Plants and compost for flower border	22.50	4.50	27.00
P E Hempstead and Sons	Grass Cutting	165.60	33.12	198.72
P E Hempstead and Sons	Grass Cutting	158.50	31.70	190.20
P E Hempstead and Sons	Grass Cutting and Spraying	111.70	22.34	134.04
HP Inc UK Ltd	Printing	6.66	1.33	7.99
SKDC	Business Rates	810.88	0.00	810.88
ESPO	BCRG - Gloves and Paper	26.95	5.39	32.34
ESPO	Cleaning Supplies	22.83	4.57	27.40
Nic Barker Ltd	Grave Digging	41.66	8.34	50.00
LALC	Clerks Networking Day	30.00	6.00	36.00
Autela Group Ltd	Payroll Services	81.82	16.37	98.19
Viking	Dettol	49.80	9.96	59.76
Viking	Stationery	8.84	1.77	10.61
Viking	Postage	61.00	0.00	61.00
Viking	Cleaning supplies	72.13	14.42	86.55
Viking	Cleaning supplies	72.14	14.43	86.57
Salaries	April Salaries	2,394.10	0.00	2,394.10
A Sharpe	Removal of Soil	165.00	0.00	165.00
ICCM	ICCM Membership	95.00	0.00	95.00
Booker Ltd	BCRG - Gloves and cleaners	20.47	4.09	24.56
Earn Wings Deal	Hanging Basket Liners	11.49	0.00	11.49
Viking	BCRG - Paper and Envelopes	39.47	7.89	47.36
Open Plan	NPSG – Consultancy	1665.00	333.00	1998.00

BARROWBY PARISH COUNCIL FINANCE REPORT MAY 2020

Members to note the following income:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
SKDC	Covid 19 Business Grant	10,000.00
SKDC	Precept	28,150.00
S Hodgson	Flower Bed Sponsorship	144.29
Barrowby Gardeners Association	Allotment Rent	984.75

Members to approve the following expenditure:

<u>Supplier</u>	<u>Description</u>	<u>Net (£)</u>	<u>VAT (£)</u>	<u>Gross (£)</u>
The Emporium Direct	Litter Collection - Bin Bags	10.00	2.00	12.00
Work Gloves	Litter Collection - Gloves	24.94	4.99	29.93
NEST	Pension Contributions	81.36	0.00	81.36
Scottish Power	Gas Supply	73.33	14.67	88.00
British Gas Business	Electricity Supply	133.47	6.67	140.14
British Gas Business	Gas Supply	712.96	142.59	855.55
British Gas Business	Electricity Supply	40.91	2.04	42.95
Unlimited Web Hosting	Web Hosting	3.49	0.70	4.19
HP Inc UK Ltd	Printing	14.99	3.00	17.99
British Telecommunications PLC	Broadband	34.57	6.91	41.48
Telefonica UK Ltd	Caretaker Mobile Phone	10.25	2.05	12.30
Telefonica UK Ltd	Asst Clerk Mobile Phone	8.50	1.70	10.20

Telefonica UK Ltd	Clerk Mobile Phone	10.39	2.08	12.47
Hollis Rd Flowers	Plants for Flower Beds	53.00	0.00	53.00
Clean My Windows	Window Cleaning	12.00	0.00	12.00
Hollis Rd Flowers	Plants for Flower Beds	105.00	0.00	105.00
Tooltime UK Ltd	Broom Head	12.49	2.50	14.99
B&Q PLC	Grass Seed	10.00	2.00	12.00
P E Hempstead and Sons	Grass Cutting	381.70	76.34	458.04
P E Hempstead and Sons	Grass Cutting	382.00	76.40	458.40
P E Hempstead and Sons	Grass Cutting	218.00	43.60	261.60
ESPO	BCRG - Gloves	36.60	7.32	43.92
Community Heartbeat Trust	Defibrillator Battery	235.00	47.00	282.00
SKDC	Waste Collection	80.00	0.00	80.00
Salaries	May Salaries	2148.52	0	2148.52