

BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO
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Minutes of the Barrowby Annual Parish Council Meeting held on Wednesday 5th May 2021 via Zoom Video Conferencing.

PUBLIC FORUM (6.45pm):

Mr A Spencer and Mr and Mrs R Clough were in attendance and talked about their concerns regarding planning application S20/1996 The Cedars, Low Road, Barrowby. They spoke about the negative impact it will have on the Conservation Area, access issues from the development site onto Low Road, the size of the proposed dwellings and their impact on neighbouring properties and the lack of consultation by the Applicant's Agent. They concluded by inviting Members to visit their properties to view the proposed development site from their gardens. Councillor Cupit thanked them for their presentation and said that this matter would be discussed later in the meeting as a separate Agenda item under Planning.

MEETING OPENED: 7.00pm

1. ELECTION OF CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE (21/013)

- 1.1 Councillor Lees nominated Councillor Cupit as a candidate for Chairman, which was seconded by Councillor Bosworth. There were no other candidates, Councillor Cupit confirmed his standing and the motion was passed by resolution of the Council. Following a proposal by Councillor Eaton and seconded by Councillor Roberts members resolved to invoke Standing Order 5 j i) to allow the declaration of acceptance of office to be signed at a later date.

2. ELECTION OF VICE-CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE (21/014)

- 2.1 Councillor Eaton nominated Councillor Inglis as a candidate for Vice-Chairman, which was seconded by Councillor Bosworth. There were no other candidates, Councillor Inglis confirmed his standing and the motion was passed by resolution of the Council. Following a proposal by Councillor Eaton and seconded by Councillor Roberts members resolved to invoke Standing Order 5 j i) to allow the declaration of acceptance of office to be signed at a later date.

3. WELCOME REMARKS (21/015)

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

4. APOLOGIES FOR ABSENCE & REASONS GIVEN (21/016)

- 4.1 Councillor Bowyer had submitted his apologies due to being away on holiday.

5. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (21/017)

- 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 (21/018)

- 6.1 The notes of the Parish Council meeting on 12th April, having been proposed by Councillor Inglis and seconded by Councillor Roberts, 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 (21/019)

7.1 Annual Review of Policy Documentation

Members had 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 Eaton proposed that the policies being reviewed be adopted by the Council, which was seconded by Councillor Lees and passed by resolution of the Council.

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

Action: Clerk to upload the policies on the website.

- 7.2 Following a proposal by Councillor Inglis, seconded by Councillor Eaton, members resolved to approve the renewal of the insurance policy, as recommended by BHIB Insurance, at a cost of £1828.81 for a 3-year cover.

Action: Clerk to cancel the policy arrangement with Came and Co from the renewal date and confirm the new policy with BHIB.

7.3 Election of Members to Committees

Pavilion Committee

Councillor Cupit proposed that Councillors Inglis and Lees be elected as Parish Council representatives to the Pavilion Committee. The proposal was seconded by Councillor Lees and passed by resolution of the Council.

Burial Ground Committee

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

Staffing Committee

Councillor Cupit proposed that Councillors Eaton, Cupit, Lees and Townsend be elected to the Staffing Committee, which was seconded by Councillor Inglis and passed by resolution of the Council. There is one vacancy to be filled.

Finance Committee

Councillor Cupit proposed that Councillors Cupit, Lees, Whittington, Eaton and Inglis be elected to the Finance Committee, which was seconded by Councillor Inglis 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 Bosworth 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).

Action: Clerk to confirm with Lincolnshire Archives exactly what is held by them relating to the Parish of Barrowby.

Action: Councillor Lees to follow up a query regarding the location of an old Parish Map that was stored at the Church.

8. CLERK'S REPORT (21/020)

- 8.1 The contents of the Clerk's Report with regards to actions from previous minutes was noted.
- 8.2 Following a proposal by Councillor Cupit seconded by Councillor Townsend, members resolved to approve the renewal of membership of the Institute of Cemetery and Crematorium Management at a cost of £95.00.
Action: Clerk to renew membership of ICCM.
- 8.3 Following a proposal by Councillor Inglis seconded by Councillor Eaton, members resolved to approve the expenditure of £119.90 to renew the Zoom licence.
Action: Clerk to renew Zoom licence with LALC.
- 8.4 Following a proposal by Councillor Inglis, seconded by Councillor Lees, members resolved to approve the expenditure of £358.80 to remove the rat population at the Pony Paddock.
Action: Clerk to arrange the removal of the rats at the Pony Paddock.
- 8.5 Following a proposal by Councillor Eaton seconded by Councillor Inglis, members resolved to approve the expenditure of up to £500.00 for cleaning and minor repairs to the play equipment and surrounding area.
Action: Councillor Inglis to arrange the cleaning and repairs to the play equipment as per his email 24/4/21.
- 8.6 Members noted the contents of the minutes of the Staffing Committee meeting held on 29th April 2021.

9. PLANNING (21/021)

- 9.1 S21/0690 – supported.
- 9.2 S21/0691 – supported.
- 9.3 S21/0705 – no comments.
- 9.4 S20/1996 –
Members discussed the outline planning application submitted and considered the points raised during the public session at the start of the meeting. Following a proposal by Councillor Eaton, seconded by Councillor Roberts, a response will be submitted to SKDC opposing the application. 7 members supported the motion, there was 1 abstention and 1 member who did not support the motion.
Action: Clerk to submit the Council's response opposing the application to SKDC.

10. REPORTS (21/022)

- 10.1 **Reading Room**
- 10.1.1 Members noted that the Reading Room is open to hirers subject to Covid 19 safety measures being in place.
- 10.1.2 The Clerk updated members on the claim against Gelder Group.
- 10.1.3 Councillor Eaton delivered a report following the latest Memorial Hall meeting. Following a proposal by Councillor Cupit, seconded by Councillor Townsend, members resolved to look into adding the Memorial Hall diary to the Parish Council website. There was 1 abstention.
Action: Clerk to work with Councillor Eaton to add the Memorial Hall diary to the Parish Council website.
- 10.1.4 Members agreed to set up a working party to review the booking fees for hire of the Reading Room and the Pavilion. Councillors Cupit, Inglis, Eaton, Lees and the Clerk will form the working party.
Action: Clerk to arrange a Zoom meeting for the working party to review the booking fees for

hire of the Reading Room and the Pavilion.

- 10.1.5 Members considered a request to store books at the Reading Room for a private book exchange arrangement. Members resolved not to approve the request.
- 10.1.6 Members considered the location of the book gift box at the Reading Room and were informed that several second-hand books were now in the box. Due to Covid restrictions and the need of privacy by hirers when the Reading Room is open members resolved to ask Julia Miller to remove the box. The matter will be reviewed in 3 months' time.
- 10.2 **Pavilion Committee**
 - 10.2.1 Members received draft notes of the meeting of the Pavilion Committee held on 26th April 2021.
 - 10.2.2 Members noted that the Pavilion is now open to hirers subject to Covid 19 safety measures being in place.
 - 10.2.3 Members approved the Terms of Reference for the Pavilion Committee.
- 10.3 **Play Areas**
 - 10.3.1 No report.
- 10.4 **Burial Ground**
 - 10.4.1 Members approved the Terms of Reference for the Burial Ground Committee.
- 10.5 **Allotments**
 - 10.5.1 Members received an update from Councillor Cupit following the last working party meeting on 22nd April.
- 10.6 **Health & Safety**
 - 10.6.1 Members noted that Covid 19 Health and Safety inspections for re-opening have been completed on both the Reading Room and the Pavilion and that there were no issues.
 - 10.6.2 Members noted the contents of Health and Safety inspection reports of the Play Areas.
- 10.7 **Community Areas**
 - 10.7.1 No report.

11. HIGHWAYS (21/023)

- 11.1 Members discussed the road safety issue at Low Road/The Drift particularly where the new Co-op is being built.
Action: Clerk to contact the Lincolnshire Road SAFETY Partnership And ask them to add this to the list when they make the proposed site visit.

12. CORRESPONDENCE (21/024)

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

13. FINANCE (21/025)

- 13.1 Following a proposal by Councillor Eaton, seconded by Councillor Lees, members resolved to approve the bank reconciliation up to 30th April 2021, which was later signed by the Chairman.
- 13.2 Members noted the 2021/22 allocated budget and actuals to date.
- 13.3 Members noted the income for April 2021 as outlined in the Receipts List.
- 13.4 Following a proposal from Councillor Eaton, seconded by Councillor Lees, members resolved to approve expenditure outlined in the Payments list.
Councillor Bosworth temporarily left the meeting at 8.34pm

14. STAFFING (21/026)

- 14.1 At the proposal of Councillor Cupit, seconded by Councillor Lees, and passed by unanimous resolution of the Council in accordance with the Public Bodies Act 1960 the meeting moved into closed session at 8.35pm.
- 14.2 Following a proposal by Councillor Eaton, seconded by Councillor Cupit, members resolved to approve the updated Terms of Reference of the Staffing Committee.
- 14.3 Following a proposal by Councillor Lees, seconded by Councillor Eaton, members resolved to approve an increase to the Assistant Clerk's hours and changes to the working pattern following approval by the Staffing Committee.
Action: Clerk to update the Assistant Clerk's contract of employment.
Councillor Bosworth rejoined the meeting at 8.37pm
- 14.4 Members received a report by the Clerk following staff appraisals as submitted to the Staffing Committee.

15. DATE OF NEXT MEETING (21/027)

- 15.1 Monday 14th June at 7.00pm at the Sports Pavilion.

The Chairman closed the meeting at 8.43pm.