

BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO
14 Riverside Walk, Bottesford, Nottingham, NG13 0AT
Tel: 07710 087124 Email: clerk@barrowbyparishcouncil.org.uk

Minutes of the Barrowby Parish Council Meeting held on Monday 12th April 2021 via Zoom Video Conferencing.

PUBLIC FORUM (6.45pm):

Tim Clayton (Barrowby Football Club) was in attendance to talk to Members about the proposed grant application to the Football Foundation to improve the pitches at Low Fields. He explained that Barrowby Football Club has been selected as a top-level club in the area which has enabled them to access funds to improve the facilities. The grant would cover development over 6 years and will be £53k but an additional £24k will need to be self-funded and raised by the Football Club between 2024 and 2027. It was hoped that a contribution of £5k towards the cost of the improvements would be made by the Parish Council. It was noted that the draft Pitch Works Agreement will be discussed later as an Agenda item.

Mr Clayton left the meeting at 6.58pm.

Chairman Cupit made the following statement:

‘On behalf of Barrowby Parish Council, I express our condolences to the Royal Family on the passing of His Royal Highness, Prince Philip, the Duke of Edinburgh.

His Royal Highness epitomised a life of service and dedication, not only to our Sovereign, but to the armed forces, the voluntary sector, and Britain’s young people. The youth award scheme in his name goes from strength to strength and continues to provide opportunities for so many. This, coupled with his brave and selfless heroism in the Royal Navy during the war and his active support of many good causes, provides a model of a life well-lived. His Royal Highness has left a lasting legacy of hope and opportunity which will illuminate the lives of future generations to come.

We are very thankful for His Royal Highness’ service and legacy, and he will be long-remembered in the hearts of the people of Barrowby.’

Chairman Cupit then invited everybody to observe a one-minute silence.

MEETING OPENED: 7.00pm

1. WELCOME REMARKS (21/001)

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

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (21/002)

- 2.1 Apologies were received and accepted from Councillor Bosworth who was absent due to being away on holiday.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (21/003)

- 3.1 Declarations of Interest
Councillor Inglis declared an interest in Agenda item 11.4 (recipient of expenses)
- 3.2 Requests for Dispensation
None.

4. APPROVAL OF MINUTES (21/004)

- 4.1 The notes of the Parish Council meeting on 8th March 2021, having been proposed by Councillor Inglis and seconded by Councillor Eaton, were agreed to be a true and accurate record, and were

passed by resolution of the Council. The minutes will be signed and dated by the Chairman at a later date.

5. CLERK'S REPORT (21/005)

- 5.1 The contents of the Clerk's Report with regards to actions from previous minutes were noted. Chairman Cupit thanked the Clerk for a comprehensive report.
- 5.2 Following a proposal by Councillor Eaton, seconded by Councillor Roberts, members resolved to approve the expenditure of £300.00 for bedding plants and hanging basket flowers for the Village.
- 5.3 Members considered two suggestions from the working party on what a grant could be spent on. These were i) refurbishment of the Reading Room kitchen and ii) Information boards round the village. The application form is very detailed, and it was agreed that Councillors Eaton and Cupit would meet to look at it and see what is required to complete the form and make a claim.
Action: Clerk to set up a Zoom meeting for the working party.
- 5.4 Members noted that in the original purchase agreement of the Burial Ground it clearly states that the maintenance and repair of the footpath leading from the Lych Gate at the Church to the Burial Ground is the responsibility of the Parish Council. Following a proposal by Councillor Lees, seconded by Councillor Roberts, members resolved to approve expenditure of up to £250.00 on repairs to the footpath.
Action: Clerk to contact Dave Parker to confirm arrangements.
- 5.5 Members noted that an insurance quote from BHIB is awaited. Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to approve the purchase Online Digital mapping for £104.00.
Action: Clerk to purchase Online Digital Mapping at a cost of £104.00
- 5.6 Members noted that the Parish Council used to buy dog poo bags and refill the holders. They were only supposed to be used in an emergency when dog owners had run out of their own supply, but they all went missing in a matter of months. It was agreed that the Clerk would ask SKDC if they still supply free dog poo bags and get a sample to see if they fit into the existing containers. If they do, then the containers could be replaced.
Action: Clerk to contact SKDC to see if free dog poo bags are available and get a sample.

6. PLANNING (21/006)

- 6.1 S20/1996
Members discussed this application and agreed that it was difficult to make a judgement on an outline application and they would like to see more detailed plans when the full application is submitted for comments.
Members voted and it was agreed that if the proposed actions cannot be met by SKDC then the Parish Council would approve the plans as they stand. There was one abstention.
Action: Clerk to contact the Planning Officer and ask if the Parish Council choose not to submit comments on the applications at this stage would they be able to make comments at reserved matters stage.
Action: Clerk to ask Planning Officer if a site visit can be arranged well in advance of any deadline for comments when reserved matters application is submitted.
- 6.2 S21/0339
Members voted to approve the planning application. There was one abstention.
- 6.3 S20/1365
It was noted that planning permission had been granted.

7. REPORTS (21/007)

- 7.1 **Reading Room**

- 7.1.1 Members considered two quotes received for a Fire Risk Assessment at the Reading Room and agreed to accept SAFE I.S as the company to conduct the Fire Risk Assessment.
Action: Clerk to arrange for the Fire Risk Assessment to be completed.
- 7.2 **Pavilion Committee**
- 7.2.1 Members received the draft notes of the meeting of the Pavilion Committee held on 29th March 2021.
- 7.2.2 Members discussed the draft Pitch Works Agreement submitted by the Barrowby Football Club (BFC). Following a proposal by Councillor Cupit and seconded by Councillor Inglis, members resolved to approve in principle the draft Pitch Works Agreement for the BFC to pursue a grant from the Football Foundation.
Action: Clerk to email the Chairman of the Football Club to convey their decision.
- 7.3 **Play Areas**
- 7.3.1 Members received reports of inspection of the play equipment and noted that several pieces require cleaning and painting. Following a proposal by Councillor Cupit, it was agreed that Councillor Inglis will ask a local contractor to provide a quote for cleaning the play area equipment and Councillor Lees will provide a quote to purchase 1 litre of clear yacht varnish.
Action: Clerk to add this item to next Agenda.
- 7.3.2 Following a proposal by Councillor Cupit, seconded by Councillor Eaton, members resolved to approve expenditure of £895.00 on repairs to the four-seater swing. There was one abstention.
Action: Clerk to email Maintenance Contractor to go ahead and order the spare parts.
- 7.3.3 Following a proposal by Councillor Eaton, seconded by Councillor Townsend, members resolved to approve expenditure of £450.00 on a maintenance contract with ASLS Contracting plus an annual charge of £240.00 for the consumable parts for annual maintenance of the four-way swing.
Action: Clerk to email Maintenance Contractor to accept the maintenance contract and the annual maintenance of the four-way swing.
- 7.4 **Burial Ground**
- 7.4.1 No report.
- 7.5 **Allotments**
- 7.5.1 Members noted the contents of a letter received from the Secretary of the Barrowby Gardener's Association (BGA). Councillor Cupit suggested that the working party meet one more time to put together a timetable that will allow to report back to the Parish Council on progress at each stage.
Action: Clerk to set up a Zoom meeting for the working party.
- 7.6 **Health and Safety**
- 7.6.1 Following a proposal by Councillor Cupit, seconded by Councillor Eaton, members resolved to approve and adopt the updated Risk Assessment.
- 7.7 **Community Areas**
- 7.7.1 No report.
8. **HIGHWAYS (21/008)**
- 8.1 No report.
9. **CORRESPONDENCE (21/009)**
- 9.1 Members noted all general correspondence circulated for information since the March meeting.

- 9.2 Members considered the response received from Mr Newton regarding the storage of sandbags at his premises and agreed to take no further action.

Action: Clerk to write to Mr Newton of Ponton Hall Farm to thank him for his response.

10. ANNUAL MEETINGS (21/010)

- 10.1 Members ratified the amendment to the date of the Annual Parish Meeting to Thursday 29th April and the Annual Parish Council Meeting to Wednesday 5th May to allow for both meetings to be held by Zoom.
- 10.2 Members discussed the return to face-to-face meetings from 7th May and it was agreed that the June meeting would be held in the Sports Pavilion.

11. FINANCE (21/011)

- 11.1 Following a proposal by Councillor Lees, seconded by Councillor Eaton, members resolved to approve the end of March 2021 bank reconciliation, which will be signed at a later date by the Chairman.
- 11.2 Members noted the 2021/22 allocated budget.
- 11.3 Members noted the final income for March 2021 as per the Finance Report.
- 11.4 Following a proposal from Councillor Eaton, seconded by Councillor Lees, members resolved to approve the expenditure as outlined in the Finance Report.

12. DATE OF NEXT MEETING (21/012)

- 12.1 Annual Parish Council meeting on Wednesday 5th May April 2021 – 6.45pm (via Zoom)
The Chairman closed the meeting at 8.16pm.

Members to note the following income:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
Donation from Football Club	Donation	600.00
L Davies	Reservation of Plot L6	225.00
Robert Holland Funeral Directors	Miss E Pearce	160.00
Robert Holland Funeral Directors	A McCarthy	460.00
Duplicate entry	Adjustment	-225.00
Purchase of plot	Plot C59 West	120.00
SKDC	Covid 19 Grant	9,669.21

Members to approve the following expenditure:

<u>Supplier</u>	<u>Description</u>	<u>Net (£)</u>	<u>VAT (£)</u>	<u>Gross (£)</u>
David Musson Fencing Limited	Fencing and posts	366.32	73.26	439.58
All Secure Services	Annual Fire Extinguisher Service	280.00	56.00	336.00
Community Heartbeat Trust	Electrodes	109.00	21.80	130.80
Community Heartbeat Trust	Ready Kit	24.00	4.80	28.80
HMRC	PAYE/NI Q4	1,238.98	0.00	1,238.98
Avanti Windows Ltd	Aluminium Door	1,993.35	398.67	2,392.02
SKDC	Waste Collection	40.00	0.00	40.00
Clean My Windows	Window Cleaning	12.00	0.00	12.00
Asda Stores Ltd	Kettle	20.00	0.00	20.00
Chandlers	Rock salt and screws	8.82	1.77	10.59
Belton Garden Centre	Compost and grass seed	31.99	4.00	35.99
Sainsburys	Batteries for clock	4.00	0.00	4.00
Autela Group Ltd	Payroll Services	60.56	12.11	72.67
Downtown Garden Centre	Compost	13.32	2.67	15.99
B&Q PLC	Plants for Flower Beds	9.17	1.83	11.00
SKDC	Green bin	29.25	0.00	29.25
Buildbase	Materials for bus shelter repairs	14.76	2.95	17.71
Tillers turf	Turf	16.80	3.36	20.16
Nic Barker Ltd	Grave Digging	333.35	66.65	400.00
HP Inc UK Ltd	Printing	2.90	0.59	3.49
British Gas Business	Electricity Supply	46.11	2.30	48.41
Telefonica UK Ltd	Clerk's Mobile Phone	10.39	2.08	12.47
Telefonica UK Ltd	Caretaker Mobile Phone	10.52	2.10	12.62
Telefonica UK Ltd	Assistant Clerk Mobile Phone	8.72	1.74	10.46
British Telecommunications	Broadband	36.99	7.40	44.39
Biffa Waste Services Ltd	Waste Collection	135.88	27.18	163.06
Biffa Waste Services Ltd	Waste Collection	68.07	13.61	81.68
ICO	GDPR/Data Protection Act 2018	35.00	0.00	35.00
Unlimited Web Hosting	Web Hosting	3.75	0.75	4.50
HP Inc UK Ltd	Printing	13.74	2.75	16.49
British Gas Business	Gas Supply	311.37	62.27	373.64
SSE	Electricity Supply	599.23	29.94	629.17
British Gas Business	Gas Supply	112.48	22.49	134.97
Viking	Stationery	84.38	3.68	88.06
P E Hempstead and Sons	Grass cutting	446.00	89.20	535.20
P E Hempstead and Sons	Grass cutting	167.90	33.58	201.48
Salaries	April Salaries	2446.36	0.00	2446.36