

BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO
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Minutes of the Barrowby Parish Council Meeting held on Monday 13th September 2021 at the Reading Room, Church Street, Barrowby.

PUBLIC FORUM (6.45pm): There were no members of the public in attendance. Councillor Whittington provided an update from the County Council regarding the arrival and accommodation of the Afghan refugees in our area and will send a link to the Clerk of details of where donated items can be sent.

Councillor Roberts confirmed that she has been liaising with the local PCSO regarding the placement of cones on the road outside the Reading Room at school times to prevent cars being parked there and blocking the way for other road users. It was agreed that the cones would be stored behind the small building next to the Reading Room when not in use.

Following a proposal by Councillor Eaton, seconded by Councillor Roberts, members resolved to suspend Standing Orders and commence the meeting ahead of 7.00pm.

MEETING OPENED: 6.57pm

1. WELCOME REMARKS (21/057)

- 1.1 In the absence of the Chairman and Vice-Chairman the Clerk welcomed members to the meeting. Those in attendance: Councillors Bowyer, Brown, Eaton, Roberts, Townsend, Whittington and the Clerk, Mrs Moss.

2. ELECTION OF CHAIRMAN (FOR THIS MEETING ONLY) (21/058)

- 2.1 Members voted that Councillor Eaton should take the Chair for this meeting only.

3. APOLOGIES FOR ABSENCE & REASONS GIVEN (21/059)

- 3.1 Apologies were received and accepted from Councillors Cupit, Inglis and Lees (all holiday). Belated apologies were received for Councillor Bosworth.

4. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (21/060)

- 4.1 Declarations of Interest
There were no declarations of interest.
- 4.2 Requests for Dispensation
None.

5. CO-OPTION (21/061)

- 5.1 Members considered the recommendation of the interview panel and agreed that Ms Anna Good should be co-opted to the Parish Council.
Action: Clerk to ensure all documents for a new Councillor are completed and signed and inform SKDC of the co-option.
Action: Parish Council website to be updated.

6. APPROVAL OF MINUTES (21/062)

- 6.1 The notes of the Parish Council meeting held on 12th July 2021, having been proposed by Councillor Townsend and seconded by Councillor Whittington, with a small amendment, 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.

7. CLERK'S REPORT (21/063)

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

8. PLANNING (21/064)

- 8.1 S21/1558 – no comments.
- 8.2 S21/1691 – no comments.
- 8.3 S20/1124, S21/0631, S21/0954, S21/1020, S21/1062, S21/1097, S21/1115, S21/1144, S21/1369, S21/1394 and S21/1411.
Members noted that planning permission had been granted.

9. REPORTS (21/065)

9.1 Reading Room

- 9.1.1 Members received an update on the application for a SKDC grant to replace the kitchen.
Action: Councillor Eaton to contact Carol Drury at SKDC to discuss what is required to ensure the grant application is sufficient.

9.2 Pavilion Committee

- 9.2.1 Members received draft notes of the meeting of the Pavilion Committee held on 31st August 2021.
- 9.2.2 Members received minutes of the meeting of the Pavilion Committee held on 28th July 2021.
- 9.2.3 Members discussed the request from the Barrowby Cricket Club for a grant for urgent ground treatment. Following a proposal by Councillor Eaton, seconded by Councillor Townsend, members resolved to ask the Pavilion Committee to make use of their surplus funds to support this request.
Action: Clerk to respond to the Pavilion Committee.

9.3 Play Areas

- 9.3.1 Members discussed the issue of adults using the play equipment on the Village Green.
Action: Clerk to find out from Insurance company the position of the Parish Council if an adult using the play equipment is injured.
Action: Clerk to obtain a quote for a sign that states that play equipment is for the use of those aged 12 and under.

9.4 Burial Ground

- 9.4.1 No report.

9.5 Allotments

- 9.5.1 Members received a report from the last meeting with BGA.

9.6 Health and Safety

- 9.6.1 Members received reports of inspection of the play equipment.

9.7 Community Areas

- 9.7.1 No report.

9.8 Pony Paddock

- 9.8.1 No report.

10. HIGHWAYS (21/066)

- 10.1 Members received an update on the complaint regarding the overgrown hedge on Manor Road.
Action: Clerk to write to residents.

11. CORRESPONDENCE (21/067)

- 11.1 Members noted all general correspondence circulated for information since the July meeting.

12. SCAM AWARENESS TRAINING (21/068)

- 12.1 Members received a report from Councillor Townsend.
Action: Clerk to resend links for training to Councillors.
Action: Councillor Townsend to submit an article for the Barrowby Newsletter.

13. NEIGHBOURHOOD PLAN (21/069)

Members received an update on the current situation regarding the Neighbourhood Plan. They noted that a meeting of the Neighbourhood Plan working party is scheduled for 13th October.

14. FINANCE (21/070)

- 14.1 Following a proposal by Councillor Eaton, seconded by Councillor Roberts, members resolved to approve the end of July and August 2021 bank reconciliation, which was later signed by the Chairman.
- 14.2 Members noted the 2021/22 allocated budget and the actual expenditure to date.
- 14.3 Members noted the income for July and August 2021 as outlined in the Receipts Lists.
- 14.4 Following a proposal by Councillor Eaton, seconded by Councillor Roberts, members resolved to approve the expenditure as outlined in the Payments Lists for August and September 2021.
- 14.5 Members noted that from 15th September Virgin Money Business account will be charging a monthly fee of £6.50 plus other small charges for items such as auto debits and credits.
- 14.6 Following a proposal by Councillor Eaton, seconded by Councillor Roberts, members resolved to approve the purchase of a storage cupboard to be held at the Reading Room to hold archived Parish Council documents at a cost of £140 including delivery.
Action: Clerk to purchase cupboard and complete the storing of the archived documents.
- 14.7 Following a proposal by Councillor Eaton, seconded by Councillor Townsend, members resolved to approve the quote from DM Tree Surgery to carry out dead wooding of oak trees on the Village Green.
Action: Clerk to arrange for DM Tree Surgery to carry out dead wooding of oak trees on the Village Green.
Action: Clerk to contact Environment SK to request information and prices for Tree Surgery services.
- 14.8 Following a proposal by Councillor Eaton, seconded by Councillor Brown, members resolved to approve the quote from Community Heartbeat to provide a new steel cabinet and other equipment to allow the unused defibrillator at the Pavilion to be put into active service and add to those already under the control of the Parish Council.
Action: Clerk asked Assistant Clerk to arrange for the works to be done.
- 14.9 Following a proposal by Councillor Townsend, seconded by Councillor Brown, members resolved to approve the Clerk and Assistant Clerk's attendance of the LALC Conference and AGM on 6th October at South Hykeham at a cost of £55.00 (plus VAT).
Action: Clerk to book two places with LALC.

15. HM QUEEN ELIZABETH'S PLATINUM JUBILEE (21/071)

- 15.1 Members received a verbal update from the Clerk on responses from volunteers to assist with a village celebration to celebrate HM Queen Elizabeth's Platinum Jubilee in June 2022. Members noted that there is a volunteers' open meeting arranged for Saturday 16th October between 10am and 11am at the Reading Room.
Action: Clerk to email the Memorial Hall Committee regarding the use of the Hall over the Jubilee weekend.

16. STAFFING MATTERS (21/072)

- 16.1 Following a proposal by Councillor Eaton, seconded by Councillor Brown, members resolved to move into closed session.
- 16.2 Members received the notes of the Staffing Committee meeting held on 19th July 2021.

- 16.3 Following a proposal by Councillor Eaton, seconded by Councillor Townsend, members resolved to approve an increase to the Clerks' hours and revise the pay scale.

17. DATE OF NEXT MEETING (21/073)

- 17.1 The next Parish Council will be held at 6.45pm on Monday 11th October 2021 at the Reading Room.

The Chairman closed the meeting at 8.24pm

BARROWBY PARISH COUNCIL FINANCE REPORT AUGUST AND SEPTEMBER 2021

Members to note the following income:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
EMA Dance	Hire of Reading Room	51.00
Rachel Metcalfe Daisy Chain	Hire of Reading Room	89.25
Daisy Foundation	Hire of Reading Room	131.75
Virgin Money	Virgin Money Cashback	0.60
Barrowby Gardeners Association	Hire of Reading Room	17.50
P&T Cornish	Burial Ground fees	120.00
Unknown	Burial Ground fees	120.00
SSE Business Energy	Electricity Supply	68.48
Robert Holland Funeral Directors	Burial Ground fees	370.00
Sarah Toulson	Hire of Reading Room	39.00
Who Lets Your Dog Out	Hire of Reading Room	42.50
EMA Dance	Hire of Reading Room	70.13
P Pulfrey	Hire of Reading Room	78.00
Rachel Metcalfe Daisy Chain	Hire of Reading Room	112.63
Daisy Foundation	Hire of Reading Room	144.50
P Pulfrey	Hire of Reading Room	13.00
L Rimmington	Hire of Reading Room	102.00
Barrowby Gardeners Association	Hire of Reading Room	15.00
Christine Sale	Burial Ground fees	330.00
Carl Huxley	Burial Ground fees	120.00
Virgin Money	Virgin Money Cashback	0.05
Robert Holland Funeral Directors	Flowers	25.50
Barrowby Pre School	Pre-school hire	1,060.29

Members approved the following expenditure:

<u>Supplier</u>	<u>Description</u>	<u>Net (£)</u>	<u>VAT (£)</u>	<u>Gross (£)</u>
Timpson Ltd	Refund	-16.67	-3.33	-20.00
Telefonica UK Ltd	Asst Clerk mobile phone	8.84	1.77	10.61
British Telecommunications PLC	Broadband	36.99	7.40	44.39
Biffa Waste Services Ltd	Waste collection	197.34	39.47	236.81
Telefonica UK Ltd	Clerk mobile phone	10.00	2.00	12.00
SSE Business Energy	Gas Supply Pavilion	566.13	28.31	594.44
SSE Business Energy	Gas supply Reading Room	121.08	6.05	127.13
Unlimited Web Hosting	Web hosting	4.50	0.00	4.50
HP Inc UK Ltd	Printing	8.32	1.67	9.99
Clean My Windows	Window cleaning	13.00	0.00	13.00
DM Tree Surgery	Tree felling	660.00	0.00	660.00
JMG Amenity Ltd	Weed spraying	600.00	120.00	720.00

Nic Barker Ltd	Grave digging	375	75	450.00
P E Hempstead and Sons	Grass cutting	1351.80	270.36	1622.16
HP Inc UK Ltd	Printing	2.91	0.58	3.49
Salaries	August salaries	2,276.91	0.00	2,276.91
Biffa Waste Services Ltd	Waste collection	182.06	36.41	218.47
SSE Business Energy	Electricity supply Reading Room	566.58	28.32	594.90
SSE Business Energy	Electricity Supply Pavilion	114.84	5.74	120.58
Telefonica UK Ltd	Asst Clerk mobile phone	8.84	1.77	10.61
British Telecommunications PLC	Broadband	36.99	7.40	44.39
Microsoft	Software	66.66	13.33	79.99
Amazon	Stationery	33.33	6.67	40.00
Unlimited Web Hosting	Web hosting	3.75	0.75	4.50
HP Inc UK Ltd	Printing	2.91	0.58	3.49
Wave Anglian Water Business	Water rates	41.10	0.00	41.10
SSE Business Energy	Gas supply Reading Room	-160.46	-8.02	-168.48
Bagforce	Pink granite chippings	213.60	42.72	256.32
Clean My Windows	Window cleaning	26.00	0.00	26.00
Emmerson Doors Ltd	Service inspection	1,716.00	343.20	2,059.20
Emmerson Doors Ltd	Repair to shutters	515.00	103.00	618.00
Andy Sharpe	Grass cutting	638.00	0.00	638.00
Ian Smith Electrical	Electrical work	182.00	36.40	218.40
Ian Smith Electrical	Emergency Lighting test	525.00	105.00	630.00
Ian Smith Electrical	Fire Alarm test	140.00	28.00	168.00
Playsafety Ltd	Annual inspection	296.50	59.30	355.80
P E Hempstead and Sons	Grass cutting	1085.40	217.08	1302.48
Wickes	Granular subbase	16.50	3.30	19.80
Asda Stores Ltd	Bin bags for Litter picker	25.00	5.00	30.00
Newark and Sherwood Locks	Key cutting	83.33	16.67	100.00
Morrisons	Key cutting	8.33	1.67	10.00
999Inks	Printing	25.82	5.16	30.98
Belton Garden Centre	Plants	72.93	14.58	87.51
Oldrids and Downtown	Compost	20.00	4.00	24.00
Salaries	September salaries	1,995.42	0.00	1,995.42