

# BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO  
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## Minutes of the Barrowby Parish Council Meeting held on Monday 14<sup>th</sup> June 2021 at the Sports Pavilion, Low Road, Barrowby.

PUBLIC FORUM (6.45pm): There were no members of the public in attendance. Following a proposal by Councillor Eaton, seconded by Councillor Brown, members resolved to suspend Standing Orders and commence the meeting ahead of 7.00pm.

MEETING OPENED: 6.50pm

### 1. WELCOME REMARKS (21/028)

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

### 2. APOLOGIES FOR ABSENCE & REASONS GIVEN (21/029)

- 2.1 Apologies were received and accepted from Councillors Lees and Townsend who were absent due to being away on holiday and Councillor Bosworth who had another appointment.

### 3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (21/030)

- 3.1 Declarations of Interest  
None.

- 3.2 Requests for Dispensation  
None.

### 4. APPROVAL OF MINUTES (21/031)

- 4.1 The notes of the Annual Parish Council meeting on 5<sup>th</sup> May 2021, having been proposed by Councillor Inglis and seconded by Councillor Cupit, 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.

### 5. CLERK'S REPORT (21/032)

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

### 6. PLANNING (21/033)

- 6.1 S19/1131  
It was proposed by Councillor Inglis and seconded by Councillor Cupit, that a Section 106 claim will be submitted to SKDC.

**Action: Councillor Cupit to submit a Section 106 claim to SKDC.**

- 6.2 S21/0934  
No comments supported by 2 Councillors with 4 abstentions.

- 6.3 S20/1996  
Members noted that the outline planning application has been withdrawn.

- 6.4 S21/0462, S21/0474, S21/0613, S21/0705, S21/0725 and S21/0742.  
Members noted that planning permission had been granted.

**Action: The Clerk to research for a suitable planning register to record all planning applications received and Parish Council responses.**

**Action: Clerk to add to next Agenda if a sub-committee or working party should be set up to discuss all planning applications received and report back to Parish Council.**

## **7. REPORTS (21/034)**

### **7.1 Reading Room**

7.1.1 Members noted that the Reading Room is now fully booked most days with new hirers as well as existing hirers from pre-lockdown.

**Action: Clerk to calculate current % of occupancy of both Reading Room and Pavilion.**

### **7.2 Pavilion Committee**

7.2.1 Members received draft notes of the meeting of the Pavilion Committee held on 24th May 2021.

7.2.2 Following a proposal by Councillor Eaton, seconded by Councillor Inglis, members resolved to approve the updated Agreement between the Parish Council and Barrowby Football Club.

### **7.3 Play Areas**

7.3.1 Following a proposal by Councillor Inglis, seconded by Councillor Brown, members resolved to approve the purchase and erection of a total of 6 signs, 3 each at the Village Green and Adam Stiles play areas asking dog owners to keep their dogs on a lead totalling approximately £465.70.

**Action: Clerk to purchase signs and arrange for them to be erected as agreed.**

### **7.4 Burial Ground**

7.4.1 Members received the draft notes of the meeting of the Burial Ground Committee held on 20<sup>th</sup> April 2021.

7.4.2 Following a proposal by Councillor Cupit, seconded by Councillor Inglis, members resolved to approve the updated Burial Ground Policy.

### **7.5 Allotments**

7.5.1 Members received a report from the last meeting with BGA. The next meeting is on 5<sup>th</sup> July.

### **7.6 Health and Safety**

7.6.1 Members received reports of inspection of the play equipment. It was noted that the cleaning and painting of the play area equipment has been started and should be completed by the end of July. The hip hop and cableway on the Village Green play area have also been repaired.

**Action: Clerk to email copies of the 2 latest reports to Councillors Cupit and Inglis.**

### **7.7 Community Areas**

7.7.1 No report.

## **8. HIGHWAYS (21/035)**

8.1 No report.

## **9. CORRESPONDENCE (21/036)**

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

9.2 Members noted that some work had been done to reduce the height and width of the hedge but that it still restricts the access of pedestrians and disabled users. Members also discussed other examples of trees overhanging walls and blocking pavements.

**Action: Clerk to write a letter on behalf of the Parish Council to the owners of the house on the corner of 15 Manor Road and ask them to trim the hedge back to the boundary.**

**Action: Members to let the Clerk know of other examples of issues with overhanging trees/hedges in the village and the addresses so that these can be pursued.**

## **10. ANNUAL RETURN (21/037)**

10.1 Members noted the contents of the final Internal Audit Report for 2020/21.

10.2 Annual Governance Statement

The Chairman read the statements in Section 1 of the Annual Return, the Annual Governance Statement. Following consideration by Members of each of the statements in turn, the Chairman answered each statement in the affirmative. Councillor Eaton proposed that the Chair sign the statement to signify the Council's agreement with the statements, which was seconded by Councillor Inglis and passed by resolution of the Council. The Chairman duly signed and dated Section 1.

10.3 Annual Return

Councillor Eaton proposed that the Council accept the accounting statements set out in Section 2 of the Annual Return, the working papers for which had been circulated by the Clerk, which was seconded by Councillor Inglis and passed by resolution of the Council. The Chairman and the Clerk signed and dated Section 2.

**Action: The Clerk to arrange for the Annual Return to be submitted for external audit by the required deadline and to publicise the period of audit.**

**11. FINANCE (21/038)**

- 11.1 Following a proposal from Councillor Inglis, seconded by Councillor Eaton, members resolved to approve Reserves Policy as discussed at the Finance Committee and to transfer 50% of the Precept (£21k) plus £10k to General Reserves and the balance to remain in Earmarked Reserves as a potential contribution to support the purchase of a site for a new Community facility.
- 11.2 Following a proposal by Councillor Inglis, seconded by Councillor Eaton, members resolved to approve the end of May 2021 bank reconciliation, which was later signed by the Chairman.
- 11.3 Members noted the 2021/22 allocated budget and the actual expenditure to date.
- 11.4 Members noted the income for 2021 as outlined in the Receipts List.
- 11.5 Following a proposal from Councillor Eaton, seconded by Councillor Inglis, members resolved to approve the expenditure as outlined in the Payments List.
- 11.6 Following a proposal from Councillor Eaton, seconded by Councillor Cupit, members resolved to approve the acceptance of the new Scribe Finance reports provided by the Clerk monthly.
- 11.7 Following a proposal from Councillor Eaton, seconded by Councillor Inglis, members resolved to approve the purchase of a lifetime licence for PDF Extra at a cost of £75.99 that enables documents to be converted from PDF to Microsoft Excel or Word.

**12. HM QUEEN ELIZABETH'S PLATINUM JUBILEE (21/039)**

- 12.1 Members discussed and agreed that a village celebration should take place to celebrate HM Queen Elizabeth's Platinum Jubilee in June 2022.

**Action: Councillor Cupit to submit an article for the Barrowby Newsletter asking for volunteers to join a sub-committee to help plan a village celebration for the Platinum Jubilee next year.**

**13. VACANCY FOR A PARISH COUNCILLOR (21/040)**

- 13.1 The Clerk updated members on the number of residents interested in becoming a Parish Councillor. A poster has been put up on the Noticeboards around the village with a deadline of Sunday 4<sup>th</sup> July.

**14. DATE OF NEXT MEETING (21/041)**

- 14.1 The next Parish Council will be held at 6.45pm on Monday 12<sup>th</sup> July 2021 at the Sports Pavilion.

The Chairman closed the meeting at 8.00pm.

## BARROWBY PARISH COUNCIL FINANCE REPORT JUNE 2021

Members to note the following income:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
Barrowby Pre School	Pre-School	695.64
British Gas Business	Electricity Supply Pavilion	11.78
British Gas Business	Electricity supply Reading Ro	0.63
SSE Business Energy	Gas Supply Pavilion	43.14
South Kesteven District Council	SKDC Litter Picker	463.32
Robert Holland Funeral Directors	Interment Fees	360.00
Duffin	Interment Fees	330.00
Robert Holland Funeral Directors	Interment Fees	50.00
Barrowby Pre School	Pre-School	1,323.96
Daisy Foundation	The Daisy Foundation	89.25
EMA Dance	EMA Dance	76.50
South Kesteven District Council	Incidental hire	200.00
Robert Holland Funeral Directors	Exclusive Right of Burial	460.00

Members to approve the following expenditure:

<u>Supplier</u>	<u>Description</u>	<u>Net (£)</u>	<u>VAT (£)</u>	<u>Gross (£)</u>
Lincolnshire Association of Lo	Burials Training	99.92	19.98	119.90
ICCM	Annual membership fee	95.00	0.00	95.00
Pescotek Limited	Pest control	299.00	59.80	358.80
P E Hempstead and Sons	Grass cutting	380.50	76.10	456.60
P E Hempstead and Sons	Grass cutting	230.00	46.00	276.00
P E Hempstead and Sons	Grass cutting	54.80	10.96	65.76
P E Hempstead and Sons	Grass cutting	281.20	56.24	337.44
P E Hempstead and Sons	Grass cutting	135.60	27.12	162.72
LALC	Burials Training	35.08	7.02	42.10
Range	Floor mops and refills	69.90	13.98	83.88
Mole Country Stores	Cleaning supplies	9.79	1.96	11.75
Ian Smith Electrical	Electrical work	117.92	23.58	141.50
Viking	Stationery	63.87	6.17	70.04
HP Inc UK Ltd	Printing	2.91	0.58	3.49
Nic Barker Ltd	Grave digging	208.33	41.67	250.00
P E Hempstead and Sons	Grass cutting	408.80	81.76	490.56
P E Hempstead and Sons	Grass cutting	212.25	42.45	254.70
P E Hempstead and Sons	Grass cutting	124.00	24.80	148.80
P E Hempstead and Sons	Grass cutting	27.40	5.48	32.88
P E Hempstead and Sons	Grass cutting	157.50	31.50	189.00
P E Hempstead and Sons	Grass cutting	92.70	18.50	111.00
Telefonica UK Ltd	Asst Clerk mobile phone	8.84	1.77	10.61
British Telecommunications P	Broadband	36.99	7.40	44.39
Unlimited Web Hosting	Web hosting	3.75	0.75	4.50
HP Inc UK Ltd	Printing	8.32	1.67	9.99
Wave Anglian Water Business	Water rates	43.60	0.00	43.60
SSE Business Energy	Electricity Supply	92.94	4.65	97.59
Telefonica UK Ltd	Clerk mobile phone	33.36	6.67	40.03
Timpson Ltd	Key cutting	50.00	10.00	60.00
Monthly Salaries	Mileage	51.30	0.00	51.30
Monthly Salaries	June Salaries	2,404.73	0.00	2,404.73