

BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO
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Minutes of the Barrowby Parish Council Meeting held on Monday 14th February 2022 at the Reading Room, Church Street, Barrowby.

PUBLIC FORUM (6.45pm): There were no members of the public in attendance. Following a proposal by Councillor Roberts, 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 (21/130)

- 1.1 The Clerk welcomed members to the meeting. Those in attendance: Councillors Bosworth, Bowyer, Brown, Lees, McConnell-Good, Roberts, Townsend, Whittington and the Clerk, Mrs Moss.

2. ELECTION OF CHAIRMAN (21/131)

- 2.1 Following a proposal by Councillor Brown and seconded by Councillor Townsend, Councillor Lees was elected Chairman for this meeting only.

3. APOLOGIES FOR ABSENCE & REASONS GIVEN (21/132)

- 3.1 Apologies were received and accepted for Councillors Cupit, Eaton and Inglis.

4. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (21/133)

- 4.1 Declarations of Interest
None declared.
- 4.2 Requests for Dispensation
None received.

5. APPROVAL OF MINUTES (21/134)

- 5.1 The notes of the Parish Council meeting held on 10th January 2022, having been proposed by Councillor Roberts and seconded by Councillor Lees, were agreed to be a true and accurate record, and were passed by resolution of the Council. The minutes were signed and dated by the Chair.

6. CLERK'S REPORT (21/135)

- 6.1 The contents of the Clerk's Report with regards to actions from previous minutes were noted and the Clerk provided updates on actions to be carried forwards.

7. PLANNING (21/136)

- 7.1 S22/0140 – No comments.
- 7.2 S21/2076 – Members discussed the application and noted that the concerns raised previously have not been addressed.
- 7.3 S22/0224 and S22/0225 – Members agreed that the removal of the existing stone wall will be detrimental to the adjacent listed building. There are also concerns regarding the visibility of car users gaining access to the road on exiting the site.
- 7.4 S21/0964, S21/2388, S21/2513 and S22/0035
Members noted that planning permission had been granted.

8. REPORTS (21/137)

- 8.1 **Reading Room**
- 8.1.1 Members were pleased to note that a grant of £5000 for the new kitchen has been approved by SKDC.
- 8.1.2 Following a discussion, it was agreed to change the cooker, hood and extractor fan and remove the downlights from the fitting quote. Following a proposal by Councillor Brown, seconded by Councillor Lees, it was resolved to approve expenditure of up to £12k on the new kitchen (not including the £5k grant). Five members voted to support the resolution and three members voted against it.
Action: Councillor Lees to confirm with Howdens the changes to the cooker and extractor fan and the removal of the downlighters with the kitchen fitter.
- 8.2 **Pavilion Committee**
- 8.2.1 Members noted the contents of the notes of the Pavilion Committee meeting held on 24th January 2022.
- 8.2.2 Members noted the contents of the new draft agreement between the Pavilion Committee and Barrowby Cricket Club.
- 8.3 **Play Areas**
- 8.3.1 Members received an update on Village Green play area repairs.
- 8.4 **Burial Ground**
- 8.4.1 Members noted the contents of the notes of the Burial Ground Committee meeting held on 14th January 2022.
- 8.5 **Allotments**
- 8.5.1 Members noted the officers elected at the Barrowby Gardener's Association and, following a proposal by Councillor Roberts and seconded by Councillor Brown, it was resolved to approve the recommended additional members of the Allotment Committee as per email previously distributed.
- 8.5.2 Members discussed the purchase of a new gate to the allotments and accepted the proposal for the Barrowby Parish Council Allotment Committee to purchase the new gate based on the quotes already submitted.
Action: Clerk to advise the BAG of the decision taken.
- 8.6 **Health and Safety**
- 8.6.1 Members received reports of inspection of the play equipment.
- 8.7 **Community Areas**
- 8.7.1 No report.
- 8.8 **Pony Paddock**
- 8.8.1 No report.
- 9. **HIGHWAYS (21/138)**
- 9.1 No report.
- 10. **CORRESPONDENCE (21/139)**
- 10.1 Members noted all general correspondence circulated for information since the January meeting.
- 11. **NEIGHBOURHOOD PLAN (21/140)**
- 11.1 Members received an update on the Neighbourhood Plan initiative.
- 11.2 Following a proposal by Councillor Lees, seconded by Councillor Brown, members resolved to approve the payment of mileage expenses to Councillors who attend Neighbourhood Plan meetings held outside of Barrowby.

12. HM QUEEN ELIZABETH'S PLATINUM JUBILEE (21/141)

- 12.1 The Clerk provided an update on plans for the events to be held across the Jubilee weekend.
- 12.2 Following a proposal by Councillor Townsend, seconded by Councillor Brown, members resolved to approve the purchase of a stainless-steel time capsule for use by the local Scout Group as part of their contribution to the Platinum Jubilee weekend.
Action: The Clerk to purchase the stainless-steel time capsule.
- 12.3 Members discussed proposed security arrangements and quotes received and, following a proposal by Councillor Lees seconded by Councillor Roberts, resolved to approve which company to contract.
Action: Clerk to respond to the preferred security company to provide security for the Jubilee events.
- 12.4 Following a proposal by Councillor Roberts, seconded by Councillor Lees, members resolved to approve the purchase of fabric and accessories required to make bunting.
Action: Clerk to arrange the purchase of fabric and accessories to make the bunting.
- 12.5 Following a proposal by Councillor Lees, seconded by Councillor Brown, members resolved to approve the % of takings to be paid to Parish Council for food and drinks providers to offset against total costs of the weekend events.

13. FINANCE (21/142)

- 13.1 Following a proposal by Councillor Lees, seconded by Councillor Brown, members resolved to approve the end of January 2022 bank reconciliation, which was signed by the Chairman.
- 13.2 Members noted the 2021/22 allocated budget and the actual expenditure to date.
- 13.3 Members noted the income for January 2022 as outlined in the Receipts List.
- 13.4 Following a proposal by Councillor Lees, seconded by Councillor Bosworth, members resolved to approve the expenditure as outlined in the Payments List for February 2022.
- 13.5 Following a proposal by Councillor Lees, seconded by Councillor Brown, members resolved to retrospectively approve the purchase of a gift card for the work done by a resident regarding the Christmas trees at the Reading Room.
- 13.6 Following a proposal by Councillor Lees seconded by Councillor Bosworth, members resolved to approve the renewal of the membership of the National Allotment Society at a cost of £66.00.
Action: The Clerk to renew the membership of the National Allotment Society.
- 13.7 Following a proposal by Councillor Brown, seconded by Councillor Lees, members resolved to approve the renewal of the LALC Annual Training Scheme at a cost of £162.00.
Action: The Clerk to renew membership of the LALC Annual Training Scheme.
- 13.8 Following a proposal by Councillor Lees, seconded by Councillor Whittington, members resolved to approve the Terms of Reference for the Finance Committee.
- 13.9 Following a proposal by Councillor Lees, seconded by Councillor Brown, members resolved to approve the repairs to both the Clerk's and the Assistant Clerk's laptops as per quote previously circulated.
Action: The Clerk to arrange for the repairs to the laptops to be conducted.

14. INTERNAL AUDITOR'S REPORT (21/143)

- 14.1 Members noted the contents of the Internal Auditor's report.
- 14.2 Following a proposal by Councillor Lees, seconded by Councillor Brown, members resolved to approve the adoption of a new Co-option Policy.

14.3 Following a proposal by Councillor Lees, seconded by Councillor Brown, members resolved to approve the adoption of a new Scheme of Delegation Policy.

14.4 Members noted that the recommended actions relating to finances will be discussed at the Finance Committee meeting on 28th March.

15. STAFFING COMMITTEE MEETING (21/144)

15.1 Members noted the contents of the notes of the Staffing Committee held on 17th January.

Following a proposal by Councillor Lees, seconded by Councillor Roberts, members resolved to move into closed session in accordance with the Public Bodies Act 1960, due to the confidential nature of matters to be discussed. Time 8.23pm.

15.2 Members discussed the opening and closing of the Reading Room for hirers following the resignation of a Caretaker.

The closed session ended at 8.35pm.

16. DATE OF NEXT MEETING (21/145)

16.1 The next Parish Council meeting will be held at 6.45pm on Monday 14th March 2022 at the Reading Room.

The Chairman closed the meeting at 8.40pm.

BARROWBY PARISH COUNCIL FINANCE REPORT FEBRUARY 2022

Members to note the following income in January:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
Daisy Foundation	Hire of Reading Room	31.50
Rachel Metcalfe Daisy Chain Yoga	Hire of Reading Room	40.60
Barrowby Pre School	Hire of Pavilion	920.00
Barrowby FC	Hire of Pavilion	357.00
Virgin Money	Virgin Money Cashback	1.82
Relight my Choir	Hire of Reading Room	50.00
Western Power	Wayleave payment	63.19
Private	Donation	367.60
Return deposit	Private hirer	-50.00

Members approved the following expenditure in February:

<u>Supplier</u>	<u>Description</u>	<u>Net (£)</u>	<u>VAT (£)</u>	<u>Gross (£)</u>
Telefonica UK Ltd	Asst Clerk mobile phone	8.84	1.77	10.61
British Telecommunications PLC	Broadband	36.99	7.40	44.39
Barrowby Open Door	Repayment of S137 grant	-100.00		-100.00
Amazon	Black armbands	3.02	0.60	3.62
Telefonica UK Ltd	Clerk mobile phone	10.00	2.00	12.00
Virgin Money	Bank charges	19.80		19.80
SSE Business Energy	Electricity Supply	96.75	4.84	101.59
SSE Business Energy	Gas supply	164.77	8.24	173.01
Ikea	Entrance Hall table	36.67	7.33	44.00
Unlimited Web Hosting	Web hosting	3.75	0.75	4.50

Indeed	Advertising for Assistant Clerk	15.07		15.07
HP Inc UK Ltd	Printing	8.32	1.67	9.99
South Kesteven District Coun	Waste collection	108.33		108.33
Kompan Ltd	Inspection of play areas	765.00	153.00	918.00
Kompan Ltd	Annual inspection	765.00	153.00	918.00
DM Tree Surgery	Tree works	250.00		250.00
Lincolnshire Association of Lo	Audit	217.50	43.50	261.00
Printhub	Printing	53.30	10.66	63.96
J F Heating and Plumbing Ltd	Annual inspection	65.00		65.00
All Secure Services	Annual Fire Extinguisher Service	99.00	19.80	118.80
Viking	Table	114.00	22.80	136.80
Viking	Ringbinders and printing paper	33.27	6.65	39.92
Computer SOS	Computer repairs	52.50		52.50
Nic Barker Ltd	Grave digging	333.33	66.67	400.00
Handicentre	Cleaning supplies	2.07	0.42	2.49
Morrisons	Flowers	8.00		8.00
Wilko	Lever arch file	1.87	0.38	2.25
Cards galore	Leaving card	1.99		1.99
Mileage	Mileage	61.44		61.44
HP Inc UK Ltd	Printing	2.91	0.58	3.49
Belton Garden Centre	Gloves for Litter Picker	17.46	3.49	20.95
Asda Stores Ltd	Bin bags for Litter picker	20.00	4.00	24.00
Belton Garden Centre	Plants	9.16	1.83	10.99
E spares	Hoover bags and filters	23.18	4.64	27.82
Sporty-Co	Cricket scoreboard numbers	298.60	59.72	358.32
Lincolnshire Association of Local Councils	Annual membership fee	450.01		450.01
Monthly Salaries	February Salaries	1,891.56		1,891.56
Mileage	Mileage	35.10		35.10
B&Q Plc	Cleaning supplies	6.98	1.40	8.38
Sainsburys	Cleaning supplies	2.50	0.50	3.00
Morrisons	Gift card	41.67	8.33	50.00