

BARROWBY PARISH COUNCIL

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

Minutes of the Barrowby Parish Council Meeting held on Monday 13th March 2023 at the Reading Room, Church Street, Barrowby.

PUBLIC FORUM (6.48pm): There were two members of the public present.

One member of the public was particularly interested in progress of the Neighbourhood Plan and parking issues on Low Road at the weekends. Councillor Lees confirmed that a meeting has been arranged with Openplan on Thursday 16th March to discuss next steps for the Neighbourhood Plan and they will be looking for volunteers to join the working group. Councillor Whittington said that Highways at Lincolnshire County Council will be doing a site visit to Low Road and that residents can send photos evidencing the parking issue to him. Councillor Lees provided an update on the Pavilion Committee's plans to resolve the parking at Low Field.

MEETING OPENED: 7.00pm

1. WELCOME REMARKS (22/149)

- 1.1 Councillor Lees welcomed members to the meeting and thanked them for their attendance. He confirmed that Councillor Cupit has resigned from the Parish Council and, following a proposal by Councillor Eaton and seconded by Councillor Brown, Councillor Lees was appointed Chairman. Those in attendance: Councillors Brown, Eaton, Lees, Marriott, McConnell-Good, Townsend, Whittington and the Clerk, Mrs Moss.

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (22/150)

- 2.1 Apologies were received and accepted for absence from Councillors Bosworth and Footitt.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (22/151)

- 3.1 Declarations of Interest
Councillor Eaton declared an interest in Agenda item 6.1.
- 3.2 Requests for Dispensation
No requests for dispensation were made.

4. APPROVAL OF MINUTES (22/152)

- 4.1 The minutes of the Parish Council meeting on 13th February, having been proposed by Councillor Eaton and seconded by Councillor Marriott 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.

5. CLERK'S REPORT (22/153)

- 5.1 Members noted the contents of the Clerk's report.
- 7.1.2 Councillors Lees and Eaton provided an update on the purchase and installation of a CCTV at the Reading Room. A quote should be available soon.
- Action: Councillor Eaton to send the quote to the Clerk so it can be considered at the next Parish Council meeting.**

6. PLANNING (22/154)

- 6.1 S23/0083 - Members discussed at length the application and the Chairman invited comments from a member of the public in attendance. Following a proposal by Councillor Brown, seconded by Councillor McConnell-Good, members resolved to approve the application. Councillors Whittington and Eaton abstained.
- Action: Clerk to submit approval on the SKDC planning portal.**

- 6.2 S23/0299 - Comment to be made that the Parish Council support the application but with the expectation that the plans will be in line with the final Masterplan. Councillor Whittington abstained.
Action: Clerk to submit approval on the SKDC planning portal.
- 6.3 S23/0300 – Comment to be made that the Parish Council support the application but that the appropriate guidelines regarding open spaces should be observed. Councillor Whittington abstained.
Action: Clerk to submit approval on the SKDC planning portal.
- 6.4 Members noted the decision made on S23/0301 and S23/0136.

7. REPORTS (22/155)

- 7.1 **Reading Room**
 7.1.1 Members received positive feedback on the new Hive heating control system.
- 7.2 **Pavilion Committee**
 7.2.1 No report.
- 7.3 **Play areas**
 7.3.1 Members received an update on the current state of repairs of the play equipment. The quote from EKM Ltd was discussed and following a proposal by Councillor Townsend, seconded by Councillor Brown, it was resolved that the quote should be accepted. The rotator will be decommissioned because of the repair costs pending funding becoming available.
Action: Clerk to contact EKM Ltd and arrange for repairs to play equipment.
 7.3.2 Members considered the renewal of the play inspection package from Kompan and it was agreed that it will not be renewed.
Action: Clerk to advise Kompan and research other play equipment inspection companies.
- 7.4 **Burial Ground**
 7.4.1 Members noted the contents of the minutes of the Burial Ground Committee meeting held on 3rd March.
 7.4.2 Following a proposal by Councillor Lees, seconded by Councillor Brown, it was resolved to approve the revised Burial Ground charges from 1st April 2023 as recommended by the Burial Ground Committee.
Action: Clerk to advertise new charges on website and email copy to companies who regularly use the Burial Ground services.
 7.4.3 Following a proposal by Councillor Lees, seconded by Councillor Eaton, it was resolved to approve a nominal budget of £508 to cover urgent maintenance of the grass at the Burial Ground and to approve the quote received from Pro-Grass to treat area A only.
Action: The Clerk to arrange for area A to be treated as described in quote.
- 7.5 **Allotments**
 7.5.1 No report.
- 7.6 **Health and Safety**
 7.6.1 Members received a verbal update of the results of recent play area checks.
 7.6.2 Members noted the contents of the updated Risk Assessment and discussed the high risks relating to the play area equipment and pavilion maintenance.
Action: Councillor Lees to repair the fire retainer door at the Pavilion.
Action: The Clerk to update the Risk Assessment once the play area repairs have been completed.
- 7.7 **Community Areas**
 7.7.1 Members noted that the damaged defibrillator has been removed from Westry Corner.
 7.7.2 Members received feedback from Councillor Lees from the volunteers' meeting held on 6th March.
 7.7.3 Members discussed the damaged goalposts on The Willows play area at the bottom of Pastures Road.
Action: Clerk to ask Assistant Clerk to liaise with the Football Club to see if they have any surplus goalposts. If not, Clerk to add to next Agenda for further consideration.
- 7.8 **Pony Paddock**
 7.8.1 Members noted that a spring cut has been completed.
 7.8.2 Following a proposal by Councillor Lees, and seconded by Councillor Eaton, it was resolved to

approve the cutting of verges and grass around planters a maximum of 10 occasions throughout the Summer at a cost of £62.00 per cut.

Action: The Clerk to advise the contractor that his quote has been accepted.

7.9 **Highways**

7.9.1 Members received an update on FixMyStreet notifications.

7.9.2 Members received reports regarding potholes and what action has been taken.

7.9.3 Members discussed the damaged grass verge on Rectory Lane, and it was agreed that Councillor Whittington will take this forwards.

Action: The Clerk to send photographs of the damaged verges to Councillor Whittington.

7.9.4 Members noted that the hedge on the corner of Hedgefield Road and Reedings Road has now been cut but it is still overhanging the pavement.

Action: The Clerk to write to the houseowner and ask that the hedge be cut back to the boundary.

7.10 **Staffing Committee**

7.10.1 Members noted the contents of the minutes of the Staffing Committee held on 6th February 2023 and that the Clerk's weekly hours will reduce from 25 to 20 from 1st April 2023.

7.11 **Parish Coffee Morning**

7.11.1 Members received a report from the February coffee morning.

7.11.2 Members discussed a new Parish Council enquiry form and agreed it was a good idea.

Action: Councillor Eaton to add the Clerk's email address and send a copy to the Clerk.

7.12 **Low Fields**

7.12.1 Members discussed the recent issue of cars getting locked in at the Low Fields car park after the barrier has been locked and agreed that in future we should not be attending to open up after the barrier has been closed. Councillor Lees said that the Pavilion Committee are looking at alternative solutions and will bring this back to Parish Council after May.

8. **CORRESPONDENCE (22/156)**

8.1 Members noted all general correspondence circulated for information since the February meeting.

8.2 Members discussed the current location stop of the mobile Library Service and agreed that Grange Paddock would be a better alternative location in the village.

Action: The Clerk to let Mobile Library Services know of new location.

8.3 Members discussed the quarterly briefing document received from the Neighbourhood Policing Team.

Action: The Clerk to ask one of the team to attend the next Parish Coffee Morning.

9. **NEIGHBOURHOOD PLAN (22/157)**

9.1 Members received an update regarding the Neighbourhood Plan and noted that funding has been received for the next stage of the Plan.

10. **ADDITIONAL FUNDING FROM GRANTS (22/158)**

10.1 Members discussed what projects could potentially be funded from Grants currently available.

FINANCE (22/159)

11. 11.1 Following a proposal by Councillor Lees, seconded by Councillor McConnell-Good, members resolved to approve the bank reconciliation up to 28th February 2023 which was later signed by the Chairman.

11.2 Members noted the 2022/23 allocated budget and the actual expenditure to date.

11.3 Members noted the income for February 2023 as outlined in the Receipts List.

11.4 Following a proposal by Councillor Lees, seconded by Councillor Eaton, members resolved to approve expenditure outlined in the Payments list.

11.5 Following a proposal by Councillor Lees, seconded by Councillor Eaton, members resolved to approve the quote for new dog on a lead signs for Adamstiles.

Action: The Clerk to order the signs and arrange to have them fixed.

11.6 Members noted the contents of the Internal Auditor's report.

11.7 Members noted the response from SKDC regarding Council Tax payable by residents of The Colleys.

- 11.8 Members noted the claim for compensation from a resident following an incident at the Burial Ground and it was agreed that the Clerk send the claim for compensation to the insurance company and ask for advice without admitting liability.
Action: The Clerk to send Complaints Policy to Parish Councillors with a note to confirm that the due process was followed following guidance taken from LALC and the Monitoring Officer.
Action: The Clerk to send complaint to insurance company without admitting liability.

12. PRIORITIES FOR PARISH COUNCIL (22/160)

- 12.1 Members discussed the contents of the list previously circulated and noted that no new projects can be started from 27th March until after the local elections in May.

13. RBL SITE (22/161)

- 13.1 Following a proposal by Councillor Lees, seconded by Councillor Eaton, 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.
 13.2 Members noted that no further action has been taken since the last meeting.
 13.3 The meeting moved back into open session.

14. CELEBRATING THE CORONATION (22/162)

- 14.1 Members received a report from the working party regarding the plans to celebrate the coronation of King Charles III. It is intended to show the Coronation on a big screen and have live music in the evening. On Sunday the concert from Windsor will be shown on the big screen and food and drink will be available on both days. There was a discussion about whether the event could be held on Low Field as both electricity and toilets are available.
Action: The Clerk to ask Open Door if Parish Council can borrow projector and PA system.
Action: The Clerk to contact various providers to book their services for the weekend.

15. DATE OF NEXT MEETING (22/163)

- 15.1 Monday 17th April at 6.45pm at the Reading Room.
 The meeting closed at 9.51pm.

BARROWBY PARISH COUNCIL FINANCE REPORT MARCH 2023

Members noted the following income in February:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
Snowden	Hire of Reading Room	30
Daisy Chain Yoga	Hire of Reading Room	66.5
Daisy Foundation	Hire of Reading Room	205
Grantham & Kesteven Bridge Club	Hire of Reading Room	100
Mr Bridge Club	Hire of Reading Room	240
Private hirer	Hire of Reading Room	50
Michelle Jasinski	Hire of Pavilion	97.5
Virgin Money	Virgin Money Cashback	0.34
Barrowby FC	Hire of Pavilion	600
Private hirer	Hire of Reading Room	50
Private hirer	Hire of Reading Room	84
Belvoir Tri Club	Hire of Pavilion	17.5
Private hirer	Hire of Reading Room	-50.00
Private individual	Burial Ground fees	100
Private individual	Burial Ground fees	140
Private hirer	Hire of Reading Room	50
Robert Holland Funeral Directors	Burial Ground fees	320
Robert Holland Funeral Directors	Burial Ground fees	1

Private hirer	Hire of Reading Room	72
Barrowby Pre School	Hire of Pavilion	1242
Shepherd Memorials	Burial Ground fees	60
Shepherd Memorials	Burial Ground fees	60
Robert Holland Funeral Directors	Burial Ground fees	385
Mr Bridge Club	Hire of Reading Room	240
Michelle Jasinski	Hire of Pavilion	60

Members approved the following expenditure in February/March:

<u>Supplier</u>	<u>Description</u>	<u>Net (£)</u>	<u>VAT (£)</u>	<u>Gross (£)</u>
Telefonica UK Ltd	Asst Clerk mobile phone	9.52	1.90	11.42
Amazon	Key safe	13.29	2.66	15.95
British Telecommunications Plc	Broadband	36.95	7.39	44.34
Kings Property Maintenance Ltd	Maintenance	50.00		50.00
Wave Anglian Water Business	Water rates	-317.22		-317.22
Nic Barker Ltd	Grave digging	300.00		300.00
Dunster House Limited	Composting toilet	1083.33	216.66	1299.99
Wave Anglian Water Business	Water rates	52.64		52.64
Wave Anglian Water Business	Water rates	74.80		74.80
South Kesteven District Council	Waste collection	108.33		108.33
Amazon	Stationery	7.31	1.47	8.78
Amazon	Printer paper	29.16	5.83	34.99
HP Inc UK Ltd	Printing	6.66	1.33	7.99
Epson Ready Print	Printing	8.33	1.66	9.99
SSE Business Energy	Gas supply	318.96	63.79	382.75
SSE Business Energy	Electricity Supply	122.25	6.11	128.36
SSE Business Energy	Electricity Supply	167.19	8.35	175.54
Virgin Money	Bank charges	22.80		22.80
Andy Sharpe	Grass cutting	150.00		150.00
Clean My Windows	Window cleaning	14.00		14.00
Ian Smith Electrical	Fire Alarm test	95.00	19.00	114.00
Ian Smith Electrical	Emergency Lighting test	90.00	18.00	108.00
Ian Smith Electrical	PAT test	35.00	7.00	42.00
Lincolnshire Association of Local Councils	Annual Training Scheme	168.00		168.00
Lincolnshire Association of Local Councils	Election posters	3.00	0.60	3.60
South Kesteven District Council	Waste bags	100.00		100.00
Timpson Ltd	Key cutting	26.25	5.25	31.50
Agnieszka Matacz	Cleaning	135.00		135.00
Brian Inglis	Green bin annual fee	38.00		38.00
Monthly Salaries	March Salaries	2468.62		2468.62
Mileage	Mileage	26.10		26.10