

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 June 2022 at the Reading Room, Church Street, Barrowby.

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

MEETING OPENED: 6.55pm

1. WELCOME REMARKS (22/019)

- 1.1 The Chairman, Councillor Cupit welcomed members to the meeting and thanked them for their attendance. Those in attendance: Councillors Eaton, Lees, McConnell-Good, Roberts, Townsend and the Clerk, Mrs Moss.

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (22/020)

- 2.1 Apologies were received and accepted for absence from Councillors Bosworth, Brown, Inglis and Whittington.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (22/021)

- 3.1 Declarations of Interest
There were none declared.

- 3.2 Requests for Dispensation
No requests for dispensation were made.

4. APPROVAL OF MINUTES (22/022)

- 4.1 The notes of the Annual Parish Council meeting on 9th May, having been proposed by Councillor Townsend and seconded by Councillor Roberts, were agreed to be a true and accurate record, and were passed by resolution of the Council. Two members abstained. The minutes were later signed and dated by the Chairman.

5. CLERK'S REPORT (22/023)

- 5.1 The contents of the Clerk's Report with regards to actions from previous minutes were noted:
7.3 Councillor McConnell-Good agreed to join the Staffing Committee.
7.5 Carry forward as Councillor Whittington absent.
15.1 It was agreed that the Clerk will print 100 letters to be distributed at the Colleys and any left-over can be delivered to the new houses on Low Road. Councillor Eaton has a label printer that he will give to the Parish Council.
Action: Clerk to print 100 copies of the welcome letter and envelopes for distribution.
15.2 Clerk to add to next Agenda to discuss names of new wards.
Action: Clerk to add item to next Agenda.
15.5 Councillor Eaton to be included in the working party.
- 5.2 Following a proposal by Councillor Lees, seconded by Councillor Eaton, members resolved to approve the amended Standing Orders.
- 5.3 Members reviewed the Training and Development and Reserves Policies and following a proposal by Councillor Eaton, seconded by Councillor Lees, members resolved to approve the Policies.
- 5.4 Members noted the response received from the Clerk at Denton Parish Council regarding speed

cameras and suggested holding a meeting with Denton Councillors to discuss having a joint operation. It was also agreed that a brief piece should be published in Barrowby News regarding speeding in the village.

Action: Clerk to contact the Clerk at Denton Parish Council.

Action: Clerk to draft piece for Barrowby News regarding speeding in the village.

6. PLANNING (22/024)

- 6.1 Members noted that approval has been granted for the following applications: S22/0224, S22/0225, S22/0689, S22/0714, S22/0720 and S22/0779.

7. REPORTS (22/025)

7.1 Reading Room

- 7.1.1 Following a proposal by Councillor Roberts, seconded by Councillor Lees, members resolved to approve the purchase of 3 x light shades, 2 blinds, a toilet roll holder and a door stop for the toilets up to a maximum of £100 budget.

Action: Clerk to purchase the items and arrange for them to be fitted.

- 7.1.2 Following a discussion, it was agreed that another quote will be obtained for painting the kitchen.
Action: Clerk to arrange for another quote to paint the kitchen.

- 7.1.3 Following a proposal by Councillor Lees, seconded by Councillor Townsend, members resolved to approve the free hire of the tables in the Reading Room for use at the Church for the Christmas Made in Barrowby event. If a Christmas booking is taken at the Reading Room for the same day Councillor Eaton offered for the Memorial Hall tables to be available instead.

7.2 Pavilion Committee

- 7.2.1 Members noted the contents of the minutes of the Pavilion Committee meeting held on 4th May.

- 7.2.2 Members received an update on the provision of a Parish Council storage container at the Pavilion. It was agreed that it would be ideal if the two containers could be purchased and installed together and that there should be joint consultation with the neighbouring properties.

7.3 Play Areas

- 7.3.1 Following a proposal by Councillor Lees, seconded by Councillor Roberts, members resolved to approve the moving of the seats nearest the gardens on Mill Row to another part of the play area.

Action: Councillors to let the Clerk know where the seats should be moved to.

Members agreed that in principle a hedge should be planted in front of the metal fence facing the Village Green.

Action: Clerk to obtain a quote for the planting of a hedge.

Members discussed the possibility of erecting low fencing along the Casthorpe Road side of the Village Green to help with road safety.

Action: Clerk to investigate further and report back to Parish Council at next meeting.

- 7.3.2 Members noted the contents of the annual inspection of the Play Areas conducted by Kompan.

7.4 Burial Ground

- 7.4.1 Councillor Cupit asked that this item is deferred.

Action: Clerk to add to next Agenda.

7.5 Allotments

- 7.5.1 No report.

7.6 Health & Safety

- 7.6.1 Members noted the contents of Health and Safety inspection reports of the Play Areas. It was agreed that the new Assistant Clerk should complete the play inspections and will need to attend the relevant training before taking this on.

Action: Clerk to arrange the relevant playground inspection training for the Assistant Clerk.

7.7 **Community Areas**

7.7.1 No report.

7.8 **Pony Paddock**

7.8.1 Following a proposal by Councillor Cupit, seconded by Councillor Eaton, members resolved to the cutting of a one metre strip at the edge of the Pony Paddock following a complaint received from a resident living in Chilvers Close.

Action: Clerk to arrange for contractor to cut the Pony Paddock as agreed.

8. HIGHWAYS (22/026)

8.1 Members received a report from the A52 Roadworks working party (previously circulated).

Action: Clerk to send the report to a number of individuals as agreed.

9. CORRESPONDENCE (22/027)

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

9.2 Following a request from the Grantham Journal for a response from the Parish Council regarding the proposal to create a Grantham Town Council Councillor Cupit will draft a response and circulate to all members.

Action: Councillor Cupit to draft a response to the Grantham Journal and circulate to all members.

9.3 Members noted the contents of the letter from a resident regarding the parking at Westry Corner/The Drift and discussed potential solutions.

Action: Clerk to response to resident and ask Assistant Clerk to add issue to the next Pavilion Committee Agenda for discussion.

10. NEIGHBOURHOOD PLAN (22/028)

10.1 Members received an update on the Neighbourhood Plan initiative following a recent email from a member of the working party.

Action: Councillor Cupit to pursue Planning Consultant for a meeting.

11. EMPLOYMENT OF CONTRACTOR (22/029)

11.1 It was agreed that a working party consisting of Councillors Cupit, Lees, McConnell-Good and Eaton will meet to discuss the work that is required to keep the Village Green tidy.

Action: Clerk to set up a working party meeting.

Action: Clerk to write to the Contractor and advise that no work is to be conducted unless authorised by the Clerk.

12. FINANCE (22/030)

12.1 Following a proposal by Councillor Cupit seconded by Councillor Eaton, members resolved to approve the bank reconciliation up to 31st May 2022, which was later signed by the Chairman.

12.2 Members noted the income for May 2022 as outlined in the Receipts List.

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

12.4 Following a proposal by Councillor Lees, seconded by Councillor Townsend, members resolved to approve the quote to remove the excess soil from the Burial Ground. The quote to cut overhanging hedges on the main roads into the village was not approved but should be reported on Fix my Street if causing an issue with road users.

Action: Clerk to arrange removal of excess soil from Burial Ground.

12.5 The proposal to purchase one tonne of topsoil for the Village Green at a cost of £60 was not approved as it is the wrong time of year to conduct this work.

- 12.6 Following a proposal by Councillor Lees, seconded by Councillor Eaton, members resolved to approve the Finance Committee Terms of Reference.

13. LETTERS TO RESIDENTS (22/031)

- 13.1 Members reviewed the draft letters previously circulated regarding vehicle access across the Village Green and hedge cutting by residents of Grange Paddock and agreed that the letters can be sent out.
Action: Clerk to issue letters and ask Hempsteads for a quote for remedial work on the Village Green.
- 13.2 The request to issue a letter to each householder reminding them of cutting back trees and hedges etc that are adjacent to paths and keeping their front areas tidy for the Best Kept Village competition was not approved.
Action: Clerk to draft a piece for Barrowby newsletter asking residents to keep footpaths clear by cutting back hedges.

14. PLATINUM JUBILEE REPORT (22/032)

- 14.1 Councillor Cupit personally thanked Mr Moss (husband of Clerk) and Mrs Eaton (wife of Councillor) for their voluntary contribution to the whole of the weekend of the Platinum Jubilee celebrations. It was agreed that an informal gathering will be arranged for Friday 8th July at 7.00pm with refreshments to say thank you to the many volunteers who contributed to the event.
Action: Clerk to send letter of thanks to both Mr Moss and Mrs Eaton.
- 14.2 Members noted the contents of the time capsule buried on the Village Green.

15. DATE OF NEXT MEETING (22/033)

- 15.1 Monday 11th July at 7.00pm at the Reading Room.

The Chairman closed the meeting at 9.49pm.

BARROWBY PARISH COUNCIL FINANCE REPORT JUNE 2022

Members to note the following income in May:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
Virgin Money	Virgin Money Cashback	0.65
Rachel Metcalfe Daisy Chain Yoga	Hire of Reading Room	54.00
Private	Burial Ground fees	210.00
Monday Yoga	Hire of Reading Room	13.50
Mr Bridge Club	Hire of Reading Room	225.00
K Warner	Hire of Reading Room	60.75
Barrowby Pre School	Hire of Pavilion	713.00
L Bradshaw	Hire of Reading Room	44.00
L Bradshaw	Hire of Reading Room	50.00
Fine Art Group	Hire of Reading Room	54.00
Daisy Foundation	Hire of Reading Room	193.50
Private	Burial Ground fees	140.00
Private	Burial Ground fees	215.00
HMRC	VAT refund	8,034.92
Private Hirer	Hire of Reading Room	39.00
Gary Bond	Sponsor of Platinum Jubilee events	50.00
Monday Yoga	Hire of Reading Room	27.00
Barrowby FC	Repair to shutters	333.60
South Kesteven District Council	Grant for Litter picker	463.32

Members approved the following expenditure in June:

<u>Supplier</u>	<u>Description</u>	<u>Net (£)</u>	<u>VAT (£)</u>	<u>Gross (£)</u>
SSE Business Energy	Gas supply	272.95	13.65	286.60
Telefonica UK Ltd	Asst Clerk mobile phone	9.52	1.90	11.42
British Telecommunications Plc	Broadband	30.48	6.10	36.58
Royal Mail	Postage	1.50		1.50
BHIB	Insurance	2,024.86		2,024.86
Elite Industrial Supplies Ltd	Postage	5.99	1.20	7.19
PVC Safety Signs	Road signs	129.87	25.97	155.84
Procook Ltd	Kitchen equipment	99.33	19.87	119.20
Zoom	Zoom license	119.90	23.98	143.88
Range	Kitchen equipment	28.92	5.79	34.71
Argos Ltd	Kitchen equipment	23.95		23.95
SSE Business Energy	Electricity Supply	122.08	6.10	128.18
Ikea	Kitchen equipment	47.50	9.50	57.00
M Betteridge	Plants	28.48		28.48
Primrose and Bee Design	Design and print Jubilee poste	256.00		256.00
Primrose and Bee Design	Printing	58.00		58.00
South Kesteven District Council	Waste collection	108.33		108.33
SSE Business Energy	Electricity Supply	130.25	6.51	136.76
HP Inc UK Ltd	Printing	2.49	0.50	2.99
Epson Ready Print	Printing	13.74	2.75	16.49
Wave Anglian Water Business	Water rates	34.77	6.96	41.73
Wave Anglian Water Business	Water rates	35.69	7.14	42.83
Wave Anglian Water Business	Water rates	46.65	9.33	55.98
SSE Business Energy	Gas supply	220.92	44.19	265.11
Hudson White Services Ltd	Portaloos	360.00	72.00	432.00
Gary Bond	Installation of new kitchen	6,214.18		6,214.18
Virgin Money	Bank charges	22.30		22.30
Telefonica UK Ltd	Clerk mobile phone	11.17	2.23	13.40
Home Bargains	Stationery	1.41	0.28	1.69
Asda Stores Ltd	Bin bags for Litter picker	13.50	2.70	16.20
Co-Operative Stores	Tea and coffee	3.42	0.68	4.10
JMG Amenity Ltd	Weed spraying	840.00	168.00	1,008.00
Viking	Toilet rolls	47.87	9.57	57.44
Autela Group Ltd	Payroll services	69.49	13.90	83.39
P E Hempstead and Sons	Grass cutting	1033.00	206.60	1239.60
Belton Garden Centre	Plants	16.25	3.25	19.50
Newark and Sherwood Locks	Key cutting	83.33	16.67	100.00
Post Office Ltd	Stationery	1.25		1.25
Clean My Windows	Window cleaning	14.00		14.00
Agnieszka Matacz	Cleaning	157.50		157.50
Mileage	Mileage	57.60		57.60
Wolf Dookies Band	Band for Jubilee	1,050.00		1,050.00
The Mahony Sisters	Band for Jubilee	200.00		200.00
The Chequers Band	Band for Jubilee	725.00		725.00
Mileage	Mileage	62.55		62.55
Salaries	June Salaries	2,081.37		2,081.37