

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 Annual Parish Council Meeting held on Monday 9th May 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 Townsend, seconded by Councillor Brown, members resolved to suspend Standing Orders and commence the meeting ahead of 7.00pm.

MEETING OPENED: 6.45pm

1. ELECTION OF CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE (22/001)

- 1.1 Councillor Lees nominated Councillor Cupit as a candidate for Chairman, which was seconded by Councillor Roberts. There were no other candidates, Councillor Cupit confirmed his standing, and the motion was passed by resolution of the Council.

2. ELECTION OF VICE-CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE (22/002)

- 2.1 Councillor Brown nominated Councillor Lees as a candidate for Vice-Chairman, which was seconded by Councillor Bosworth. There were no other candidates, Councillor Lees confirmed his standing, and the motion was passed by resolution of the Council.

3. WELCOME REMARKS (22/003)

- 3.1 The Chairman, Councillor Cupit welcomed members to the meeting and thanked them for their attendance. Those in attendance: Councillors Bosworth, Brown, Inglis, Lees, Roberts, Townsend, Whittington and the Clerk, Mrs Moss.

4. APOLOGIES FOR ABSENCE & REASONS GIVEN (22/004)

- 4.1 Apologies were received and accepted for absence from Councillors Eaton and McConnell-Good.

5. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (22/005)

- 5.1 Declarations of Interest
Councillors Inglis and Cupit declared an interest as recipients of expenses.
- 5.2 Requests for Dispensation
No requests for dispensation were made.

6. APPROVAL OF MINUTES (22/006)

- 6.1 The notes of the Parish Council meeting on 11th April, having been proposed by Councillor Cupit and seconded by Councillor Roberts, 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.

7. ANNUAL PROCEDURES (22/007)

- 7.1 Annual Review of Policy Documentation
Members had reviewed the following policy documents, previously circulated:
- Code of Conduct
 - Complaints Procedure & Forms
 - Health & Safety Policy
 - Media Policy
 - Communication Protocol
 - Financial Regulations
 - Publication Scheme
 - Grants & S137 Policy & Forms

Councillors proposed that the policies being reviewed be adopted by the Council, which were seconded and passed by resolution of the Council.

Action: The Chairman and Clerk to sign the policies at the next available opportunity.

Action: Clerk to upload the policies on the website.

The Clerk informed members that an update had been received today for Section 18 of Standing Orders so that needs to be updated. It was agreed that this would be done and put on the next Agenda to approve.

Action: Clerk to update Standing Orders and add to next Agenda for approval.

- 7.2 Following a proposal by Councillor Lees, seconded by Councillor Bosworth, members resolved to approve the renewal of the insurance policy, as recommended by BHIB Insurance, at a cost of £2024.86 for year 2 of a 3-year cover.

Action: Clerk to renew the policy with BHIB.

Action: Clerk to investigate engaging a valuer to ascertain the rebuild value of Pavilion and Reading Room (in June).

7.3 Election of Members to Committees

Allotment Committee

Councillor Roberts proposed that Councillors McConnell-Good and Roberts be elected as Parish Council representatives to the Allotment Committee. The proposal was seconded by Councillor Cupit and passed by resolution of the Council.

Burial Ground Committee

Councillor Cupit proposed that Councillors Townsend, Brown, Cupit, Inglis and Lees be elected to the Burial Ground Committee, which was seconded by Councillor Townsend and passed by resolution of the Council.

Pavilion Committee

Councillor Cupit proposed that Councillors Inglis and Lees be elected as Parish Council representatives to the Pavilion Committee. The proposal was seconded by Councillor Lees and passed by resolution of the Council.

Action: Clerk to confirm with other Pavilion Committee members that they wish to continue on the Committee.

Finance Committee

Councillor Cupit proposed that Councillors Cupit, Lees, Whittington, Eaton and Inglis be elected to the Finance Committee, which was seconded by Councillor Lees and passed by resolution of the Council.

Staffing Committee

Councillor Cupit proposed that Councillors Eaton, Cupit, Lees and Townsend be elected to the Staffing Committee, which was seconded by Councillor Inglis and passed by resolution of the Council. There is one vacancy to be filled and Councillor Cupit suggested Councillor McConnell-Good.

Action: Clerk to ask Councillor McConnell-Good if she would like to join the Staffing Committee.

7.4 Election of Members to the PCC

Councillor Cupit proposed that Councillor Whittington be elected as the Parish Council representative on the Parochial Church Council, which was seconded by Councillor Bosworth and passed by resolution of the Council.

7.5 Parish Award

It was agreed on 1 of June 1956 to bring forward to every AGM the fact that Parish Award was deposited in the Lincoln Archives on 27 May 1955 (in accordance with the resolution made at the AGM held on 19 May 1986).

Action: Councillor Whittington will chase up Lincoln Archives for a list of what is held on behalf of Barrowby Parish.

8. CLERK'S REPORT (22/008)

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

9. PLANNING (22/009)

- 9.1 S22/0140, S22/0312 and S22/0532
Members noted that planning permission had been granted.

10. REPORTS (22/010)

10.1 Reading Room

- 10.1.1 Members noted that the new kitchen has been installed and is ready to use.

- 10.1.2 Following a proposal by Councillor Roberts, seconded by Councillor Cupit, members resolved to approve the purchase of equipment for the new kitchen (teaspoons, tea towels, kettle, saucepans, frying pan, baking trays, utensils, oven gloves).

Action: Clerk to purchase kitchen equipment as agreed.

10.2 Pavilion Committee

- 10.2.1 Following a proposal by Councillor Lees, seconded by Councillor Roberts, members resolved to approve the Terms of Reference for the Pavilion Committee.

10.3 Play Areas

- 10.3.1 Members noted that the repairs to the play equipment are being dealt with.

10.4 Burial Ground

- 10.4.1 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to approve the Terms of Reference for the Burial Ground Committee.

10.5 Allotments

- 10.5.1 No report.

10.6 Health & Safety

- 10.6.1 Members noted the contents of Health and Safety inspection reports of the Play Areas.

10.7 Community Areas

- 10.7.1 Members noted the recent incident where a vehicle was driven across the Village Green to access a cottage on Mill Row leaving deep ruts in the grass which have had to be repaired.

Action: Clerk to draft letter to occupants of Grange Paddock and Mill Row regarding vehicular access across the Village Green and add to next Agenda with a draft letter regarding cutting the hedge at the border of Grange Paddock and the Village Green.

11. HIGHWAYS (22/011)

- 11.1 Following a proposal by Councillor Lees, seconded by Councillor Cupit, members resolved to approve a response to the consultation documents received regarding the proposed waiting restrictions along The Post, Church Street, High Road, Rectory Lane and Main Street. Councillor Whittington abstained.

Action: Clerk to send a response regarding proposed amendments to the proposed waiting restrictions.

- 11.2 Members were advised that the scheduled meeting had to be cancelled and that another meeting is planned for 25th May to discuss the proposed A52 roadworks.

- 11.3 Following a proposal by Councillor Lees, seconded by Councillor Bosworth, members resolved to approve that a letter be sent to the Public Rights of Way team at Lincolnshire Highways regarding the drainage of the public right of way at the rear of the Church.

Action: Clerk to send an email to the Public Rights of Way team regarding the state of the public right of way at the rear of the Church.

- 11.4 Members noted the contents of an email from a resident regarding the speeding traffic through the village and suggested that they would like to partner Denton Parish Council to hire their Speedwatch equipment.

Action: Clerk to contact Clerk at Denton Parish Council regarding hiring their Speedwatch equipment.

- 11.5 Following a proposal by Councillor Lees, seconded by Councillor Roberts, members resolved to approve SKDC to mow the piece of land that they own and review at the end of the season.

Action: Clerk to advise SKDC of the outcome of the discussion.

12. CORRESPONDENCE (22/012)

- 12.1 Members noted all general correspondence circulated for information since the April meeting.

13. FINANCE (22/013)

- 13.1 Following a proposal by Councillor Lees seconded by Councillor Bosworth, members resolved to approve the bank reconciliation up to 30th April 2022, which was later signed by the Chairman.

- 13.2 Members noted the 2022/23 allocated budget and actuals to date.

- 13.3 Members noted the income for April 2022 as outlined in the Receipts List.

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

14. ANNUAL RETURN (22/014)

- 14.1 Members noted the contents of the final Internal Audit Report for 2021/22.

- 14.2 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 Lees 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.

- 14.3 Annual Return

Councillor Townsend 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 Lees 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.

15. COMMUNITY AFFAIRS AND LEADERSHIP (22/015)

- 15.1 Councillor Cupit gave a report of the outcome of a meeting he attended at SKDC regarding the Local Community Governance plans. He wished it to be recorded that Councillor Whittington played a pivotal role in the meeting.

Action: Councillor Cupit to email to members the "Welcome" letter to all new occupants of houses on The Colleys and to other newly occupied dwellings within the parish.

- 15.2 Following a proposal by Councillor Cupit, seconded by Councillor Lees, members resolved to approve a request to SKDC to begin a Community Governance Review for Barrowby to establish Electoral Wards within the village.

Action: Councillor Cupit to draft an email to the Monitoring Officer to SKDC outlining the Parish Council requirements.

- 15.3 Following a proposal by Councillor Whittington seconded by Councillor Townsend, members resolved to approve to re-establish the Saturday “surgeries” in the Reading Room on the last Saturdays of March, June, September and December beginning June 2022 with Parish, District and County Councillors invited to attend together with representatives of village organisations. There was one abstention.
- 15.4 Following a proposal by Councillor Lees, seconded by Councillor Cupit, members resolved to approve the offer of training for two volunteers in the Food Hygiene Level 2 at the cost of £20.00 per candidate.
- 15.5 Following a proposal by Councillor Whittington seconded by Councillor Cupit, members resolved to approve in principle the establishment of a monthly Community Breakfast on the last Sunday beginning in July 2022. A working party of Councillors Cupit and Whittington and the Clerk will investigate how it might work and report back at the next meeting.
Action: Clerk to add to next Agenda.

16. STAFFING (22/016)

- 16.1 Members noted the contents of the minutes of the Staffing Committee meeting held on 12th April 2022.

17. HM QUEEN ELIZABETH’S PLATINUM JUBILEE (S22/017)

- 17.1 Clerk provided an update on what has been arranged to date and what support is still required.

18. DATE OF NEXT MEETING (22/018)

- 18.1 Monday 18th June at 7.00pm at the Reading Room.

The Chairman closed the meeting at 9.09pm.

BARROWBY PARISH COUNCIL FINANCE REPORT MAY 2022

Members to note the following income in April:

Customer	Description	Amount (£)
Who Lets Your Dog Out	Hire of Reading Room	45.00
Rachel Metcalfe Daisy Chain	Hire of Reading Room	67.50
Yoga	Hire of Reading Room	40.50
Daisy Foundation	Hire of Reading Room	139.50
Mr Bridge Club	Hire of Reading Room	189.00
K Warner	Hire of Reading Room	81.00
Fine Art Group	Hire of Reading Room	54.00
Private purchase	Burial Ground fees	120.00
Barrowby Pre School	Hire of Pavilion	1,644.50
Private purchase	Burial Ground fees	210.00
Virgin Money	Virgin Money Cashback	38.69
Private hire	Hire of Reading Room	13.00
Robert Holland Funeral Directors	Burial Ground fees	210.00
South Kesteven District Council	Precept	22,000.00
G H Linnell Ltd	Burial Ground fees	160.00
Private purchase	Burial Ground fees	225.00
Shepherd Memorials	Burial Ground fees	50.00
Shepherd Memorials	Burial Ground fees	85.00
Shepherd Memorials	Burial Ground fees	50.00
Shepherd Memorials	Burial Ground fees	85.00
National Lottery Community Fund	Grant	3,600.00

Members approved the following expenditure in April:

<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	57.00	11.40	68.40
Indeed	Advertising for Assistant Clerk	17.12		17.12
South Kesteven District Council	TENS application	21.00		21.00
Memorial Hall	Hire of Memorial Hall	20.00		20.00
Chagos Consulting Ltd	Training	100.00		100.00
Unlimited Web Hosting	Web hosting	39.90	7.98	47.88
Elite Industrial Supplies Ltd	Hi Vis Vests	61.91	12.38	74.29
HP Inc UK Ltd	Printing	2.49	0.50	2.99
Epson Ready Print	Printing	35.90	7.19	43.09
SSE Business Energy	Electricity Supply	146.83	29.37	176.20
South Kesteven District Council	Waste collection	108.33		108.33
SSE Business Energy	Gas supply	259.15	51.83	310.98
Virgin Money	Bank charges	21.30		21.30
Telefonica UK Ltd	Clerk mobile phone	11.17	2.23	13.40
Emmerson Doors Ltd	Repair to shutters	278.00	55.60	333.60
Glenside Nurseries Ltd	Plants	18.75	3.75	22.50
Wilko	All weather tape	2.50	0.50	3.00
B&Q Plc	Cable ties	4.89	0.98	5.87
Oldrids and Downtown	Automatic watering system	70.82	14.17	84.99
Ian Smith Electrical	Electrical work	445.00	89.00	534.00
Affiliates Get Seen Here Ltd	Web services	150.00	30.00	180.00
Community Heartbeat Trust	Defibrillator emergency telepho	100.00	20.00	120.00
Nic Barker Ltd	Grave digging	41.67	8.33	50.00
P E Hempstead and Sons	Grass cutting	1456.03	291.20	1747.23
Belton Garden Centre	Plants	159.66	31.93	191.59
Viking	Paper towels	55.47	11.09	66.56
Post Office Ltd	Postage	18.45		18.45
Clean My Windows	Window cleaning	13.00		13.00
Barrowby Computers	Repairs	80.00		80.00
Agnieszka Matacz	Cleaning	120.00		120.00
Richard Summerfield	Maintenance	48.00		48.00
South Kesteven District Council	Green bin annual fee	33.00		33.00
B&Q Plc	Grass seed	18.10		18.10
Rick Caunt	Postage	1.50		1.50
Mileage	Mileage	40.95		40.95
Salaries	May salaries	2,135.46		2,135.46