

# BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO  
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**Minutes of the Barrowby Parish Council Meeting held on Monday 17th April 2023 at the Reading Room, Church Street, Barrowby.**

PUBLIC FORUM (6.45pm): There were no members of the public present.

Following a proposal by Councillor Lees, seconded by Councillor Brown, it was agreed that the meeting would be started ahead of 7.00pm.

MEETING OPENED: 6.50pm

## 1. WELCOME REMARKS (22/164)

- 1.1 Councillor Lees welcomed members to the meeting and thanked them for their attendance. Those in attendance: Councillors Brown, Eaton, Footitt, Lees, Marriott, McConnell-Good from 7.05pm), Townsend, Whittington and the Clerk, Mrs Moss.

## 2. APOLOGIES FOR ABSENCE & REASONS GIVEN (22/165)

- 2.1 Apologies were received for absence from Councillor Bosworth.

## 3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (22/166)

- 3.1 Declarations of Interest  
Councillor Whittington declared an interest in Agenda items 6.1 and 6.2.
- 3.2 Requests for Dispensation  
No requests for dispensation were made.

## 4. APPROVAL OF MINUTES (22/167)

- 4.1 The minutes of the Parish Council meeting on 13<sup>th</sup> March, having been proposed by Councillor Townsend and seconded by Councillor Brown, 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 (22/168)

- 5.1 Members noted the contents of the Clerk's report.
- 7.1.2 Councillor 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.**
- 7.3.2 The Clerk reported that the research for a suitable play area inspection company is ongoing.
- 7.6.2 Councillor Lees will replace the batteries on the fire retainer door on Friday 21<sup>st</sup>.

## 6. PLANNING (22/169)

- 6.1 S23/0550 - No comments.
- 6.2 S23/0143 – No comments.
- 6.3 Members noted the decision made on S23/0300 and S23/0361.

## 7. REPORTS (22/170)

- 7.1 **Reading Room**
- 7.1.1 Following a proposal by Councillor Brown, seconded by Councillor Marriott, members resolved to approve the quote to replace two windows that have condensation in between the double glazing.
- Action: Clerk to arrange for the windows to be replaced.**

## 7.2 Pavilion Committee

7.2.1 Members noted the contents of the minutes of the Pavilion Committee meeting held on 29th March. Councillor Lees gave a report regarding the recent complaints received regarding parking on Low Road on Saturdays and Sundays by people attending football at Low Fields and an issue with trespass on a private drive at the end of the footpath between Low Field and Low Road. Councillor Whittington said that he had also been approached by residents regarding the parking at Westry Corner and The Drift which he had referred to the Highways Team at Lincolnshire County Council. Councillor Lees said that the Pavilion Committee are looking into improving the car park at Low Field.

**Action: Councillor Lees to send photos of footpath issue on Low Road to Councillor Whittington.**

**Action: Clerk to add to June Agenda discussion to keep main barrier open during the Summer.**

7.2.2 Members discussed and agreed the action point regarding the Pre-School at Barrowby Primary School.

**Action: Clerk to write to the school regarding their plans to open a new pre-school.**

## 7.3 Play areas

7.3.1 Members received an update on the current state of repairs of the play equipment. The Clerk will continue to try and get a confirmed date from the contractor to carry out the repairs.

## 7.4 Allotments

7.4.1 Members noted the contents of the minutes of the Allotment Committee meeting held on 20th March.

7.4.2 Members received formal thanks from Chairman Mark Cherry for allowing the purchase of the compostable toilet for the Allotments in the last financial year.

## 7.5 Health and Safety

7.5.1 Members received a verbal update of the results of recent play area checks.

## 7.6 Highways

7.6.1 There was no update from Councillor Whittington regarding the damaged grass verge on Rectory Lane.

## 7.7 Parish Coffee Morning

7.7.1 Members received a report from the March Coffee Morning and it was agreed that the April Coffee Morning will be cancelled due to the Coronation village event and elections taking place at the beginning of May.

## 7.8 Lincolnshire Association of Local Councils

7.8.1 Members received a report from Councillor Eaton from the recent meeting he attended which proposed changes to the constitution of LALC.

## 8. CORRESPONDENCE (22/171)

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

## 9. NEIGHBOURHOOD PLAN (22/172)

9.1 The Committee will be working with Locality for Technical Support and a progress update will be given at the next meeting.

## 10. INSURANCE CLAIM (22/173)

10.1 Following a proposal by Councillor Lees, seconded by Councillor Brown, 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.

10.2 Following a proposal by Councillor Eaton, seconded by Councillor Marriott, members resolved to accept the offer made by the insurance company and to send a letter to the complainant using the template provided.

**Action: Clerk to send letter to complainant accepting the claim.**

10.3 The meeting moved back into open session.

## 11. FINANCE (22/174)

- 11.1 Following a proposal by Councillor Lees, seconded by Councillor Eaton, members resolved to approve the bank reconciliation up to 31<sup>st</sup> March 2023 which was later signed by the Chairman.
- 11.2 Members noted the final budget and actual expenditure for 2022/23 and the Budget for 2023/24.
- 11.3 Members noted the income for March 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 lists.
- 11.5 Following a proposal by Councillor Eaton, seconded by Councillor Marriott, members resolved to approve the renewal of the charge for the annual hosting and theme update of the website.
- 11.6 Following a proposal by Councillor McConnell-Good, seconded by Councillor Lees, members resolved to approve the 2023/24 Allotment Committee Business Plan.
- 11.7 Following a proposal by Councillor Lees, seconded by Councillor Eaton, members resolved to approve the 2023/24 Pavilion Committee Business Plan.
- 11.8 Members discussed the transfer of email across to Microsoft 365.

**Action: Councillors Eaton and Marriott will put together a business plan for the June meeting.**

## 12. SOCIAL MEDIA (22/175)

- 12.1 Members considered and agreed to set up a social media platform for the Parish Council on behalf of the village.

**Action: Councillors McConnell-Good, Marriott and Eaton will put a full proposal with costs and a mock-up for the June meeting.**

## 13. CELEBRATING THE CORONATION (22/176)

- 13.1 Members received a report from the working party regarding the plans to celebrate the coronation of King Charles III. Councillor Eaton thanked the Clerk, Assistant Clerk and Councillors McConnell-Good and Lees for working to a short deadline to arrange the event. Councillor McConnell-Good said that volunteers to help out on Saturday and Sunday are still desperately needed.

## 14. ANNUAL PARISH MEETING (22/177)

- 14.1 Members noted that the Annual Parish Meeting due to be held on 24th April has been postponed.

## 15. RECRUITMENT DRIVE (22/178)

- 15.1 Members discussed how to fill the three vacancies on the Parish Council, social media being the favoured means of publicity.

**Action: Councillor Eaton to do a poster to encourage people to become a Councillor.**

## 16. DATE OF NEXT MEETING (22/179)

- 16.1 The Parish Council Annual meeting will be held on Monday 15th May at 6.45pm at the Reading Room.

The meeting closed at 8.30pm.

## BARROWBY PARISH COUNCIL FINANCE REPORT APRIL 2023

Members noted the following income in March:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
Daisy Foundation	Hire of Reading Room	180.00
Grantham and Kesteven Bridge Club	Hire of Reading Room	100.00
K Warner	Hire of Pavilion	60.00
Private hirer	Hire of Reading Room	30.00
Virgin Money	Virgin Money Cashback	4.82
Private purchase	Burial Ground fees	165.00
Snowden	Hire of Reading Room	45.00
Belvoir Tri Club	Hire of Pavilion	15.00

Barrowby Pre School	Hire of Pavilion	1035.00
Rachel Metcalfe Daisy Chain Yoga	Hire of Reading Room	39.90
Aviva Claims	Insurance claim	500.00
Groundworks	Grant	1800.00
Private hirer	Return deposit	-50.00
Private hirer	Hire of Reading Room	30.00
Private hirer	Hire of Reading Room	45.00
Private hirer	Hire of Reading Room	50.00
Price and Sons	Burial Ground fees	385.00
Price and Sons	Burial Ground fees	300.00
Private purchase	Burial Ground fees	140.00
Who Lets Your Dog Out	Hire of Reading Room	50.00
Virgin Money	Bank interest	1.26
Snowden	Hire of Reading Room	45.00

Members approved the following expenditure in March/April:

<u>Supplier</u>	<u>Description</u>	<u>Net (£)</u>	<u>VAT (£)</u>	<u>Gross (£)</u>
Telefonica UK Ltd	Clerk mobile phone	11.17	2.23	13.40
Kings Property Maintenance Ltd	Maintenance	285.00		285.00
Telefonica UK Ltd	Asst Clerk mobile phone	9.52	1.90	11.42
British Telecommunications Plc	Broadband	36.95	7.39	44.34
Unlimited Web Hosting	Web hosting	5.99	1.20	7.19
Information Commissioner's Office	Annual membership fee	35.00		35.00
South Kesteven District Council	Waste collection	108.34		108.34
HP Inc UK Ltd	Asst Clerk printing	2.49	0.50	2.99
Epson Ready Print	Printing	8.33	1.66	9.99
SSE Business Energy	Gas supply	263.20	52.64	315.84
Autela Group Ltd	Payroll services	70.40	14.08	84.48
Viking Signs Ltd	Signs	78.54	15.71	94.25
SSE Business Energy	Electricity Supply	-10.25		-10.25
Defib Warehouse	Defibrillator battery	630.00	126.00	756.00
Community Heartbeat Trust	Defibrillator cabinet and fittings	550.00	110.00	660.00
Virgin Money	Bank charges	22.80		22.80
Star Discounts	Toilet rolls	11.98		11.98
Star Discounts	Blue paper rolls	17.98		17.98
Telefonica UK Ltd	Clerk mobile phone	11.17	2.23	13.40
Open Plan Consultants Ltd	Consultancy	1800.00	360.00	2160.00
South Kesteven District Council	Business Rates	851.41		851.41
South Kesteven District Council	TENS application	21.00		21.00
Post Office Ltd	Postage	15.20		15.20
Amazon	Inflatable screen	240.83	48.17	289.00
All Secure Services	CCTV	150.00	30.00	180.00
Clean My Windows	Window cleaning	14.00		14.00
Sporty-Co	Repairs	358.65	71.73	430.38
Element Marquees	Deposit for marquee hire	341.20		341.20
B&Q Plc	Paint	60.00	12.00	72.00
HMRC	PAYE/NIC	1454.53		1454.53
Institute of Cemetery and Crematorium Manager	Annual membership fee	95.00		95.00

Lincolnshire Association of Local Councils	Internal Audit	250.00	50.00	300.00
P E Hempstead and Sons	Grass cutting	97.80	19.56	117.36
Post Office Ltd	Printer paper	3.74	0.75	4.49
Agnieszka Matacz	Cleaning	150.00		150.00
Nic Barker Ltd	Remove damaged defibrillator	75.00	15.00	90.00
Nic Barker Ltd	Grave digging	291.67	58.33	350.00
P E Hempstead and Sons	Grass cutting	360.80	72.16	432.96
Prograss Limited	Grass treatment	53.33	10.67	64.00
Monthly Salaries	April Salaries	2122.95		2122.95
Mileage	Mileage	76.95		76.95