

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 15th May 2023 at the Reading Room, Church Street, Barrowby.

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

MEETING OPENED: 7.04pm

1. ELECTION OF CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE (23/001)

1.1 It was **RESOLVED** that Councillor Eaton be appointed Chairman of the Parish Council.

2. ELECTION OF VICE-CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE (23/002)

2.1 It was **RESOLVED** that Councillor Lees be appointed Vice-Chairman of the Parish Council.

3. WELCOME REMARKS (23/003)

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

4. APOLOGIES FOR ABSENCE & REASONS GIVEN (23/004)

4.1 Apologies were received and accepted for absence from Councillors Footitt and Whittington Their Declarations of Acceptance of Office will be signed and witnessed in due course. No apologies had been received from Councillor Bosworth.

Action: Clerk to email Councillor Bosworth to express the Parish Council's concerns that this is the third meeting in a row that she has not attended a Parish Council meeting and their disappointment that as a newly elected Councillor no apologies were received by the Clerk.

5. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (23/005)

5.1 Declarations of Interest

None.

5.2 Requests for Dispensation

No requests for dispensation were made.

6. APPROVAL OF MINUTES (23/006)

6.1 It was **RESOLVED** to accept the notes of the Parish Council meeting on 17th April to be a true and accurate record. The minutes were later signed and dated by the Chairman.

7. ANNUAL PROCEDURES (23/007)

7.1 Members had reviewed the Standing Orders and Financial Regulations (as previously circulated) and there were no amendments.

7.2 Members reviewed the Asset Register and noted no changes were to be made.

7.3 Annual Review of Policy Documentation

Members had reviewed the following policy documents, previously circulated and it was agreed that no changes were to be made.

Action: Clerk to upload the policies on the website.

7.4 Election of Members to Committees

Allotment Committee

It was **RESOLVED** that Councillors McConnell-Good and Marriott be elected as Parish Council representatives to the Allotment Committee.

Burial Ground Committee

It was **RESOLVED** that Councillors Brown, Lees and Footitt be elected to the Burial Ground Committee.

Pavilion Committee

It was **RESOLVED** that Councillors Lees and McConnell-Good be elected as Parish Council representatives to the Pavilion Committee.

Finance Committee

It was **RESOLVED** that Councillors Eaton, Lees and Whittington be elected to the Finance Committee.

Staffing Committee

It was **RESOLVED** that Councillors Lees, McConnell-Good and Marriott be elected to the Staffing Committee.

7.5 Election of Members to the PCC

It was **RESOLVED** that Councillor Whittington be elected as the Parish Council representative on the Parochial Church Council.

7.6 Election of members to working parties

It was **RESOLVED** that Councillors Lees and Eaton, Mr P Cupit and Mr R Beswick-Parsons be elected to the Neighbourhood Plan working party.

It was **RESOLVED** that Councillors Lees and Eaton and Mr P Cupit be elected to the RBL working party.

It was **RESOLVED** that Councillor Lees and Mr P Cupit be elected to the Barrowby Gardeners Volunteers working party.

7.7 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) and minute books up to 2012.

8. **CLERK'S REPORT (23/008)**

8.1 Members noted and received updates on the contents of the Clerk's report with regard to actions from previous minutes:

7.1.2 Still pending - a quote to supply CCTV camera system at the Reading Room.

7.6.2 Councillor Lees to replace batteries on the fire retainer door at the Pavilion.

7.2.1 Councillor Lees to send photos of footpath issues on Low Road to Councillor Whittington.

9. **PLANNING (23/009)**

9.1 S23/0592 – No comments

9.2 Members noted approval has been granted for application S22/0131.

10. **REPORTS (23/010)**

10.1 **Reading Room**

10.1.1 No report.

10.2 **Pavilion Committee**

10.2.1 Members reviewed the Terms of Reference for the Pavilion Committee and noted no changes to be made.

10.3 **Play areas**

10.3.1 Members noted that the repairs to the play equipment have been completed and the rotator decommissioned as requested.

Action: Clerk to follow up on report and invoice with maintenance company.

10.3.2 It was **RESOLVED** to accept the contract for annual inspection of the play equipment from Play Inspection Company.

10.4 **Burial Ground**

10.4.1 Members reviewed the Terms of Reference for the Burial Ground Committee and noted no changes to be made.

10.5 **Allotment Committee**

10.5.1 Members reviewed the Terms of Reference for the Allotment Committee and noted no

changes to be made.

10.5.2 Members received a report from Councillor McConnell-Good following a site visit with Councillor Marriott to look at the possibility of extending the Allotments area.

Action: Councillor McConnell-Good to ask the Allotment Committee for full costings of the work to be done so that funding by way of a grant can be pursued.

10.6 **Health and Safety**

10.6.1 Members received a verbal report of the results of the recent play area checks. Mr P Cupit and Assistant Clerk C Dring are due to attend a play inspection course in Lincoln on 7th June.

Action: Clerk to email Mr Cupit to ask if he is still interested in attending the course and conducting regular play area checks with the Assistant Clerk.

10.7 **Community Areas**

10.7.1 No report.

10.8 **Highways**

10.8.1 Members received an update following complaints received on overgrown hedges.

10.9 **Staffing**

10.9.1 Members reviewed the Terms of Reference for the Staffing Committee.

10.10 **Parish Coffee Morning**

10.10.1 Councillors Eaton and McConnell-Good will attend the next Parish Coffee Morning on Saturday 27th May. It was agreed that in the future the coffee mornings will be held quarterly due to the lack of interest shown by residents.

11. ELECTION RESULT AND CO-OPTION (S23/011)

11.1 Members received an update from the Clerk on the current District and Local Council elections, including:

- The instruction from SKDC for Members to co-opt for the Council's THREE vacant seats by 26th June if possible.
- A reminder that all new Councillors must complete a DPI Form and return this to the Clerk by 3rd June at the latest.
- A reminder that, by law, all Councillors must complete and return a Declaration and Return of Election Expenses by Thursday 1st June.

11.2 It was **RESOLVED** to fill the three vacancies by co-option.

12. CORRESPONDENCE (S23/012)

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

13. FINANCE (S23/013)

13.1 It was **RESOLVED** to approve the April 2023 bank reconciliation.

13.2 Members noted the 2023/24 allocated budget and actuals to date.

13.3 Members noted the income for April 2023 as outlined in the Receipts List.

13.4 It was **RESOLVED** to approve expenditure as outlined in the Payments List.

13.5 Members noted the minutes of the Finance Committee meeting held on 26th April 2023.

13.5 It was **RESOLVED** to approve the list of regular payments as recommended by the Finance Committee.

13.6 It was **RESOLVED** to approve the wording of the Budget article for the village newsletter as recommended by the Finance Committee.

Action: Clerk to email article to Newsletter Admin.

13.7 It was **RESOLVED** to approve the budget of £500 for the purchase of plants by the Volunteers Gardening Group.

Action: Clerk to email Mr P Cupit to advise of the budget and expenses claim process.

13.8 Members considered a request from a resident for the Parish Council to provide tickets for a music event to be held at Belvoir Castle but agreed that only support for events held in the Parish could be considered.

Action: Clerk to respond to applicant.

14. ANNUAL RETURN (S23/014)

14.1 Members noted the contents of the final Internal Audit Report for 2022/23.

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. It was **RESOLVED** that the Chair sign the statement to signify the Council's agreement with the statements. The Chairman duly signed and dated Section 1.

14.3 Annual Return

It was **RESOLVED** 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. 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. CORONATION VILLAGE EVENT (S23/015)

15.1 Members received feedback from the Coronation Village event working party. A full report will be circulated for discussion at the June Parish Council meeting.

16. CHANGE OF DATE FOR JULY PARISH COUNCIL MEETING (S23/016)

16.1 Members noted that that the July Parish Council meeting will be held on Monday 17th July to enable the Finance Committee to meet the previous week to review quarter 1 finances and report back to Parish Council.

17. ANNUAL PARISH MEETING (S23/017)

17.1 Members agreed that following the work involved with the elections, the coronation event and low attendance at the monthly Parish Coffee mornings the Annual Parish Meeting will be cancelled. The next Annual Parish Meeting will be held in Spring 2024.

18. NEIGHBOURHOOD PLAN (S23/018)

18.1 No update received.

Action: Clerk to ask Mr P Cupit for regular monthly updates to be sent before each Parish Council meeting.

19. DATE OF NEXT MEETING (S23/019)

19.1 The next Parish Council meeting will be held on Monday 12th June at 6.45pm at the Reading Room.

The meeting closed at 9.29pm.

BARROWBY PARISH COUNCIL FINANCE REPORT MAY 2023

Members to note the following income in April:

<u>Customer</u>	<u>Description</u>	<u>Amount (£)</u>
Virgin Money	Virgin Money Cashback	2.72
Michelle Jasinski	Hire of Pavilion	100.00
Daisy Foundation	Hire of Reading Room	240.00
Grantham and Kesteven Bridge Club	Hire of Reading Room	125.00
Private hirer	Hire of Reading Room	114.00
G H Linnell Ltd	Burial Ground fees	100.00
Mr Bridge Club	Hire of Reading Room	270.00
Rachel Metcalfe Daisy Chain Yoga	Hire of Reading Room	53.20
National Lottery Community Fund	Grant	3,000.00

Diane Ellis	Hire of Reading Room	50.00
South Kesteven District Council	Precept	29,000.00
Private hirer	Deposit Refund	-50.00
Barrowby Pre School	Pre-school hire	1,587.00
K Warner	Hire of Pavilion	60.00
Private purchase	Burial Ground fees	320.00
Private hirer	Deposit Refund	-50.00
Private hirer	Hire of Reading Room	15.00
Midlands Children's Physio Limited	Hire of Pavilion	50.00
Midlands Children's Physio Limited	Donation	50.00
Rachel Metcalfe Daisy Chain Yoga	Hire of Reading Room	53.20
Michelle Jasinski	Hire of Pavilion	60.00

Members approved the following expenditure in April/May:

<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
British Telecommunications Plc	Broadband	36.95	7.39	44.34
SSE Business Energy	Gas supply	196.09	9.80	205.89
Proforce Security & Events Ltd	Security	319.87	63.97	383.84
HP Inc UK Ltd	Printing	2.49	0.50	2.99
Affiliates Get Seen Here Ltd	Web hosting	240.00		240.00
Affiliates Get Seen Here Ltd	Web services	129.00		129.00
Wendy Gilbert	Compensation	2,941.32		2,941.32
South Kesteven District Council	Waste collection	108.33		108.33
Epson Ready Print	Printing	8.32	1.67	9.99
SSE Business Energy	Gas supply	312.22	62.44	374.66
Element Marquees	Hire of marquee	1,364.80		1,364.80
Telefonica UK Ltd	Clerk mobile phone	13.10	2.62	15.72
Star Discounts	Toilet rolls	23.96		23.96
Virgin Money	Bank charges	22.80		22.80
P E Hempstead and Sons	Grass cutting	273.60	54.72	328.32
Community Heartbeat Trust	Emergency Telephone system	100.00	20.00	120.00
JF Heating and Plumbing	Plumbing	298.54	59.71	358.25
Prograss Limited	Grass treatment	370.00	74.00	444.00
Asda Stores Ltd	Bin bags	6.75		6.75
P E Hempstead and Sons	Grass cutting	671.20	134.24	805.44
Lidl	Bleach	2.72	0.55	3.27
Asda Stores Ltd	Bin bags	6.75		6.75
MKM BS Grantham	Sealant adhesive	0.83	0.17	1.00
Dynamix	Hire of disco	500.00		500.00
Aldi	Flowers	5.99		5.99
All Secure Services	Annual Fire Extinguisher Service	110.50	22.10	132.60
Amazon	Movie screen	65.82	13.17	78.99
Viking Signs Ltd	Signs	168.44	33.69	202.13
Agnieszka Matacz	Cleaning	135.00		135.00
R Mahony	Music	200.00		200.00
Mileage	Mileage	41.40		41.40
Salaries	May salaries	2,122.75		2,122.75