

# BARROWBY PARISH COUNCIL

Parish Clerk : 7710 087124 [clerk@barrowbyparishcouncil.gov.uk](mailto:clerk@barrowbyparishcouncil.gov.uk)

## Minutes of the Barrowby Parish Council Meeting held on Monday 8<sup>th</sup> September 2025 at the Reading Room, Church Street, Barrowby at 6:45pm

**PUBLIC FORUM (6.49pm):** There were 3 members of the public in attendance. Discussion points raised:

The land behind Casthorpe Road looking towards Harlaxton Manor has been subject to extensive surveying over recent months, including but not exclusively, archaeological, environmental, trees, utilities. The landowner has been contacted who confirmed that the land is being put into trust for the family. Development rights have been sold to an external company, and the farmer has been informed that they are looking to develop the area. The members of public asked if the council were aware of this, and if they had any additional information. Cllr Lees responded to say there was no further official information relating to that site at the moment. However, it was important to note that the area, whilst mentioned in SKDC's local plan, it was identified as having serious access and Highways issues as well as flooding meaning SKDC consider there to be other, more suitable sites available to meet required needs. In addition, the Barrowby Neighbourhood plan states that the view from Casthorpe Road across the open countryside is protected. Planning considerations will prioritise infill sites over green field sites, such as this. It was suggested that if development was deemed likely, the PC would run a poll of residents to determine local feeling regarding the site.

2 members of the public left the meeting at 7.12pm. Meeting started 7.13pm

### **Councillors in attendance:**

Michael Brown, Paul Brown, JP Durand, Nigel Eaton (Chair), Jo Footitt, Tim Lees, Anna McConnell-Good, Hugh Staunton,

### **Officers in attendance:**

Claire Vink (Parish Clerk)

### **District and County Councillors:**

Robert Leadenhurst and Richard Litchfield

### **1. WELCOME (25/060)**

Cllr Eaton welcomed members and members of the public to the meeting.

### **2. APOLOGIES (25/061)**

a) Cllrs Bosworth and Whittington sent their apologies. Cllr Joseph was absent.

#### **b) Disqualification of Councillor David Joseph**

In accordance with *Section 85(1) of the Local Government Act 1972*, having not attended a meeting of the Council since 10th March 2025 and no reason for absence having been approved by resolution, Cllr David Joseph is disqualified from office with effect from 10th September 2025. A casual vacancy will be notified to the Returning Officer at SKDC.

### **3. DECLARATIONS OF INTEREST (25/062)**

a) No declarations were made.

b) No dispensations were made.

### **4. MINUTES (25/063)**

It was **RESOLVED** to approve and sign the minutes from the Parish Council meeting on 15<sup>th</sup> July 2025 (there was 1 abstention) and the EOM on the 4<sup>th</sup> August.

### **5. COMMITTEE MINUTES (25/064)**

There were no committee minutes to note

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## 6. PRIORITISATION MATRIX (25/065)

Presentation by Mr Thomas. It was **NOTED** that parish staff resources are already fully committed, with no formal system in place for prioritising work. A prioritisation matrix will provide longer term planning and identification of vulnerabilities. It was **NOTED** that the Cllrs will provide individual lists of risks and issues which will be combined with routine work, enabling a monthly review and re-prioritisation. Committees will also review and set priorities at their upcoming meetings to inform the budget. **Action: Cllrs Lee and Eaton to meet with Mr Thomas to create a consistent document to be used by all Committees in their upcoming meetings. All Cllrs to create a list of their issues / risks / priorities in the Parish to be submitted before the next PC meeting.** Mr Thomas left the meeting at 8.05pm

## 7. REVIEW OF COMMITTEE MEMBERSHIP (25/066)

With the election of new Cllrs, M. Brown and Durand, a review of the committee membership was completed.

**Action: Cllrs Brown and Durand to attend upcoming committee meetings to determine best use of their time.**

The following changes were **NOTED**:

- i. Allotment Committee: No change: Cllrs Eaton and McConnell-Good.
- ii. Finance Committee: Cllr Durand elected. Cllrs P.Brown, Eaton, Lees and Whittington
- iii. Burial Committee: Cllr Staunton stood down. Cllr M.Brown elected. Cllrs P.Brown, Footitt, Lee and McConnell-Good
- iv. Staffing Committee: No change: Cllrs P.Brown, Footitt, Lee, McConnell-Good and Whittington
- v. Buildings and Assets: Cllrs M.Brown, Durand and Staunton elected. Cllrs Eaton, Lees, and McConnell-Good
- vi. RAGS Workgroup: Cllrs Durand and Staunton

## 8. CLERK'S REPORT (25/067)

a) No update received from Scouts.

b) It was **NOTED** that the new Parish Council Website: [www.barrowby.parish.lincolnshire.gov.uk/](http://www.barrowby.parish.lincolnshire.gov.uk/) is now live.

**Action: Clerk to contact users of all parish facilities to populate the 'Clubs and Groups' page. Action: Cllrs to provide Clerk with new head shot and short bio for the website.**

It was **NOTED** that the smell of gas in the Reading Room has now been rectified with several call outs to Cadent resulting in a new meter and connective pipework being fitted.

**7.7 (July 24)** Cllr Eaton has spoken to Mr Swatton regarding the crown design and this is being completed

**13 (Feb 25)** Cllr McConnell-Good has the finalised Parish logo and will circulate for use

**8.13 (April 25)** To explore options for Low Road Section 106 request to fund units. Explore options to refurbish speed indicators currently in use. Cllr Eaton to install high visibility speed signs on Low Road and other key speeding areas in the village. **ONGOING**

**9i (June 25)** Clerk reviewing quotes for hedge trimming and tree safety survey. **ONGOING**

**7.9 (July 25)** Determination of ownership of all assets within the parish boundary to inform impact of reunification **ONGOING**

**7.12 (July 25)** Clerk to work with Cllr Durand re: Parish Online Mapping **ONGOING**

All other actions **COMPLETED**

c) Upcoming focus: Trees safety, hedges, review of all policies

## 9. REPORTS (25/068)

a) **District Cllr Leadenham:** Summer recess meant it has been relatively quiet with the main focus being planning and the Regulation 18 Local Plan consultation. Cll Leadenham proposed Barrowby Parish Council join with the Parish Councils of: Great Gonerby, Manthorpe, Marston, Foston, Sedgebrook and Allington, to form a Combined Parish Partnership (CPP) of villages along the A1 corridor. 1 representative per PC would attend bimonthly meetings to increase communication and ideas sharing, and create a stronger, collective

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voice in response to issues such as planning and highways. It would create a framework for a centralised plan of co-operation for items such as group bids, e.g. for maintenance, thereby strengthening the negotiating power of the Parish Councils. Cllr Eaton was nominated as the representative. **Action: Clerk to add to October agenda for resolution.** As a point of interest Cllr Leadenham **NOTED**, SKDC has officially suspended its current Street Trading Policy while it undergoes a review. Therefore, no new street trading consents will be issued under the existing policy until further notice. This is of concern however should be rectified by December.

b) **County Cllr Litchfield:** Reported that he has received correspondence regarding a caravan parked opposite the village green. The correspondence stated that the caravan was in a poor state of repair, was insecure and was not considered road worthy. Discussion continued stating that both SKDC and the Police had discussed the issue with the owner. The owner had been advised of the legal requirements for parking a caravan on the street, namely:

- Must **not cause an obstruction** to traffic, driveways, pavements, or visibility at junctions.
- Must be **roadworthy**: working rear lights, safe tyres, and a functional hitch/braking system.
- Must be **lit at night** – rear lights visible to oncoming traffic.
- Should be parked with the **nearside (left side) against the pavement**.
- If **unhitched**, at least one wheel must be immobilised (e.g. clamp, brake, chain, or chock).
- Must comply with any **local council restrictions or permit schemes**.

If residents do not believe the caravan adheres to these rules, then it should be reported to the appropriate authority with evidence of the breach. Cllr Litchfield has also been asked for an update on the RBL site.

**Action: Confirmation of the current ownership and plan for the RBL site to be obtained by Clerk.** Cllr Litchfield has been exploring options to reinstate the 'kissing gate' along Mill Row to deter trail bikes from accessing the Lowfields. These enquiries are ongoing and will focus on a gate that also allows access to pushchairs and those less abled. Reporting of any video footage showing the bikes accessing the Lowfields should be sent to the police. Finally, Cllr Litchfield spoke about the A1/A52 junction with regards the increase in traffic due to all the housing development. Cllr Eaton suggested a traffic light controlled pedestrian crossing as a minimum. Discussion continued around the whole area being unsafe with lights not working, or not installed along the main slip roads, and the school's inspector declaring it in an unsafe route.

**Action: Clerk to arrange a walk around the area for Cllr Litchfield to gain appreciation of the issues with Cllr Eaton.**

c) A verbal update on the play equipment was received. It was **NOTED** that the wooden spider on the Village Green was becoming rotten. Options for alternatives were circulated. **Action: Cllrs to propose 3 options to replace the spider. Clerk will then set up a Facebook Poll as a method of Public Consultation to determine the best replacement option.**

d) A verbal update on the works of the RAGS group was **NOTED**. They are waiting to hear on their SKDC funding bid for increased trees in the verges. Maintenance, mowing, litter collection in the village was considered. **Action: Cllr Durand to meet with RFO to gain an appreciation of PC finical commitment. Action: Clerk to contact Platform Housing regarding management of Co-Op development area.** It was **NOTED** that Taylor Wimpey broke ground on their development on Low Road on the 8<sup>th</sup> September. RAGS to explore options to support and establish where spaces for nature can be made.

e) A verbal report regarding increased crime in the village was **NOTED**. Police to provide A3 posters. Residents encouraged to report any incidents of ASB to 101 unless it is an emergency when 999 should be used. **Action: Clerk to liaise with PC Mark Barr for posters, circulate posters on Facebook to encourage 101 reporting, and to write a piece for the Barrowby News.**

f) It was **NOTED** that the external audit had concluded, and notice has been published.

Cllr Leadenham left the meeting at 8.05pm

Cllr Litchfield left the meeting at 9.15pm

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## 10. FINANCE (25/069)

- a) The July August 2025 bank reconciliations were **RESOLVED to approve**.
- b) The summary of receipts, precept, expenditure and surplus/deficit figure was **NOTED**
- c) The income for July and August 2025 was **NOTED**.
- d) The expenditure for July/August/September 2025 was **NOTED**.
- e) Purchase of a RF hearing kit for the Reading Room was considered. In the absence of any grants it was **RESOLVED to approve** referral to the Finance Committee to consider purchase in reference to the Q3 budget position and put back to the PC in November. **Action: RFO to add to Finance Committee agenda**
- f) It was **RESOLVED to approve** purchase of subscription to the SCRIBE online booking system for the Reading Room dependant on a successful free trial in September. **Action: Clerk and Caretaker to trial system and purchase if considered suitable**
- g) It was **RESOLVED to approve** LALC Internal Audit 2 year service. **Action: Clerk to progress with LALC**
- h) It was **RESOLVED to approve** payment of the external audit. **Action: RFO to pay invoice**
- i) It was **RESOLVED to approve** overtime for the RFO and Clerk to attend IA training and relevant presentations on Scribfest.
- j) The timeline for Budgets for the Committees was **NOTED**

## 11. PLANNING (25/070)

- a) It was **RESOLVED to approve** inclusion of delegated authority for the Clerk, in consultation with the Chair (and/or Vice-Chair), to submit comments on planning applications where deadlines fall before the next scheduled Council/Committee meeting.
- b) S25/1458 planning of a business development was **NOTED**. It borders our boundary but is not in it, so no formal comment requested. **Action: Cllr Litchfield to provide a breakdown of the employment opportunities available on approval. Action: Clerk to support RAGS in contact with Developers to promote 'greening' of the infrastructure.**
- c) A verbal update on the development around the Drift was **NOTED**. The Parish Council thanked the residents for their engagement with the Regulation 18 Local Plan consultation over the summer.

## 12. NEIGHBOURHOOD PLAN (25/071)

It was **NOTED** that the Neighbourhood plan has been submitted to SKDC for approval.

## 13. GDPR (25/072)

It was **RESOLVED to approve** GDPR documentation. **Action: Clerk to publish documents to website**

## 14. POLICIES (25/073)

- a) It was **RESOLVED to approve** the Barrowby Parish Council IT policy **Action: Clerk to publish documents to website. Action: Clerk to book AI training for Cllr Lees.**
- b) The terms of Reference for the Finance Committee were reviewed. It was **RESOLVED to not approve** the changes and refer them back to the Finance Committee for ratification to be brought back to PC in November. **Action: RFO to add to Finance Committee agenda**

## 15. CAPTURE OF FUTURE ISSUES FOR DISCUSSION / AGENDA ITEMS (25/074)

Committee budgets and Priorities lists

## 16. DATE OF THE NEXT MEETING (25/075)

Monday 13th October 2025 at 6.45pm in the Reading Room for the Parish Council Meeting

The meeting closed at 9.40pm

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## BARROWBY PARISH COUNCIL FINANCE REPORT JULY and AUGUST 2025

Members noted the following income in July and August:

Customer	Description	Total
All Saints Church	Hire of Reading Room	£12.00
Andrew Taylor	Hire of Reading Room	£40.00
Barrowby Cricket Club	Cricket Club fees	£350.00
Barrowby News	Event Sponsorship	£117.00
Barrowby Pre School	Pre-School hire	£3,243.00
East Midlands Scrabble Club	Hire of Reading Room	£60.00
Grantham and Kesteven Bridge Club	Hire of Reading Room	£500.00
Grantham Ramblers	Hire of Reading Room	£50.00
InHale	Hire of Reading Room	£320.00
Midlands Children's Physio Limited	Hire of Pavilion	£280.00
Mr Bridge Club	Hire of Reading Room	£515.00
Private Hire	Hire of Reading Room	£140
Private Hire	Return deposit	-£50.00
Private Hire	Hire of Reading Room	£48.00
Private Hire	Hire of Reading Room	£50.00
Private Hire	Hire of Reading Room	£50.00
Private Hire	Hire of Pavilion	£48.00
Private Hire	Hire of Reading Room	£60.00
Private Hire	Hire of Reading Room	£36.00
Private Hire	Chairs	£10.00
Snowden	Hire of Reading Room	£60.00
Virgin Money	Interest	£279.95
Virgin Money	Virgin Money Cashback	£2.60

Members approved the following expenditure in July/August:

Description	Net	VAT	Total
Asst Clerk mobile phone	£10.75	£2.15	£25.80
Asst Clerk printing	£3.30	£0.00	£3.30
Bank charges	£27.30	£0.00	£48.52
Bin bags Kitchen	£4.17	£0.83	£5.00
Bin bags for Litter picker	£16.62	£3.32	£19.94
Blue paper rolls	£4.16	£0.83	£18.25
Broadband	£37.19	£7.44	£195.43
Cleaning	£80.00	£0.00	£444.00
Cleaning supplies	£3.25	£0.65	£3.90
Clerk mobile phone	£12.85	£2.57	£30.84
Conference fees	£90.00	£18.00	£108.00
Decorating supplies	£7.88	£1.58	£9.46
Electrical work	£26.44	£5.29	£31.73

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Electricity Supply	£248.23	£12.41	£505.99
Fencing and posts	£21.24	£4.25	£25.49
Food	£9.17	£1.83	£11.00
Gas supply	£330.86	£16.54	£601.84
General repairs	£76.50	£15.30	£91.80
Grass cutting	£281.20	£56.24	£2,432.28
Grass cutting specialised	£200.00	£0.00	£200.00
Gravel and sand	£148.00	£29.60	£177.60
Hot water boiler	£100.00	£20.00	£120.00
Ink cartridges	£19.99	£4.00	£26.98
IT Support	£222.00	£44.40	£556.99
Salaries	£4,218.36	£0.00	£7,818.39
Laminator	£17.85	£3.57	£21.42
Lease of ipads	£154.92	£30.98	£371.80
Mileage	£44.73	£0.00	£110.30
Mop and Bucket	£7.33	£1.47	£8.80
Padlock	£88.60	£15.00	£103.60
Paint	£23.33	£4.67	£28.00
PAT test	£120.00	£24.00	£144.00
Payroll services	£135.69	£27.14	£162.83
Pension payment	£357.01	£0.00	£357.01
Postage	£21.75	£0.00	£77.42
Printer paper	£3.74	£0.75	£4.49
Printing	£2.75	£0.55	£49.85
RFO mobile phone	£3.67	£0.73	£8.80
Security lights	£51.61	£10.32	£61.93
Signs	£124.79	£24.96	£154.23
Temporary Traffic Regulation Order	£576.77	£0.00	£576.77
Toilet rolls	£7.98	£1.60	£9.58
TV Licence	£174.50	£0.00	£174.50
Waste collection	£28.17	£0.00	£338.95
Water rates	£108.11	£0.00	£1,004.32
WFH Allowance	£78.00	£0.00	£156.00