

# 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 13<sup>th</sup> October 2025 at the Reading Room, Church Street, Barrowby at 6:45pm

**PUBLIC FORUM (6.45pm):** There were 4 members of the public in attendance. They did not raise any questions. The Clerk made representation as a resident. Attention was drawn to the School Streets Initiative whereby LCC can be approached to install traffic restrictions on the School roads, namely Church Street, reducing access at school times to resident vehicles only. Concern was raised over where current school parking on would move to as it is a village wide issue **Action: Clerk to explore initiative and options for Barrowby.**

Public forum closed at 7pm. Meeting started 7.01pm

### **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) Colin Billing (RFO)

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

Apologies received from District Cllr Robert Leadenhams and County Cllr Richard Litchfield

#### **1. WELCOME (25/095)**

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

#### **2. APOLOGIES (25/096)**

Cllr Bosworth sent her apologies.

It was **RESOLVED to approve** Cllr Whittington's apologies.

#### **3. DECLARATIONS OF INTEREST (25/097)**

- a) Cllr Lees declare an interest in agenda item 5o as a member of the Open Door Committee, as is the Clerk.
- b) No dispensations were made.

#### **4. MINUTES (25/098)**

It was **RESOLVED to approve** and sign the minutes from the Parish Council meeting on 13<sup>th</sup> October 2025. There was 1 abstention.

It was **RESOLVED to approve** and sign the minutes from the EOM 5<sup>th</sup> November 2025. There was 1 abstention.

#### **5. FINANCE (25/099)**

- a) The October 2025 bank reconciliations were **RESOLVED to approve**.
- b) The summary of receipts, precept, expenditure and surplus/deficit figure was **NOTED**
- c) The income for October 2025 was **NOTED**.
- d) The expenditure for October/November 2025 was **NOTED**.
- e) The Quarterly Finance Committee update was **NOTED**
- f) It was **RESOLVED to approve** the amended Terms of Reference for the Finance Committee
- g) The presentation by the RFO regarding clarification of spending process was **NOTED. Action: Clerk to review Standing Orders to give delegated authority to the Assistant Clerk when covering the role of the Clerk**
- h) It was **RESOLVED to approve** the named bank signatories as being Cllrs Eaton and Lees for the current account and Cllr Eaton for the savings account. It was **RESOLVED to approve** authorised persons for the bank accounts as being Cllrs P Brown, Durand, Eaton and Lees .
- i) It was **RESOLVED to approve** the Direct Debit payments list

# BARROWBY PARISH COUNCIL

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

- j) It was **RESOLVED to approve** the approved suppliers list. This list will be reviewed annually at the Annual Parish Council Meeting.
- k) It was **RESOLVED to approve** the grass cutting contracts for Hempsteads, Greenstripe and Andy Sharp for the next 3 years. The work required on the Lowfields will be considered at the Buildings and Assets Committee.
- l) It was **RESOLVED to approve** scribe online booking as a result of successful trial by RFO and Clerk. **Action: Clerk to launch online booking for the Reading Room**
- m) It was **RESOLVED to approve** the use of Stipe to accept online payment for the Reading Room. **Action RFO to set up Stripe payment.**
- n) It was **RESOLVED to approve** payment of overtime for the Caretaker for additional hours covering Pavilion Cleaners.
- o) It was **RESOLVED to approve** the Grant Application by Barrowby Open Door for the families Christmas event. Cllr Lees abstained due to declared interest.

## 6. VILLAGE INFRASTRUCTURE (25/100)

- a) A verbal update on the Old Butchers as a possible community centre was received. There are 3 areas: A potential community café with toilets at the front, a large mid section for clubs, and an area to the rear which could be used as a possible office meeting space. The possibility of funding this through S106 money was put forward as the village is currently at capacity for meeting space. It is in a central location of good size with onsite car parking. Next steps: **Action RFO to explore opportunities for grant and S106 funding in terms of Lease requirements / ownership of land. Action: Cllr Durand to contact current owner regarding possible use of toilets by the village. Action: Clerk to contact LCC Highways and Cllr Litchfield regarding possibility of installing a safe crossing from the village green to the Old Butchers site. Clerk to contact Roy Redmend and LCC Highways to explore option of putting a 20mph speed limit in the village past the main school routes and the village green.**

8.15pm 2 members of the public left

- b) A request for a War memorial outside of the church was considered. **Action: Clerk to contact the Lincolnshire RBL branch to explore option for a memorial at the RBL site. Clerk to contact church to explore options of moving existing War Memorial.**

## 7. COMMUNITY ENGAGEMENT AND COMMUNICATION (25/101)

- a) Opportunities for community engagement to build a body of evidence to be used in grant applications were considered. It was suggested that there needs to be one consultation covering all village infrastructure improvements. **Action: Clerk to work with Assistant Clerk and RFO to compile list of all projects that could qualify for grant funding.** Possible engagement with residents could be through a social media poll or a public meeting whereby residents vote on what they consider to be the more important issues. There needs to be a clear demonstration that the wider community would benefit rather than just one user group. **Action: RFO to clarify what specific requirements for engagement are needed for grant funding.**
- b) Opportunities for Volunteer engagement within the village were considered. **Action: Clerk to create a Social Media campaign calling for support. Clerk to ensure volunteer policy and agreements are fit for purpose and in place.** It was **RESOLVED to approve** employing Nic Barker to carry out re panning of Lowfields Carpark and gravel of path while volunteer recruitment takes place. Cllrs Lees and Brown kindly volunteered to remove the leaves on the RBL site and review contents of the Coach House with a view to emptying it. **Action: Clerk to contact other users of the Coach House to ask them to remove their items.**
- c) Methods of communication by the Parish Council and groups in the Parish were considered. It was **RESOLVED to approve** that the Council Notice Board on Reedings Road (by the Willows) will become a Community Notice Board along with the board outside the Reading Room. The Council Notice Boards on the Drift and by the Bus Stop on High Road will remain Council Business only. **Action: Clerk to cost up options**

# BARROWBY PARISH COUNCIL

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

for a Community Notice Board on the Colleys with a view to also siting a Defibrillator currently at the bus stop on High Road with it. All communications within the Parish Council to include precursor: Action Required or FYI to delineate need to reply. High Priority flags to be used to determine time line.

## 8. COMMITTEE MINUTES (25/102)

- a) The minutes of the Finance Committee 15<sup>th</sup> October were **NOTED**
- b) It was **RESOLVED to approve** the separation of the Pavilion Committee into the Pavilion Users Group and the Buildings and Assets Committee (B&A). The B&A will support the maintenance and long term care of **Parish buildings**: Pavilion, Reading Room; **Parish land and community areas**: Lowfields, Play Parks, Village Green, Pony Paddock; **Community assets**: Defibrillators, flower beds, and RAG-managed areas. Cllrs M Brown, P Brown, Eaton, Lees, McConnell Good and Stoughton were elected. **Action: Clerk to create Terms of Reference for both.**

## 9. REPORTS (25/103)

- a. No update from County Council or District Council received.
  - i. The proposal by Cllr Leadenham regarding joint strategy subcommittee to act on behalf of the Belvoir Ward Group of Parishes to create a knowledge base of best practice and collaborative working regarding planning development in the Ward was considered. It was **NOTED** that Cllrs Durand and Eaton will attend the 1<sup>st</sup> such meeting on the 14<sup>th</sup> November 2025. **Action: Cllrs to update the December meeting**
- b. A verbal report on the play equipment was received.
- c. Community areas:
  - i. Parking around the Village Green was discussed. Creating a small car park near Grange Paddock was considered but not thought suitable at this time.
  - ii. It was **NOTED** that the Pavilion bins were becoming over full and being used for dog poo. **Action: Assistant Clerk to liaise with Football Club re: possible options to reduce waste at the weekends. Clerk to source stickers stating non poo bins.**
  - iii. A verbal update from the RAGs group was received. It was **RESOLVED to approve** that RAGS apply for the community orchard grant and work with the Clerk to get SKDC permission to plant the orchard on the Willows. Moving forward the Parish Council will make enquiries to take ownership of the land once all trees have been made safe **Action: Clerk to contact SKDC to establish next steps.** The Willow fence and village green fence will be considered in the December agenda. **Action: Clerk to add Village Green hedging to the December agenda.** All tree work and proposed work on the Lowfields by the RAGs group was **RESOLVED to approve.**
  - iv. A verbal update from the Flower Group was received. It was **NOTED** that an insurance claim was not appropriate for the planter on Rectory Lane. Cllr Lees stated that this will be rebuilt using Sleepers as a trial model to repair all sleepers in the village. **Action: Cllr Lees to source sleepers and build planter.**
- d. Village Events:
  - i. It was **NOTED** that the Parish Council has a Yew Tree to decorate on the Church Path. Cllrs P Brown, Footit and Lees kindly volunteered to decorate it.
  - ii. Cllrs P Brown and Lees to decorate the Christmas trees outside the Reading Room. **Action: Clerk to purchase the 4 smaller trees for the top of the Reading Room.** It was **RESOLVED to approve** a budget of £170 for the purchase of the Trees. Decoration to be completed before the Christmas Fair on the 22<sup>nd</sup> November.
- e. The initial Internal Audit report and the Assertion 10 compliance assessment was **NOTED**
- f. No meetings of the Combined Parish Partnership (CPP) Of Villages Along The A1 Corridor have taken place.

# BARROWBY PARISH COUNCIL

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

## 10. CLERK'S REPORT (25/104)

a) The clerk's report was **NOTED**. Tree survey is booked for the 3<sup>rd</sup> Dec. Identification of assets and impact of reunification on such assets has been completed with areas identified as being the Willows and the land between Mannor Road and High Road. Update from RBL site: Lincoln Branch are looking to sell the site in the New Year. Replacement for Spider is ongoing. Clerk to contact Platform Housing regarding management of Co-Op development area is ongoing. Online booking for the Reading Room has had a successful trial and will go live this month. Options for the Barrowby News are still being explored. Once the ToR for the RAGs working group and a maintenance plan has been agreed, a meeting with the group and PC will be set up. The flower group were thanked for moving the small tree from the end of Grange Paddock. It was **RESOLVED to approve** the design of the memorial bench along with the plaque inscription. The existing bench will be relocated to the Village Green. Focus for the next month: Internal Audit recommendations, Assertion 10 compliance including policy and website review, Terms of Reference for the RAGs and Volunteer agreements.

## 11. PLANNING (25/105)

a) The result of the Parish Poll was **NOTED**, namely that there was a 40.67% turnout with a 97% yes vote supporting Parish Council in opposing Major Development in the Parish. The Barrowby Action Group were thanked for their efforts.

b) A verbal update from the EOM relating to development in the village was received.

- i. Membership to the CPRE was not considered. **Clerk to add to December agenda.**
- ii. It was **RESOLVED to approve** a budget of £2000 towards either a planning consultant or an independent Highways review depending on the recommendations given by the Planning Meeting to be held on the 11<sup>th</sup> November. **Action: Clerk to contact LCC regarding the traffic monitoring currently taking place on Rectory Lane and request results.**

c) A statement was received from Taylor Wimpey: Taylor Wimpey East Midlands reaffirmed their commitment to community safety and minimal disruption, particularly near the Village Green and school zones. They have instructed their contractor MV Kelly to ensure suppliers follow the Construction Management Plan, avoid school times, and access the site via Dysart Road. They are also improving the incident reporting process and will keep the community updated.

## 12. FUTURE MEETING DATES (25/106)

It was **RESOLVED to approve** the future meeting dates for 2026. **Action: Clerk to add dates to Notice Boards.**

## 13. NEIGHBOURHOOD PLAN (25/107)

Insufficient time for update to be received.

## 14. POLICIES (25/108)

Insufficient time for review to be completed.

## 15. CAPTURE OF FUTURE ISSUES FOR DISCUSSION / AGENDA ITEMS (25/109)

Insufficient time for points to be proposed.

## 16. DATE OF THE NEXT MEETING (25/110)

Monday 8<sup>th</sup> December 2025 at 6.45pm in the Reading Room for the Parish Council Meeting

The meeting closed at 10.02pm

# BARROWBY PARISH COUNCIL

Parish Clerk : 7710 087124 clerk@barrowbyparishcouncil.gov.uk

## BARROWBY PARISH COUNCIL FINANCE REPORT OCTOBER 2025

Members noted the following income in October:

Private	Burial Ground fees	£370.00
South Kesteven District Council	Grant	£463.32
A&K Waters	Return deposit	-£50.00
A&K Waters	Hire of Reading Room	£75.00
Private	Hire of Reading Room	£50.00
Lincolnshire County Council	Grass cutting	£1,582.56
Barrowby Pre School	Pre-School hire	£1,311.00
Private	Return deposit	-£65.00
Virgin Money	Interest	£138.61
G H Linnell Ltd	Burial Ground fees	£100.00
Andrew Taylor	Hire of Reading Room	£60.00
Private	Return deposit	-£50.00
Private	Return deposit	-£50.00
Private	Return deposit	-£50.00
Private	Hire of Reading Room	£18.00
Grantham Ramblers	Return deposit	-£50.00
Private	Return deposit	-£50.00
Private	Return deposit	-£50.00
Private	Hire of Reading Room	£92.00
Private	Hire of Reading Room	£33.00
South Kesteven District Council	Precept	£34,250.00
Mr Bridge Club	Hire of Reading Room	£245.00
InHale	Hire of Reading Room	£150.00
Private	Hire of Reading Room	£18.00
Private	Hire of Reading Room	£135.00
Private	Hire of Reading Room	£75.00
Private	Hire of Reading Room	£45.00
Virgin Money	Cashback	£0.96
Private	Return deposit	-£50.00
Private	Hire of Reading Room	£50.00
Private	Hire of Reading Room	£45.00
East Midlands Scrabble Club	Hire of Reading Room	£30.00
Grantham and Kesteven Bridge Club	Hire of Reading Room	£250.00

Members approved the following expenditure in October / November:

Supplier	Description	Net	VAT	Gross
Telefonica UK Ltd	Asst Clerk mobile phone	£21.50	£4.30	£25.80
Lebara	Asst Clerk mobile phone	£1.23	£0.25	£1.48
Virgin Money	Bank charges	£23.70	£0.00	£23.70
Home Bargains	Blue paper rolls	£19.97	£3.99	£23.96
British Telecommunications Plc	Broadband	£74.38	£14.88	£89.26

# BARROWBY PARISH COUNCIL

Parish Clerk : 7710 087124 clerk@barrowbyparishcouncil.gov.uk

EE Ltd	Broadband	£29.50	£5.90	£35.40
Clean and Tidy (Grantham) Ltd	Cleaning	£64.00	£0.00	£64.00
Lebara	Clerk mobile phone	£1.23	£0.25	£1.48
Telefonica UK Ltd	Clerk mobile phone	£12.85	£2.57	£15.42
SSE Business Energy	Electricity Supply	£572.07	£28.61	£600.68
SSE Business Energy	Gas supply	£546.95	£27.35	£574.30
Amazon	Gloves for Litter Picker	£3.98	£0.80	£4.78
P E Hempstead and Sons	Grass cutting	£1,671.30	£334.26	£2,005.56
Greenstripe	Grass cutting specialised	£125.00	£0.00	£125.00
Epson Ready Print	Ink cartridges	£2.91	£0.58	£3.49
Cloudy Group Ltd	IT Support	£236.20	£47.24	£283.44
Grenke	Lease of ipads	£309.84	£61.96	£371.80
J R Mowers	Metal link chain	£16.83	£3.37	£20.20
Mileage	Mileage	£36.81	£0.00	£36.81
Vi King	Mileage	£5.60	£0.00	£5.60
Monthly Salaries	Mileage	£5.94	£0.00	£5.94
Salaries	October Salaries	£3,856.61	£0.00	£3,856.61
Monthly Salaries	November Salaries	£3,763.09	£0.00	£3,763.09
Amazon	Paper towels	£36.37	£7.28	£43.65
HMRC	PAYE/NIC	£852.14	£0.00	£852.14
Autela Group Ltd	Payroll services	£116.32	£23.26	£139.58
NEST	Pension payment	£220.53	£0.00	£220.53
Private	Pension payment	£42.61	£0.00	£42.61
Asda Stores Ltd	Plastic Box	£7.45	£1.49	£8.94
Printhub	Printing	£142.35	£28.47	£170.82
Claire Dring	Printing	£3.90	£0.00	£3.90
Co-Operative Stores	Refreshments	£11.09	£0.00	£11.09
Amazon	Refuse sacks	£16.62	£3.32	£19.94
UK Garage Doors Ltd	Repair to shutters	£267.50	£53.50	£321.00
Pittam Property Improvement	Repairs	£405.00	£81.00	£486.00
Lebara	RFO mobile phone	£3.67	£0.73	£4.40
UK Garage Doors Ltd	Safety service inspection of shutters	£450.00	£90.00	£540.00
Viking Signs Ltd	Signs	£69.02	£13.80	£82.82
Amazon	Signs	£8.98	£1.80	£10.78
Farmfoods	Toilet rolls	£16.67	£3.33	£20.00
HSG UK	Toilet rolls	£17.95	£3.59	£21.54
Lincolnshire Association of Local Councils	Training	£35.00	£7.00	£42.00
Google Play	Transcription	£7.91	£1.58	£9.49
South Kesteven District Council	Waste collection	£155.38	£0.00	£155.38
Monthly Salaries	WFH Allowance	£156.00	£0.00	£156.00
Clean My Windows	Window cleaning	£17.00	£0.00	£17.00