

Bardney Group Parish Council

**Minutes of meeting held Thursday 15<sup>th</sup> March 2018 at 7.15pm**

**At Bardney Fire Station, Alma Martin Way, Bardney**

**Councillors Present:**

Cllr R Webb – Chair  
Cllr R Darby  
Cllr B Newlove  
Cllr Cluett  
Cllr M Corbould  
Cllr M Speed

**In Attendance:**

Jude Sparks as Clerk to the Council  
Anna Lawson as Responsible Finance Officer  
Mrs S Zubic as a prospective Councillor  
1 member of the public

**Apologies:**

Cllr Shaw  
Cllr Pearson  
Cllr Fleetwood

**A copy of District & County Cllr Fleetwood's March 2018 brief had been circulated earlier.  
No report had been received from PCSO Parker.**

**The parishioner advised that one of the lights down Abbey Road only had the bracket left. RFO commented that repairs to the lights are taking some time to effect but have been reported.**

**The meeting commenced at 7.15pm**

**318-15/03/2018**

**Apologies for absence.** To receive apologies for absence.

- Cllr Shaw, due to being away.
- Cllr Pearson, due to illness.

**319- 15/03/2018**

**Chairman's Report.** To receive a report from the Chairman of the Council.

The Chairman provided the following information:

- A possible threat that has been made to contractors using mowers in Part IV of the cemetery is to be reported to the police.
- Clerk directed to write to local farmers within the community, to thank them on behalf of the parish for their assistance in the recent bad weather. Thanks also to be included in the parish news and on social media.
- The Chairman expressed concern over the recent environmental issues along the River Witham and as to whether the information that had been provided over it being linked to gritting was correct. Clerk/RFO directed to contact the Environment Agency and Water Authority to ask that BGPC be informed when the pollution cause is identified.
- Cllr Webb & Cllr Speed met with Mr Trevor Hines from the Highways Agency to discuss 4 areas of concern within Bardney:
  1. Bardney Church of England and Methodist Primary School - Highways agreed to refresh the signage and paint on the roads by Bardney Church of England and Methodist Primary School and advised that a steel barrier is to be erected on Silver Street, to the north of Harvey Kent Road, within the next 6 months.
  2. Bardney Post Office -The current no parking restrictions are to be extended.
  3. Horncastle Road and Station Road -A fence or barrier is to be erected on the corner of Horncastle Road and Station Road to stop vehicles parking on the grass and a hard standing is to be provided for additional parking.
  4. Nags Head and the butchers - Highways is to consider putting restrictions in place in the area by the Nags Head and the butchers.
- Cllr Webb & Cllr Speed attended a meeting at the Village Hall where the possible movement of the parish office was discussed. There are still various issues to be resolved and the Chairman advised that it may take

2-3 years to be resolved. In the meantime, a new lease with the Fire Station is in the process of being completed.

### **320 – 15/03/2018**

**To receive declarations of interest** (2011 Localism Act) on Agenda items.

- None required.

### **321 – 15/03/2018**

**To receive dispensation requests** on Agenda items and to decide whether to grant same.

- None required.

### **322-15/03/2018**

**To approve as a true record the notes of the parish council meeting held 15<sup>th</sup> February 2018.**

- The Committee **RESOLVED** to accept the notes as a true record (**PROPOSED** Cllr Speed, **SECONDED** Cllr Corbould). (VOTE: – **FOR** Cllr Speed, Cllr Corbould, Cllr Darby, Cllr Newlove, **ABSTAINED** - Cllr Cluett as he was not present at the February meeting).

### **323-15/03/2018**

**To receive and consider a report from the Clerk to the Council** on any outstanding matters and correspondence received.

A copy of the following report and the addendum had been circulated earlier.

#### **1. Update on ongoing matters.**

- Letter received from Mr K Hutchinson, parish representative on Kitching's General Charity and Kitching's Education Charity. Has expressed a wish to continue in roles until May 2019 and would like to be considered beyond that date if BGPC would wish him too.
- Mrs Cash has confirmed that she wishes to remain as the parish nomination for Kitchings General Charity until May 2019. (On addendum)
- Letters sent to Mr Bellwood, Mr Taylor regarding extending their tenures as trustees to Peter Hancock's Charity, Kitchings General Charity & Kitchings Educational Charity. (On addendum)

#### **2. Correspondence.**

Correspondence is available to be viewed in the office.

- Notification from ACAS of Annual Spring Conference to be held on 7<sup>th</sup> March at Chilwell, Nottinghamshire. Emailed to all.
- Email received from Shelutions, manufacturer and supplier of bus shelters offering cleaning services for bus shelters.
- Email received from Earth Anchors, providers of furniture for parks and streets made from Forest-Saver recycled material.
- Notification from the National Association of Councillors of conference to be held in York on 23<sup>rd</sup>-25<sup>th</sup> February.
- Brochure received from Woodberry of Leamington Spa, producers of a variety of outdoor furniture.
- Brochure received from Landscape and Amenity providing a product update.
- ACAS February newsletter received. Emailed to all.
- Letter received requesting family research.
- ACAS e-connect newsletter received on Discipline & Grievance. Emailed to all.
- New funding alerts received from Lincolnshire Funding Portal.
- Brochure received from Glasdon regarding seats and bins.
- Brochure received from HAGS regarding playground equipment.
- Email received from Local Council Public Advisory Service regarding a review of local government ethical standards. Emailed to all.
- Brochure received from Broxap regarding provision of litter and recycling bins.
- Email from 'Campaign to protect rural England' regarding Lincolnshire's Best Kept Village and Small Towns competition 2018. Closing date is 4<sup>th</sup> May 2018. (On addendum)

- Invitation received to attend workshops provided by Western Power Distribution to discuss investment plans in Lincolnshire. Emailed to all. (On addendum)

**Requires Response/Action:**

- RFO contacted by HMRC to advise that there is a £200 difference between our payments and HMRC calculations. Issue reported to the Internal Auditor who has viewed the HMRC monthly payments. His considered opinion is that the figures vary too much each month and as such it is possibly a 'glitch' in the system. HMRC have requested BGPC submit to them a breakdown of PAYE and NI payments per month for each employee. RFO has spoken to Sage who have advised the deficit has been caused by maternity payments.
- Petty Cash declaration -Sum of £585 held in petty cash, which is as a result of payments for funeral and ERB's. Post Office closed so unable to pay cash into account. RFO to action.
- WLDC have requested all councillors complete the 'Receipt of the Code of Conduct for Elected Parish Councillors' form.

**3. For Information/Already Actioned:**

- Documentation received from LALC regarding the DPO role. Guidance received from ICO and confirmed by NALC now states that DPO cannot be a councillor or clerk (RFO included in this as roles are split at BGPC). A GDPR Toolkit has now been received and further guidance will be provided in due course.
- Local Council Public Advisory Service are offering a DPO service at a current cost of £150 pa. Quotes will be obtained in line with BGPC Financial Regulations should it be decided that parish councils are required to 'buy-in' the services of a DPO.
- Cllr Fleetwood provided a report regarding Highways issues should BGPC require job numbers or have work in progress issues.
- Email received from Western Power Distribution notifying proposed traffic lights and work in Bardney between March and May 2018. Posted on BGPC Facebook site.
- Email received from Lincolnshire Police providing advice for driving in bad weather. Posted on BGPC Facebook site.
- Email from WLDC providing agenda for council meeting on 5<sup>th</sup> March. Emailed to all.
- WLDC advised on bin collections due to bad weather, Circulated via Facebook.
- Advice received from LCC regarding the new Lincolnshire Resilience Group launched to help residents stranded in the snow. Circulated to all via Facebook.
- Environment Agency have advised 10,000 fish have died in the River Witham from Kirkstead Bridge. There may have been contamination in the area. Circulated via Facebook.
- Several reports received from parishioners regarding street lighting issues. Reported to LCC.
- 2 burials at Bardney cemetery on 6<sup>th</sup> & 9<sup>th</sup> March and 1 interment of ashes on 13<sup>th</sup> March. (on addendum)

LEAVE:

Office will be closed Wednesday 14<sup>th</sup> March due to leave.

**Cllr Darby expressed concern as to how BGPC is meant to deal with the personal data it holds, given the DPO issue. The Clerk advised that, at the present time, all small parish councils are waiting to hear further definitive information, however, information is being disseminated to Council as it arrives.**

**The RFO sought permission for the £200 to be paid that HMRC have notified is outstanding. Chairman advised that this must be an agenda item in April.**

RFO advised that currently the petty cash holding is way above that permitted due to the recent payments of cash for funerals and exclusive rights and the inability to pay through the post office. This would be rectified by 16<sup>th</sup> March.

Due to late authorisations the tablets could not be bought in time for the March meeting but will be available for the April one

324-15/03/2018

Financial matters.

To ratify payments of accounts/salaries/BACS payments and ratification of payments already made.

- **RESOLVED** by unanimous vote to ratify the following payments. (**PROPOSED** Cllr Darby, **SECONDED** Cllr Speed).

Payment Ratifications March 2018				Value	VAT	Exvat	% of Budget*
B/P	Wages and NI	March	Salaries	2870.37	0.00	2870.37	
Total Office/Salaries							110% of budget
PO20313	SLCC	Webinar	Admin	36.00	6.00	30.00	
PO20313	LALC	Memberships	Admin	520.40	86.73	433.67	
PO20320	HCI Data	Renewal	Admin	83.88	13.98	69.90	
PO20316	Viking	Paper	Admin	55.02	9.17	45.85	
PO20317	NALC	Award Scheme	Admin	60.00	10.00	50.00	
<b>Total Admin</b>				<b>755.30</b>			65% of budget
PO20315	Charles Hill	Repairs	Handyman	139.92	23.32	116.60	
PO20319	Equip	Bench repairs	Handyman	18.48	3.08	15.40	
PO20318	Equip	Misc	Handyman	49.07	8.18	40.89	
<b>Total Handyman</b>				<b>207.47</b>			55% of budget
PO20314	Turtle Engineering	Defibrillator	Cemetery	1662.00	277.00	1385.00	
<b>Total Cemetery</b>				<b>1662.00</b>			4% of budget

RFO advised that £400 that BGPC hoped it could receive from WLDC for having the defibrillator is not available, due to the lack of electricity at the site. This means BGPC cannot have the defibrillator that is the preferred choice of WLDC.

To approve bank reconciliation for February 2018.

- **RESOLVED** by unanimous vote to approve the following bank reconciliation. (**PROPOSED** Cllr Darby, **SECONDED** Cllr Speed)

Bank Reconciliation for February 2018 as at 28 February 2018	
Balance as at 01.02.18	<b>£84,904.84</b>
<b>Income</b>	
Cemetery	20.00

<b>Total Income</b>		<b>£20.00</b>
<b>Expenditure</b>		
Salaries/Office	2604.37	
Admin	2173.48	
Handyman	26.40	
Cemetery	14.80	
<b>Total Expenditure</b>		<b>£4819.05</b>
<b>Balance as of 28.02.2018</b>		<b>£80,105.79</b>
<b>Less cheques:</b>		
300698 E-Quip	16.74	
300694 E-Quip	12.24	
300695 E-Quip	24.18	

**325-15/03/2018** - Resolve to consider application for co-option from Mrs S Zubic – **RESOLVED** unanimously to co-opt Mrs S Zubic as a new councillor for Bardney Ward. (**Proposed** Cllr Webb, **SECONDED** Cllr Speed).

**Meeting adjourned 19.45pm.**

**Meeting resumed 19.55pm.**

**Cllr Webb formally welcomed Cllr Zubic to BGPC.**

### **326-15/03/2018**

**Planning matters.** To consider any planning applications.

- **137122** - Planning application for erection of single storey rear extension granted at 27 Silver Street Bardney. RFO advised this had been approved despite an objection being raised by BGPC.

**The Chairman suggested that, as previously advised by Cllr Fleetwood, BGPC should raise a complaint for any application that is approved after BGPC has registered a complaint.**

- **137188** – Planning permission approved with conditions for 1 3bed dwelling with associated parking in place of obsolete pumping station at Hancock Drive, Bardney. BGPC had no further comment to make.
- **137395** – Application for approval of reserved matters considering appearance, landscaping, layout and scale for Plot 5 Abbey Road, Bardney. It was noted by Council that the drainage down Abbey Road is now damaged.
- **136901** – Listed building consent granted for conversion of barns to 1 dwelling and 1 holiday cottage at Bullington Hall, Wragby Road, Bullington. Council noted that this application is at the outer reach of BGPC’s area.
- **137465** – Planning application to erect 1 single storey detached dwelling with detached double garage on land at Abbey Road, Bardney. Although this is a brownfield site, Cllr Webb & Cllr Newlove raised concerns over the closed footpath and archaeological issues and whether it is outside the curtilage of the village. RFO directed to speak to WLDC planning.

RFO advised that WLDC has contacted BGPC requesting that comments made by BGPC regarding Bardney Clays be resubmitted; following comments on Bardney Clay's application by the Secretary of State. RFO confirmed this has been actioned.

#### 327-15/03/2018

**Standing Orders** – Resolve to adopt new guidelines from NALC to comply with audit requirement for annual update of standing orders.

**Meeting closed 20.20pm to allow discussion outside of the meeting. Meeting re-opened 20.24pm**

- **PROPOSED** Cllr Webb, as no **SECONDER**, motion not carried forward.

#### 328-15/03/2018

**Financial Risk assessments** – To resolve to approve the annual Financial Risk assessments.

- **RESOLVED** unanimously to approve the annual Financial Risk assessment. (**PROPOSED** Cllr Corbould, **SECONDED** Cllr Speed).

#### 329-15/03/2018

**Walking bus:**

- To consider and approve creation of a poster and provide a method of communication to aid with identifying volunteers to assist the school with the walking bus. Withdrawn due to absence of **PROPOSER** Cllr Pearson.
- To approve the purchase of school tabbards. Withdrawn due to absence of **PROPOSER** Cllr Pearson.

#### 330-15/03/2018

**Allotments:**

- To resolve to progress to stage 2 & 3 of the allotment development plan. Withdrawn due to absence of **PROPOSER** Cllr Pearson.
- To resolve to consider & accept new allotment fees for 2018-2019. **RESOLVED** to increase allotment fees to £25 per annum and reduce allotment budget to £1600 – equivalent to the maximum amount that currently the allotment, with full occupancy, is able to raise as annual payments. (**PROPOSED** Cllr Cluett, **SECONDED** Cllr Darby) (VOTE: **FOR** – Cllr Cluett, Cllr Darby, Cllr Corbould, Cllr Speed, Cllr Zubic, **AGAINST** – Cllr Newlove).

#### 331-15/03/2018

**Hedgetrimmer** – to resolve to accept quote for purchase of Hedgetrimmer.

- **RESOLVED** unanimously to accept quote from Green Stripe for sum of £223.33. (**PROPOSED** Cllr Webb, **SECONDED** Cllr Corbould).

Cllr Darby asked whether the current equipment has been assessed for repair which Clerk/RFO confirmed has happened.

#### 332-15/03/2018

**Notice board quotes** – to resolve to consider & accept quote for purchase of notice boards.

- **RESOLVED** unanimously to accept quote from Fitzpatrick Woolmer for sum of £806 + VAT & delivery for wooden noticeboard for Lychgate. No notice board to be provided in bus shelter. (**PROPOSED** Cllr Webb, **SECONDED** Cllr Darby).

#### 333-15/03/2018

**Commonwealth Grave sign** – To consider and approve size of Commonwealth Grave signage and approve exact location where sign is to be placed.

- Cllr Corbould **PROPOSED** that the smaller sign be chosen. No **SECONDER** so motion not carried.
- **RESOLVED** unanimously that the standard size sign be chosen. (**PROPOSED** Cllr Speed, **SECONDED** Cllr Cluett).
- **RESOLVED** unanimously that the sign be placed on the right-hand side of the Lychgate. (**PROPOSED** Cllr Webb, **SECONDED** Cllr Newlove).

#### 334-15/03/2018

**Ward Reports.** To receive reports from Councillors on any matters that may arisen.

- Cllr Darby
  - Wished to pass on his thanks to parish staff for updating social media during the recent bad weather, which helped to keep the village moving.

- Cllr Webb
  - Parishioners have been commenting recently on the poor Wi-Fi in the surrounding villages. As WLDC are responsible for this issue anyone with concerns should be directed to Cllr Fleetwood. Clerk to contact Cllr Fleetwood to seek improvements in Wi-Fi for Apley, Stainfield & Southrey.
- Cllr Corbould
  - The twinning meeting arranged on 20<sup>th</sup> February sadly did not garner any interest with only two councillors and 1 parishioner attending. As a result, Cllr Corbould has chosen not to take it any further. Chairman advised that the twinning arrangement should be an agenda item in April in order that a decision can be made with how to proceed.
- Cllr Speed
  - Parishioners have an issue with trying to contact Doctor's within the local practice. More likely to hear back from Practice Manager or receptionist. Clerk directed to write to Practice Manager to arrange for BGPC to meet with the Patient Participation group or the Practice Manager.
- Cllr Newlove
  - Still issues from Jordans Ryvita regarding noise levels and possible flooding concerns. RFO to contact to obtain a copy of the minutes from meeting held on 6<sup>th</sup> March and to comment on emissions.
  - Still rubbish on the roads and Abbey Road is still a problem.
- Cllr Cluett
  - Commented that BGPC needs to ensure reports are received on a regular basis from parish nominations for Kitchings General Charity, Kitchings Educational Trust and Peter Hancock's Trust. Cllr Webb explained the system that had been agreed at the meeting held on 15<sup>th</sup> February.
- Cllr Zubic
  - Nothing to report.

#### **335-15/03/2018**

**TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED IN RELATION TO THE FOLLOWING MATTERS:**

- To ratify the proposed change of bank holidays and office closures.

**PROPOSED** Cllr Webb, **SECONDED** Cllr Newlove and **RESOLVED** unanimously that the Council **not** move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed.

**Cllr Webb advised that the suggested changes to staff allocation of bank holidays may be subject to a legal challenge if they were to proceed. As a result, it was agreed that Cllr Darby & Cllr Zubic meet to discuss the situation followed by a meeting with the Clerk and RFO. Clerk suggested that as staff are now in the process of arranging leave the issues with bank holidays need to be addressed quickly.**

#### **336-15/03/2018. To confirm the date of the next parish council meeting.**

- Next meeting date confirmed as Thursday 19<sup>th</sup> April 2018.

The meeting closed at 9.35pm