

**Draft minutes from the meeting of the Parish Council on Thursday 20th July 2021
held at the Meeting Room, Bardney Fire Station, Alma
Martin Way, Bardney, Lincoln LN3 5UA**

Councillors Present:	In Attendance:
Cllr R Webb – Chair	Anna Lawson as
Cllr C Shaw	Clerk and RFO
Cllr L Cluett	Pauline Fry
Cllr Waddington	Admin Assistant
Cllr R Darby-Vice Chairman	
Cllr J Papworth	
Cllr F Bates	
Cllr M Speed	



APLEY | BARDNEY | SOUTHREY | STAINFIELD

Public session of the meeting commenced at 7.00pm
No members of the public attended.

No requests had been received by the Clerk for permission to record, video or take photos of the Council meeting, therefore the only recording which would take place was the one undertaken by the Parish Council themselves.

26-2021/22 Apologies for Absence i.a.w Local Govt Act 1972, Sch 12, para 40. To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

Apologies received from Cllr M Chauhan and Cllr M Corbould

27-2021/22 To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Member's Register of Interests.

None received

28-2021/22 To receive and consider any dispensation requests on agenda items and decide whether they are to be granted.

None received

29-2021/22 To receive a report from the Chairman.

Notice given to BGPC by LCC regarding lease for the Parish Office. LCC will not be renewing the lease. BGPC have been asked to vacate by September 2021.

New Parish Office has been purchased.

Administrative Assistant will be leaving at the end of August 2021.

30-2021/22 To approve as a correct record the notes of the meeting held on 24th June 2021 and to authorise the Chairman to sign the official minutes.

PROPOSED Cllr Speed, **SECONDED** Cllr Cluett, carried **UNANIMOUSLY**

31-2021/22 To receive update on actions arisen at the 24th June 2021 meeting and report from the Clerk to the Council.

The Traffic Regulation Order relating to the double yellow lines on Silver Street is to be heard at the Planning and Regulation Committee on Monday 29th July. This item was originally to be heard on Monday 5th July. It is disappointing to see that the Lincolnshire County Council Planning and Regulation Committee are adopting the same practices as West Lindsey District Council Planning Committee for the following reasons;

Those who are commented on the proposal were not notified.

The Officers report contained inaccuracies and did not include or reference the petition by local residents.

Additional surveys and reports were not carried out.

It must also be noted that the Officers report also presented a different reason for the lines than that submitted in the Traffic Regulation Order public consultation.

BGPC and residents have asked to speak at the Committee however despite initially being told that this was possible, this has been retracted. BGPC has repeatedly asked for a copy of the Terms of Reference for the Committee however it has not been forthcoming. Subsequently a search on the LCC website discovered the document and it does state that those who have commented on an application can speak. This was forwarded on to the Clerk to the Committee who now claims that the TOR is incorrect.

The above is seriously worrying and procedurally incorrect. Changing policy to prevent democratic representation is a very poor representation of LCC as a whole and as such a formal complaint has been made to the Chief Executive of Lincolnshire County Council and the Director of Place.

BGPC have encountered problems with LCC allowing us to use the meeting room at the Fire Station. Despite access to the room being part of our contract and forming part of the rent, LCC have suddenly decided that the room could not be used despite Lincolnshire Fire and Rescue hosting a meeting in the room at the time that the email was received. No policy document has been presented and no reason for the restriction has been provided. BGPC note that a meeting was held during restrictions with a larger number of people. Luke Hall MP has written to Sir Edward Leigh stating that there should be no restrictions on Parish Council meetings taking place face to face. Copy of correspondence is available.

A meeting has been arranged with Bardney Cemetery Memorial Restoration Team next month to look at procedures and practices going forward. As stated in previous Clerk's report, as a Burial Board, BGPC are responsible for the Cemetery. Therefore, for insurance and Health and Safety reasons we have a legal duty to ensure that we are aware of, and note, all work that has been carried out.

Our recent submission to the Cemetery of the Year award scheme has received high marks but I am unsure whether it is enough to win. The Cemetery of the Year Scheme does not look at how pretty a Cemetery is, but is actually concerned with Health and Safety and procedures.

The regular liaison with the police has assisted with addressing ASB issues, although sadly it has still not been rectified.

A meeting is arranged with LCC environmental Project Manager regarding tree planting opportunities on the Community Land. LCC are pushing for this meeting.

32-2021/22 Financial matters:

- i) To approve the bank reconciliation statement for June 2021

Bank Reconciliation for June 2021 as at 30.06.21

Balance as at 01.06.21		£107,511.68
Income		
Handyman	270.00	
Cemetery	1459.00	
VAT refund	1177.67	
Total income		£2906.67
Expenditure		
Admin	957.50	
Salaries	4123.67	
Handyman	175.36	
Grasscutting	1348.51	
Cemetery	350.00	
Community Land	120.00	
Events	21.00	
Allotments	15.81	
Total expenditure		£7111.85
Balance as at 30.06.21		£103,306.47
Less cheques		

PROPOSED Cllr Shaw, **SECONDED** Cllr Speed, carried **UNANIMOUSLY**

- ii) To ratify payments of accounts, salaries, BACS payments & payments already made

Payment Ratification July 2021

B/P	Wages and NI	July	Salaries	value	VAT	ExVAT	% of budget*
				4123.67	0.00	4123.67	
Total Office/Salaries							40% of budget^
PO20821	GCS Cabin	Office	Admin	9642.60	1607.10	8035.50	
PO20822	Viking	Stationery	Admin	39.05	6.51	32.54	
PO20813	Lincs Loos	Portaloo	Admin	144.00	24.00	120.00	
PO20824	Sage	Payroll	Admin	195.60	32.60		
Total Admin				10021.25			95% of budget
PO20814	Fuelcard	Fuel	Handyman	23.24	3.87	19.37	
PO20817	Charles Hill	Blade	Handyman	98.53	16.42	82.11	
PO20819	Fuelcard	Fuel	Handyman	56.94	9.49	47.45	
PO20807	Fuelcard	Fuel	Handyman	32.93	5.49	27.44	
PO20828	Fuelcard	Fuel	Handyman	34.69	5.78	28.91	
PO20829	E-Quip	Post crete	Handyman	14.38	2.40	11.98	
PO20830	E-Quip	Paper	Handyman	3.30	0.55	2.75	
PO20831	E-Quip	Fuel	Handyman	76.20	12.70	63.50	
Total Handyman				340.21			16% of budget
PO20815	G&C Cannon	Tractor	Community	120.00	20	100.00	
PO20823	PE Robinson	Fertiser	Community	192.30	32.00	160.30	
Total Community				312.30			68% of budget
PO20820	TGM	Grasscutting	Grasscutting	1348.51	224.75	1123.76	
Total Grasscutting				1348.51			52% of budget
PO20827	E.On	Electricity	Village	5.09	0.24	4.85	
Total Village				5.09			25% of budget
PO20803	Nic Baker	Grave Digger	Cemetery	50.00	0.00	50.00	
PO20804	Nic Baker	Grave Digger	Cemetery	50.00	0.00	50.00	
PO20805	Nic Baker	Grave Digger	Cemetery	250.00	0.00	250.00	
Total Cemetery				350.00			39% of budget
PO20826	ALS	St Oswalds First Aid	Event	2160.00	360.00	1800.00	
PO20832	First Aid Box	Cover	Event	450.00	0.00	450.00	
Total Event				2610.00			112% of budget
PO20816	Memorial Craftsman	Overpayment	Cemetery	50.00	0.00	50.00	
Total Cemetery				50.00			25% of budget

^ Cost offset from WPC contribution

PROPOSED Cllr Speed, **SECONDED** Cllr Waddington, carried **UNANIMOUSLY**

33-2021/22 Planning matters. To note any approved applications received and to consider any planning applications and decide any comments that the Council wishes to make.

None received

34-2021/22 Committee Allocation. To nominate councillors to committees

- i) Personnel and Review Committee
Cllr Shaw, Cllr Corbould, Cllr Waddington and Cllr Speed put their names forward to be considered for the PR Committee.
Chairperson would be elected at the first meeting.
PROPOSED Cllr Webb, **SECONDED** Cllr Darby, carried **UNANIMOUSLY**
- ii) Village Hall Committee
Cllr Papworth wished to be considered to represent BGPC on this committee.
PROPOSED Cllr Webb, **SECONDED** Cllr Darby, carried **UNANIMOUSLY**

35-2021/22 To consider rectifying the turf on the graves in the Cemetery (Cllr Speed)

Cllr Speed presented a report following an inspection of the Cemetery. A number of graves have sunk or have raised areas on them. A list has been made and the work will be carried out in order of priority by the handyman in the Autumn.

Cllr Speed will find out the cost per grave and will meet with the Clerk to discuss if families needed to be notified of the work being carried out.

36-2021/22 To consider submitting Traffic Regulation Order for Queens Street (Cllr Papworth)

Cllr Papworth would like to propose traffic restrictions or a means of slowing traffic down on Queen Street.

Meeting held a discussion on the different possibilities that would help solve the problem.

Proposal: to ask the Highways Dept. to look at the proposal of an advisory speed limit or consider any other solutions they may have. BGPC would look at the possibility of match funding depending on the cost.

PROPOSED Cllr Papworth, **SECONDED** Cllr Webb, carried **UNANIMOUSLY**

37-2021/22 To consider proposals from the Annual Parish Meeting in relation to the Allotments (Cllr Bates)

- i) Water
25 allotment plots share one water stand pipe. Allotment holders further away from the stand pipe have further to carry the water. The water is metered and split between those people who have opted in to use the water.
Clerk to look into the cost of providing another stand pipe. This will be carried out in the Autumn.

ii) Disabled plot/gate

Disabled access to the allotments is unsatisfactory and access around the allotment for wheelchair and mobility scooter users is impossible.

Cllr Cluett would prefer a gate to the allotments rather than being left open.

Further discussion held on possibilities to overcome the issue.

BGPC do have the option of a disabled plot nearer to the front of the allotment.

Ideas were discussed on improving the car park for all users.

Proposal: to look at ways of improving the car park without the need for planning permission, especially to make it easier for use by people with mobility issues or disabled people. Taking into account what is recommended when creating a car park. Also include looking at creating a path suitable for all users.

To be discussed at next meeting when costs are available.

38-2021/22 Update on progress with St Oswald's Feast Day.

Cllr Darby gave an update on the progress on St Oswald's Feast Day. Cllr Darby would like to thank the clerk for all the work she has done to make the feast day happen. A decision will be made on Monday 26th July as to whether the event would go ahead. At this moment in time there does not seem to be any reason why it should not proceed. Everything is in place to make the day a successful one.

Many thanks go to Tony Castle who has been extremely helpful in arranging bands, sorting out a sound engineer and in organising the entertainment. Thanks also go to ALS for their support in arranging this event. Many local organisations and businesses are also attending the event.

39-2021/22 To consider Health and Safety priorities following Risk Assessments (Cllr Papworth)

Risk assessments have been carried out in Southrey, Apley, Stainfield and Bardney by Cllr Papworth and the administrative assistant. A list of all repairs need had been made and given to the handyman. These will be carried out in the Autumn. Concern was raised inspection had been carried out by a structural engineer, and recommendations given. These are noted and would be kept on file.

Proposal: to replace benches on The Green.

PROPOSED Cllr Webb, **SECONDED** Cllr Papworth, carried **UNANIMOUSLY**

40-2021/22 To consider quotes for business insurance

Quote from Community Action Suffolk

PROPOSED Cllr Webb, **SECONDED** Cllr Darby, carried **UNANIMOUSLY**

41-2021/22 To re consider quotes for benches following price increases

Accept quote from Company A and place benches on The Green.

PROPOSED Cllr Webb, **SECONDED** Cllr Bates, carried **UNANIMOUSLY**

42-2021/22 To receive update with office. LCC have issued notice on the lease for the office.

The lease for the Parish Office expires on 11th January 2022, however LCC have informed BGPC that it expires on 30th September 2021. Therefore, they would like the office vacated by then. No proof has been provided by LCC. LCC would like to come and inspect the office before it is vacated, this has been arranged for the end of August. This practice is highly unusual and therefore the Clerk has been advised by the Chairman not to sign any paperwork on behalf of BGPC. Any paperwork relating to this matter needs to be brought to a full council meeting in September and discussed.

43-2021/22 Establishment – to resolve to go into closed session in accordance with Public Bodies (Admissions to Meetings) Act 1960 to discuss the following matters;

PROPOSED Cllr Webb, **SECONDED** Darby, carried **UNANIMOUSLY**

44-2021/22 To consider moving forward with the Neighbourhood Plan

45-2021/22 To respond to boundary change consultation

46-2021/22 To consider draft Central Lincolnshire Local Plan

47-2021/22 Confirm date of next parish council meeting - as Thursday 23rd September 2021.

*** Please see the Council's policy on the audio recording of meetings for more information. Items at meetings are taken in order of inclusion, subject to the Chairman's (with the Council's) discretion to bring items forward or back in order to orderly manage the meeting and not unnecessarily exceed the recommended time for meetings.**

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