

**Draft minutes from the meeting of the Parish Council on Thursday 16th October 2021
held at Bardney Methodist Hall, Church Lane, Bardney,
Lincoln**

Councillors Present: In Attendance:

Cllr C Shaw	Anna Lawson as
Cllr Waddington	Clerk and RFO
Cllr R Darby-Vice Chairman	
Cllr J Papworth	
Cllr F Bates	
Cllr M Speed	
Cllr Corbould	



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.

48-2021/22 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.

Received from Cllr Cluett

49-2021/22 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

50-2021/22 To receive and consider any dispensation requests on agenda items and decide whether they are to be granted.

None received

51-2021/22 To approve as a correct record the notes of the meeting held on 22nd July 2021 and to authorise the Chairman to sign the official minutes.

PROPOSED Cllr Darby **SECONDED** Cllr Speed and voted **UNANIMOUSLY** in favour

52-2021/22 To receive the report from the Vice Chair and elect a Chairman

Cllr Darby announced that Cllr Rob Webb and Cllr Meera Chauhan had tendered their resignations. The Clerk was asked to send a letter of acknowledgement and thanks to Cllr Chauhan. Councillors voted unanimously to issue a letter of thanks to Cllr Rob Webb in recognition of his years of service to the council and residents as Chairman on BGPC.

Cllr Robin Darby was nominated for the position of Chairman

PROPOSED Cllr Corbould **SECONDED** Cllr Shaw and voted **UNANIMOUSLY**

Therefore Cllr Darby was elected as the Chairman. The Acceptance of Office paper was signed.

53-2021/22 To elect a Vice Chair

Cllr's Shaw and Waddington were nominated for the position of Vice Chair. Cllr Shaw thanked the council for the nomination however as he is already Chair of the Personnel and Review Committee he declined.

Therefore Cllr Waddington was the sole nomination for Vice Chair.

PROPOSED Cllr Speed **SECONDED** Cllr Shaw and voted three in favour with four abstentions. Therefore Cllr Waddington was elected as Vice Chair.

The Acceptance of Office paper was signed.

54-2021/22 To receive update on actions arisen at the 22nd July 2021 meeting and report from the Clerk to the Council.

Wish to start with a huge thank you to Cllr's Corbould and Papworth, who along with Elaine Darby, have given up their time to help with moving the Parish Office.

As stated the work schedule for BGPC is quite high at the moment and the current list of projects include;

- Recruit new member of staff
- Build the new office
- Organise Remembrance Day with St Lawrence Church
- Organise planting of 420 new trees between 1st - 12th November
- Prepare for Planning Committee hearing for the application relating to Land Off Saxon Way scheduled for next month
- Deal with the petitions in relation to the Double Yellow lines on Silver Street, Traffic Regulation Order on Queen's Street and speed limit in Stainfield.
- Organise with the levelling of the plots in the Cemetery
- Research Neighbourhood Plan draft as previously discussed
- Instruct Tree Survey
- Arrange tree work based on outcome of the Tree survey
- Bench orders, delivery and installation.
- Sort out the bonfire heap/area
- Reduce email size on the server
- Promote availability of St Oswald's park and create hire packages
- Report on possibility of extending water on the allotments
- Report on options for new allotment entrance
- Organise next St Oswald's Day
- Organise planting and arrival of LCC grant trees and Platinum Jubilee trees

These are in addition to day to day tasks.

As discussed with the Portfolio holder for the Cemetery, work in the Cemetery will have to be put on hold until after the move has been completed.

Have received correspondence from a resident who had a vehicle damage their car on Silver Street. Lincolnshire Road Safety Partnership had advised them BGPC should be doing more to address problems in our area. LRSP have been contacted and following a frank discussion;

- i) The Police carried out checks in the village yesterday
- ii) Speed monitoring will take place on the Causeway

St Oswald's Park has now been formally registered as a place with WLDC and Royal Mail.

A request was made to consider involving the other villages in relation to the Platinum Jubilee Trees.

A reminder was made for the Handyman to wear Hi Viz and correct PPE. It was questioned as to whether the grasscutting contractors should wear Hi Viz.

55-2021/22 Financial matters:

- i) To approve the bank reconciliation statement for July and August 2021

July

Balance as at 01.07.21		£103,306.47
Income		
Handyman	319.13	
Cemetery	2160.00	
Total income		£2479.13
Expenditure		
Admin	10,850.89	
Salaries	4176.13	
Handyman	502.04	
Grasscutting	1348.51	
Cemetery	64.29	
Community Land	120.00	
Events	2610.00	
Village	5.09	
Total expenditure		£19,676.95
Balance as at 31.07.21		£86,108.65

August

Balance as at 01.08.21		£86,108.65
Income		
Allotments	32.60	
Total income		£32.60
Expenditure		
Admin	404.90	
Salaries	4111.05	
Handyman	616.20	
Grasscutting	2697.02	
Events	15.60	
Allotment	37.79	
Total expenditure		£7882.56
Balance as at 31.08.21		£78,258.69

PROPOSED Cllr Darby **SECONDED** Cllr Speed and voted **UNANIMOUSLY** in favour

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

Payment Ratification August 2021

B/P	Wages and NI	August	Salaries	value	VAT	ExVAT	% of budget*
				4176.13	0.00	4176.13	
Total Office/Salaries							50% of budget^
		External audit					
PO20847	PKF		Admin	360.00	60.00	300.00	
Total Admin				360.00			98% of budget
PO20833	Fuelcard	Fuel	Handyman	26.00	4.33	21.67	
PO20835	Fuelcard	Fuel	Handyman	16.81	2.30	14.51	
PO20836	Fuelcard	Fuel	Handyman	31.56	5.26	26.30	
PO20837	Fuelcard	Fuel	Handyman	25.82	4.30	21.52	
PO20838	E-Quip	Trap screws	Handyman	38.14	6.36	31.78	
PO20839	E-Quip	Misc	Handyman	24.68	4.17	20.51	
PO20841	E-Quip	Posts, spray	Handyman	26.39	4.40	21.99	
Total Handyman				189.40			19% of budget
PO20845	TGM	Grasscutting	Grasscutting	1348.51	224.75	1123.76	
Total Grasscutting				1348.51			65% of budget
PO20846	Cllr Darby	Water Walkie	Event	15.60	0.00	15.60	
PO20848	UK Creels	Talkies	Event	60.00	10.00	50.00	
Total Event				75.60			116% of budget
PO20844	Wave	Water	Allotment	37.79	6.30	31.49	
Total Allotments				37.79			8% of budget

^ Cost offset from WPC contribution

Payment Ratification September 2021

B/P	Wages and NI	September	Salaries	value	VAT	ExVAT	% of budget*
				4111.13	0.00	4176.13	
Total Office/Salaries							60% of budget^
		Castle					
PO20849	Recycling	Recycling	Admin	6.00	1.00	5.00	
PO20859	CGS	Cabin 50%	Admin	9630.60	1600.00	8030.60	
Total Admin				9636.60			178% of budget
PO20850	Fuelcard	Fuel	Handyman	34.86	5.81	29.05	

PO20857	Fuelcard	Fuel Strimmer	Handyman	34.48	5.75	28.73	
PO20855	E-Quip	cord	Handyman	40.57	6.72	33.85	
PO20856	E-Quip	Padlock	Handyman	41.09	6.85	34.24	
Total Handyman				151.00			22% of budget
PO20853	BB Tree	Tree work	Village	420.00	70.00	350.00	
Total Village				420.00			108% of budget
PO20851	CG Cannon	Grasscutting	Comm Land	240.00	40.00	200.00	
PO20852	CG Cannon	Grasscutting	Comm Land	417.00	69.50	347.50	
Total Comm Land				657.00			93% of budget
PO20858	Nat Allot Assoc	Membership	Allotment	66.00	11.00	55.00	
Total Allotments				66.00			14% of budget

^ Cost offset from WPC contribution

PROPOSED Cllr Darby **SECONDED** Cllr Speed and voted **UNANIMOUSLY** in favour

iii) To receive response from the External Auditor

The Clerk explained the procedures in relation to the Internal and External Auditor. The Clerk explained that the External Audit had been returned with no comments or recommendations from the External Auditor. This is for the fifth consecutive year.

56-2021/22 Planning matters. To note any approved applications received and to consider any planning applications and decide any comments that the Council wishes to make.

143705 Telegraph Pole on Lowthorpe Southrey. As no details were available on the WLDC Planning Portal, no further information was presented.

143491 Application to create a 1.5 storey dwelling, 34 Station Rd, Bardney. No comments.

143469 Land adjacent to 27 Silver Street Bardney. Conditions relating to drainage. Declaration of Interest received from Cllr Shaw. No comments.

143468 Land adjacent to 29 Silver Street. Conditions relating to drainage. No comments

143077 Hazardous material at Rase Warehouse. The HSE have asked for an extension of time to investigate the impact of the proposal. It was agreed to comments on the proposal asking for BGPC to be included in any Emergency Planning in relation to this. Clerk to ask for a copy of the current Emergency Plan for the area.

The Chairman also updated councillors in relation to the progress of 141702.

57-2021/22 Community events on the Village Green. To grant permission to use the Village Green for

i) Remembrance Day

ii) Carols on the Green

PROPOSED Cllr Darby **SECONDED** Cllr Speed and accepted **UNANIMOUSLY**

58-2021/22 To approve purchase of Poppy Wreaths for Remembrance Day and allocate tasks.

Proposed to continue with the same wreaths as previously purchased.

Large wreaths, Bardney, Stainfield, Southrey and IX Squadron. To be presented as follows;
Bardney & IX Squadron, Cllr Darby
Southrey, Cllr Shaw
Stainfield, Cllr Corbould

PROPOSED Cllr Darby **SECONDED** Cllr Corbould and voted **UNANIMOUSLY** in favour

59-2021/22 To provide update on Traffic Regulation Order for Queens Street (Cllr Papworth)

Cllr Papworth reported that LCC Highways had responded that the road was not long enough for the restriction to be enforced.

60-2021/22 To consider proposal to have formal meeting with the Police (Cllr Papworth)

PROPOSED Cllr Papworth **SECONDED** Cllr Darby and voted **UNANIMOUSLY** in favour

61-2021/22 Update on St Oswald's Feast Day.

The St Oswald's Feast Day event was held on The Community Land and was structured as a free event for both the public and local businesses. In order to stage the event certain assets and infrastructure were required to ensure public safety and basic amenities, these were drivers for some of the baseline costs. Namely, First Aid assistance was required as it was a public event. Toilets were seen as essential due to the length of the event, and the remoteness of the venue. ALS Group were approached in order to create a skeletal structure for the event and provide attractions that would entice footfall. As ALS Group had operated throughout COVID-19 restrictions, they provided the necessary expertise and advice to the council such that even if the lock-down had still been in place the event could still have proceeded.

There was a long lead time for the event and were certain key gateways established to determine decision go/no-go points. These points condensed down to 'was the weather on the day favourable enough to proceed' at one week out. Understandably some businesses were reluctant to commit to the event early due to the uncertainty of COVID-19, and the numbers that may attend. This situation did improve. The Clerk and clerical assistant worked hard during the lead-in ensuring that the assets would be in place, and the necessary documentation had been cleared.

A special paragraph for Mr Tony Castle. Tony managed the Face Book page for the event, and also acted as promoter, and entertainment coordinator. His assistance in accessing the local music scene, securing the entertainers for the day, and promoting the event with daily and weekly releases proved invaluable. Also, thanks to the Scout Group for managing the

on-site parking. Kevin Martin, Dave Martin, Paul Garton and colleagues also require thanks for their assistance with the bands. Finally a special thank you needs to go to Simon Lee for stepping forward and offering his assistance.

Costs

	Cost	VAT	Actual Cost
ALS*	2160	360	1800
First Aiders	450	0	450
Water **	15.60	0	15.60
Personal Radios	36	0	36
Total			2301.60

NB; cost of signage still to be considered invoice is for £400, but believe that this is incorrect. Currently we are waiting for invoice to be ratified. This maybe a one off cost as the signs can be re-used for future events.

*ALS Group breakdown included; 6 Portable Toilets. 30KVa Portable Generator (including fuel). Sound equipment; speakers and microphones for the stage. Not included in these costings; Laser Tag, Bouncy Castle's, food/drink vouchers for the stage performers.

** Water was provided for the performers, scout group and councillors.

Also, what is not included in these costs was the trailer that was used as the stage. The trailer was supplied and delivered by Branston Potatoes Ltd free of charge.

Main points;

- Successful event – positive feedback from the stall holders on the day. Due to everyone being busy on the day a headcount for footfall was difficult.
- Parking worked well resulting in no highways obstructions.
- The Ground held well under the footfall and the vehicles.
- Able to get large vehicles onsite. The access by the cemetery is considered only suitable for light vehicles due to the turning circle of the access. The other gate is suitable for the larger vehicles.
- Proven that facilities are suitable for other events. Although the field is not a uniform shape it can be sub-divided easily.

Points for future;

- Regardless of the lead-in time, and the hard work that went into the planning, prepping the site is still takes time.
- Despite the hard work and enthusiasm of everyone on the day more volunteers will be required if the event grows.
- If the event is to become an annual one, and still be free to stall holders and the public other events must be staged and proven to be profitable.

- We need to cultivate our own supply chain and providers to be able to offer bespoke packages to perspective clients. This would include portable toilets, power generators, and refuse disposal.

62-2021/22 To declare that the Lincolnshire Fryer refused to accept money for food supplied to Councillors at St Oswald's Feast.

To formally record that the Lincolnshire Fryer would not accept any payment for food purchased by councillors at the St Oswald's Day event.

63-2021/22 To consider quotes for decorative benches

It was agreed to discuss options with the manufacturer of the other benches on the Village Green and to contact both IX Squadron and the Polish War Memorial veterans in relation to funding commemorative benches.

64-2021/22 To consider quotes for tree surgeon

Full Survey has done the work before	Company A	£195 no VAT
Full survey have not used them before	Company B	£810 no VAT

It was agreed to use Company A

PROPOSED Cllr Darby **SECONDED** Cllr Corbould and voted **UNANIMOUSLY** in favour

65-2021/22 To receive update with office. LCC have issued notice on the lease for the office.

- i. To consider quotes for a generator

Company A	16Kva delivery and fuel	£6338.83 + VAT
Company B	12KVA delivery and fitted	£8540.40 + VAT
Company C (verbal via John)	12kVA	£11,000 + VAT
Company D	16KVa and fuel	£6770.00

Company E	8.5Kw	£599.99
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PROPOSED Cllr Darby **SECONDED** Cllr Bates and voted **UNANIMOUSLY** in favour

- ii. To consider quotes for a septic tank

Company A	Alpha cesspool 2800L	£710 delivered* + VAT
Company B	Alpha cesspool 2800l	£750 delivered + VAT
Company C	Marsh cesspool 2800L	£982.74 delivered
Company D	Klargester cesspool 2800L	£1035.00 + VAT

* do not have access to a forklift to unload

Agreed to use Company B

PROPOSED Cllr Waddington **SECONDED** Cllr Darby and voted **UNANIMOUSLY** in favour

Note Vote was taken to Suspend Standing Orders due to going over time

PROPOSED Cllr Shaw **SECONDED** Cllr Speed and voted **UNANIMOUSLY** in favour

66-2021/22 To consider purchase of bulbs for raised beds.

Agreed to £50 maximum spend and to replace the planters on the Village Green.

PROPOSED Cllr Darby **SECONDED** Cllr Bates and voted **UNANIMOUSLY** in favour

67-2021/22 To consider request from allotment holder to rewild plot.

Agreed and to allow the individual gate access

PROPOSED Cllr Darby **SECONDED** Cllr Corbould and voted **UNANIMOUSLY** in favour

68-2021/22 To receive update on petition relating to proposal to paint double yellow lines on Silver Street.

Declaration of Interest made by Cllr's Shaw and Darby. Agreed for Clerk to investigate best way to present the petitions to LCC.

69-2021/22 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 Darby **SECONDED** Cllr Bates and voted **UNANIMOUSLY** in favour

70-2021/22 To consider report from the Chairman of the Personnel and Review Committee in relation to staffing matters

71-2021/22 Confirm date of next parish council meeting - as Thursday 21st October 2021

Ended 10.05pm

DRAFT