

Bardney Group Parish Council

Minutes of meeting held Thursday 20th September 2018 at 7.15pm

At Bardney Fire Station, Alma Martin Way, Bardney

Councillors Present:

Cllr R Webb – Chair
Cllr M Corbould
Cllr B Newlove
Cllr M Speed
Cllr C Shaw
Cllr J Zubic
Cllr S Zubic

In Attendance:

Anna Lawson as Clerk and RFO to the Council
1 member of the public

Apologies:

Cllr Darby
Cllr Cluett

No report had been received from PCSO Parker.

Parishioner requested consideration of an additional name to be added to the War Memorial in Bardney. Council advised that as the War Memorial was a listed monument the Council would need to obtain the relevant permissions. The council asked for the parishioner to submit information about the individual for consideration. The Parishioner also requested information regarding the staff salaries. Council advised that this information was covered by data protection. Council explained that the precept had not increased above inflation over the last three years and staff salaries have been covered from saving gained within the organisation.

The meeting commenced at 7.10pm

1-20/09/2018

Apologies for absence. To receive apologies for absence.

Cllr Darby and Cllr Cluett.

2-20/09/2018 County & District Councillor Fleetwood - A copy of Cllr Fleetwood's September 2018 brief had been circulated earlier. It was noted that the report related to actions of LCC and not WLDC. Cllr J Zubic stated WLDC had flawed campaign regarding smart meters.

3- 20/09/2018 Chairman's Report. To receive a report from the Chairman of the Council.

Chairman stated that the council owned approximately 20 acres of land with 11 acres currently becoming vacant in January 2019. The Chairman stated that the legacy of the council should be to utilise the opportunity that this brings. At the Neighbourhood Planning sessions in spring 2017, residents stated that they wanted shops, business units, leisure facilities. BGPC should look into these options, in order to actually deliver what the people want. Cllr Newlove stated that he did not believe that the land was viable for development, however Cllr S Zubic said that she believed that the council should think big and consider all opportunities.

4-20/09/2018 To receive declarations of interest (2011 Localism Act) on Agenda items.

None received

5-20/09/2018 To receive dispensation requests on Agenda items and to decide whether to grant same.

None required

6-20/09/2018 To approve as a true record the notes of the parish council meeting held 19th July 2018.

The Committee **RESOLVED** unanimously to accept the notes as a true record (**PROPOSED** Cllr Webb, **SECONDED** Cllr Speed).

7- 20/09/2018

To receive update on actions raised at the 19th July meeting and consider a report from the Clerk to the Council on any outstanding matters.

1. Update on ongoing matters.

- Logo. Information received back from ex-Cllr Pearson.
 - i. Common theme from the children is the propeller, so should use this design. Ideas to be sent to a designer.
 - ii. BGPC should purchase item for the school as a thank you.
- Allotments. Two new allotment holders have taken on plots. Other issues still ongoing
- LALC Network meeting. Clerk to attend on 27/9 at The Bentley.
- Straw Lorries. Problem continues, meeting with Nocton PC, Wragby PC, Ruskington PC and Potterhanworth PC, LCC, NKDC and Anglian Water to be arranged and held here, to discuss way forward.
- Flooding. Following incidents in July, have moved sandbag bins to Abbey Rd and issued code to local residents.
- Voting in May 2019. Procedures are being looked into and will update when information is available.
- Cllrs Speed, Newlove, Shaw and S Zubic met with JDR. They reported site currently employs 67 people, 10 of whom are from Bardney. Initially claimed would employ 80% of staff from Bardney. Main issues regarded noise, odour and gaining more vacancies for local people.
- The grass has been cut around the edge of the field, the Handyman has been advised not to continue to do this as this is not an official footpath and is not covered by insurance etc.
- The Admin Assistant position was sent to the editors of the Parish Magazine for their October edition, however a copy was posted early in Bardney Noticeboard. The Admin for the FB page was asked to embargoed it until after the position was approved at FCM and this has been complied with.
- Gala Permission. The documentation received by BGPC prior to the Gala did not fully comply with what was requested. Spoke to Came and Co who advised BGPC cover was sufficient. However, Gala brochure stated that Allotments entrance was for use by car boot sale as well as dog show. Correspondence with Gala Committee only raised issue of access for Dog Show.
- Lease. The lease for the office is still ongoing. Have not paid rent on the office for several months so the bill will be quite high.
- Parish Office very busy at the moment as only open half of normal time. New hours to start 01.10.18

LEAVE:

Handy man away 24.09.18 to 03.10.18

8-20/09/2018

Financial matters.

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

Bank Reconciliation for July 2018 as at 31.07.18

Balance as at 01.07.18		£107,816.39
Income		
Handyman	520.00	
Total income		£ 520.00
Expenditure		
Salaries/Office	2983.77	

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Admin	692.61		
Handyman	720.67		
Grasscutting	4152.80		
Village	328.08		
Cemetery	27.82		
Total expenditure		£8,905.75	
Balance as at 31.07.18			£99,430.64
Less cheques			
300766 Data shred 300762 Agrii			
300759 NALC 300758 NALC			
Bank Reconciliation for August 2018 as at 31.08.18			
Balance as at 01.08.18			£99,430.64
Income			
Handyman	400.00		
Cemetery	320.00		
Total income		£720.00	
Expenditure			
Salaries/Office	3072.56		
Admin	970.22		
Handyman	350.48		
Grasscutting	2076.40		
Village	324.00		
Total expenditure		£6793.66	
Balance as at 31.08.18			£93,356.98
Less cheques Agrii 300762	£194.16		

ii. 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 Newlove, **SECONDED** Cllr S Zubic).

Payment Ratification Aug 2018				value	VAT	ExVAT	% of budget*
B/P	Wages and NI	Aug	Salaries	3072.56	0.00	3072.56	
	Total Office/Salaries						45% of budget
PO20388	PKF LittleJohn	Audit	Servcies Admin	360.00	60.00	300.00	
PO20387	Viking	Cleaning	Admin	56.73	8.04	48.69	
PO20394	SLCC	Membership	Admin	165.00	0.00	165.00	
	Total Admin			581.73			19% of budget
PO20396	Fuel card	Fuel	Handyman	14.58	2.43	12.15	Direct debit
PO20389	E-Quip	Sign	Handyman	8.50	1.70	6.80	
PO20390	E-Quip	Paint stuff	Handyman	27.00	4.50	22.50	
PO20391	E-Quip	Paint & Bolts	Handyman	27.82	4.64	23.18	
PO20392	E-Quip	Paint	Handyman	54.49	9.09	45.40	

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PO20393	E-Quip	Paint	Handyman	47.99	8.00	39.99	
Total Handyman				180.38			45% of budget
	Tudor						
PO20382	Grounds	Grasscutting	Grasscutting	2076.40	346.70	1729.70	
Total Grasscutting				2076.40			60% of budget
		Clean War					
PO20384	E Gill	Mem	Village	324.00	108.00	216.00	
Total Village				324.00			72% of budget
		Pegs for					
PO20386	Expenses	names	Cemetery	7.99	0.00	7.99	
Total Cemetery				7.99			73% of budget
<u>Payment Ratification September 2018</u>							
				value	VAT	ExVAT	% of budget*
B/P	Wages and NI	Aug	Salaries	3072.56	0.00	3072.56	
Total Office/Salaries							45% of budget
PO20374	AD Claydon	Audit Servcies	Admin	90.00	0.00	90.00	
PO20375	Viking	Stationery	Admin	28.27	3.88	24.39	
Total Admin				118.27			12% of budget
PO20381	Fuel card	Fuel	Handyman	14.40	2.40	12.00	Direct debit
		Lawnmower					
PO20373	Charles Hill	repairs	Handyman	33.63	5.60	28.03	
PO20376	E-Quip	Church railing	Handyman	17.82	2.97	14.85	
PO20377	E-Quip	Church railing	Handyman	89.50	14.92	74.58	
PO20378	E-Quip	Church railing	Handyman	18.14	2.58	15.56	
PO20379	E-Quip	Church railing	Handyman	91.19	15.20	75.99	
PO20397	Les Waters	Mower repairs	Handyman	36.00	6.00	30.00	
Total Handyman				300.68			42% of budget
	Tudor						
PO20382	Grounds	Grasscutting	Grasscutting	2076.40	346.70	1729.70	
Total Grasscutting				2076.40			60% of budget
PO20384	E Gill	Clean War Mem	Village	324.00	108.00	216.00	
Total Village				324.00			72% of budget

- iii. **The Clerk/RFO also reported that the Council had received a clean bill of health from the External Auditor, PKF Littlejohn, with no notes or comments raised. The Chairman wished for it to be minuted that he thanked the RFO for her work over the last three years.**

9-20/09/2018

- iv. **Planning matters.** To note any approved applications received and consider any planning applications. **138040 - Land Adjacent to Newhaven, Southrey.** Application for approval of reserved matters for the erection of 1no. dwelling considering access, appearance, landscaping, layout and scale, following outline planning permission 135446 allowed on appeal 31 July 2017. BGPC had no further comment to make.

V. 138279 – Sudtrie Cottage, Southrey. Outline planning application to erect 1no. dwelling with access, layout and scale to be considered and not reserved for subsequent applications. Points to be raised; Access to site. Access to the site is via a single track lane, and a 90 degree right hand turn through a narrow gateway with 6' high fencing. Large vehicles will have extreme difficulty accessing the site and there is a high level of potential damage to the highway and verges in the vicinity. There is no obvious option to 'crane' materials onto the site. Road access into Southrey village is via a narrow road which is almost single track in places.

Flooding. Southrey has a history of susceptibility to flooding. There are two automatic dredgers situated on the River Witham on both sides of the village to prevent further flooding. It was noted on the date of the site visit that soil in the area had more water retention than other parts of the vicinity. It was also noted that the neighbouring field had a natural pond.

Foul drains, sewage and Waste water. The Water Study report of 2010 stated that the Bardney area would become classed as 'Amber' for Foul drains and Waste water when 330 additional homes were built. Several large developments have been built within Bardney since 2010 and it is believed that these (along with already approved properties) will total over 330.

Precedent. Southrey is similar to other small Lincolnshire villages where housing stock have exceptionally long gardens. If this development was allowed it would set a precedent for further development of this nature and would affect an aspect of Lincolnshire housing stock that is attractive to people wanting to move into the area. This response has been previously approved see minute ref 149 - 20/04/2017 as applicable to another application on the same road.

138176 – Land at Abbey Rd, Bardney. Application for approval of reserved matters following outline planning permission 137520 granted 3 May 2018, considering appearance, landscaping, layout and scale for Plot 6. BGPC had no further comment to make

138311 – 82 Station Rd, Bardney. Planning application for 2 storey extension resubmission of 138012

10-21/06/2018 Village Hall – To consider way forward following recent meetings.

Councillors received a report from Cllr Newlove regarding recent meetings with the Village Hall. The Village Hall Committee are going ahead with work to change part of the hall into an office. The Village Hall Committee has asked BGPC for a letter of intent, with regards to moving into the new office. Rent charges are not available and would be subject to consideration by an independent valuer. Councillors stated that as the VH Committee could not provide details of the annual rent and additional charges, then it was not possible to offer a letter of intent at this stage. However it may be possible to offer a letter requesting first refusal when the office becomes available.

Cllr Newlove stated that the Village Hall Chairman had voiced his disappointment that Cllr Speed and the RFO had not attended the meeting. Cllr Speed and the RFO stated that they were not aware of the meeting and that they had been unofficially informed in August that future meetings had been cancelled. The Chairman noted that there is a history of disagreements between the VH and BGPC.

Cllr Newlove stated that the VH Committee were unhappy as BGPC had initially offered grants and support for roofing and this had not transpired. The Chairman explained that BGPC had offered to assist the VH Committee to apply for external funding and any CIL/S106 funding that may be available in the future. However BGPC cannot offer direct funding to organisations.

The Chairman requested that the Clerk draft a copy of the letter for consideration at the next meeting.

RESOLVED unanimously to consider sending the Village Hall Committee a letter requesting first refusal on the new office in the village hall when it becomes available. (**PROPOSED** Cllr Newlove, **SECONDED** Cllr Speed).

11-20/09/2018

Bardney Allotments. To consider 5 year plan for the development of the site.

Due to the apology sent in by Cllr Cluett, this item was suspended.

13-20/09/2018

Recycling Bins. To consider the introduction of recycling bins around the village.

Due to the apology sent in by Cllr Cluett, this item was suspended.

13-20/09/2018

Signage Policy. To consider the adoption of a policy to cover Signage around the villages.

The Chairman stated that signage is owned by Highways and as such any signage can only be placed at the permission of LCC Highways. Cllr Newlove also indicated that all signage is subject to planning permission.

RESOLVED to adopt the Signage policy. (**PROPOSED** Cllr Webb, **SECONDED** Cllr Newlove, For 3, Against 3 casting final vote Cllr Webb).

14-20/09/2018

Remembrance Wreaths – To consider how many wreaths are required for Remembrance Day.

The Chairman advised the council that there were a number of issues raised after last year's Remembrance Day, with some parishioners being unnecessarily disparaging towards council members. The War Graves Commission guidelines that wreaths may be laid at any time of the day on the memorials. In order to commemorate this anniversary year the proposal was to purchase special wreaths for Bardney, Stainfield and Southrey, and for this year a wreath to be laid on the 9 Squadron Memorial.

Following the problems of last year the proposal was put to council as to whether BGPC still wishes to lay a wreath on the one Commonwealth Grave in the Cemetery.

RESOLVED unanimously to lay one wreath on the Commonwealth Grave in the Cemetery. (**PROPOSED** Cllr Webb, **SECONDED** Cllr S Zubic).

15-20/09/2018

Bardney Cemetery – to consider issues in relation to the grassed area in Part IV

Cllr Speed gave a report regarding issues at the Cemetery. It appears that several plots have been levelled by families without asking the Parish Council's permission. Due to the high temperatures this year the grass has died off. Cllr Speed also reported that another plot had an excessive amount of soil placed on top.

Another issue relates to a headstone being 2" over height, however Cllr Speed stated that this may be due the wording in the Cemetery Terms and Conditions.

With regards to the headstone height, it was proposed that the Cemetery Terms and Conditions are re-assessed and re worded to prevent further confusion. The width of the headstone should also be stated in the document and the width must be less than the size of the plot.

The 'oversized' mound should be allowed 12 months from the date of burial in order to allow for settlement, then the family should be written to and asked to rectify.

Prices should be obtained for the cost of feeding the grass in the whole of the Cemetery.

16-20/09/2018

LALC AGM and Agenda. To consider attending and representatives.

The Chairman proposed that the Clerk should attend the AGM each year along with the Chairman and in his absence the Vice-Chair and in their absence the attendees to be selected by the whole council. Cllr Shaw had previously stated his wish to attend the event and represent the council, as he has attended in previous years. Cllr Web stated that it was now appropriate for other members to attend.

RESOLVED Unanimously for the Clerk and Chairman to attend the LALC AGM. (**PROPOSED** Cllr J Zubic, **SECONDED** Cllr S Zubic).

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17-20/09/2018.

Establishment. Council voted to move into closed session in accordance with Public Bodies (Admissions to Meetings) Act 1960 to discuss the following matters;

- i. To approve the job description for the new position.
- ii. To consider further steps regarding planning issues.

To confirm the date of the next parish council meeting.

- Next meeting date confirmed as Thursday 18th October 2018.

The meeting closed at 8.52pm

Signed by Chairman.....

Date.....