

Minutes of meeting held Thursday 21st June 2018 at 7.15pm

At Bardney Fire Station, Alma Martin Way, Bardney

Councillors Present:

Cllr R Webb – Chair
Cllr R Darby – Vice-Chair
Cllr B Newlove
Cllr Cluett
Cllr M Corbould
Cllr M Speed
Cllr C Shaw
Cllr J Zubic
Cllr S Zubic

In Attendance:

Jude Sparks as Clerk to the Council
Anna Lawson as Responsible Finance Officer
County & District Cllr I Fleetwood
2 members of the public

Apologies:

None

No report had been received from PCSO Parker.

Parishioners, as representatives of the Gala committee, wished to discuss why the Gala had been refused permission to use the allotment access this year. The Chair explained that the Council had made the decision based on several concerns following last year's event; including the gate being left open, no supervision of cars accessing the site and a representative of the Gala committee raising issues with regard to the condition of the track and commenting that the Council would be liable if a car was damaged.

This was refuted by the parishioners; however, it was agreed with the Chair the matter can be placed on the July agenda if the Gala committee provides additional suggestions to the Clerk as to how access would be managed, and 5 Councillors provide their signed agreement to it being included.

The meeting commenced at 7.16pm

1-21/06/2018

Apologies for absence. To receive apologies for absence.

- None received.

2-21/06/2018

- **County & District Councillor Fleetwood** - A copy of Cllr Fleetwood's June 2018 brief had been circulated earlier.
- Local issues include:
 1. Watermain issue as a result of a burst main, fixed quickly by Anglian Water.
 2. Still outstanding issues with Bardney Clay. WLDC have advised that any shooting is taking place on land that is in East Lindsey however, Cllr Fleetwood is maintaining a watchful eye on the situation.
 3. Advised that the Hawthorne Road from Cherry Willingham to Bunkers Hill will be closed between 25th – 29th June due to work on the Eastern bypass.
 4. Work is continuing on the Eastern bypass and a new permanent contractor has been brought in to replace Carillion. The bypass is currently expected to be completed in January 2020 but is at present expected to be £20 million over budget.
 5. The Environment Agency (EA) are pursuing a company in relation to the recent pollution in the River Witham, with a view to prosecution. EA have stated that they do intend to replace the fish.

The Chair mentioned an apparent ongoing issue with woodland close to Bardney that BGPC had not been made aware of. The Chair respectfully requested that BGPC be made aware of any issues that may affect the parish.

Cllr Newlove expressed concern as to the fact that the area includes a public footpath and no warning signs had been erected.

Cllr Corbould commented on the faulty cattle grid at Stainfield, that had to be reported as a large pothole as the system didn't accept a cattle grid and asked when it is likely to be repaired. Cllr Fleetwood stated he would check the report within his area and send a copy to the Clerk.

3- 21/06/2018

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

The Chairman provided the following information:

- A meeting with the CCG to discuss the issues with the local Doctors Practice took place on 1st June 2018.

4 – 21/06/2018

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

- Cllr Newlove in relation to item 9 on the agenda - Planning applications 137683 and 137794.

5 – 21/06/2018

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

- Cllr Newlove in relation to item 9 on the agenda - Planning applications 137683 and 137794. Dispensation authorised by Clerk.

6-21/06/2018

To approve as a true record the notes of the parish council meeting held 17th May 2018.

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

7-21/06/2018

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.

- Notification received that as ten electors did not request an election the casual vacancy to replace Cllr Pearson may be co-opted. In accordance with suggested best practice by LALC a notice seeking candidates for co-option has been placed on the noticeboards.
- Complaints & Compliments:
 - 1) Complaint from parishioner regarding parking down Station Road & Church Road. Parishioner is of the opinion that most cars parked belong to staff from Home from Homecare. As parishioner has been unable to contact them direct is to provide registration details to clerk which will be passed on. Clerk spoke to Home from Homecare who agreed to action where necessary and to remind staff and contractors of where they should be parking.
 - 2) Complaint by parishioner over spraying in the fields adjoining the allotments. Agreed Clerk to write to farmers to make them aware and to see how they can assist in this matter.
- PCSO contacted regarding issues raised regarding alleged illegal activity at the back of Village Hall, parking as a result of ongoing roadworks on Station Road and parking by the gun shop & chip shop.
- Two emails sent to Arboricultural Officer for LCC, who completed the arboriculturalist report on the trees in 2016, to see if another survey can be carried out.

2. Requires action.

- Handyman been advised that he may no longer be able to purchase large quantities of rat bait as the qualification to do so has recently changed. Clerk investigating and will arrange for handyman to complete suitable course as soon as possible. Handyman may still purchase rat bait but in smaller amounts than at present.
- Village Hall meeting to take place on Tuesday 26th June.

3. Correspondence.

Correspondence is available to be viewed in the office.

- Latest funding alerts received from Lincolnshire Funding Portal.
- Latest ACAS East Midland's e-connect newsletter received. Emailed to all.
- Email from National Association of Councillors details conference to be held on Community Safety 29th June-1st July. Emailed to all.
- Latest brochure from Landscape & Amenity Products.
- Latest brochure received from Glasdon, designers of bespoke Gateways, seating and benches.
- Email from Shelutions Urban Furniture, manufacturers of bus shelters offering cleaning and repairing services.
- Email from Lincolnshire Funding Portal providing information on the latest funding opportunities.
- Email received from Earth Anchors detailing their latest modular bench.
- Latest copy of Clerks & Councils Direct received.
- Latest NALC newsletter received. Emailed to all.
- Email from NALC regarding annual conference to be held in October. Emailed to all.
- Letter received requesting consideration for land within the area to be included in any future development plans.

4. For Information/Already Actioned:

- Parishioner expressed concern with regard to overhanging branches on Wragby Road. BGPC have written to resident asking whether it is possible for branches to be cut.
- Letter received from Gala Secretary Bardney Gala Committee expressing sadness that access has not been granted this year.
- New system in place for reporting faults to Highways. A new reporting form has been produced and Highways will no longer provide automatic updates on the progress being made on faults. Emailed to all.
- June is scam awareness month and a request has been received from LCC to place posters on noticeboards reminding parishioners to be scam aware. Placed on noticeboards.
- Received an email from a Parishioner regarding traffic driving too fast through the village of Stainfield. Parishioner wished for the SID to be sited there. Advised not a 30mph area so Highways would not grant permission. Advised BGPC looking to be part of Community Speed Watch initiative.
- Email from Lincs Fire & Rescue regarding Resilient Communities Conference to be held on 12th July. Emailed to all.
- Mr Bellwood has confirmed he is content to remain the parish nominee for Kitchings General Charity until May 2019.

LEAVE:

The office will be closed 10th & 11th July due to annual leave.

CLlr Darby sought clarification that the handyman could still use the rat bait despite not being able to buy large quantities. The Clerk advised that he can.

CLlr Shaw expressed an interest in attending the National Association of Councillors conference on Community Safety to be held from 29th June – 1st July.

8-21/06/2018

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 Newlove, **SECONDED** Cllr Speed).

Payment Ratification June 2018

				value	VAT	ExVAT	% of budget*
				2870.3		2898.5	
B/P	Wages and NI	June	Salaries	7	0.00	8	
Total Office/Salaries							27% of budget
PO2035							
8	Viking	Stationery	Admin	16.66	2.78	13.88	
PO2034							
6	LALC	Stationery	Admin	17.00	0.00	17.00	
PO2034							
9	ICO	Stationery	Admin	40.00	0.00	40.00	
PO2035							
3	Came & Co	Stationery	Admin	168.00	0.00	168.00	
Total Admin				241.66			4% of budget
PO2035							
1	E-Quip	Misc	Handyman	38.40	6.40	32.00	
PO2035							
0	E-Quip	Drill & cutting	Handyman	36.81	6.14	30.67	
PO2034							
9	E-Quip	Misc	Handyman	17.54	6.26	11.28	
PO2034	Lincoln Rural						
6	Training	Training	Handyman	214.00	18.00	196.00	
PO2035							
7	B Knight	Wood	Handyman	90.94	15.16	75.78	
PO2035							
6	B Knight	Wood	Handyman	56.88	4.54	52.34	
PO2035							
5	B Knight	Wood	Handyman	43.13	4.54	38.59	
Total Handyman				497.70			31% of budget
PO2035							
4	Tudor Grounds	Grasscutting	Grasscutting	2076.40	346.70	1729.70	
Total Cemetery				2076.40			27% of budget
PO2034							
5	David Ogilvie	Benches	Village	1864.80	310.80	1554.00	
PO2034		Memorial					
8	E.Gill & Son	cleaning	Village	648.00	108.00	540.00	
Total Village				2512.80			63% of budget

To approve bank reconciliation for May 2018.

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

Bank Reconciliation for May 2018 as at 31.05.18

Balance as at 01.05.18 **£116,936.07**

Income

Cemetery	650.00	
Allotments	129.00	
Handy	415.00	
Total income		£1194.00

Expenditure

Salaries/Office	2996.53	
Admin	1659.37	
Handyman	517.66	
Cemetery	70.00	
Total expenditure		£5243.56

Balance as at 31.05.18 **£112,886.51**

Less cheques
 300740 2076.00 TGM
 300741 1864.80 David Ogilvie Engineering

- **RESOLVED** by unanimous vote to move £45,000 from Cambridge Building Society to Dudley Building Society as the deposit rate is higher. (**PROPOSED** Cllr Webb, **SECONDED** Cllr Newlove).

The Chair sought clarification that the same signatories were to be used. The RFO confirmed that would be the case.

- **RESOLVED** by unanimous vote to approve opening a Fuel card account for use by the handyman. (**PROPOSED** Cllr J Zubic, **SECONDED** Cllr Newlove).

9-21/06/2018

Planning matters. To note any approved applications received and consider any planning applications.

- **137539** - Planning permission approval for replacement dwelling at Hillside, Ferry Road, Southrey. BGPC had no further comment to make.
- **137859** – Planning application for proposed two-storey extension to rear of 71 Silver Street, Bardney, LN3 5XG. RFO as Planning Officer commented that there are no apparent issues with this application. BGPC had no further comment to make.

- **137683** – Planning application for 4 self-contained units at The Goods Shed, Bardney Heritage Centre, 123A Station Road, Bardney, LN3 5UF.
- **137794** – Listed building consent for 4 self-contained units at The Goods Shed, Bardney Heritage Centre, 123A Station Road, Bardney, LN3 5UF.

Cllr Newlove confirmed that there will be 14 parking spaces. Cllr Shaw asked whether the units are for residential use and Cllr Newlove confirmed that they are. BGPC had no further comment to make.

10-21/06/2018

Development plan – To resolve to agree to the creation of a 5- year development plan.

The Chair explained the purpose of the plan and how he envisaged it progressing. Cllr S Zubic commented that she considers that a Cllr should be involved in the planning discussions together with the RFO. Cllr Corbould stated that she considers the plan a good idea for BGPC going forward.

Cllr Fleetwood stated that BGPC is one of only a handful of parishes that does not have a Neighbourhood Plan and that to have one would be beneficial as once approved by WLDC it would be taken in to consideration when planning applications are made. The Chair and RFO stated that advice received at the time a plan was last discussed was not to proceed. Cllr Fleetwood advised that there is funding available from WLDC.

Cllr Shaw suggested that whoever became the portfolio holder for this area should consider the Neighbourhood Plan again.

- **RESOLVED** unanimously to agree to the creation of a 5- year development plan. (**PROPOSED** Cllr Webb, **SECONDED** Cllr S Zubic).

Development plan – to resolve to agree portfolio holders.

- **RESOLVED** unanimously to accept Cllr Corbould as councillor to cover Apley & Stainfield. (**PROPOSED** Cllr Corbould, **SECONDED** Cllr S Zubic).
- **RESOLVED** unanimously to accept Cllr Cluett as portfolio holder for the allotments. (**PROPOSED** Cllr Cluett, **SECONDED** Cllr Speed). Cllr Darby offered to assist Cllr Cluett.
- **RESOLVED** unanimously to accept Cllr Speed as portfolio holder for the cemetery & closed churchyard. (**PROPOSED** Cllr Speed, **SECONDED** Cllr Cluett).
- **RESOLVED** unanimously to accept Cllr J Zubic as portfolio holder for Highways. (**PROPOSED** Cllr J Zubic, **SECONDED** Cllr Speed).
- **RESOLVED** unanimously to accept Cllr Newlove as portfolio holder for the Village Hall & playing field. (**PROPOSED** Cllr Newlove, **SECONDED** Cllr J Zubic).
- **RESOLVED** unanimously to accept Cllr Speed & Cllr J Zubic as portfolio holders for risk assessments. (**PROPOSED** Cllr Speed, **SECONDED** Cllr Corbould).
- **RESOLVED** unanimously to accept Cllr Webb as portfolio holder for road safety. (**PROPOSED** Cllr Webb, **SECONDED** Cllr Newlove).

11-21/06/2018

Bardney cemetery.

- **RESOLVED** unanimously to permit Bardney Cemetery Improvement Group to raise the four headstones which are currently flat in the cemetery, for whom it has not been possible to source a living relative. (**PROPOSED** Cllr Webb, **SECONDED** Cllr Darby).

Cllr J Zubic sought confirmation that photographs would be taken before restoration occurred, in case for any reason the headstones had to be returned to their pre-restoration appearance. The Chair confirmed that Bardney Cemetery Improvement Group do take photographs.

12-21/06/2018

Allotment. To approve the future use of the field.

Following discussion as to the current tenancy arrangements the Chair suggested that the lease should not be renewed. Cllr Darby advised that should the lease continue under the present arrangements until the 7 year point the Council would then be a situation of disposing of public land. The Chair directed the Clerk to include on the July agenda to enable Council to formally decide.

13-21/06/2018

Closed churchyard – to resolve to replace the rotten posts on the east side of the churchyard and by the Manor House.

Cllr Speed asked whether it was because this was the closed churchyard that it had been brought to Council, Clerk agreed it was. The Chair confirmed as it wasn't parish land it needed to have Council decide.

- **RESOLVED** unanimously to resolve to replace the rotten posts on the east side of the churchyard and by the Manor House. (**PROPOSED** Cllr Webb, **SECONDED** Cllr Darby).

Clerk directed to write to Reverend Bartlett to make him aware.

14-21/06/2018

Facebook – To authorise the reinstatement of Facebook, purely for information purposes.

- **RESOLVED** unanimously that Facebook be reinstated on the proviso that it is only monitored during working hours and is not intrusive to staff. (**PROPOSED** Cllr Webb, **SECONDED** Cllr Corbould).

15-21/06/2018

Personnel & Review Committee – to elect members for Personnel & Review Committee.

- **RESOLVED** unanimously that Cllr Speed will be a member of the Personnel & Review Committee. (**PROPOSED** Cllr Webb, **SECONDED** Cllr Newlove).
- **RESOLVED** unanimously that Cllr Corbould will be a member of the Personnel & Review Committee. (**PROPOSED** Cllr Webb, **SECONDED** Cllr J Zubic).

16-21/06/2018

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

- Cllr Darby
 - Commented that the new benches have received a positive response from villagers.
- Cllr Webb
 - Asked if handyman could check the sign by the village green as it appeared to be on a slant.
 - Queried whether BGPC are any further forward with meeting CCG as next meeting appears to be in abeyance. Has requested a meeting with the acting Practice Manager of the surgery and is waiting to hear back.
- Cllr S Zubic
 - Following a visit to the cemetery with the Clerk considers that the cemetery Terms & Conditions need to be reviewed, especially in light of the fact that Council agreed to do in February. Until they are consideration should be given to not contacting relatives regarding memorials. Cllr Speed agreed to look into as part of his new portfolio role with responsibility for the cemetery.
- Cllr Cluett
 - Nothing to report.
- Cllr Corbould
 - Nothing to report.
- Cllr Speed
 - The pavement outside 22 Abbey Road has collapsed and is potentially dangerous. It has been reported before but to date no action to remedy it has been taken. Cllr J Zubic to follow-up.
- Cllr Newlove
 - Still issues from Jordans Ryvita regarding lorries coming through the village and there is still debris on the road. Also, the wire by the bridge has come out of its housing. RFO has previously contacted Jordan's Ryvita on this matter but will do so again.

- Cllr Shaw
 - Nothing to report.
- Cllr J Zubic
 - Nothing to report.

17-21/06/2018. To confirm the date of the next parish council meeting.

- Next meeting date confirmed as Thursday 19th July 2018.

The meeting closed at 8.45pm