

Minutes from the meeting of Thursday 17th January 2019
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 Shaw	Clerk and RFO
Cllr Luke Cluett	Pauline Fry
Cllr B Newlove	Admin Assistant
Cllr M Speed	DC and CC
Cllr J Zubic	I Fleetwood
Cllr S Zubic	



No report had been received from PCSO Parker.

One parishioner attended as she wished to be considered as a member of Bardney Group Parish Council.

The meeting commenced at 7.04pm

1-17/01/19 Apologies for absence. To receive apologies for absence.
Cllr M Corbould and Cllr R Darby

2-17/01/19 County & District Councillor Fleetwood - A copy of Cllr Fleetwood's January 2019 report had been circulated earlier.
Cllr Fleetwood gave a brief outline of his report.

Concerns were raised by Councillors about the length of time the bridge would be closed and the financial/time this would have on businesses and residents.
Cllr J Zubic asked for the results of the survey, which was carried out in November, be brought to the meeting on 24th January 2019.
AL to request a copy of the report under freedom of information.
Cllr Shaw enquired about the Lincoln Transport Strategy and asked if an invite to the next meeting had been circulated to all Councillors, AL would circulate it again.

Councillors were reminded that discussions concerning Council matters should not take place through Facebook but should be directed to the Parish Clerk during office hours.

3-17/01/19 Chairman's Report. To receive a report from the Chairman of the Council.
The Chairman reported that a tremendous amount of work had taken place since the last Council meeting, The Clerk would provide details of this in her report.

4-17/01/19 To receive declarations of interest (2011 Localism Act) on Agenda items.
None received

5-17/01/19 To receive dispensation requests on Agenda items and to decide whether to grant same.

None required

6-17/01/19 To approve as a true record the notes of the parish council meeting held 15th November 2018

RESOLVED by unanimous vote to accept minutes from last Council meeting (**PROPOSED Cllr J Zubic, SECONDED Cllr M Speed**). Minutes signed by Chairman

7-17/01/19 To receive update on actions raised at the 15th November 2018 meeting and consider a report from the Clerk to the Council.

Update on ongoing matters.

Complaints & Compliments:

Clerks report

- Nominations required for Buckingham Palace Garden Party
- Still trying to arrange photo session with Bardney Playgroup for the Rogers Shield
- Electors meeting in all the Parishes needs to be done before Purdah kicks in 26.03.19
- No dog warden currently employed by WLDC. No cover provided - only support if individual has evidence and wish to take to court. Not really acceptable and BGPC not advised of this change. Also query as to which areas of the village have a PSPO. Update WLDC deploying staff to assist.
- Anglian Water. Great meeting with them 21.12.18 confirm Laing Close issue should be resolved now. Have also dropped off maps of the whole area to assist with planning issues. Meeting to be held with AW over new project tomorrow.
- Water in allotments operational next week
- John also repaired damaged concrete fencing in the Cemetery. Cost saving made
- Issue of skip and vans on village green, home owner written to, also looking to install removable barriers.
- Allotment meeting held
- Meeting held with Environment Agency
- Response received from Secretary of State referring back to Ombudsman, responded with Ombudsman's letter.
- Group of parishioners are keen to arrange a litter pick in the village. Have confirmed that BGPC are happy to support and supply equipment.
- Computer problem in the office now resolved. Currently looking into possibility of more user-friendly website.
- Meeting arranged with LCC Bridge dept.

- Christmas lunch went well, hopefully built bridges.
- Speed watch scheme progressing. Sites officially registered with the police, a number of people volunteering, currently awaiting training dates and equipment to be ordered.
- Agreed to support village litter pick
- Operation London Bridge appears to be getting greater push, need to link up with the Churches etc (community response)

Parishioner who has suffered flooding in the past is happy with the situation at the moment, so has decided she does not need a 2nd meeting at this time.

Proposal for work to be carried out around the village green in relation to the bollards will be brought to the next council meeting.

Following a discussion held regarding dog fouling along the cycle path the Clerk will clarify who owns this.

Cllr Webb informed the meeting that the clean up operation, following the chemical spillage, was underway. He had requested that the village be given a weekly report on its progress.

The Clerk gave an up date on Operation London Bridge.

8-17/01/19 Financial matters.

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

<u>Bardney Group Parish Council</u>			
Bank Reconciliation for November 2018 as at 30.11.18			
Balance as at 01.11.18			£82812.63
Income			
Cemetery	1745.00		
Allotment	29.00		
Grass cutting	299.55		
Total income		£2073.35	
Expenditure			
Admin	2273.12		
Handyman	224.09		
Grass cutting	2076.40		
Salaries	3568.71		
Grant s137	118.00		
Total expenditure		£8260.32	
Balance as at 30.11.18			£76,625.86

Bardney Group Parish Council

Bank Reconciliation for December 2018 as at 31.12.18

Balance as at 01.12.18 **£76,625.86**

Income

VAT Rebate 3295.83

Cemetery 320.00

Handyman 400.00

Total income £4015.83

Expenditure

Admin 144.50

Salaries 3523.74

Village 195.48

Total expenditure £3863.72

Balance as at 31.12.18 **£76,777.97**

Less cheques

300818 LALC Training £160.00

300817 Grafton Merchandising £48.00

300816 Lincoln Rural Training £121.25

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

Payment Ratification January 2018

B/P				value	VAT	ExVAT	% of budget*
	Wages and NI	January	Salaries	32072.56	0.00	2072.56	
	Total Office/Salaries						80% of budget
PO20431	Viking	Stationery	Admin	201.77	4.38	197.39	
PO20435	LCC	Legal Fees	Admin	400	0.00	400.00	
	Richard Burton						
PO20436	Solicitors	Legal Fees	Admin	500	0.00	500.00	
PO20441	Viking	paper	Admin	104.7	17.45	87.25	
	Total Admin			1206.47			59% of budget
PO20432	Charles Hill	Repairs	Handyman	66.94	11.16	55.78	
	Grafton						
PO20437	merchandising	Supplies	Handyman	211.85	35.31	176.54	
PO20442	E-Quip	Posts	Handyman	8.16	1.36	6.80	
PO20443	E-Quip	Plumbing	Handyman	163.65	22.28	141.37	
	Total Handyman			450.60			61% of budget
PO20434	SLCC	Cilca	Councillor	350.00	0.00	350.00	
	Total Councillor Training			350.00			198% of budget
PO20433	St Lawrence Church	Clock service	S137	144.00	0.00	144.00	
	Total Grant S137			144.00			65% of budget
PO20438	Wave	Water rates	Cemetery	17.52	0.00	17.52	
	Total Cemetery			17.52			66% of budget
PO20439	E.On	Electricity	Village	4.17	0.20	3.97	
		Speed					
PO20444	Tele-Traffic	Camera	Village	286.80	47.30	239.50	
	Total Village			290.97			69% of budget

iii 19/20 budget and precept for submission

Proposed budget 2019/2020			Figures in 1,000 (K)	
Budget Heading	Budget 2017/2018	Budget	Proposed Revised Budget	
Salaries	33	35	*to allow for additional cost for change to pay scales	
Admin (Office)	9	9		
Village	4	4		
Allotments	3		3	* ring fenced
Highways	3		5	
Grass cutting	17		17	
Grants	2	2		
Grant S137	0.5		0.5	
Cemetery	3		3	* ring fenced
Events	0.5	0.5		
H & S	0.5	0.5		
Councillor training		0.3	0.3	
Staff training	0		0.3	
Handyman Maintenance			4.5	4.5
Pension	0	0		
Total	80.3	84.6		
In addition				
Precept received (incl grants and donation WLDC)			55270	
Carry over from 18/19			56000	
Total as at 01.04.19			111270	
Minus				
Proposed revised budget			84.6	
Ring fenced operating cost (3 months)			21.15	
Contingency			0	
Expenditure total			105.75	
Remainder			5520	

2018/2019 Budget v Actual YTD*

Figures in 1,000 (K)

* April to Dec 2018

Budget Heading	Budget	Actual	Offset	Real	
	YTD	Income	Expenses		
Salaries assistant	33	28.5	3.7	24.8	*increased to 38k to allow for admin
Admin (Office)	9	8		8	
Village	4	2.6		0	
Allotments	3	0.08	0.5	2.6	
Highways	3	0		-0.42	* ring fenced
Grass cutting	17	16.6		0	
Grants	2	0		16.6	
Grant S137	0.5	0.1		0	
Cemetery	3	1.3	3	-1.7	* ring fenced
Events	0.5	0		0	
H & S	0.5	0		0	
Councillor training		0.3	0		0
Neighbourhood Plan		0	0		0
Handyman Maintenance		4.5	2.7		2.7
Pension	0	0		0	
Petty Cash			0.4		
CIL			0.4		
VAT			5		
Total	80.3	59.88	13	52.68	

Therefore

Predicted year end expenditure

$$59.88/9 \times 12 = 70.23$$

If no further income received,
actual spend;

$$70.23 - 13 = 57.23$$

Precept calculation based on 55.3

9-17/01/19 Planning matters. To note any approved applications received and consider any planning applications.

138777– Planning application for demolition of single garage and outbuilding, and erection of garage and integral annexe. No objections raised

10-17/01/2019 Co-option of potential new councillor

Ellen Clee gave a brief description about herself and why she wanted to be a councillor.

The Councillors had no question for Ms Clee. There were no objections to her being co-opted on to BGPC.

RESOLVED by unanimous decision to co-opt Ms Clee on to BGPC. (**PROPOSED** by Cllr Webb, **SECONDED** by Cllr J Zubic)

Short adjournment of meeting to enable Ms Clee to sign the necessary paperwork and join the meeting.

11-17/01/2019 Personnel and Review 5 Year Plan

Plan circulated to councillors beforehand. Councillor Zubic gave a brief overview of the plan. The following items were discussed

- Looking at skills gaps in the council.
- Check which councillor is the portfolio holder for the cemetery.
- Training requirements.
- Looking at how BGPC can be more engaged with the community.

A change in some of the wording in the plan was suggested. Councillor Zubic will look again at this.

RESOLVED by unanimous decision to accept the policy (**PROPOSED** by Cllr S Zubic, **SECONDED** by Cllr Speed).

12- 17/01/2019 Village Centre Car Park

LCC had suggested in the past converting the land on the corner of Station Road and Church Lane into a village car park. Councillors discussed the idea. It was felt that at this time that it would not be appropriate.

A question was raised about people parking on the verge on Station Road. In the past LCC had said they would look into the idea of changing this area into a layby. Nothing had been heard from LCC. AW to follow this up.

13-17/01/2019 Land off Lea Grove.

This item would be discussed in closed session.

14-17/01/2019 Tree Surgery Quotes

Carried **UNANIMOUSLY** to accept the quote from B and B Tree Specialist. (**PROPOSED** by Cllr Newlove, **SECONDED** by Cllr Speed)

15-17/01/2019 Allotment Agreement

A meeting had been held with National Allotment Association. The meeting had gone well and the representative from NAA was happy with the way the allotments were run and maintained. He gave

a few suggestions of how procedures could be improved. A discussion was held regarding BGPC's application to change how the allotments may be used in the future.

The council were informed that water to the allotments had been installed and was available to use. Cllr J Zubic informed the meeting that the water would need to be run for 5 minutes each week to protect against legionella. AL to inform JM.

16-17/0/2019 Cemetery Fees

Discussion held regarding the raising of the cemetery fees.

RESOLVED unanimously to raise interment fees by 50% and keep ERB fees the same (**PROPOSED** by Cllr Webb, **SECONDED** by Cllr Speed).

17- 17/01/2019 Request from metal detectorist

No decision made as further discussions would be held when more information had been gathered. AL to follow this up.

8.41pm Cllr Fleetwood left the meeting as it would be moving to closed session.

RESOLVED unanimously to move to closed session. (**PROPOSED** by Cllr J Zubic, **SECONDED** by Cllr Speed).