

# March 2020 Minutes



**Minutes from the meeting of the Parish Council on Thursday 19th March 2020.  
Held at the Bardney Methodist Church, Church Lane, Bardney, Lincoln**

## **Councillors Present:**

Cllr Webb - Chair

Anna Lawson -

Cllr Cluett

Clerk and RFO

Cllr Bradbury

Pauline Fry - Administrative Assistant

Cllr Clee

Cllr Waddington

Cllr Darby - Vice Chair

Cllr Newlove

Cllr Shaw

Cllr Corbould

## **Public session of the meeting commenced at 7.00pm**

No members of the public attended the meeting

**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.**

The meeting commenced at 7.05pm

**149-2019/20 Apologies for Absence.** To receive and accept apologies, where valid reasons for absence have been given to the Clerk prior to the meeting.

Cllr Speed

**150-2019/20 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.

Cllr Newlove – planning matter

**151-2019/20 To receive and consider any dispensation requests** on agenda items and decide whether they are to be granted.

None

**152-2019/20 To approve as a correct record the notes of the meeting held on 20th February 2020** To authorise the Chair to sign the official minutes.

**PROPOSED** by Cllr Bradbury, **SECONDED** by Cllr Clee, carried **UNANIMOUSLY**

**153-2019/20 To receive and consider a report from the Chairman of the Council**

This item was deferred to later in the meeting

**154-2019/20 To receive and consider a report for the Clerk to the Council** on any outstanding matters and correspondence since the meeting of 20th February 2020.

This item was deferred to later in the meeting.

#### **155-2019/20 Financial matters**

1. Bank Reconciliation for February 2020 as at 29.02.20

**Balance as at  
01.02.20**

**£51720.65**

#### **Income**

Handyman	187.83
Cemetery	600.00
Allotments	239.50
Salary	1289.63
VAT return	2080.24

Total income

£4397.20

#### **Expenditure**

Admin	387.73
Salaries	5232.69
Handyman	425.23
Cemetery	3232.22
Grant S137	144.00
Allotment	224.40

Total expenditure £9646.27

**Balance as at 29.02.20 £46471.58**

**PROPOSED** by Cllr Darby, **SECONDED** by Cllr Corbould, carried **UNANIMOUSLY**

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

**Payment Ratification March 2020**

B/P	Wages and NI	March	Salaries	value	VAT	ExVAT	% of B
				5232.69	0.00	5232.69	
	Total Office/Salaries						130%
PO20631	HCI Data	Domain	Admin	90.00	15.00	75.00	
PO20633	Methodist Hall	Hire	Admin	14.00	0.00	14.00	
PO20635	E-Quip	Mobile renovation	Admin	63.92	10.49	53.43	
PO20638	Keir	Rent	Admin	300.00	0.00	300.00	
	Total Admin			467.92			102%
PO20637	Fuelcard	Paint	Handyman	11.88	1.98	9.90	
	Total Handyman			11.88			9.9097% c
PO20636	E-Quip	Fencing	Allotments	68.02	13.60	81.62	
PO20632	GG & G Cannon	Digger	Allotments	244.00	3.62	240.38	
	Total Community project			335.78			9% of
PO20639	TGM	Grasscutting	Grasscutting	1322.06	220.34	1101.72	
	Total Grasscutting			1322.06			13% c

^ cost to be offset by outsourcing staff YTD £4k

\* 20/21 budget

**PROPOSED** by Cllr Waddington, **SECONDED** by Cllr Darby,  
carried **UNANIMOUSLY**

1. To approve asset register

**ASSET REGISTER AS AT 31st DECEMBER 2019**

IEP = In equal proportions NB - Figures rounded to nearest £

**ITEM**

**BUILDINGS**

Lychgate Entrance building

Steel ex Shipping Container

Mobile Office

**Total**

**Land**

Allotment and farming land Horncastle Rd approx 15 acres

**STREET FURNITURE**

Stainless steel seating x 3 IEP

Flagpole & 2 flags

Bus shelter

Village signs x 4 (IEP)

Metal notice boards x 2 (IEP) Bardney/Southrey

Metal notice board (Stainfield)

Wooden notice board (Aply)

Lifebouy/housing/ropes

Southery bus shelter

Commemorative benches

Speed detector - highways

**Total**

**MEMORIALS**

Bardney War Memorial

IX Squadron Memorial

Stainfield War Memorial

**Total**

**OFFICE CONTENTS/EQUIPMENT**

Furniture

Computer equipment

Computer software

All other contents/equip

**Total**

<b>FENCES/GATES</b>
Wooden fencing/gates for cemetery
2 metal gates for cemetery lych gate
2 metal gates for allotments
<b>Total</b>
<b>MISC</b>
Painting and frame
Photographic print & display case
Negative and further print
Bardney pictorial maps x 2 IEP
24v 100ft Ufolite Colour Loom Xmas tree lights
Illuminated Xmas Tree Star
240V-24V Transformer for xmas lights
Sand bins x 3 IEP (at Bardney/Southrey/Stainfield V.Halls
<b>Total</b>
<b>HANDYMAN EQUIPMENT</b>
Ride on Mower
Push Mower
Combi Trimmer & Accessories
Trailer
Tools
All other equip/parts etc
Furniture in container
Leaf blower
<b>Total</b>
<b>CEMETERY</b>
3 x plaques in Lychgate
<b>Total</b>
<b>TOTALS</b>
* This figure allows for depreciation of equipment plus increase in rebuild cost of buildings
Original costs stated on asset Register
Notes to list of assets
Practitioners Guide "states that assets should be recorded at their original cost and no adjustment is required Where the original cost is not known a proxy such as insurance value may be used, but this value should remain throughout the period of ownership and not revised to reflect current values".
Community Assets do not have a market value due to their nature or legal status as they cannot be sold.

Such assets are included at their historical cost or given a nominal value of £1
^ For accounting purposes BGPC have chosen to show all values in this document
Original cost - see Asset Register
Fixed Asset Details show values based upon depreciation and rebuild cost - inline with standard accounting p

**PROPOSED** by Cllr Darby, **SECONDED** by Cllr Clee, carried **UNANIMOUSLY**

**156-2029/20 Planning Matters** To note any approved applications received and to consider any planning applications and decide any comments that the Council wishes to make.

**APPLICATION REFERENCE NO: 140647**

**PROPOSAL:** Planning application for a proposed car park.

**LOCATION:** The Goods Shed Station Road Bardney Lincoln LN3 5UF

**APPLICATION TYPE:** Full Planning Application

**APPLICATION CATEGORY:** Minor - all others

Council has no objections

**APPLICATION REFERENCE NO: 140454**

**PROPOSAL:** Planning application to erect cabin to be used as a nail salon.

**LOCATION:** 24 Hancock Drive Bardney Lincoln LN3 5SR

**APPLICATION TYPE:** Full Planning Application

**APPLICATION CATEGORY:** Change of Use

Council has no objections

**APPLICATION REFERENCE NO: 140702**

**PROPOSAL:** Planning application for internal alterations to form links to proposed two storey rear extension.

**LOCATION:** Abbey Lodge 5 Carron Close Bardney Lincoln LN3 5XB

**APPLICATION TYPE:** Householder Application

**APPLICATION CATEGORY:     Householder Development**

Council has no objections

**APPLICATION REFERENCE NO: 140664**

**PROPOSAL: Notice of intention to install 1 9m wooden pole under regulations 5 of the Electronic Communications Code (conditions and restriction) (Amendment) Regulation 2017 – reference JSX867SL**

Council has no objections

**157-2019/20 Co-option** To consider application to join Bardney Group Parish Council

Deferred as person did not attend meeting

**158-2019/20 Bardney Cemetery Improvement Group** To update on meeting with BCIG

Meeting held between Bardney Cemetery Improvement Group and BGPC. The work that the improvement group carries out in the cemetery is to continue as long as BCIG have permission from BGPC and families.

**159-2019/20 Handyman Service Level Agreement** To consider adopting agreement with Wragby Parish Council.

Wragby have requested a reduction in the hours that the handyman works for them.

**PROPOSED by** Cllr Darby, **SECONDED by** Cllr Corbould, carried **UNANIMOUSLY**

**160-2019/20 Quotes for grass cutting equipment.** To consider quote for grass cutting equipment.

The Clerk gave information regarding the reasoning behind buying or hiring grass cutting equipment.

Councillors discussed the merits of hiring or buying equipment. The equipment could be hired out to other Councils.

**PROPOSAL** To hire a tractor for a one year period

**PROPOSED by** Cllr Webb, **SECONDED by** Cllr Bradbury, carried **UNANIMOUSLY**

**PROPOSAL** To purchase grass cutting equipment from Company A to fit hired tractor, this equipment cannot be hired.

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

**161-2019/20 Limewoods Magazine** To elect a new editor for the magazine.

Cllr Clee has requested, that due to family commitments, another Councillor take over the editing of the magazine. Cllr Cluett agreed to take on this role.

**PROPOSED** by Cllr Cluett, **SECONDED** by Cllr Shaw, **ABSTENTION** Cllr Newlove, the remainder of the Councillors agreed with the proposal.

**162-2019/20 Happy to Chat sign.**

In view of the present situation this item has been deferred.

**163-2019/20 Marquee** To consider purchasing a gazebo for use on the Community Land and for hiring out to local organisations.

In view of the present situation this item has been deferred.

**164-2019/20 Willow Walk** To consider creating a Willow Walk on land prone to being wet, as part of the Woodland Walk.

The bottom corner of the field is quite wet and does not dry out very often. A willow walk would be good use for this area. The project would come within the amount agreed by Council for the Community Land.

**PROPOSED** by Cllr Cluett, **SECONDED** by Cllr Darby, Cllr Newlove voted against this proposal. The remainder of the Councillors voted in favour.

**165-2019/20 VE Day Celebrations** To consider whether to undertake acknowledgment of the event.

In view of the current situation the Council would not be organising an event to mark VE day.

**153-2019/20 To receive and consider a report from the Chairman of the Council**

A discussion was held on the benefits of belonging to NALC/LALC.

Coronavirus

Discussion held on how the Parish Council could support the Parish at this time.

Councillors agreed to use Grant money from 2019/20 and 2021 allocation to support the Church in organising and administering support for parishioners.

BGPC would use the Parish magazine and the Parish website to support and promote 'Clean Hands, Open Heart' initiative.

**PROPOSAL** To suspend standing orders



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

**154-2019/20 To receive and consider a report for the Clerk to the Council** on any outstanding matters and correspondence since the meeting of 20th February 2020.

## **GENERAL UPDATES**

### **Emails**

Councillors need to ensure that their email system is working and we shall only email to the Cllr email addresses for GDPR purposes.

### **Tree Planting**

Wragby YFC to plant the trees the weekend of 28/29th limited numbers of people available to do it however needs to be done.

### **Grant Funding**

Met with WLDC Grant funding available towards the Community land. Application to be submitted next week.

### **Community Land/Allotment Car Park**

Re: Changing the siting of a fence to create a grass car park at the allotments. Cllr Cluett spoke to John about the costings of the project and he informed me that it could be done properly for £650 (Including moving the gates, and erecting a permanent fence on two sides). Part of this cost is already covered by the project proposal submitted in September 2019 and approved by council. In real terms additional cost circa £300. It is a very cheap solution to provide an attractive parking area for the allotments, community orchard and woodland walk. This information can be provided to council in the April meeting.

### **Support for Communities during COVID 19**

It is was noted that the Lincolnshire Resilience Forum (LRF) Communities and Volunteer Coordination Cell within the County Emergency Centre, will be operational from **8am to 4pm** Tuesday 17th March 2020 until further notice and it will active Monday to Friday.

Currently the cell has been tasked by the LRF to gather information about local activity **only** and it advises communities **not** to mobilise, task or deploy any organisation, community group or individual within the parish.

### **Cllr meetings**

Cllr Darby	Bardney Manor Farm Residents Association
Cllr Cluett	Wragby Young Farmers
Cllr Speed	Bardney Cemetery Improvement Group
Cllrs Speed & Cluett	WLDC Grant Advisor

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## **Decision to suspend Standing Order to consider implementing Emergency Procedures.**

Councillors to agree with a show of hands and voting recorded. Formal ratification provided at next meeting. The Prime Ministers recommendations came too late to amend the Agenda and hence only option in the current climate.

## **Suspension of Standing Orders / Financial Regulations**

It is proposed that the Parish Council gives delegated authority to the Clerk (in consultation with the Chairman/Vice Chairman of the all committees suspend Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the Parish Council for a period of **no longer than 4 months** (or as circumstances dictate), with the Parish Clerk / Deputy Clerk to compile and maintain a list of such suspensions and reasons which will be to be presented to a future full council meeting for scrutiny.

## **Safety Statement - Meetings and BUSINESS CONTINUTITY**

It is proposed that the Parish Council recognises and agrees that no business, meeting, service provision or service delivery of the Authority is of any importance **above that** of public and personal safety. As such all scheduled public meetings will be cancelled for an **initial 4 month period** (or as circumstances dictate).

## **Community Resilience budget**

It is proposed that the Parish Council establishes a 'Community Resilience' budget head with the agreed sum to be used from within general reserves with the aims of assisting vulnerable groups within the parish as necessary. It was noted that the Clerk has spoken to the Church who are liaising with the School, Co-op and other shops to provide a food bank and voucher scheme to assist those most in need during this challenging period.

## **Attendance of events by elected Members / Staff**

It is proposed that the attendance by elected Members and members of staff of the Parish Council at appointed outside bodies, training courses or on relevant Town Council business be subject to **a)** cancellation by the lead body, organisation or group; **b)** self-preservation or **c)** legislation.

It was noted that where possible and when non-attendance through personal or corporate choice was decided, apologies should be submitted by individual(s).

## **Authority to Deputy Clerk**

It is proposed that where, in any Standing Order or Financial Regulation of the Parish Council where delegated authority is already given to the Clerk & Deputy

Clerk, such authority be also be delegated to the Deputy Clerk for a period of **no longer than 4 months** (or as circumstances dictate).

### **Suspension of Standing Orders / Financial Regulations**

It is proposed that the Parish Council gives delegated authority to the Clerk (in consultation with the Chairman/Vice Chairman of the all committees suspend Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the Parish Council for a period of **no longer than 4 months** (or as circumstances dictate), with the Parish Clerk / Deputy Clerk to compile and maintain a list of such suspensions and reasons which will be to be presented to a future full council meeting for scrutiny.

### **Additional Delegated Authority – Staff members**

That the Parish Council gives additional **delegated authority** for a period of **no longer than 4 months** (notwithstanding relative Government legislation or medical/relevant body advice or best/safe practice)) to the Clerk and/or the Deputy Clerk, in consultation with the Chairman / Vice Chairman to:

- i) undertake day to day duties (wherever possible and within legal constraints and with the best intentions of public safety and to promote infection control) in order to minimise disruption to service provision and ensure business continuity;
- ii) undertake any additional duties necessary (wherever possible within legal constraints and with the best intentions of public safety and to promote infection control) in order to minimise disruption to service provision and ensure business continuity;
- iii) undertake decisive actions (within legal constraints and with the best intentions of public safety and to promote infection control) in respect of cancelling any meetings of the Parish Council, its committees or working groups.
- iv) To undertake decisive actions (within legal constraints and with the best intentions of public safety and to promote infection control) in relation to the Cemetery, Allotments, Community Land, Village Green, Closed Churchyard, The Mound and The Pinfold.

### **Annual Council Meeting / Annual Parish Meeting**

It is proposed that as the cancellation of meetings has a direct impact on the Annual Meeting of the Parish Council (scheduled for 21st May 2020), the roles of Chairman and Vice Chair and the existing committee structures (including the chairmanship of such) will remain the same until a suitable and safe public meeting is called and held.

Where any cancellation of meetings has a direct impact on the holding of the Electors Meeting, the Parish Council will hold such meeting at a future date.

It is noted that whilst the above decisions are **contrary to existing legislation** (as of 16th March 2020) the Parish Council has made these decisions in order to place public safety at the forefront.

### **Orders for Payment**

It is proposed that the Clerk along with those elected Members with delegated responsibility for the authorising and signing of payments put measures in place with robust transparency processes to ensure effective business continuation and to minimise impact on local service delivery and local business with ratification by the Parish Council to be made at the earliest and safest opportunity.

### **Planning Matter**

It is proposed that the Parish Council authorises the Planning Committee to deal with planning applications via email and gives delegated power to the Clerk & WLDC to collate responses and submit to WLDC (on a majority basis).

### **Budgetary Control and Authority to Spend**

It is proposed to authorise an increase in the spending limit to the Clerk in consultation with the Chairman / Vice Chairman below £1,000 to any amount below £ 5,000 in respect of any emergency or Health & Safety matter.

### **Staffing Matters – Annual Appraisals**

It is proposed that whilst there is time limited recognition that annual staffing reviews and potential remuneration is necessary, following discussion and written receipt of staff agreement it was approved that annual staffing reviews be delayed.

### **Policy Updates**

It is proposed that delegation is afforded to the Clerk to update policy documentation where revision dates are the only necessary updates and such updates to be ratified by the Parish Council at a future meeting. Where any legislative changes are necessary, the Clerk will update relevant documentation and implement any necessary changes.

### **Advice to Community Groups**

It is proposed to offer impartial, practical advice to community groups and organisations in respect of their responsibilities to take decisive actions (with the best intentions of public safety and to promote infection control) in respect of cancelling events, meetings and gatherings;

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### **166-2019/20 To approve date and time of next meeting**

In view of the situation future meetings have been suspended.

**Meeting finished 8.25pm**