

Bardney Group Parish Council

Minutes of Annual Meeting held Thursday 18th 2017 at 7.00pm

at Bardney Fire Station, Alma Martin Way, Bardney.

Councillors Present:

Cllr R Webb - Chairman
Cllr L Cluett
Cllr M Corbould
Cllr B Newlove
Cllr C Shaw (arrived at item 159)
Cllr M Speed
Cllr R Webb

In Attendance:

Angharad Boyson as Clerk to the Council
Anna Lawson as Responsible Financial Officer

Apologies:

Cllr V Pearson

The meeting commenced at 7:00pm

153 - 18/05/2017

Election of Chair. Cllr Newlove nominated Cllr Webb as the Chair. Cllr Corbould seconded. There were no other nominations. It was **RESOLVED** unanimously that Cllr Webb be elected as the Chair and he Declared Acceptance of Office.

154 - 18/05/2017

Election of Vice-Chair. Cllr Speed nominated Cllr Pearson as the Vice Chair. Cllr Darby seconded. It was **RESOLVED** that Cllr Pearson be elected as the Vice-Chair. The Chair was happy to accept the Vice-Chair's Declaration of Acceptance of Office at the next meeting.

155 - 18/05/2017

Chair's Report - To receive the report from the Chair of the Council

The Chair reported:

- a. Vicar David Bartlett has proposed a community service towards the end of the summer, as a civic service for community groups within the village to come together. It would be put on the agenda of a future meeting.
- b. The Annual Electors Meeting had been held on 16 May, with an attendance of 2 Parishioners. Next year, the annual electors meeting would be combined with the Annual Parish meeting to enable better use of time.
- c. Apologies to the RFO and the Clerk for extra work at home resolving Parish matters.

156 - 20/04/17

Apologies for absence. To receive apologies for absence.

Apologies were received from Cllr Pearson.

157 - 20/04/17

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

None received.

158 - 18/05/2017

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

None received.

159 - 18/05/2017

To approve, as a true record, notes of the parish council meeting held on 20/04/2017

It was proposed by Cllr Corbould, seconded by Cllr Darby and **RATIFIED** with two abstentions (Cllr Cluett who was not present and Cllr Shaw who had just arrived at the meeting) that the record of the meeting of 20th April be accepted as a true record of events.

160 - 18/05/2017

To agree the dates of Parish Council and Council Committee Meetings for 2017/18. Dates proposed are the third Thursday of every month with the exception of December; 15 June 2017, 20 July 2017, 17 August 2017, 21 September 2017, 19 October 2017, 16 November 2017, 18 January 2018, 15 February 2018, 15 March 2018, 19 April 2018, 17 May 2018. It was discussed that that the annual electors meeting would be combined with a Parish meeting, that the locations would be confirmed at a later date and that the sub Committee would decide the dates of their meeting in due course as these did not need to be agreed at this time. Cllr Shaw proposed, Cllr Darby seconded and it was **RESOLVED** that the meeting dates were agreed.

161 - 18/05/2017

To agree:

- a) **Membership of Standing Committee.** Current Councillors that stand on the Personnel and Review Committee are Cllr Speed, Cllr Darby, Cllr Shaw and Cllr Newlove. Current Standing Orders determine that there should be 5 Councillors with the exception of the Chair and Vice Chair. It was discussed whether 5 was an appropriate number given that there are only 8 Councillors in total. Cllr Darby suggested it should be 3 Councillors as long as the Council were careful and mindful of keeping a reserve Councillor. Cllr Shaw proposed a change to Standing Orders to allow the sub-Committee to reduce to 3. This was seconded by Cllr Corbould and **RESOLVED** unanimously. Cllr Webb proposed and Cllr Shaw seconded membership of Cllr Darby, Cllr Speed and Cllr Newlove. This was **RESOLVED** unanimously.
- b) **Chair of Standing Committee.** Cllr Newlove proposed, Cllr Shaw seconded and it was **RESOLVED** unanimously that Cllr Darby was the Chair. .
- c) **Dates of meetings of Standing Committee.** These would be confirmed in future.
- d) **Council Sub Committees and membership.** It was discussed that the Neighbourhood planning and allotments would be better as a working group, especially as if members of the public are involved they would have no vote on a sub committee. Cllr Corbould suggested in future there may be a sub committee for twinning, but not for the present.

162 - 18/0/2017

To receive a report from County and District Councillor Ian Fleetwood. Nil received.

163 - 18/05/2017

To receive and consider the Clerk's Report on any outstanding matters and correspondence received. The following report was circulated prior to the meeting.

Update on Ongoing Matters

Interment of ashes 19 May 17. Handyman will provide the service to get the plot ready for ashes. It was agreed to put an agenda item on a future meeting to discuss the terms and conditions of the Cemetery. It was also agreed that the RFO would draw up a terms of use regarding fining funeral directors for the use of mechanical diggers.

164 - 18/05/2017

Sustrans - meeting arrangements still ongoing.

165 - 18/05/2017

Village clean up - not particularly well supported. Friday 26 May has been promulgated as a date for another clear up. Further options for advertising were discussed such as a banner on the green and posters that could go on the noticeboards and the Post Office window.

166 - 18/05/2017

Flyers/distribution costs (re: advertising vacancies on Council). From 6 quotes for production, Instantprint have the cheapest flyer costs. For 2000 flyers (they won't do 1800) in economy 150gsm silk, the costs are: £32 for A5 single sided, £38 for double sided, £65 for A4 single sided, £79 for double sided, plus £4.99 p&p. The only distribution quote I have received back is via Royal Mail which have a minimum spend of £500.00+VAT. This allows distribution of 8,200 leaflets. The scouts can help deliver in Bardney (not other villages) with a minimum of 2 weeks notice.

167 - 18/05/2017

Insurance quotes have been received from Came & Company Local Council Insurance, a specialist insurance broker. They are:

Inspire

Inspire enters the Local Council insurance sector in 2017 and are using AXA as their insurance provider. Inspire, via Axa, is providing rradar to the local council sector. rradar offers an online business resource alongside their teams of specialist industry advisors and solicitors who are on the end of a phone. There are a number of dedicated teams available to offer support and advice to help resolve any situation that may arise whilst running your Council. As part of the rradar service clients have unlimited access to a comprehensive database of compliance and risk management information in the following areas: Employment and Human Resources; Health and Safety; Environment; Company and Commercial; Compliance, Governance and Legal Duties; Risk Management.

Inspire's policy also offer the following benefits:

- Key person cover of £250 per week up to max £2,500 in one year
- Legal Expenses cover of £100,000
- Motor Policy no claims bonus and policy excess up to £250 per claim
- Contract Works cover up to 10% or £100,000
- Internet and Email cover up to £500,000
- Crisis Management cover up to £500,000
- Defibrillators and Cabinets cover up to £5,000
- Enhanced Libel and Slander cover of £500,000
- Enhanced Personal accident capital benefit of £100,000 and weekly benefit of £500

This quotation is £1,030.90 inclusive of insurance premium tax (at the prevailing rate).

Hiscox

Hiscox entered the Local Council insurance sector in 2014 and are one of the UK's most highly respected insurance companies. Hiscox pride themselves on the excellent concierge claims service they provide to their policyholders.

The Hiscox policy benefits from:

- Key person cover of £250 per week up to max £2,500 in one year
- Legal Expenses cover of £100,000
- Motor Policy no claims bonus and policy excess up to £250 per claim
- Business travel, cancelation and curtailment up to £1,000 for any one claim
- Contract Works cover up to £75,000
- Internet and Email cover up to £50,000
- Crisis Management cover up to £25,000
- Defibrillators and Cabinets cover up to £5,000
- Libel and Slander cover of £500,000
- Hirers Liability of £5,000,000
- Personal accident capital benefit of £100,000 and weekly benefit of £500

This quotation is £1,159.30 inclusive of insurance premium tax (at the prevailing rate).

Ecclesiastical

Ecclesiastical provide industry expertise and bring specific knowledge of heritage buildings, art work and regalia. They pride themselves on the claims service they provide their policyholders.

Ecclesiastical policy benefits from:

- Key person cover of £400 per week up to 26 weeks
- Libel and Slander cover of £250,000
- Hirers Liability of £2,000,000
- Legal Expenses cover of £100,000
- Equipment breakdown cover

This quotation is £1,217.26 inclusive of insurance premium tax (at the prevailing rate).

Came & Company recommend we accept the Inspire quotation which has an annual premium of £1,030.90 including insurance premium tax, as this meets the Council's insurance requirements.

Should the Council wish to enter a 3-year binding agreement with Inspire, the annual premium can be reduced by a further 5%, giving a premium of £979.36, including insurance premium tax.

168 - 18/05/2017

Norman Way play park - following an incident involving a child having to be cut out of a piece of playground equipment on Norman Way, we are investigating who is responsible for the playground. The Technical Development Officer from Acis group believes that the playground was transferred to LCC under a 'Section 38 agreement' (please see the relevant article from the agreement below). LCC state that they do not have the playground highlighted, so do not have responsibility for it and that they believe it would be something that District Council would have oversight of. WLDC state that they have no responsibility for any playgrounds and that it would be a Parish Council responsibility OR the responsibility of the housing development company.

The Chair reported that the Parish Council had used black and yellow Fire Brigade tape and a notice to say the park is out of use to mitigate the risk of people using the park now. It could be in the best interests of the community for the Parish Council to take ownership of the park as the area may be subject to future development and the Parish Council would be able to represent the views of the community as to whether or not this was desirable. Cllr Shaw stressed the need to have something in writing to reflect ownership as well as responsibility for the park. Cllr Newlove expressed concern over responsibility of the park and potential concerns about the playground and playing fields; is it the Council's duty as trustee guardians to look more closely at these issues. Cllr Darby pointed out that the Parish Council seemed to be ending up with lots of liability, with no increase in any funding. The Chair stated that the Council has a responsibility to the Community and it needed to be clear where responsibilities lay. It was determined that the Clerk would contact LCC to ascertain more about the responsibility and report back.

8.1 In respect of the green land the Council hereby covenants with the Developer that (subject as hereinafter provided) upon the expiration of the Maintenance Period and on the making good of all defects if any referred to in Clauses 6 and 7 the Council shall do all acts or things necessary to procure that the Streets (or any part thereof to which the Certificate of Substantial Completion shall relate and which is not already highway maintainable at the public expense shall become highways maintainable at the public expense **PROVIDED THAT** the Developer shall have performed and observed the covenants conditions and stipulations herein contained and on the Developer's part to be performed and observed **PROVIDED FURTHER THAT** such part or section of the Streets shall connect directly with an existing highway maintainable at the public expense and the same shall accordingly forthwith be and become highways maintainable at the public expense **PROVIDED STILL FURTHER THAT** nothing in this Agreement shall impose upon the Council any liability for the future maintenance after the Streets have become highways maintainable at the public expense of any foul or surface water sewers laid in or under the Streets other than surface water drains included in this Agreement carrying highway water only and the Developer shall make arrangements with the appropriate authority for the future maintenance of such sewers **PROVIDED ALSO THAT** the Council may at its absolute discretion before the Works or any section of the Works shall have been completed as aforesaid give such notices and do such

acts and things as aforesaid in respect of any part or section thereof (the construction of which part or section shall have been completed and certified by the Director in the manner provided by clause 5.1 of this Agreement)

169 - 18/05/2017

Grass cutting. The grass cutting undertaken by the contractors employed by LCC has not been up to standard. An LCC inspector has found that there was neglect and will order the contractors to re-cut. We will re-inspect after the re-cut. The cutting of the grass in the allotment was also raised and it was determined that the Council would ask for this to be cut shorter.

170 - 18/05/2017

Correspondence

Correspondence is available to view in the office.

For Information:

21 April 2017. Apley Road Closure.

REASON FOR CLOSURE:

Essential maintenance works by Clancy Docwra/Anglian Water

LOCATION: Main Street (In vicinity of 'The Barn')

PERIOD OF CLOSURE: 23/5/2017 to 25/5/2017

(Closures to be implemented as & when required during this period,

signage detailing accurate dates & times will be displayed on site in advance)

ALTERNATIVE ROUTE: Via Sparrow Lane

25 April 2017. Email re generator and passageway closure.

Western Power Distribution require a substation replacement adjacent the passage way between Abbey Road and Station Road at Bardney. Whilst the substation is being replaced, between Wednesday 17th May and Thursday 25th May, a generator will have to be connected to the substation that supplies the St Lawrence Drive area of Bardney. This is necessary to maintain the electricity supplies whilst the work is completed. The residents in the immediate areas have been written to by Western Power Distribution. Also a generator will be positioned to supply the Abbey Road, Station Road areas. Likewise this generator will also be connected between the 17th May and 25th May. The Highways agency agreed to close the passageway from Station Road to Abbey Road from Monday 8th May until Friday 2nd June.

26 April 2017. Telecon with Julie Hill.

There is concern about parking on Harvey Kent gardens, with people being unable to park outside their houses between 0830 and 1700 during the day of 24 April. This is perceived as being because of the school teachers

parking there. There were also concerns raised about whether emergency services would have been able to get down the road and a request for a 20mph enforcement zone.

I agreed we would write a letter to the school and advised that a letter from local residents would also be helpful. Mrs Hill is also investigating a permit only parking solution through the District Council and undertook to notify us of any solutions.

6 May 2017. Thank you letter from Scouts.

We have received a thank you letter from the Scouts with a picture of the shed they have bought with the grant which will be used to store camping equipment.

For action:

5 May 2017. Response from school reference the parking complaints raised. They suggest their staff do not park on Harvey Kent Gardens and that it is the staff at the Playgroup and the school is 'not in a position to be able to prevent, as it is a public highway'. The school have requested assistance from the Neighbourhood Policing Team to reduce congestion outside the school. The school is not aware of a proposal for a 20mph zone, but would support the introduction of this along with the extension of the zig zag lined parking restrictions at key times in Harvey Kent gardens and even perhaps onto Henry Lane. The school has previously contact Highways to enquire about the 20mph zone, but this was rejected. The Governors would welcome any additional support that the Council can give to minimise congestion.

The Chair wondered if the Gateway hardcourt area could be used for daytime parking. Cllr Newlove stated that the Gateway are trying to raise the standard of the hardcourt area so that children could play on it. It was agreed that Cllr Pearson could speak to both the school and the Gateway to see if there were synergies that could be exploited and a possible temporary solution found.

Additionally the RFO undertook to ascertain whether traffic wardens could be utilised in the village to overcome some of the parking issues.

Training/Events/Holidays

- Training
 - Clerk - Clerk training 13 June 2017.
- Holidays
 - Handyman - 5 - 9 June 2017.
 - Clerk - 28 June - 5 July 2017.

171 - 18/05/2017

Bank Reconciliation for April 2017 as at 31.04.17

Balance as at 01.04.17

£86,687.35

Income

Cemetery	233
Allotment	360
Precept	50,180

Total income

£50,773.00

Expenditure

Salaries/Office	3314.99
Admin	1308.44
Grasscutting	4152.80
Cemetery	856.62
Grant S137	500.00
Allotments	3022.95
Village	3.28
Handyman	191.38

Total expenditure

£13,350.46

Balance as at 31.04.17

£124,109.89

It was proposed by Cllr Speed, seconded by Cllr Corbould and **RESOLVED** that the bank reconciliation be approved.

172 - 18/05/2017

Ratify payments of accounts/salaries/BACS payments and ratification of payments already made. The RFO noted that the Budget for the handyman had reached 69% of the budget. A new procedure has been introduced where the handyman assesses all jobs first, then ask approval for any additional expenditure, as well as limiting trips to Equip to once a week. However, it may be that the handyman budget needs to be addressed later in the year. Cllr Speed proposed, Cllr Darby seconded and it was **RESOLVED** unanimously that the following payments be ratified.

Payment Ratifications May 2017

				value	VAT	ExVAT	% of budget*
<u>May</u>							
	Tudor Grounds						
PO20224	Maintenance	Hedgecutting	Grasscutting	2076.4	346.07	1730.33	
Total Grasscutting				2076.4			28% of budget
B/P	Wages and NI	April	Salaries	3314.99	0	3314.99	
Total Office/Salaries							22% of budget
PO20224	Mrs Sankey	Expenses	Cemetery	5	0	5	
Total Cemetery				268			9% of Budget
PO20225	LALC	Lunches	Admin	16	0	16	
PO20224	Viking Direct	Stationary	Admin	121.98	9.5	112.48	
PO20220	LCC	Rent	Admin	437.5	0	437.5	
Total Admin				848.48			20% of budget
PO20233	Charles H Hill	Lawnmower	Handyman	14.4	2.4	12	
PO20232	E-quip	Cemetery	Handyman	254.95	42.5	212.45	
PO20236	E-quip	Allot/Church	Handyman	130.21	21.71	108.5	
PO20231	E-quip	Bardney Bridge	Handyman	46.79	7.8	38.99	
PO20230	E-quip	Cemetery	Handyman	64.74	10.79	53.95	
PO20229	E-quip	Village Green	Handyman	8.65	1.44	7.21	
PO20228	E-quip	Gen Mainte-	Handyman	31.8	5.3	26.5	
PO20227	E-quip	nance trailer	Handyman	14.4	2.4	12	
PO20226	E-quip	Cem/Gen	Handyman	216	36	180	
PO20223	Charles H Hill	Lawnmower	Handyman	18.67	3.11	15.56	
PO20222	Charles H Hill	Lawnmower	Handyman	24.5	4.08	20.42	
PO20221	Wood Effects	Seating	Handyman	25	0	25	
PO20211	Robin Darby	Fuel	Handyman	8	0	8	
Total Handyman				858.11			69% of budget

173 - 18/05/2017

Cllr Darby proposed that Standing orders were approved, with the addition of a change to reflect the make up of the standing sub committee to 3 councillors (which would be incorporated and approved at the following meeting). Cllr Speed seconded and it was unanimously **RESOLVED** that the Standing Orders were approved.

174 - 18/05/2017

The annual approval of financial regulations, which remain unchanged, was approved by Cllr Darby, seconded by Cllr Speed and **RESOLVED** unanimously.

175 - 18/05/2017

The Governance Statement was passed and signed by the Chair, Clerk and RFO.

176 - 18/05/2017

The account statement for 2016/2017 was accepted.

177 - 18/05/2017

The signatories and internet access for the Council's bank account for 2017-2018 was discussed. The Chair proposed that no changes were made, Cllr Speed seconded and it was **RESOLVED** unanimously to keep the same signatories.

178 - 18/05/2017

Cemetery. To consider if Ms Jennifer Rios can scatter the ashes of her mother at the Cedar Tree. She would like some of her mother's ashes with her grandmother's ashes. However, the Council do not have the ERB records of the plot dating from 1921. Cllr Darby proposed and Cllr Newlove seconded that Ms Rios be allowed to scatter her ashes at the Cedar Tree and have either a cremation plaque/flat stone or a plaque on a bench. This was **RESOLVED** unanimously. The Chair suggested considering a memorial garden in a future meeting.

179 - 18/05/2017

To consider the allotments. It was reported that a meeting of the allotment holders was held on 11 May 2017. Six allotment holders attended. There was reluctance amongst the attendees to volunteer to re-instate the allotment society. There were reports that the gates were still being kept open, the decision was made that the council would contact anyone suspected of keeping the gates open and remind them of the need to keep them shut. It was also decided that the code would be changed again after the next allotment holders meeting. There was a decision that Cllr Pearson would write a letter which would:

1. Advertise the allotment holders facebook page
2. Discuss the formation of the Allotment Society
3. Discuss the renovation of the noticeboards
4. Contain the allotment records so allotment holders would know who owned neighbouring plots.

Additionally it was agreed that the handyman would be asked to fill the gullies on the allotments caused by the rotivator and the Council would look into getting ground cover to prevent the growth of weeds on newly rotivated allotments that are vacant. Finally, it was agreed that the Council would contact Rase to see if we could source pallets to make raised beds for allotments for those who need them.

Cllr Cluett and the Chair expressed concern about data protection if allotment records were sent out showing details. It was stated that the allotment records should only contain if a plot was vacant or in use and if allotment holders were happy to put their names to plots on the Facebook Group then they could do so.

The RFO reported that Rase had been contacted regarding pallets. It was suggested that David Armstrong may have potato pallets that could be used. The costings for ground cover, already obtained by the handyman, were passed to Cllr Darby for consideration.

180 - 18/05/2017

Planning Matters. To consider any planning applications received and decide any comments that the Council wishes to make.

136069 PROPOSAL: Planning application to utilise land to enable the construction and use of the temporary access road to serve the construction period of the residential development approved under application 131498 and in relation to conditions 7 and 10 of said permission.

LOCATION: Land off Horncastle Road Bardney LN3 5SD

Deadline for feedback 23 May 2017.

Cllr Darby proposed and Cllr Speed seconded a comment stating if trees were removed, the Council would like these replaced. Cllr Newlove voted against, all other votes were in favour. The action was **RESOLVED**.

136104 PROPOSAL: Application for approval of reserved matters (appearance, landscaping, layout and scale) for Plot 4, following planning permission 135718 granted 10 March 2017.

LOCATION: Plot 4 Abbey Road Bardney Lincoln

Deadline for feedback 5 June 2017.

The meeting stopped at 8.50pm and reconvened at 8.55pm to allow the Clerk to print out the documents relating to 136104 as the Councillors were unfamiliar with it. After consideration, it was agreed that there were no comments.

135446 (appeal)

PROPOSAL: Outline planning application to erect 1no. dwelling with all matters reserved

LOCATION: Land adj Newhaven Ferry Road Southrey LN3 5TA

Deadline for feedback 15 June 2017.

As this appeal was similar in nature to a previous development in Southrey, it was agreed that the same reservations and comments would be passed.

Chesnut Homes Road Name

Chesnut Homes had asked the Council to consider the name 'David Todd Way' for a road on the new development. This was considered and **RESOLVED** with two objections.

181 - 18/05/2017

Quotes for repairs to Stainfield War Memorial. Four quotes had been obtained for the repair to Stainfield War Memorial. The Chair proposed Daynes Memorial was chosen to carry out the work which involved cladding, cutting away and replacing parts of the memorial. Cllr Speed seconded and the motion was **RESOLVED** unanimously.

182 - 18/05/2017

Restoration of the village green flower bed (1937). Although one quote had been received for the restoration of the village green flower bed, there was uncertainty about the method that could be used. It was agreed that Cllr Newlove would look at the bed and help create a specification of work.

183 - 18/05/2017

Council membership. Discuss ways to encourage a greater and broader membership of the Council. One suggestion to create a greater membership has been a leaflet drop due to the success of the neighbourhood plan meeting leaflet drop campaign. There is a need to show that the Council are actively recruiting Councillors. It was suggested that the official notice for vacancy form the basis of a leaflet. Cllr Shaw proposed to go ahead with a leaflet drop, Cllr Darby seconded and it was **RESOLVED** that the Clerk would produce a leaflet design for consideration at the next meeting, which would include a sidebar of all the Council meeting dates.

184 - 18/05/2017

To receive Ward Reports for information only on any matters that have arisen.

Cllr Speed reported that the fence by the Playing Fields was still broken. The Clerk undertook to ensure the handyman repaired it.

Cllr Cluett asked if there was anything to take to the Village Hall Committee. He was asked to raise the promise of something monthly happening at the Village Hall which appears not to be the case. The Chair asked if he could formally ask to speak to the Committee or their Chair about working more closely. The RFO asked Cllr Cluett to pass on that West Lindsey are bringing in a Public Open Spaces Protection Order in June which will enable the employment of dog wardens. Cllr Cluett was also asked by Cllr Darby to raise the prospect of working together on Christmas Fayres, etc.

Cllr Corbould reported that she had had a very successful visit to La Bazoge where the twinning committee were very welcoming. She will continue to working towards reinvigorating the twinning project, utilising the Parish magazine to call for interest in a working group.

Cllr Newlove reported excessive noise from the Jordans site, much of it at unsociable hours. It was agreed that the Council would contact Jordans at Bardney through Victoria Walker to make formal complaints.

Cllr Shaw asked about the establishment of a Parish Council Board within the room where meetings are held.

Cllr Darby reported that the usual topics that incited negative comment within the village were all looking good, for instance the cemetery, allotments, grass cutting.

The Chair expressed gratitude that the Council were beginning to build trust and overcome some long held negative views.

185 - 18/05/2017

Date of next meeting. The date of the next meeting was confirmed as Thursday 15 June 2017.

The meeting closed at 9.52pm.