

# **BARNBY IN THE WILLOWS PARISH COUNCIL**

## **Minutes of the Parish Council Meeting held on 11 July 2019 in the Village Hall at 7:30pm.**

### **Present:**

Cllrs Janette Barlow (Chmn), Jackie Parker, Graham Bett, Carina Jukes, Ben Powell, Carol Speakman, Karin Chaplin.

Yvette Wellard (Clerk), County Cllr Maureen Dobson. District Cllr Brooks. 2 members of the public.

### **PC/46/19 Apologies for Absence**

Apologies were received from District Cllr Lee.

### **PC/47/19 Declarations of Interest**

There were no declarations of interest for items on the agenda.

### **PC/48/19 Public Contributions, District and County Councillors.**

i) Cllr Brooks reported that more dog fouling notices had been put up around the village. Fly tipping was on the increase and should be reported as soon as possible.

ii) Cllr Dobson confirmed that the traffic tube count was now operating on Newark Road. Some initial data had been produced and a full analysis would be made available on completion of the count. She recommended liaising with the PCSO for advice on speed gun training if there were volunteers willing to take part. ViaEM had produced a new verge cutting schedule which **Cllr Dobson** would forward.

iii) There was a complaint from a resident about noise and anti-social behaviour on Back Lane. **Cllr Brooks** offered her support in reporting the issues to Newark & Sherwood Homes.

### **PC/49/19 Approval of the Annual Parish Council Minutes.**

Proposed as a true record by Cllr Jukes, seconded by Cllr Speakman, the minutes of the Parish Council Meeting held on 13<sup>th</sup> June 2019 were agreed and signed by the Chairman.

### **PC/50/19 Matters Arising from the Minutes.**

PC/39/19 The verge on Cross Lane had since been cut by a resident, but it was reported that there was a serious problem with rats around the area. The **Clerk** would contact NSDC.

PC/41/19 Barnby had not progressed to the second round of the Best Kept Village Competition but would receive a Certificate of Merit for its community spirit. Cllrs requested a more detailed report from the judges.

PC/42f/19 Matt Adey, NSDC had responded that a village the size of Barnby was not entitled to another litter bin and suggested that people should take their dog waste home. The **Clerk** would contact him again as he had not addressed the problem of the small bin on the Village Green which was constantly overflowing on a community open space. It was suggested that the bin near the pub could be better used elsewhere as there is another bin close by at the bus stop.

PC/45i/19 An apology was received from Oliver Scott, NSDC Interim Business Manager, for an oversight by the Planning Officer in not consulting with Barnby Parish Council on the application for ground-mounted solar panels at Barnby Manor.

### **PC/51/19 Finance.**

a) **Payments.** Proposed by Cllr Parker, seconded by Cllr Jukes, the following were approved:

Eon	£ 29.75
Fuel and oil for the mower	£ 17.94
Party on the Green expenses	£272.11
Urn for the Village Hall	£ 68.97
Bulb for Defibrillator Kiosk	£ 9.84
Internal Auditor's Fee	£ 75.00

## **b) Audit Report.**

The Clerk read out the Auditor's report and Cllrs noted the following points for action:

- The Council should consider reporting all salary costs as one sum to protect personal data.
- 10 hours a month is not sufficient time to conduct all the Clerk's duties. A minimum of 17.5 hours is recommended for a council meeting every two months and providing minimal services, with no committees.
- The Caretaker should be paid at least the National Minimum Wage for the hours worked.
- The Vice Chairman should also be named as an ex-officio member of the committee. There is no provision in law for a council committee to have a secretary or a treasurer, the Clerk should service the committee. Minutes of the committee are a legal document and 'a certain level of formality should be observed'.
- Advice should be sought from NALC on whether a council committee has any statutory powers for fundraising.

## **c) Finance Statement and Budget Review.**

Cllrs received a report on receipts and payments to date and discussed the financial implications of the auditor's report concerning salaries and committee fund raising.

## **PC/52/19 Administration.**

### **a) Recruitment of Clerk.**

There had been no response to the notice in the village newsletter for a replacement Clerk. It was agreed to advertise the vacancy in nearby villages and through NALC. The Clerk provided a list of the Clerk's duties in preparation for a revised contract and job description to be approved.

### **b) Newsletter and web site.**

Cllrs again discussed whether savings should be made by cutting out the village newsletter. However, it was felt that this was a useful means of communication, and the Clerk should explore options for its future production.

A volunteer had come forward to manage the web site, and the Chairman would arrange liaison with the current administrator.

### **c) Committee Constitution.**

Further to points raised in the auditor's report, Members discussed whether the Village Committee should become an independent body, donating funds to the Parish Council towards the upkeep of the Village Hall and other village projects, or whether the Village Hall should be run as a charity trust by a management committee. It was agreed that the Clerk would first obtain advice from NALC on the powers of the current sub committee.

### **d) Committee Report.**

Cllr Parker reported that the Party on the Green had raised £953. The Horticultural Show would be held in September and Live and Local in October.

There was a request to increase the number of committee members from 10 to 12 (plus the Chairman, Vice Chairman and Clerk ex-officio) as there was a shortage of men to help with events and two had offered to join the committee. Cllrs agreed that the constitution could be changed to a membership of 12.

### **e) Village Hall.**

Further discussion was held on the Air Ambulance request for a clothes bank, and having listened to the views of residents, Cllrs decided that it would not be practicable to install one in such a small village.

The Clerk reported on a meeting with the Conservation Officer, Oliver Scott who advised that the best course of action would be to have the existing windows refurbished, for which grants should be available. Secondary double glazing could be installed on the inside, using the existing wooden frames. Mr Scott had provided the names of a number of specialist companies which the Clerk would contact.

External maintenance was needed on the front door, the fence, the noticeboard and the Village Hall sign, for which the Clerk would try to recruit volunteers.

**f) Defibrillator Training.**

Following requests at the Parish Meeting, Newark Community First Aid had offered a number of dates, and the **Clerk** would organise a session for mid-September.

**g) Safer Neighbourhood Group.**

There was nothing to report from the group as no-one from Barnby had attended the SNG meeting. Cllr Chaplin raised concerns about prowlers who had been seen in gardens and asked about a Neighbourhood Watch Scheme. Cllrs were reminded that all suspicious activity should be reported to the PCSO – advice and contact details to be published in the **newsletter**.  
**Cllr Barlow** would obtain information on a Neighbourhood Alert System which is used in some villages.

**PC/53/19 Environment, Roads, Footpaths.**

It was reported that the footpath across the field from School House to the river was impassable, being over-grown with a crop of oil seed rape. The **Clerk** would report this.

**PC/54/19 Correspondence.**

There were no items of correspondence.

The next Parish Council Meeting will be held on Thursday 12<sup>th</sup> September.

Apologies were given by Cllr Powell and Cllr Speakman.

*The meeting closed at 9:30pm*