

BARNBY IN THE WILLOWS PARISH COUNCIL

MINUTES FROM THE ONLINE (Zoom) PARISH COUNCIL MEETING 22ND JULY 2020 at 7:00pm

Attendees: Cllr Janette Barlow, Cllr Jackie Parker, Cllr Carina Jukes, Cllr Karin Chaplin, Cllr Carol Speakman, Cllr Graham Betts

Public: None

1. Apologies for absence

Apologies were received from Cllr Ben Powell (and the District / County Councillors although they were not required to attend) – apologies were accepted by the Parish Council.

2. Declarations of interest

None.

3. Contributions from the public, District and County Councillors

Cllr Betts advised that a resident has raised a concern about drivers not being careful around horses along Newark Road. Cllr Barlow advised it is difficult to get a speed reduction. Cllr Chaplin has also observed speeding and lack of distance when overtaking. A discussion was held about whether or not landowners could be encouraged to reduce the height and / or width of hedges to increase visibility of riders and give them somewhere to go to get out of the way if needed. Cllrs also discussed issues with one or two motorbikes, and also a blue car, that race up to / around the Village. Clerk advised that Cllr John Lee has suggested that a diary of issues is kept to help the Policing team to look into issues further - they can also be reported by telephone using 101. Cllr Lee is also willing to support the set-up of a speed watch group if volunteers are interested.

Actions – Cllrs will try and get vehicle registration details / vehicle descriptions. Clerk to make local PCSO aware of concerns. Clerk to enquire about the possibility of getting ‘slow down for horses’ or similar.

Feedback had been received that the hedge at the end of Long Lane is affecting visibility at the junction with the A17. **Action – Cllr Barlow will contact the landowner to ask them to cut it back.**

The hedge at The Willow Tree is felt to be overgrown which affects the footpath and visibility. **Action – Clerk to write to the owners of The Willow Tree asking them to cut it back.**

4. Approval of minutes

The minutes of the Parish Council meeting held on 19th May 2020 (online) were approved as being a true record of the meeting – proposed Cllr Chaplin, seconded Cllr Jukes.

5. Matters arising from the minutes

- Cllr Barlow suggested that outstanding items / actions be dealt with when proper meetings resume, where possible.
- Cllr Speakman enquired about the items covered under the insurance policy. The Clerk confirmed that Zurich had advised that they don't need an itemised list (claims would cover 'new for old'), however, the Clerk suggested it would be useful to have an up to date inventory to ensure items are logged. **Action – Cllr Parker will send the most recent inventory to the Clerk.**
- **Additional action – Clerk to attach a copy of the previous minutes with each agenda when sent**

6. Finance

- a) Audit – the only suggestion from the internal audit was that VAT should be shown separately which is something that can be incorporated for next year's audit.

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b) Payments made since last meeting (May):

Mowing - £11.26 (for April) was authorised at May's meeting + £5.99 (for May) - paid together as £17.25; £11.56 (for June)

Audit – internal auditor fee £112.50 (appointed in May's minutes)

Newsletter – no charge is being made for the newsletter (originally costs were to be split with the Church). The Clerk read an email from YW advising the approach taken to the format of the newsletter. Cllr Barlow raised a concern that the views raised in the newsletter could be perceived as being views of the Parish Council (which they are not), and suggested that the newsletter is not a forum through which personal views should be aired. It was agreed that future newsletters take the form of one sheet and provide information and updates from the Parish Council and about Village Hall events.

Wave £9.59 (for May) (VC)

SSE £59.48 (for Feb -mid May) (VC)

NSDC Election re-charge costs - £735.77 – Cllr Barlow suggested that careful consideration be given to whether or not elections are needed in the future due to the impact that this has on finances.

c) Payments upcoming:

ICO £35.00 (Direct Debit due 25/7) – Information Commissioner's Office (GDPR subs)

It was unanimously agreed that the payments were / should be made.

7. Planning matters:

- i) 20/00895/TWCA - Doves Cottage, Front Street – felling of dead cedar tree
INFO ONLY (no action required)

8. Clerk probation

The Clerk's six-month probationary period finished at the end of June and the contract requires a review to confirm that the Parish Council list satisfied with work completed in order to pass probation and award a pay increase to £10.16 per hour. The Parish Council unanimously agreed to a satisfactory probation period being completed. Prop – Cllr Parker and seconded Cllr Jukes.

9. Website accessibility

The Clerk provided an update about legislation that requires websites to be accessible for those that may have additional needs e.g. large print, screen viewers. NALC have recently provided guidance on this which will be reviewed and amendments made to the website as required, including the addition of a formal statement, although it is thought that the bulk of the work would lie with the web site provider. **Action – Clerk to review policy, to contact website provider and create statement to demonstrate that progress is being made in relation to accessibility.**

10. Village Hall Hire Agreement

The Village Hall hire agreement needs to be reviewed / updated, which will be done once it is possible for normal meeting formats to resume.

11. Considerations for reopening the Village Hall – review processes for reopening the Village Hall when restrictions / legislation permit; update about webinar that HC attended

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The Clerk provided an update from a recent webinar outlining the considerations for re-opening halls. It included the need for risk assessments to be completed and reviewed, but that much related to 'reasonable' steps being taken to follow legal guidance when making decisions – reviews need to consider whether steps are feasible to carry out, and remember that some responsibility still lies with individual/the public to take ownership of action. It was unanimously agreed that it is safer to keep the Village Hall closed for the time being. A basic risk assessment basic template has been created and will be reviewed in line with guidance, and when booking enquiries are made. The hirer will review, and sign to agree, with risk assessments, and this would also apply to any contractors who need to access the site. **Actions – Clerk to contact Zurich Insurance for their policy, and also cross check the risk assessment with NALC's template.**

12. AOB

Cllr Parker advised there are trees on the verge on Barnby Road which are in need of cutting back to ensure larger vehicles can pass. **Action – Clerk to clarify exact location with Cllr Barlow and report issue to NCC.**

Cllr Parker advised of potholes in need of attention on Front Street. **Action – Clerk to report to NCC.**

JB thanked those who helped with clearing the ivy– branches now come off tree, GB advised landowner will sort.

NSDC littering campaign – posters will be left on the PC board and monitored due to concerns about the style/approach of the campaign. **Action – JB to check with the Church for their views and let them review if they wish them to be on their board.**

13. Date of the next Parish Council Meeting – tbc

Please note that in line with Government guidelines, annual meetings have been suspended until 2021. Future meetings will be agreed as required during the lockdown period. As restrictions ease, the Parish Council will assess when meetings can return to normal.

...*Helen Cowlan*.....Parish Clerk

Meeting ended 20.20pm