

BARNBY IN THE WILLOWS PARISH COUNCIL

Minutes for the meeting held on Thursday 16th January 2020 at 7pm in the Village Hall

Attendees – Councillors: Cllr Barlow (Chair); Cllr Parker (Vice-Chair); Yvette Wellard (Clerk/RFO); Helen Cowlan (Clerk); Cllr Bett; Cllr Chaplin; Cllr Jukes; Cllr Powell; Cllr Speakman
Attendees – Public: 4 members of the public

1. Apologies for absence

Apologies were received from Cllr Brooks, Cllr Dobson and Cllr Lee – apologies were accepted by the Parish Council.

2. Declarations of interest

None.

3. Contributions from the public, District and County Councillors

Defibrillator – resident (Kathryn) provided an overview of the situation on Christmas Day where her step-father was unfortunately taken ill and there had been issues with using the defibrillator. Kathryn requested steps be taken to ensure the correct code was known, that parts were up to date and that there was a process or ‘chain of command’ for getting additional help from first aiders within the village, as well as for what should be done with the defibrillator after the event. Fortunately, the situation had a positive outcome and a good recovery is underway. Cllr Barlow acknowledged it was a very difficult situation, especially with it being Christmas Day meaning many people may have been away from home, and that the matter will be discussed during the meeting (see item 7a).

4. Approval of minutes of the Parish Council meeting held on 28th November 2019

The minutes should reflect the following meeting date as being Thursday 16th January (not Tuesday) but were otherwise unanimously agreed as a true reflection of the meeting.

The minutes of the Parish Council meeting held on 28th November 2019 were approved as being a true record of the meeting – proposed Cllr Barlow, seconded Cllr Speakman. **Action – Clerk (HC) to amend minutes to reflect the correct date.**

5. Matters arising from the minutes

- PC/84/19 g) YW confirmed quotes for fire alarm inspections had been received from DCR (£540 and Chubb £340; awaiting a quote from Tri-Sec (in order to get three quotes for comparison of prices and terms). Matt Hudson confirmed he doesn't carry out such work.
- PC79/19 iii) Concern was expressed about going parking issues in the village, including ease of access in and out of properties, and the potential lack of access for emergency vehicles. Cllr Speakman reminded councillors of her report which outlined actions which could/couldn't be taken in the village due to its size. **Action – Clerk (HC) to contact Cllr Lee to establish what support / action could be provided from a warden / local authority with the potential for escalating to Highways if needed.**
- PC/84/19 f) Late licence application – YW confirmed that the existing licence covers events occurring Thurs-Sun and that a complete events licence would be needed for covering other days. **Action – Clerk (HC) to add consideration of a ‘full’ application to the next agenda.**

6. Finance:

a) Payments:

Committee expenses (raffle) - £49.65

Premises Licence - £70.00

PRS - £105.58

Chubb (replacement extinguisher) - £124.46

Community Heartbeat Trust - £151.20 (inc VAT)

Grimes Gas x2 - £117.00

Electrical inspection – TBA as per section 5 above

YW confirmed the recent payment of £102.00 to the Performing Rights Society (PRS) was for the 2019 invoice (PRS advised this was due to them being late sending invoices out). The new invoice of £105.58 is for 2020. YW advised this could now mean two payments coming out of the same financial year. **Action – Cllr Barlow suggested reviewing next month; Clerk (HC) to add to next agenda.**

The above items were authorised for payment (except PRS) – proposed Cllr Bett, seconded Cllr Chaplin.

b) Finance statement at 16 January 2020

- Parish Council Summary – YW provided an overview of PC finances. Year to date expenditure is at just over £2700 with election expenses due soon. Income is precept and VAT, with one more VAT payment to come. Bank balances are: PC Account £3575.17, VH Account £3815.17 and Reserve Account £3097.29
- Village Hall – YW provided an overview of the Village Hall budget and spend to date advising there may be another electricity bill due, and payments for electrical testing and the caretaker will be due before the end of the financial year. There was an extra expense from DCR and there will be a need to pay for the replacement of one of the fire extinguishers. Additional expenses – just curtains. Village Hall income to date - YW provided a breakdown of Village Hall income confirming that the figures do include VAT (of which the most recent refund is £245.65) and clarified that earlier in the year the PC decided against transferring VAT to the committee, as funds should stay within the PC account.

YW advised that the committee should be fundraising for PC funds for the PC to manage, as confirmed as part of the last audit, and that finances had appeared to become more complicated. **Action – Consideration should be given to how the process should be simplified.**

c) 2020/21 Budget.

YW provided an overview of the figures for the next financial year, with the red column showing the draft budget to be approved for 2020/21.

- For the Parish Council - nothing has been allocated for the production of a newsletter at this time although it could be incorporated into standard printing costs if it takes a basic format. The rest of the figures are based on standard figures for the previous year, and would give a total of £3500 expenditure.
- For the Village Hall - all figures are based on the previous year's expenditure, however, there is the additional expense of the payment for the fire alarm (annual payment). Electrical testing is every 5 years. The Caretaker's salary will go up slightly due to an increase in the minimum wage. Although expenses have reduced by no longer being required to pay the rates, they have also increased due to having to pay for fire alarm inspections. The budget shows expenses of just over £2000.

The draft budget was approved – proposed Cllr Jukes, seconded Cllr Parker.

d) 2020/21 Precept.

The precept currently stands at £3000, however, now needs to be increased order to get funds up to where they should be over the next 2-3 years (bearing in mind that best practice is to hold 1.5 times the annual precept in reserve). An increase of 5% would be insufficient, therefore Cllr Barlow proposed increasing the precept by 10%. This increase would move the precept from £3000 to £3300. For a band D property, the current allocation of Council Tax is £28.78pa and the increase would mean a change up to £31.40pa – this equates to an increase of only £2.62 per household for the year (on average).

Parish Councillors unanimously agreed to increase the precept by 10% from £3000 to £3300 – proposed Cllr Barlow, seconded Cllr Chaplin.

e) On-line banking

YW confirmed that the relevant forms have been submitted in order to set up on-line banking. Cllr Barlow, Cllr Bett and Clerk (YW) are signatories, however, Clerk (HC) will need to be added and consideration given to adding Cllr Parker and Cllr Jukes too.

Action - Clerk (YW) to update financial regulations to reflect changes; Clerk (YW) to review details with regard to the processes for using debit card/bank transfers, and to review if the Parish Council and Village Hall accounts will show as being linked, or if another account needs to be set up for the Village Hall.

7. Administration:

a) Defibrillator

Although the reasons behind different codes being in circulation are not clear, the correct code has been established. Thought needs to be given as to how the correct code is circulated to the Village. Putting the code on the door could lead the defibrillator at risk of theft or damage, however, a newsletter through residents' doors may be the most effective channel. When 999 / ambulance is called, the operator will also be able to advise the caller of the code.

YW has been in contact with Community Heartbeat Trust (CHT) who confirmed that information from the monthly checks should be updated via the website, rather than by email. It is understood that the service fee includes replacement parts as needed, although there is uncertainty about whether they should be requested by the Parish Council, or sent automatically (e.g. when pads expire).

The full process for using and managing the defibrillator needs to be identified and documented by the Parish Council, as well as reviewing what steps have / have not been taking place.

A resident has enquired about the possibility of having a list of trained responders. Formal schemes do exist where they could be called in an emergency so research could be carried out to establish if it is a practical and cost-effective option. For example, if you are on your own it may be difficult to ring for an ambulance, organise the defibrillator and call for further help.

Cllr Powell volunteered to be involved with defibrillator checks going forward (as the provider has suggested having two people is good practice).

Newark Community First Aid deliver first aid training but may also be able to offer advice and / or support with regard to managing the defibrillator too.

Action – JB to consider the correct process(es) for dealing with incidents and managing the defibrillator with support of Clerk(s). Clerk (YW) will review the service agreement and give details of CHT's website to Cllr Powell. YW will also add the defibrillator code to the newsletter (see item 7b). Clerk (HC) will contact Newark Community First Aid to enquire about whether or not they service defibrillators, and to agree a date for training at end Feb / early March.

b) Village website and newsletter

Janine advised that changes are being made by the website host/provider that mean the Parish website must be reviewed, and a decision made about whether to 'revamp' the existing site or to create a new one (and implications for data being backed-up). It will be important to decide whether or not the domain name should be kept / transferred, and how email addresses are linked (including for the Village Hall Committee), Checks will also need to be made to ensure it is GDPR compliant, and to review how (if necessary) to ensure it is mobile / tablet- friendly.

Action – Cllr Barlow to speak to the current owner / person responsible to understand how things stand and options for change. Clerk (HC) to research options for setting up a new site (including costs and domain implications) in case that route is taken. Janine to add a message to the current website saying it is under review and remove the contact form option.

A regular newsletter has not been continued due to costs but there is the option to send 'ad hoc' updates for changes and events, if in a more basic format. A number of Councillors agreed that many people relied on

the newsletters for information. It had previously been hoped that funding through advertising would cover costs but, unfortunately, income had been inconsistent. YW advised that an A4 sheet circulated in September used less than one print cartridge, along with the cost of the paper, so could be a cheaper option. Cllr Barlow confirmed that future / regular newsletters should be self-funding, and whilst it could fit within the Clerk's role (HC), having someone volunteer to co-ordinate / produce them would minimise costs. If newsletters are to be produced in the future, research into websites and / or printers could establish cost effective production. Cllrs Speakman and Chaplin offered to help with deliveries.

There are a number of updates which should be communicated; therefore, Cllr Barlow advised a 'one-off' newsletter should be produced and circulated to cover:

Defibrillator code, interest in volunteering for a 'first response' system, introduction of the new Clerk, Village Hall booking fees, and future events (bullet points).

Action - Clerk (YW) to produce the newsletter with the cost to come out of this year's budget (for approx. 120 people.

c) Village Hall – review of hire agreement

It was felt that the current charges would not cover the associated costs for electricity and heating, and that as charges had not been increased over the previous three years, an increase was due. It was acknowledged that consideration needed to be given to remaining competitive, and that a review could be done to see how the hall could be marketed to increase usage (especially as money has been invested in chairs and curtains etc). It was suggested that photos could also be added to the website. Cllr Barlow suggested that whilst having different charges for different types of use could prove difficult to manage, it may be worth creating a list of what is and / or is not included for use as some other halls, for example, lock away items that are not included. After discussion it was unanimously agreed that the hire of the Village Hall should increase to £8 per hour for those living in the village, and £10 per hour for those living outside of the village. It was confirmed that the Church would not be charged for using the Hall. Proposed Cllr Parker, seconded Cllr Chaplin. **Action – Clerk (YW) to include in newsletter (as per item 7b).**

d) Committee report.

The Christmas Fayre was a success making a profit of £262.88. The wreathmaking event made £130 profit. The Carol Service raised £205 for Beaumont House for which a letter of thanks has been received.

Future events:

- Next 22/2 Inter-Lanes Quiz
- 11/4 Easter Egg Hunt
- 9/5 VE Celebrations

e) Village Hall – purchase of new chairs, general maintenance.

There were no updates relating to maintenance.

Cllr Bett and Clerk (YW) provided an overview was given with regard to the types and costs of chairs which were researched. It was unanimously agreed to order 60 silver aluminium chairs at a cost of approx. £2000 (£1554 for chairs + £35 delivery + VAT). The VAT can be claimed back. Proposed Cllr Barlow, seconded Cllr Chaplin. **ACTION – Clerk (YW) to order the chairs.**

Cllr Chaplin advised that she will order the fire proofing required for the curtains and claim this back.

Quotes will be needed for the repair of the broken glass.

ACTION – Clerk (YW) to send a thank you letter to Cllr Dobson for the donation that was made.

8. Correspondence

Footpaths - Cllr Barlow advised a resident has been in touch to advise some walkers are using an incorrect route around the side of her house – the way-marker post is down. **ACTION – Clerk (YW) to contact the Footpaths Officer to ask for clarification of the route and whose responsibility it is to ensure that footpaths are visible and accessible. YW to send letter to the landowner to give thanks for giving permissive footpath use, request they leave the standard footpath width cleared / maintained and enquire about the possibility of adding “no access” signs to ensure walkers are aware of areas that should be used.**

9. Matters for immediate note or the next agenda

Cllr Powell has received information from a resident about Severn Trent’s £10m support with funding local projects and they suggested it could be worth starting a project to overhaul the bridge, and to improve signage. Severn Trent can also provide community events with plastic free water bars. Cllr Speakman has recently attended a conference which gave ideas for environmentally friendly / progressive solutions such as using rainwater for flushing toilets, although unfortunately the costs of such conversions can be prohibitive unless covered by grants / funding.

ACTION – Clerk (YW) to review what is covered (severntrentwater/community funds).

Cllr Powell enquired where the free trees will be planted – to be confirmed.

10. Date of the next Parish Council Meeting

Thursday 12th March 2020 at 7pm

Meeting closed at 21.20

.....Signed

.....Date

Please note the Parish Clerk is changing from Yvette Wellard to Helen Cowlan
Both will have access to E-mail: parishclerk@barnbyinthewillows.com
Tel: 01636 626780 (Yvette) Tel: 07905 787086 (Helen)