

# BARNBY IN THE WILLOWS PARISH COUNCIL

## MINUTES FROM THE ONLINE (Zoom) ANNUAL AND ORDINARY PARISH COUNCIL MEETINGS 5th MAY 2021 at 7:30pm (following straight on from Annual Parish Meeting).

Attendees: Cllr Janette Barlow, Cllr Jackie Parker, Cllr Carina Jukes, Cllr Karin Chaplin, Cllr Carol Speakman, Cllr Graham Betts, Helen Cowlan (Clerk)  
Public: None

### 1. Declarations of interest

None

### 2. Election of Chair and Vice-Chair

Cllr Speakman proposed that Cllr Barlow continue as Chair, and Cllr Parker as Vice-Chair, seconded by Cllr Jukes (unanimous agreement). Cllr Barlow and Cllr Parker gave thanks for support and for votes. It was acknowledged that the Village Committee and Constitution would need a full review at the next meeting in July.

### 3. Contributions from the public, District and County Councillors

See Annual Parish Meeting minutes.

### 4. Approval of minutes

The minutes of the Parish Council meeting, held online on 11<sup>th</sup> March 2021, were approved as being a true record of the meeting – proposed Cllr Speakman, seconded Cllr Chaplin.

### 5. Matters arising from the minutes

Updates were provided on previous / outstanding actions.

Cllr Parker advised that the Village Hall Committee will need additional members (current members comprising only 6 people – Jackie, Derick, Andy, Vicky, Gill and Graham). Although some interest has been shown (including from Cllr Speakman) it was agreed that further interest could be generated via a newsletter, which could also include an update on concerns about traffic and speeding in the village.

Additionally, Derick Parker has kindly agreed to take over responsibility for mowing duties, but it is important to have someone available to cover as 'back up' if needed.

**ACTION – Cllr Barlow to draft a newsletter encouraging people to register interest for the Committee via Cllr Parker, and to establish interest for people to take responsibility for mowing now that Les Chaplin will be moving on.**

### 6. Approval of formal documents

- i) Financial Regulations
- ii) Standing Orders
- iii) Asset Register – would reducing kiosk value make it cheaper to ensure, market values. Same principles for noticeboard
- iv) Risk assessment(s)
- v) GDPR and Accessibility documents
- vi) Equality, and Grievance & Disciplinary, processes

**Action – Clerk to double check that all documents include Barnby Parish Council and a review date of May 2021.**

**Action – Clerk to contact insurers to check how to correctly show nominal value v replacement value, and ensure same rule applied for noticeboard as telephone kiosk. Also, to enquire if / how changing values would affect premiums.**

The above listed documents were approved by unanimous agreement.

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## 7. Finance

- a) Annual approval of Accounts for the year ended 31 March 2021.
- b) Approval of Certificate of Exemption for the year ended 31 March 2021.
- c) Approval of the Annual Governance Statement for the year ended 31 March 2021.
- d) Approval of the Accounting Statements for the year ended 31 March 2021.  
The above unaudited accounts and documents were unanimously approved, subject to internal audit comments – proposed Cllr Parker, seconded Cllr Speakman.
- e) Payments made since March's meeting:  
Newsletter costs of £39.60 & £39.49 (PC) - £39.60 prev. approved in Jan.  
Bus shelter repairs totalling £56.90 (PC) – prev. approved in Mar.  
SSE £52.59 (VH)  
Wave £52.80 (VH)  
Caretaker annual salary £250.00 (VH) – prev. approved in Jan.  
Stationery – printer cartridges/paper/dividers £43.75 (PC)  
Vulcana heating service £170.40 (VH)  
Water Plus £17.92 (VH)  
PAYE for 2020-21 – Caretaker £62.40 (VH) and Clerk £26.60 (PC)
- f) Payments that are upcoming:  
Zurich Insurance approx. £700 (amount tbc in renewal quote – to be paid end of May)  
All payments were unanimously approved – proposed Cllr Jukes, seconded Cllr Chaplin.  
The first instalment of the precept has been received - £1815.00.

## 8. Planning – review of planning requests

- a) 21/00735/HOUSE - Wellington Lodge, Long Lane – proposed side extension and removal of a tree -deadline 13<sup>th</sup> May 2021.  
*Parish Councillors unanimously voted to submit a decision of no objection – Clerk to submit view to NSDC in line with process.*

*NSDC have confirmed that works being carried out at Ivy Farm are part of a previously approved planning application.*

## 9. CIL funding – review funding to be received.

As part of a development at the beginning of 2020, funding of £1170.44 has been allocated by NSDC. Funding is to support / be allocated to spending on infrastructure which is for the good of the village. Funds allocated £1170.44 to be spent / committed for spending on a project within the next five years. Consideration will need to be given to what the funding could be used for, for example towards interactive speed signs.

## 10. Return to Face-to-Face meetings

Legislation now requires future meetings to return to face-to-face which will require the careful review of processes and procedures, as it has to factor in the potential for members of the public to attend. Attention will need to be given to restrictions being eased and how best to return to 'normal' again.

**Action – Clerk to gather information ready for the next meeting in July.**

## AOB

- Cllr Barlow gave formal thanks to Cllr Chaplin for her role on the Parish Council, and to Les Chaplin for efforts with mowing and previous involvement with fundraising – they will be missed but wish them the best. Cllr Chaplin confirmed that she has enjoyed her time on the Parish Council and that they will miss the Village. New Councillor recruitment will be started once Cllr Chaplin's move has been finalised.
- Cllr Barlow confirmed that, sadly, Joyce Johnstone died a few weeks ago and suggested something should be done to commemorate her and her fundraising – e.g. planting a tree or bush in her memory. There was unanimous agreement and support for this.

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- Cllr Chaplin advised that they have previously given support to a vulnerable resident, and would be looking to find someone who could continue this support when they leave the Village e.g. paying bills / repairs.
- Clerk thanks the Parish Councillors for their support during the first full year in the role. The Clerk was thanked for the letter written in support of the Cattle Market which has been sent to NSDC, local MPs and NFU.
- Finally, Cllr Barlow requested that items for inclusion in the next newsletter (provisionally end of June) be sent on.

**11. Date of the next Parish Council Meeting – tbc – 8<sup>th</sup> July 2021? 7pm**

*Please note that as legislation to hold meetings online is currently scheduled to end on 7<sup>th</sup> May 2021, the Parish Council are reviewing how best to reinstate face-to-face meetings safely.*

Meeting ended 20.40

.....Chair

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