

BARNBY IN THE WILLOWS PARISH COUNCIL

MINUTES FROM THE PARISH COUNCIL MEETING 8th JULY 2021 at 7:00pm.

Attendees: Cllr Janette Barlow, Cllr Jackie Parker, Cllr Carina Jukes, Cllr Carol Speakman, Cllr Graham Betts, Helen Cowlan (Clerk)

Attendees from District / County: Cllr Betty Brooks, Cllr Maureen Dobson, Cllr John Lee

Public: None

1. Apologies for absence

Cllr Ben Powell – work commitments – the Parish Council accepted the apologies.

2. Declarations of interest

None.

3. Contributions from the public, District and County Councillors

- Cllr Brooks advised that a consultation will be made as Chestnut Lodge is applying to have permission to have additional pitches. Cllr Dobson confirmed that the Government has instructed NSDC to find approx.196 additional pitches within the district (despite meeting current requirements already), and suggested being in contact with Coddington and Balderton, as well as enquiring if MP Robert Jenrick would be available to discuss/give further information.
- Cllr Dobson confirmed that putting a noticeboard in the bus shelter would be quite easy, and the Clerk confirmed that enquiries have been made about relocation from the Village Hall. Cllr Dobson advised to contact NCC to ask about how to apply for Local Improvement Scheme (LIS) funding which normally opens in January – this may require an element of matching funding. Cllr Dobson advised to let her know if the noticeboard was needed sooner than this for her to review funding. **ACTION – Clerk to email NCC.**
- Cllr Dobson confirmed that the speed sign should now have been repaired.
- Cllr Lee advised that he produces a report outlining issues and updates for his area, so he will ensure the Clerk gets a copy.
- Feedback has been received that verges need to be cut, and that some paths have overgrown areas which need to be cut to keep walkways clear. **ACTION – Clerk to report to NCC.**

4. Approval of minutes

The minutes of the Parish Council meeting held on 5th May 2021 were approved as being a true record of the meeting. The minutes from the Annual Parish Meeting and Annual Parish Council Meeting will be approved at next year's meetings – proposed Cllr Parker, seconded Cllr Jukes.

5. Matters arising from the minutes – *unless urgent, matters arising will be carried forward to the next meeting*

- Mowing – Mr Parker has taken over mowing duties, and cuttings are collected and removed. It was agreed that the existing pile of grass cuttings should be removed as it could become too large to manage if being used by others. It was agreed that Mr Speakman will do the mowing when Mr Parker is not available.
- Resident support – Cllr Lee confirmed that concerns can be raised to adult social care. It was agreed that individual situations would need careful handling and that information must be gained / assessed before deciding on action to be taken.

6. Actions list (HC/all)

A summary of the current position with previous/outstanding actions:

- PCJan20/8 – footpath sign on the path near the back of the Hall – NCC are drawing up plans for its replacement (action now closed).
- PCSept20/11 – Clerk has spoken to Dog Warden at NSDC who advised to report all issues for them to track, and then advise on the best course of action in the future (action now closed). **ACTION – Clerk to report fouling reported by Cllr Speakman, near the end of Back Lane, and near the Churchyard/dirt track.**
- PCNov20/12 – Cllr Parker has created, and is monitoring, a 'Spring Clean' list to ensure cleaning and maintenance is completed as required, and will update the PC when tasks need to be done (action now closed).
- PCJan21/3ii) – while road surfaces are not great in some areas, there are no outstanding repairs – issues to be raised and reported as needed (action now closed).
- PCJan21/6ii) – speed sign has been repaired (action now closed).

Parish Clerk: Mrs Helen Cowlan Tel: 07905 787086

E-mail: parishclerk@barnbyinthewillows.com

BARNBY IN THE WILLOWS PARISH COUNCIL

- PCMar21/9 – approximate costs have been assessed and contact made with NCC about the process to move the noticeboard if needed. **ACTION – Clerk to email NCC about LIS funding (as per agenda item 3).**
 - PCMar21/10 – approximate costs, and processes, for interactive speed signs have been obtained. County Councillors have suggested contacting NCC for speed ‘tubes’ to be installed to assess traffic speeds and volumes – evidence which may help show who should take ownership of implementing actions. Cllr Lee also suggested getting some ‘30 for a reason’ / ‘mud on road’ signs which may have helped to slow traffic in other areas. **ACTION – Clerk to contact Highways about tubes and signs; Clerk to email Cllr Lee for contact details for Speedwatch Scheme.**
 - Litter picks – litter pick along A17 has been completed.
 - Overhanging branches – **ACTION – Clerk to report stretch towards Balderton where overhanging branches could impact large vehicles being able to pass.**
 - Newsletter - Cllr Barlow to create a newsletter with updates and information.
7. **Finance (HC)– review financial issues / authorise payments**
- a) Payments made since last meeting (May):
Zurich Insurance £707.76 (PC)
Mowing £7.11 (PC)
SSE £167.70 (VH)
As the electricity charge was based on estimates, and corrected meter readings have been submitted, a refund will be due. It was agreed that now meetings are held at the Hall, and more regular meter readings can be taken, that these will be submitted instated of a smart meter at the moment.
- b) Payments upcoming:
Internal Audit £75.00 (PC)
Information Commissioner’s Office £35.00 (PC)
It was unanimously agreed that all payments were in order. Proposed Cllr Parker, seconded Cllr Jukes.
- c) Income received:
Recent income received comprises CIL £1170.44 (PC), Precept £1815.00 (PC), Election Hire £155.00 (VH), VAT reclaim £64.56.
- d) Asset list:
The Clerk advised that the Insurers had confirmed that the asset list should include replacement values (not nominal values) and that any fees for making changes to the policy would depend on the changes made (but they would give a quote when information was provided). **ACTION - Clerk to circulate suggestions for values to the PC to review.**
- e) End of Year Audit Feedback:
The Clerk gave an overview of the feedback from the internal audit and of changes that had already been implemented (administrative processes). The Parish Council acknowledged the recommendation for showing budget and accounting under one ‘umbrella’ but wished to continue with the current process of having budgets and accounts which showed Parish Council and Village Hall receipts and payments separately. The Clerk advised that further detail would be sought on points regarding showing payments exceeding £100 and accessibility legislation as it was believed that requirements had been met. Help / clarification would be sought as required and information shared at the next meeting. **ACTION – Clerk to liaise with internal auditor.**
8. **Planning matters (HC) – review planning requests and / or decisions**
- a) 21/00735/HOUSE Wellington Lodge, Long Lane – proposed side extension and removal of a tree.
OUTCOME: permission granted (info only)
9. **Parish Council vacancy (JB)**
The vacancy will be filled as per NSDC guidelines. **ACTION – Clerk to contact NSDC for correct forms and follow process to formally advertise the vacancy.**
10. **Village Committee and Constitution**
Cllr Parker confirmed that there will be two new members on the Village Committee. The Constitution was reviewed and changes suggested. **Action – Clerk to use the 2019 version as the basis from which to draft an up-to-date Constitution to be formally authorised at the next Parish Council meeting.**
11. **Village Hall reopening / hire**
It was formally agreed that the Village Hall will be open from 19th July and future events / processes will be in line with Government guidance. The Clerk advised that the Church has enquired about whether or not they

BARNBY IN THE WILLOWS PARISH COUNCIL

would be charged for using the Hall – this will need to be reviewed. Cllr Parker will confirm the date of the first Committee meeting. It was agreed that the first event will be the Horticultural Show during the first week in September. Future events could include wreath making in December, and then a fresh start in January (in terms of planning more events). One suggestion was to hold an outdoor picnic over the summer – residents could bring their own food. **ACTION – Clerk to circulate the Hire Agreement for the Hall for amendment suggestions, and check pricing currently shown on websites (inc NCC).**

12. Light Pollution (JB)

It was highlighted that some property lighting, whilst a useful safety feature, could be deemed excessive / intrusive if it encroaches a neighbouring property, especially throughout the night. **Action – JB to include a request to reduce overnight lighting, and be considerate of neighbours, in the newsletter.**

13. Website (JP) – review how to make progress with the website

It was agreed that progress needs to be made with setting up a new website, however, care will need to be taken to save historical information. Any new site will continue to show information about the Village and Church as well as news/events etc. It is not currently known what will happen to the old contacts and emails if / when the current services are stopped so Mr Parker and the Clerk will need to start to back up any information to keep. Clerk confirmed that wording on the front page has been amended to help people understand where to find information, and basic information for 2020 onwards has been uploaded to a page with NSDC. **ACTION – Clerk to write to resident who was previously overseeing services to make contact and agree the best way forward, and to start the set up of the new page.**

14. Village Hall Noticeboard and Speed Signs (HC)

The Clerk advised that metal / magnetic noticeboard prices start from approx. £600/650 and that if the board was to be moved, permission may need to be granted from NCC Highways. As outlined in agenda item 3, funding will be sourced and then the process / design agreed accordingly.

The Clerk advised that interactive speed signs start from approx. £2000 and can collate data. Responsibility would need to be taken for charging batteries and Highways would need to give permission for installation. As outlined in agenda item 3, the Clerk will make enquiries about how best to monitor traffic and install signs.

15. NSDC / HART

The scope of HART team at NSDC will now expand to provide a general support network across the district with each Parish Council having a designated point of contact. Having spoken to Barnby's contact, they can offer support and advice including for events. For example, support for diet and lifestyle at a Health/Wellbeing event, or activities for young people.

16. Councillor contact details

It was agreed that the website(s) should list Councillor names, but that contact should be made via the Clerk.

17. Date of the next Parish Council Meeting – Thurs 9th Sept at 7pm

Please note that future meeting dates may need to be reviewed in line with changes to Government guidelines.